

## Stipends are brought to you by ARPA — American Rescue Plan Act (ARPA)

Every ELC uses these dollars in their own way. The ELC of Broward invests in education & learning!

**Broward's Educators and Directors** 

**#Browardisthebest!** 



## How do I get a stipend?

Attend a training in **full**.

<u>Full</u> can be one day in person, one day zoom, multiple days, etc...

Submit all required documentation in ELC's payment system:

Clear

Correct

Current

Certificates of completion.



## First Available Stipends

<u>Stipend</u>	Amount	<u>Eligibility</u>
CLASS Through The Administrator Lens	\$1500	Post July 1, 2023
Infant Toddler CLASS Bonus (previous World CLASS Workforce participants only) New coursework included: Sound Beginnings	\$600	Combo Dates – depending on cohort
Introductory 45 Hour Childcare Training	\$500	Post July 1, 2023
MMCI Segment I or 2 (previous World CLASS participants only)	World CLASS Workforce Participants	Combo Dates – depending on cohort

For those that were incomplete during world class - they will be emailed/notified of the trainings to become complete. Trainings will be invite only.

# Coming Soon...New Stipend Opportunity

- Degree Translations
- \*New SR Health & Safety Courses
- \* New Director Training Series
- ❖ Spanish, English & Creole Language Trainings
- ❖Zoom Live Training Opportunities
- ❖In-Person Training



- Classroom Management Series
- **❖** Behavior Bootcamp Series
- ❖ After School Educator Track
- ❖Bilingual Benefits Training Series
- **STEAM Training**
- Trainings for Infant/Toddler Educators
- Trainings specific to Pre-K Educators

## Who will apply for the stipend?

YOU are responsible for submitting your documents.

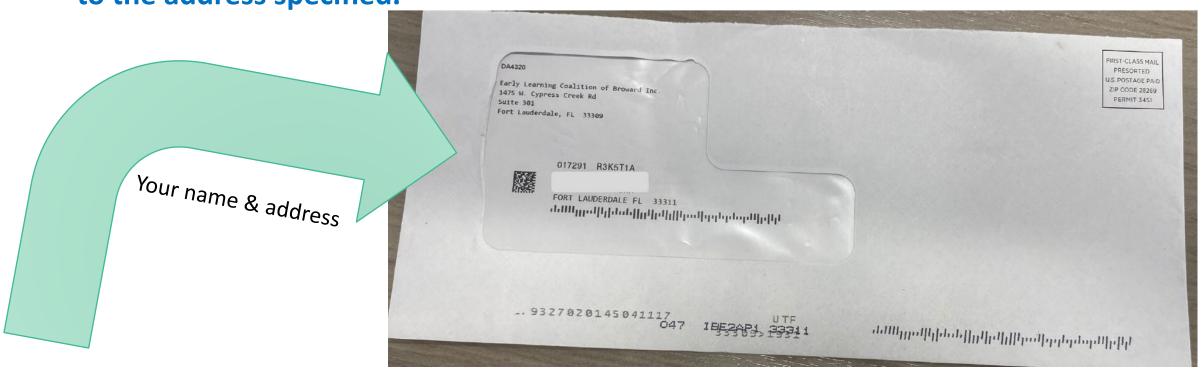
- Directors will no longer be responsible for inputting addresses and uploading W9s and certificates.
- We ask that you assist those individuals that are not techy.





## How will stipends be paid?

A check will be mailed directly to each person. Make sure you can receive mail to the address specified.



## Cash or Deposit check <u>ASAP</u>

Clearing your check ASAP helps the ELC track if an issue has occurred.

- The previous round of ARPA had a lot of back and forth with missing apartment #s, incorrect addresses, etc...
- You will be notified when your *Stipend Request* is approved.
- You will be notified if you information is needed.
- There is a 14-day waiting process if a check is lost...be very mindful.
- Checks will be mailed at the beginning of each month to allow for the verification process to be completed.



## Checks will be mailed monthly

Clearing your check ASAP helps the ELC track if an issue has occurred.

This allows for the verification process to be even more effective than before.

