



## Education Award FAQ

January 2021

### How long will the Education Awards be available?

Education Award payments are temporarily available for eligible individuals through June 30<sup>th</sup>, 2021, while limited funding is available. Education Award Eligibility Forms must be received complete by May 31<sup>th</sup>, 2021, to allow for processing of final payments by June 30<sup>th</sup>, 2021. Forms received after May 31<sup>st</sup>, 2021 will be denied.

### What are the eligibility requirements for an Education Award?

You may qualify for an Education Award if you work at an Office of Child Care licensed facility or an Oregon Department of Human Services (ODHS) active facility at least 20 hours a week and you work with children under the age of 13 or supervise staff in that capacity.

### What are the current Education Award amounts for each Milestone?

Education Awards are based on Oregon Registry Steps. Individuals are may be eligible for only one Milestone award in a fiscal year (July 1 - June 30).

Milestone 1: Oregon Registry Step 3 through 6	Milestone 2: Oregon Registry Step 7 through 8.5	Milestone 3: Oregon Registry Step 9 or above
\$125	\$175	\$225

### Where can I find an Education Award Eligibility Form?

The Education Award Eligibility Form can be found in the [Oregon Registry Step Application](#).

### What should I know about completing an Education Award Eligibility Form?

All information on the Education Award Eligibility Form is required. Incomplete forms will delay or disqualify individuals for payment. In the event of incomplete forms and/or PaymentWorks information, OCCD will communicate about additional information needed to complete processing of payment. Incomplete forms and/or PaymentWorks information will be denied if additional information is not submitted by May 31<sup>st</sup>, 2021.

### How do I submit an Education Award Eligibility Form?

Completed forms can be uploaded to [myORO](#) or mailed to Oregon Center for Career Development (OCCD).

Mailing Address:

Portland State University-OCCD

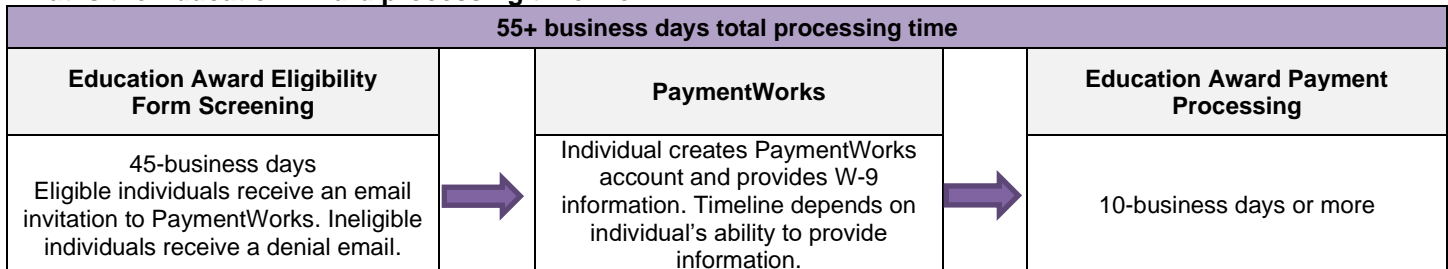
Attn: Oregon Registry Application

PO Box 751 Portland Oregon 97207-0751

### Portland State University (PSU) PaymentWorks

PSU is now using a secure payment information system called PaymentWorks. Upon receipt of a completed Education Award Eligibility Form, eligible individuals will be sent an email invitation to create a PaymentWorks account. *This account is required*, as it is a secure method to obtain a valid tax ID (either an EIN or SSN) from a W-9 form. There is also an option for electronic (ACH) payment for an Education Award payment using banking account information.

### What is the Education Award processing timeline?



### Who should I contact if I have questions about Education Awards?

Oregon Registry Specialists: Email: [occdreg@pdx.edu](mailto:occdreg@pdx.edu) Phone: 503-725-8541