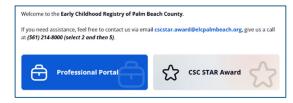# Getting Started with the CSC STAR Award Application

1. Navigate to Early Childhood Registry https://registry.earlylearningpbc.org/ and log into your account.
2. Click on CSC STAR Award from Registry landing page.
3. New window will open with CSC STAR Award Application.

Welcome to the Early Childhood Registry of Palm Beach County.

If you need assistance, feel free to contact us via email cscstar.award@elcpalmbeach.org, give us a call at *(561) 214-8000 (select 2 and then 5)*.

| Professional Portal | CSC STAR Award |

My Personal Information

4. Click My Personal Information. Data is imported from the Registry, if incorrect please edit to make corrections.
5. Click PLACE OF EMPLOYMENT in bottom right corner to move to the next section.

Place of Employment

6. Data is imported from the Registry; applicant must add income verification document.

   Employees, upload paycheck stub showing hourly wage, hours worked, pay period, employer information (not more than 4 weeks old).
   Family Child Care Home Owners, add completed wage verification form including 1040 and Schedule C tax documents if provider does not pay themselves a regular paycheck.
   Employees not receiving standard paycheck stub - add completed Employment/Income Verification form.

   - **Directors/Owners** (organizational admins) are asked to also submit DCF Background Screening Clearance letter or 5-year Child Care Personnel Employment History form.

7. Click Save

Previous Employment, Education, Credentials and Professional Learning

8. Data is imported from the Registry. Applicant can add any missing history in the Registry or on the STAR Award application.

Tax Information

Applicants must complete tax information. CSC STAR Award is taxable income and will be reported to the IRS. Applicants will receive 1099 at the end of the year per IRS requirements.

9. Click on Edit
10. Select Tax Classification – **MOST COMMON** – Individual/Sole Proprietor or single-member LLC.
11. Verify Full name
12. Enter SSN (Social Security Number) for applicant.
13. Check box to agree to Terms and Conditions.
14. Click Complete Tax Information

☐ I agree to CSC STAR Award Tax Terms and Conditions

15. In pop up window review fields, completing any field that applies to you.
16. Check Yes or No for Electronic delivery of 1099.
17. Sign in Box and click Sign & Close button.

System will run verification check on name and Social Security number with the IRS. If record is unable to be verified the application cannot be submitted.

Payment Information

Applicant has option to have paper check mailed to them or payment sent to their bank via Direct Deposit.

18. Click Edit.
19. Select payment type
20. **For Direct Deposit** – Enter bank name, select account type, account holder name, account number and routing number.

> For Direct Deposit – Applicant needs to be on bank account
>
> **Acceptable documents** – Voided check or Electronic Funds Transfer document from bank.

Submitting Application

21. Review Award Amounts. Return to any section that needs additional information.
22. Click I'm Ready to Apply
23. Enter Full Name
24. Enter amount of award you would like to receive. Applicants can select to receive less that total award. Selecting a lower amount forfeits any unpaid amount for the application period.

Survey

25. Applicants must complete survey to finalize submission of CSC STAR Award application.

CLASS Assessment Score – based on individual's CLASS assessment within the last 2 years (23/24 or 24/25). System will add award amount if able to match to applicant's record.

> ***CSC STAR AWARD ELIGIBILITY CRITERIA*** - Applicant must be working at least 30 hours per week*, supporting children ages 0-5, earning $25.00 per hour or less and employed at a site that has a School Readiness contract, Head Start/Early Head Start or Title I to qualify for CSC STAR Award. *includes FCCH Substitutes working 10 hours per month.

Early Learning Coalition of Palm Beach County
Ready to Learn. Ready for Life.

Children's Services Council
PALM BEACH COUNTY
Healthy. Safe. Strong.