**Please complete this chart in addition to your narrative response to Narrative Question #3**

**Reminder- This chart should match your Narrative Question #3 description and totals!!**

Instructions for completing FY22 Staff Incentive Chart:

1. Fill out the title of the staff position in each line. Please list all categories/titles of each staff member in your program that you will be providing incentives and/or stipends to **from the FY22 Head Start State Supplemental Grant funds only.**
2. Fill out the total number in each title.
3. Fill out the total %FTE only if it is a financial incentive.
4. List the incentive type or types if you are providing several incentives to that staff position.

See **example chart** below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Staff Position** | **Total # of Staff** | **% FTE** | **Incentive type** |
| Assistant Teacher | 5 | .25 | Stipend of $300 each for completion of CDA- total $1500 |
| Lead Teacher | 3 |  | Tuition reimbursement for college courses- each course $600- total $1800 |
| Education Coordinator | 2 |  | NEHSA conference – expenses paid |
| Bilingual Home Visitor | 1 | .20 | Language and base salary increase for one HV- $2,000 |

**LEAD AGENCY NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- |
| **Staff Position** | **Total # of Staff** | **% FTE** | **Incentive type** |
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