#### Timeline Example:

- January 4<sup>th</sup> Submit Stipend Application/Request
- January 5<sup>th</sup> Reviewed by ELC staff
- January 8<sup>th</sup> Returned to applicant for edits, i.e. W9 doesn't match data entry in Stipend System Email from <u>arpfunds@elcbroward.org</u>
- January 11th Reviewed by ELC staff
- January 15<sup>th</sup> Send for final approval and preparation
- ■1 week of the new month
  - Payment Batch sent to bank for mailing

Su	M	Т	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## Getting Started

- ✓ Access to a computer and scanner
- ✓ A techy friend, director, coworker, etc...
- ✓ Current, clear and clean W-9 (signed & dated)
- ✓ Your social security card
- ✓ Certificate(s)
- ✓ Website address

Or scan the QR code to get to the website



https://elcbroward.webauthor.com/go/fx stipend payment/default.cfm?actionxm=RegisterSignIn

Legal Full Name (as it appears on your social security card	Jennifer Aniston
Mark individual – it's all for YOU!	2 Business name/disregarded entity name, if different from above  3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.  I individual/sole proprietor or gingle-member LLC    Limited liability company. Enter the tax classification (C=C corporation, P=Partnership)   Limited liability company. Enter the tax classification of the single-member owner. Do not check    Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check    Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):    Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):    Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):    Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):    Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):    Exempt payee code (if any)   Exemption from FATCA reporting
	LLC if the LLC is classified as a single-member LLC that is disregarded from the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the type dissification of its owner.  Other (see instructions)   Aventura, FL 33180  T List account number(s) here (optional)  Include your mailing address. The check goes to you!
	Taxpayer Identification Number (TIN)  Inter your TIN In the appropriate box. The TIN provided must match the name given on line 1 to avoid ackup withholding. For individuals, this is generally your social security number (SSN). However, for a seident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other ntitles, it is your employer identification number (EIN). If you do not have a number, see How to get a lote: If the account is in more than one name, see the instructions for line 1. Also see What Name and tumber To Give the Requester for guidelines on whose number to enter.  Social security number  1 2 3 - 4 5 - 6 7 8 9  or  Employer identification number  Security #
	Certification Inder penalties of perjury, I certify that:  The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and  I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue  Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am olonger subject to backup withholding; and  I am a U.S. citizen or other U.S. person (defined below); and
	The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.  Sertification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because but have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, equisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, paymenter than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part interest paid, the part of the

## Your W9 is complete

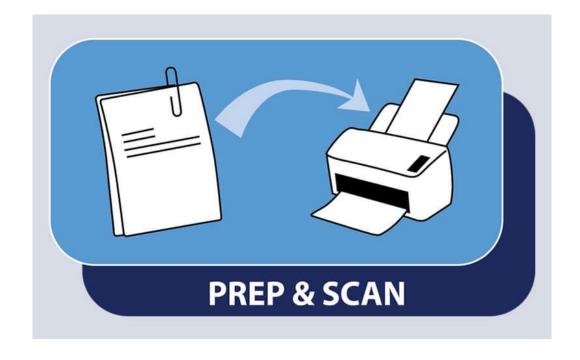


This is where a techy "FRIEND" comes in handy.

TAKE A CLEAR PIC WITH YOUR PHONE



#### SCAN TO THE COMPUTER





Here

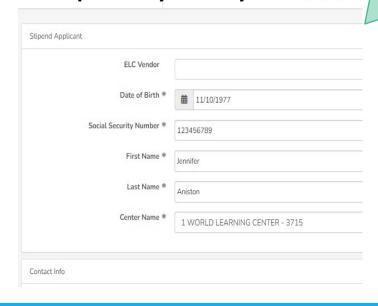
# My friends call me Jenny... my legal name is Jennifer. When applying for a stipend...

Request for Taxpayer Give Form to the **Identification Number and Certification** requester. Do not send to the IRS. Department of the Treasury ► Go to www.irs.gov/FormW9 for instructions and the latest information Internal e enue Ser ice ne tax retum). Name is required on this line; do not leave this line blank. 2 Business name/disregarded entity name, if different from above Part | Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid. acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

