EHS Leadership and Administration Bonus Guidelines

Each child care center participating in the Early Head Start-Child Care Partnership grant is eligible for the “Leadership and Administration” bonus paid annually in May.

The Leadership and Administration bonus guidelines are detailed below:

- The full bonus or a portion of the bonus may be paid to the center director that has oversight of the implementation of EHS services during the current program year.
- The full bonus or a portion of the bonus may be paid to administrative staff that supports the implementation of EHS services during the current program year.
- Each center is eligible for one Leadership bonus up to $1,500 annually (May of each program year) that may be split amongst multiple leadership and/or administrative support staff.
- The EHS provider is responsible for payment and submitting a reimbursement request with supporting documentation showing that the bonus has been paid.
- ELV will reimburse the EHS provider following ELV’s accounts payable process.

Bonus Payout Criteria: One out of three of the following goals met results in a $500.00 bonus; two out of three of the following goals met results in a $1,000.00 bonus; three out of three of the following goals met results in a $1,500.00 bonus.

- Greater than 75% EHS teacher retention during the program year.
- 100% of Parent Teacher Conferences and Home Visits are offered during the program year, as evidenced through CORE.
- 85% CORE usage evidenced by the CORE utilization report.

The bonus is intended to incentivize effective program management teams, support the professionalization of the Early Childhood Education workforce in Colorado, and encourage full program implementation of Early Head Start Services provided through your program. All disbursement of bonuses are contingent upon the availability of funding during the program year.