



2024-2025 DPP Program Achievement Awards – Family Child Care Home (Effective for Achievements Earned September 2024 – August 2025)

The Achievement Awards detail the achievements critical to meeting DPP’s core values of intentional teaching, highly effective teachers, and positive teacher-child interactions as well as the awards a DPP Family Child Care Home (FCCH) Provider can earn for completing each one.

Eligibility Requirements: Family Child Care Home Provider must be the license holder of a DPP Program located in Denver County.

(Please note: Teaching staff at Denver County DPP Family Child Care Home Providers who are not the license holder should refer to the 2024-2025 DPP Teacher Achievement Awards document.)

| Achievement (Must occur between September 2024 – August 2025) | Award | Verification | Frequency Program Can Earn |
|--|----------------|------------------------------------|---|
| Coaching in Classrooms: FCCH participates in four DPP-funded coaching sessions OR six DPP-funded coaching hours | \$295 | DPP will verify from coaching logs | Once per school year |
| Additional Coaching in Classrooms: FCCH participates in four additional DPP-funded coaching sessions (eight total sessions) OR six additional DPP-funded coaching hours (12 hours total) | \$300 | DPP will verify from coaching logs | Once per school year |
| FCCH Earns Colorado Early Childhood Coaching Credential: Click here to learn how to earn the credential | \$375 | Copy of credential | Maximum of one award per FCCH per school year |
| DPP Featured Training Series: DPP FCCH Provider attends a complete DPP Featured Training Series during the school | \$325 | DPP will verify from training logs | Maximum of one award per FCCH per school year |
| Good to Great or PLC Training Series : DPP FCCH Provider attends <u>three</u> sessions in a DPP-funded Good to Great module training series <u>or</u> <u>four</u> DPP-funded Professional Learning Community (PLC) trainings during the school year | \$290 | DPP will verify from training logs | Maximum of one award per FCCH per school year |
| Total Maximum FCCH Achievement Award for September 2024 – August 2025 | \$1,585 | | Paid via check |

Timeline for receiving your check: In order to begin processing your achievement as quickly as possible, DPP must receive all required documentation including the completed payment form, W9 and any additional attachments listed on the payment form. **Please send all required documents within two months of earning your achievement. All payment forms/required documents are due no later than October 31, 2025.** DPP will review data and mail checks on a monthly basis. Due to the large amount of forms received, it could take up to 90 days to review all documentation and mail the check. After you receive your check it will be valid for six months, so please claim your Award by cashing the check within this time period. If you have not cashed the check within six months from the date of issue, we will assume you no longer wish to participate in the Achievement Awards, and we will cancel the check.



Eligibility Requirements: Family Child Care Home Provider must be the license holder of a DPP Program located in Denver County. (Please note: Teaching staff at Denver County DPP Family Child Care Home Providers who are not the license holder should refer to the 2024-2025 DPP Teacher Achievement Awards document.)



2024-2025 DPP Family Child Care Home Achievement Payment Form (Effective for Achievements Earned between September 2024 – August 2025)

Congratulations and thank you for applying for a DPP Family Child Care Home Provider Achievement Award! In order to receive payment, please complete this form – **all info below, a completed W-9 Form and any additional attachment listed are required** - and sign and date where indicated. Your check will be mailed to the address listed after we verify completion of the achievement. Please **upload** your completed payment form, W-9 Form and any required attachments listed below to the following link: <https://www.dropbox.com/request/wfP68VQVcZILv2Lyle9M>

Alternatively, if you do not want to upload them to Dropbox, you can email them to achievement@dpp.org. Any missing information will delay processing. **Please send all required documents within two months of earning your achievement. All payment forms/required documents are due no later than October 31, 2025.** Due to the large number of forms received, it could take up to 90 days for you to receive your check after sending all required information. If you do not receive a confirmation email within 30 days of sending your form, W-9 and any required attachments, please email achievement@dpp.org.

FCCH Information - all info required. To be completed by the family child care home provider who earned the achievement

FCCH Provider's Legal Name (as it will appear on your check and W9): _____

Nickname (if your name might be listed differently on coaching logs, etc.): _____

Mailing Address (for check delivery): _____

City, State, Zip Code: _____

Email (so we can verify info/follow up if needed): _____

Phone (so we can verify info/follow up if needed): _____

Preschool Name: _____

Achievement(s) Earned (please check all that apply):

- FCCH participates in four DPP-funded coaching sessions OR six DPP-funded coaching hours (\$295) **(no attachment needed except W9)**
- FCCH participates in four additional DPP-funded coaching sessions (eight total sessions) OR six additional DPP-funded coaching hours (12 hours total) (\$300) **(no attachment needed except W9)**
- FCCH earns the Colorado EC Coaching Credential (\$375) **(must attach copy of the credential certificate and W9)**
- FCCH Attends a Complete DPP Featured Training Series (\$325) **(must attach copies of the complete DPP Featured Training Series certificates between Sept. 2024-Aug. 2025 and W9)**
- Good to Great or PLC Training Series Completion (\$290) **(must attach copies of the training certificates and W9)** Only one of these awards can be earned. Please fill in only one circle below for the training series award for which you are applying.
 - Good to Great Series (FCCH attends three DPP-funded Good to Great trainings between Sept. 2024-Aug. 2025)
 - Professional Learning Community (PLC) (FCCH attends four DPP-funded PLCs between Sept. 2024-Aug. 2025)

FCCH Provider Verification – all info required. To be completed by the FCCH Provider.

By signing below, I, _____ (FCCH provider's printed name), verify that I am the license holder at _____ (name of preschool)

(FCCH Provider's Signature)

Date of Signature



Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ 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. | |
| 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. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ </div> <p style="font-size: small; margin-top: 5px;">Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless 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 tax classification of its owner.</p> <div style="margin-top: 10px;"> <input type="checkbox"/> Other (see instructions) ▶ _____ </div> | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small> |
| 5 Address (number, street, and apt. or suite no.) See instructions. | |
| 6 City, state, and ZIP code | |
| 7 List account number(s) here (optional) | |
| Requester's name and address (optional) | |

Print or type.
See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

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

| | | | | | | | | | | | | | |
|--|--|--|--|---|---|--|--|---|---|--|--|--|--|
| Social security number | | | | | | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 20px; text-align: center;">-</td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 20px; text-align: center;">-</td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> </tr> </table> | | | | | - | | | | - | | | | |
| | | | | - | | | | - | | | | | |
| or | | | | | | | | | | | | | |
| Employer identification number | | | | | | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 20px; text-align: center;">-</td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> </tr> </table> | | | | | - | | | | | | | | |
| | | | | - | | | | | | | | | |

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II 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.

| | | |
|------------------|----------------------------------|--------------|
| Sign Here | Signature of U.S. person ▶ _____ | Date ▶ _____ |
|------------------|----------------------------------|--------------|

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.