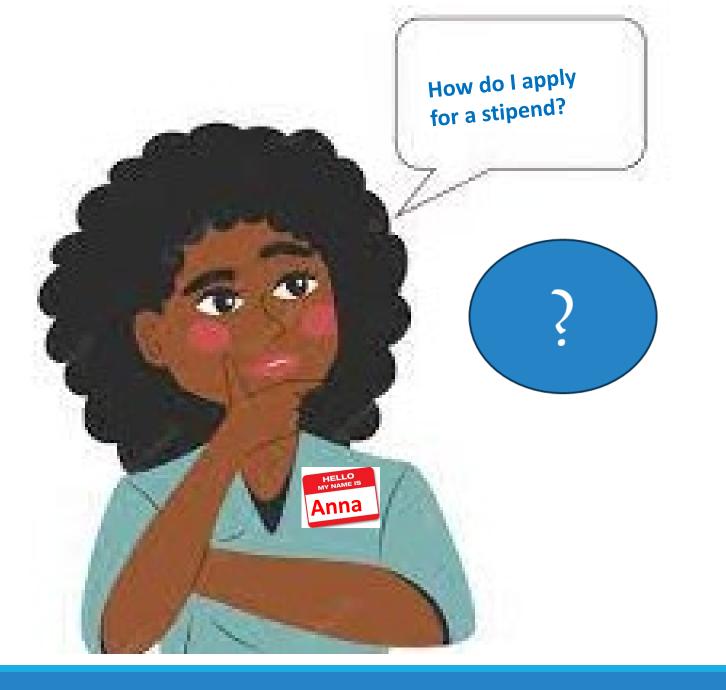
Date 11/21/2023

Always use your **legal**name when completing
your W9 and entering
information in the ELC's
payment system.

#### **ELC Stipend Payment System** AMY QUEUE •







What name should Anna use?

Legal name: Jeanette Anna Marie Smith.

Registered for Training Name:
Anna Smith



Anna should always use her legal name.

Legal name: Jeanette Anna Marie Smith.



(Rev. October 2018) Department of the Treasury

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Tax

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Certificat you have t

acquisition

Certif

Internal Revenue Service

Anna Smith

Legal name: Jeanette Anna Marie Smith.

Registered for Training Name: Anna Smith

one name, see the instructions for line

guidelines on whose number to ente



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other than Sign Here

Jam Gene ructions

. Form 1099-DIV &

Section re noted. to the Internal Revenue Code less otherwise

\* Form 1099types of income, prizes, av

name!

Date of Birth # 8/16/1988 al Security Number \* 123-55-7889 Anna Marie Smith ORLD LEARNING CENTER - 3715



How do I apply for a stipend?

Legal name:

Jeanette Anna Marie Smith.

Registered for Training Name:

Anna Smith





W-9

(Rev. October 2018) Department of the Treasury Internal Revenue Service

#### Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank,

#### Jeanette Anna Marie Smith

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven baxes.

#### Taxpayer Identification Number (TIN)

N in the appropriate box. The TIN provided must match the name given on line 1 to avoid holding. For individuals, this is generally your social security number (SSN). However, for a sole proprietor, or disregarded entity, see the instructions for Part I, later. For other your employer identification number (EIN). If you do not have a number, see How to get a

Social security number Employer identification number

account is in more than one name, see the instructions for line 1. Also see What Name and

Give the Requester for guidelines on whose number to enter.

#### Certification

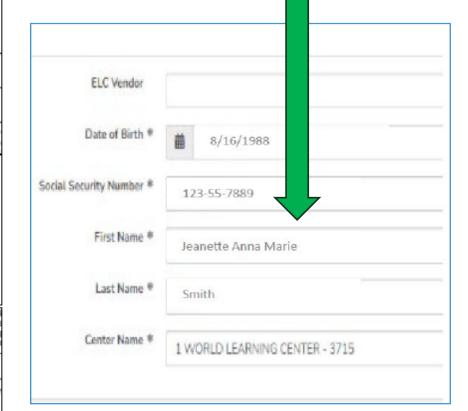
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withho you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest p. acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Pa

Sign Here	Signature of U.S. person ▶	JAM) Smith	Date ► 11/22/2023

#### General Instructions

Section references are to the Internal Revenue Code unless otherwise

- . Form 1099-DIV (dividends, including those from stocks or
- Form 1099-MISC (various types of income, prizes, awards



She used her legal name.

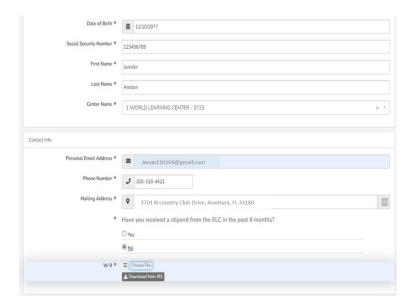
## Reminder!!!!!!

