

SRTC 2018 - FAQs for Staff and Directors

1. What are the School Readiness Tax Credits (SRTC) for Child Care Teachers and Directors?

The SRTCs are refundable credits that are provided directly to teachers and directors working in type III centers based on their level on the [Staff Career Ladder](#) or [Director Career Ladder](#), as evaluated by Louisiana Pathways. The amount of the credit varies based on the level on the Staff Career Ladder or Director Career Ladder.

2. Where is my Staff/Director form for the School Readiness Tax Credit?

All directors and staff members working in type III centers and actively registered with Louisiana Pathways and leveled on the Pathways Career Ladder at Teacher 1 or above, or Director 1 or above will receive a Director and Staff member form by mail to the address registered with Louisiana Pathways. These forms will be mailed by January 31st. For questions regarding your level please contact Louisiana Pathways at 1-800-245-8925. Your director can also request a Louisiana Pathways [Director's Report](#) which should confirm your current level and address.

3. IMPORTANT NEW PROCESS: What records/certification will need to claim the credit?

If eligible, you will receive two copies of a R-10615 form (which will be sent to you by Pathways, no later than January 31st each year) that states the SRTC training/education level you have achieved. You should obtain all required information and signatures for both copies of the certificate.

In order to claim the tax credit, you must submit or maintain one original copy with your tax records, as required by the Secretary of the Department of Revenue in subsequent forms and instructions. The second original copy should be fully completed and mailed back to Louisiana Pathways, as described in the included directions. This may allow you to qualify for increased tax credits in future years.

4. I filed my Staff/Director form. Where is my refund for School Readiness Tax Credit?

Please contact the Louisiana Department of Revenue for refund status at 225-219-0102 (individual) or 225-219-7462 (business) or visit http://revenue.louisiana.gov/sections/individual/school_readiness.aspx

5. How do I file for the School Readiness Tax Credit?

You must contact your tax preparer or the Louisiana Department of Revenue for information on filing taxes.

6. Who is eligible for the Staff and Director School Readiness Tax Credit?

In addition to meeting minimal Louisiana Pathways level requirements (see question #2 and links to Career Ladders in question #1), teachers and directors working in type III centers are eligible if they have worked for at least six months of the calendar year (tax year) at a licensed, center-based early care and education program for an average of 30 hours/week that participates in Louisiana's Unified Quality Rating System and have either enrolled in Louisiana Pathways or have earned an Early Childhood Ancillary Certificate. Beginning with 2018, all individuals who have earned the Early Childhood Ancillary Certificate will be automatically, provisionally enrolled in the Louisiana Pathways Career Development System (unless the individual has otherwise opted out or has already enrolled).

7. What are the four levels and how much is the School Readiness Tax Credit?

The SRTC for each level are as follows for 2018:

SRTC Levels (requirements for the levels can be found on Louisiana Pathways)	Amount of Refundable School Readiness Tax Credit adjusted for 2018
Director 1/ Early Learning Center Teacher 1	\$1,715
Director 2/ Early Learning Center Teacher 2	\$2,286
Director 3/ Early Learning Center Teacher 3	\$2,857
Director 4/ Early Learning Center Teacher 4	\$3,429

Note: These tax credit amounts are adjusted annually for each calendar year by the percentage increase in the Consumer Price Index United States city average for all urban consumers (CPI-U), as prepared by the United States Department of Labor, Bureau of Labor Statistics, as determined by the secretary of the Department of Revenue on December first of the preceding calendar year.

8. Does the number of stars the center has earned impact the amount of the SRTC for staff?

No, the number of stars a center has earned will not impact how much its staff receives in tax credits. If the center is participating in the unified rating system then the teachers are eligible to apply for the SRTC. Eligible teachers must meet all of the educational requirements (Level I – IV) and must have worked at least 6 months of the calendar year for an average of 30 hours a week at the **same** child care center, see [Staff Career Ladder](#).

9. Does the number of stars the center has earned impact the amount of the SRTC for directors?

For the 2017 tax year, the number of stars a center earned (as long as they had at least 1 star) did not impact the level of tax credit a director could qualify for. As long as the center is participating in the unified rating system, then the directors are eligible to apply for the SRTC. Eligible directors must meet all of the educational requirements (Level I – IV) and must have worked at least 6 months for an average of 30 hours a week of the calendar year at the same child care center.

Beginning with the 2018 tax year, directors who work at 3 star, 4 star, or 5 star centers may be able to qualify for higher tax credit levels. These additions for the 2018 tax year will not result in the reduction of any director’s current tax credit eligible level although, directors still need to meet the professional active requirements to maintain their current tax credit eligible levels. Directors will be able to qualify based on their current educational requirements and professional activity requirements or their center’s star rating and professional activity requirements and will be awarded the highest tax credit level for which they qualify. For specific qualifications, see [Director Career Ladder](#).

Directors must also have worked at least 6 months of the calendar year for an average of 30 hours a week at the **same** child care center.

10. What is a tax credit, and how is it different from a tax deduction?

A tax credit reduces the taxes paid, dollar-for-dollar. A tax deduction lowers taxable income. A tax credit is generally more valuable to a taxpayer than a tax deduction of the same amount. For example, for a taxpayer in the 20-percent tax bracket, the value of a \$100 tax deduction is 20 percent (\$20). But the value of the same amount as a tax credit is 100 percent, or in this example, the full \$100. So, if you owe \$5,000 in taxes but have a \$1,000 tax credit, then your final tax bill will be \$4,000. However, if you had a \$1,000 tax deduction, and were in the 15% tax bracket, then your final tax bill would be \$4,850 (as you save \$150 which is 15% of \$1,000).

