

# Employee Off-Boarding Program

## Goal:

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The goal of this project is to increase the number of regulated family child care providers within The City of La Crosse by utilizing an untapped demographic, individuals interested in taking a break (or leaving) their current position and start a child care business. Through this program employers will address employee child care challenges within their workplace and newly regulated family child care programs will receive financial support as they begin their child care business.

## How it Works:

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An employee expresses interest to their current employer in leaving their position and transitioning into child care or to stay home with their own child/ren (often these decisions are made following life changes such as having a child/ern of one's own). The employer would support this employee with off boarding services and in return the employee would agree to take a set number of employee dependents. During this time the employer will stay in communication with the former employee. If the individual chooses to return after their time in child care, the company would be able to provide them a direct line back into the workforce.

## Eligibility Requirements:

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Employers and child care programs must be located within the City of La Crosse to be eligible (*definition of employer and child care program can be found under "Definitions"*). Child care programs must be a regulated child care program and be in good standing with DCF.

## Application Process:

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Once interested employers and potential family child care providers have determined this program is a good fit and have agreed upon partnership details, they can submit an application to The Parenting Place outlining their proposed plan.

At the end of the application period, The Parenting Place will review all applications and determine the awardees.

Applications will be awarded on the following basis:

- Number of employee dependents willing and able to care for (does not include providers own children)
- Projected length of time looking to operate a regulated family child care business
- Willingness to continue partnership (caring for employee's dependents) after the 6 month program

## Stipend Details and Additional Supports:

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The Parenting Place will provide each awarded family child care provider a monthly stipend of \$500 for the duration of the 6 month timeframe. The Stipend will be paid out at the end of each 3 month time period. The stipend will support the provider as they start-up their new child care business.

Before receiving their first stipend The Parenting Place will work with the employer to gain assurance that all written agreements are being abided by. The family child care provider must also:

- Become regulated (either certified or licensed)
- Submit a W-9 to The Parenting Place
- Have a signed agreement with the employer acknowledging placement priority

In addition The Parenting Place is able to support the family child care provider in the following ways:

- Pre-licensing or certification services (Free)
- Access to start-up funding/grants (as long as funding is available)
- Connection with an existing family child care provider through the mentorship program (Free)

## Reporting:

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At the end of the 6 month program (September 30, 2024) both employer and the child care program must submit documentation that indicates the impact of the program.

Employers must complete the *Employer Reporting Form*.

Child care programs must complete the *Child Care Program Reporting Form*.

## Projected Time Frame:

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Program will run from April 1, 2024 – September 30, 2024

Application Period will run from February 1, 2024 – March 2, 2024

*\*If all 5 slots are not filled during the original application period, the application period may remain open longer and program start date maybe adjusted if needed. Programming for all awarded applicants will end on September 30, 2024.*

## Definitions:

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*Employer: A for-profit or non-profit entity with at least 1 non-owner employee whose business is located within The City of La Crosse*

*Child Care Program: An individual or business who is regulated to care for children by the Department of Children and Families and is located within The City of La Crosse.*