# Include your apartment # on everything

## Do we have a match?

Departs	W-9 lotober 2018) nent of the Treasury e enue Ser ice	Request for Taxpayer Identification Number and Certific  Go to www.irs.gov/FormW9 for instructions and the lates		Give Form to the requester. Do not send to the IRS.		
	1 Name (as shown	on your income tax return). Name is required on this line; do not leave this line blank.				
	Jennifer Anist	on )				
	2 Business name/	Surgarded entity name, if different from above				
ns on page 3.	following seven	Oncix appropriate box for federal tax cleans fication of the person whose name is entered on fine 1. Check only one of the following seem boxes.      The hand analyzing proprietations and continue to the continue to t				
Print or type. Specific Instructions on	Note: Check LLC if the LU another LLC is disregarde	y company. Enter the tax disastification (C-C corporation, 5:-6 corporation, P-Pertners the state of the control of the control of the control of the single-member ow- is classified as a single-member LLC that is disaggarded from the owner unless the or- trait as not disregarded since the control of the control of the control of the control of the thorn the control of the control of the control of the contro	mer. Do not check wher of the LLC is le-member LLC that ir.	Exemption from FATCA reporting code (if any)		
ž.	Other (see in		Requester's name an	Applies to accounts maintained autoide the U.S.)		
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3. I am	a U.S. citizen or	other U.S. person (defined below); and				
4. The	FATCA code(s) e	ntered on this form (if any) indicating that I am exempt from FATCA reporting	g is correct.			
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Sign Here		. Jennife Anison	11/21/20	23		

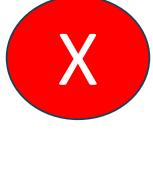
9	Other (see instructional P
8	5 Address (number, street, and apt. or suite no.) See instruction
8	3701 N Country Club Dr Apt 301
	Oty, state, and ZIP code
	Aventura, FL 33180
	7 List account number(s) here (optional)

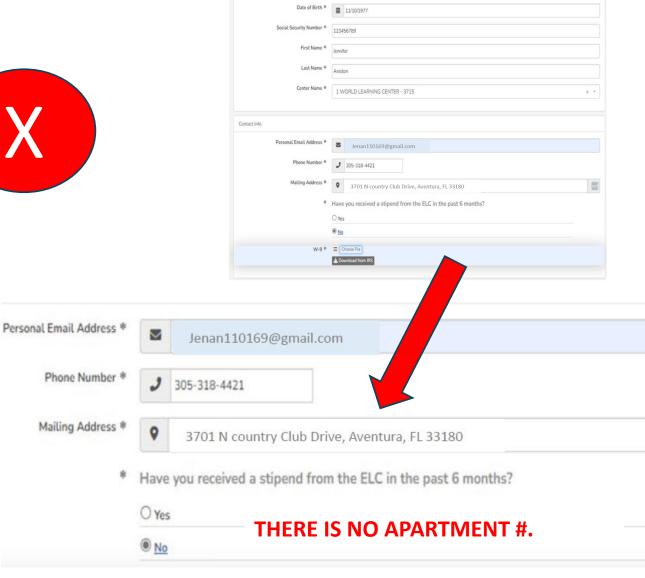


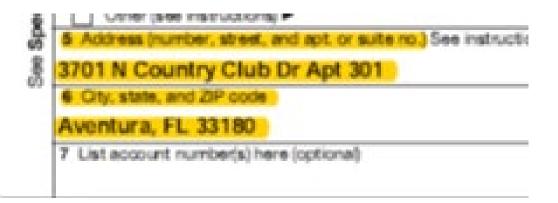
Jenan110169@gmail.com
305-318-4421
3701 N country Club Drive, Aventura, FL 33180
Have you received a stipend from the ELC in the past 6 months?
○ Yes
● No

