

## VAECE Subsidy Project for NAEYC Accreditation

VAECE has established an annual subsidy to assist early childhood programs interested in accreditation or re-accreditation from the National Academy of Early Childhood Programs. VAECE will reimburse 50 percent of the amount paid by an early childhood program towards fee of any of the four steps in the NAEYC Accreditation/Re-Accreditation process, annual report fee, or the verification visit fee.

### Criteria for selection:

- At least one **full-time on-site staff member** must be a current member of VAECE.
- Awards will be given during the VAECE fiscal year (January 1<sup>st</sup> through December 31<sup>st</sup>). Requests for reimbursements are made for payments to NAEYC within VAECE's fiscal year. VAECE may consider requests for reimbursements for any payments made to NAEYC **no more than 3 months** prior to VAECE's fiscal year if the VAECE budget allows to grant a subsidy. Programs are encouraged to submit their applications for accreditation subsidy as early in the calendar year as possible.

For example, if you made a payment to NAEYC on October 20, 2012, but you were unable to submit your subsidy application to VAECE prior to December 31, 2012, then you could still submit your application by January 20, 2013.

However, VAECE will consider this application for reimbursement if VAECE budget would allow to grant a subsidy.

- Once the funds are allocated for a VAECE fiscal year, no more awards will be granted for that year.
- The subsidy will be awarded on a reimbursement basis upon receipt of appropriate documentation of fees paid. (Refer to #2 below)

### Procedure:

- Complete and send the current application to the Chair of Accreditation/CDA Committee. Contact info of the Chair is listed on the VAECE website and is also published in the Viewpoint.
- Include a proof of payment to NAEYC and a copy of relevant form/application/documentation submitted to NAEYC with your recent payment.
- Wait for approval or notification from the VAECE Treasurer that all funds are allocated for the current fiscal year.

## NAEYC Accreditation Subsidy Application