### Do we have a match?

Form W-9 Rev. October 2018) December of the Treasury				Give Form to the requester. Do not send to the IRS.		
internal le enue Ser ice	► Go to www.irs.gov					
	our income tax return). Name is rec	uired on this line; do n	ot leave this line blank			•
Jennifer Aniston						
2 Business name/disreg	arded entity name, if different from	above				
following seven boxes  and individual/sole prop	retor or Corporation	S Corporation	Partnership	Trust/estate	certain en instructio	tions (codes apply only to dities, not individuals; see ns on page 3): ayee code (f any)
Limited liability con	pany. Enter the tax diassification				C-Graph p	yaa aasa (+ a-y)
Limited liability com Note: Check the a; LLC if the LLC is of another LLC that is is disreparded from	propriate box in the line above for assified as a single-member LLC t not disregarded from the owner f the owner should check the appr	hat is disregarded from or U.S. federal tax purp	the owner unless the oses. Otherwise, a sin	owner of the LLC is gle-member LLC that	code (f a	n from FATCA reporting my)
2 Other (see instruction	ens) ►				(Applies to so	counts maintained autoide the U.S.)
5 Address (number, stre	et, and apt. or suite no.) See instru	ctions.		Requester's name a	nd addres	s (optional)
3701 N Country Cli 6 Oty, state, and ZIP co Aventura, FL 33180 7 Ust account numbers:	06)					
nter your TIN in the appropriate your TIN in the appropriate schup withholding. For inclusional alien, sole proprietor	dentification Number iate box. The TIN provided m viduals, this is generally your s r, or disregarded entity, see the	ist match the name ocial security numb a instructions for Pa	er (SSN). However, rt I, later. For other	for a	urity num	5 - 6 7 8 9
ntrises, it is your employer id N, later.	lentification number (EIN). If ye	ou do not have a nu	mber, see How to g	era or		
	e than one name, see the inst er for guidelines on whose nu		lso see What Name		- identificat	ion number
Certification	on					
nder penalties of perjury, I o	pertify that:					
The number shown on this I am not subject to backup	form is my correct taxpayer is withholding because: (a) I am ject to backup withholding as	exempt from back	up withholding, or (t	) I have not been n	otified by	the Internal Revenue
I am a U.S. citizen or other	U.S. person (defined below);	and				
	d on this form (if any) indicating		from FATCA reporti	ng is correct.		
ou have failed to report all integration or abandonment of	u must cross out item 2 above erest and dividends on your tax secured property, cancellation ds, you are not required to sign	return. For real estat of debt, contribution	e transactions, item: s to an individual ret	2 does not apply. For rement arrangement	r mortgag t (IRA), and	e interest paid, d generally, payments
ign Signature of U.S. person	Jennife Anistra			Date 11/21/2	023	



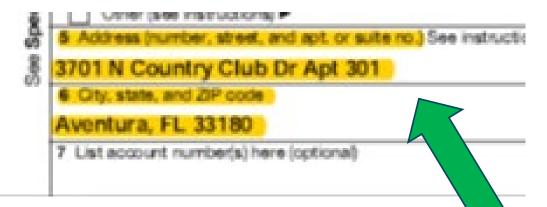


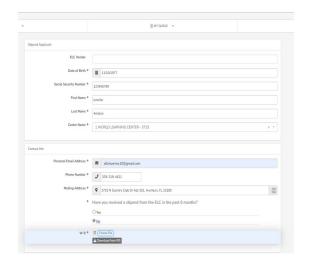


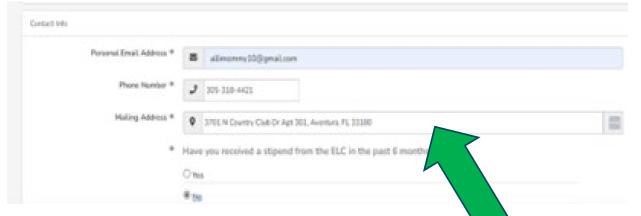
## Do we have a match?











Apartment # is on both!

# Errors that require a *back and forth* will lead to a *delay in payment*

- §Application will be returned if....
  - §W9 and entered info doesn't match
  - §No certificate
  - **§**Certificate is wrong
  - **§**W9 is incomplete
  - §Social Security # is wrong
  - **§**Up to you to be responsive





## Notifications, Emails, Changes...



Smartie Pants <smartiep23@gmail.com>

#### Participant Check: Smarti Test Name - 954-377-1212 Returned To You - Submitted

1 message

noreply@webauthor.com <noreply@webauthor.com>
To: Smartie Pants <smartiep23@gmail.com>

Tue, Dec 12, 2023 at 2:44 PM

Hello Educator,

We have received your stipend request.

Please see the outcome below for changes that need to be made.

Any questions, email arpfunds@elcbroward.org

The ELC Team.

Outcome: Reject

Please revise the W9 to reflect your apartment number.

Smarti Test Name - 954-377-1212

View

Date Activity User 12/12/2023 2:42 PM WF Level: Submitted Smartie Pants





Go to ELC of Broward's website for more how to videos to submit your training stipend.

www.elcbroward.org

For questions, email arpfunds@elcbroward.org

Thank you for attending a training brought to you by the ELC of Broward.



Very knowledgeable, caring and supportive instructors. Thank you for an excellent training session!