11. What is a refundable tax credit?

A 'refundable' tax credit is one that is available to a taxpayer even if they do not owe taxes. For example, a taxpayer who is eligible for a nonrefundable tax credit worth \$500 and who owes only \$100 in taxes can only claim \$100 of the credit. If the same tax credit were refundable, the taxpayer could claim the full \$500. That's right; they would receive a check for the difference. Because the SRTC is refundable, eligible teachers and directors who do not owe any taxes will still receive an income tax refund. For example, if you meet the requirements for an Early Learning Center Teacher Level 1, then you qualify for \$1,715. Let's assume that, after you do your 2018 taxes, you are eligible for a refund of \$100. After the SRTC is applied, you will actually get a refund check of \$1,815.

12. Can I qualify for the credit if I don't pay taxes?

Yes, the SRTC is refundable. This means that even if you do not owe any taxes you will receive all of the SRTC to which you are eligible.

13. Do I have to file an income tax return in order to receive the credit?

Yes, in order to claim this credit you will have to file a Louisiana state income tax return, even if you do not owe any taxes. On or before January 31st of each year, you will receive a certificate from Pathways that states the level of training and education you have achieved (Level I-IV). You must submit or maintain the certificate as required by the Secretary of the Department of Revenue in subsequent forms and instructions. [Note: it is important to fill out both a federal and state tax form – even if you do not owe any taxes – because you might be eligible for other refundable tax credits, such as the earned income tax credit, which is a refundable tax credit at both the federal and state level for taxpayers in certain income brackets, even if taxes are not due.]

14. Can I qualify for the tax if I work for a Type I or Type II Center?

No, only Type III centers are allowed to participate.

15. Where can I obtain certification of the rating for my child care center?

For 2018 SRTC, please visit this [link](#) and find your child care center and its 2018 star rating, which is based on the 2016-2017 school year.

For 2019 SRTC, visit www.louisianaschools.com and locate your center. On your center's overview page, you will find the rating for your center. You can also visit this [link](#) and find your child care center and its 2019 star rating.

16. How can I enroll in Louisiana Pathways? If I have enrolled in Louisiana Pathways, where can I obtain a copy of my credentials?

You can find information about Louisiana Pathways at their website (<http://pathways.nsula.edu/career-development/>) or by calling (800) 245-8925 to register or to verify your level and request the needed documentation.

17. If I want to earn my CDA or take courses or clock hours, is there financial assistance available?

Yes, there is a scholarship program through Louisiana Pathways for both a CDA and college courses. Contact Louisiana Pathways or call (800) 245-8925 for more information.

18. How do I figure out what level I qualify for?

Information about levels for the 2018 tax year (the taxes filed in the beginning of 2019) can be found here.

Administrator Track for Louisiana Pathways Career Development System (Beginning with the 2018 tax year)		
Director	<ul style="list-style-type: none"> As required by Licensing Minimum Standards (documented by licensing approval letter) 	encouraging to participate in an early childhood professional organization
Director 1	<ul style="list-style-type: none"> CDA Credential, approved early childhood diploma, or Early Childhood Ancillary Certificate and 30 clock hours in approved administrative training categories, or Related associate degree or 30 hours towards associate degree with 4 college courses in early childhood / child development. 	membership in an early childhood professional organization
Director 2	<ul style="list-style-type: none"> CDA Credential, approved early childhood diploma, or Early Childhood Ancillary Certificate and 45 clock hours in approved administrative training categories / national administrator credential, or Associate degree in early childhood / child development, or Related associate degree with 4 college courses in early childhood / child development, or Related bachelor's degree with 3 college courses in early childhood / child development, or Meets director qualifications from Bulletin 137 and has been the director for at least one year of a 3 star quality rated center on July 1. 	membership in an early childhood professional organization and service to the profession (see below for definition and examples)
Director 3	<ul style="list-style-type: none"> CDA Credential, approved early childhood diploma, or Early Childhood Ancillary Certificate and the Administrator Certificate, or Associate degree in early childhood / child development and the Administrator Certificate, or Bachelor's degree in early childhood / child development and the Administrator Certificate, or Related bachelor's degree with 6 college courses in early childhood / child development and the Administrator Certificate, or Meets director qualifications from Bulletin 137 and has been the director for at least one year of a 4 star quality rated center on July 1. 	membership in an early childhood professional organization and service to the profession (see below for definition and examples)
Director 4	<ul style="list-style-type: none"> Master's degree in early childhood, child development, or early childhood administration and the Administrator Certificate, or Related master's degree with 8 college courses in early childhood / child development and the Administrator Certificate, or Meets director qualifications from Bulletin 137 and has been the director for at least one year of a 5 star quality rated center on July 1. 	membership in an early childhood professional organization and service to the profession (see below for definition and examples)

Additional information about qualifying for the Director SRTC:

- Directors must do the following to qualify:
 - » Must meet requirements for Director 1 or above.
 - » Work in the same Type III center for at least six months for an average of at least 30 hours per week.
 - » Maintain membership in an early childhood professional organization.
 - » Director 2 and above also requires service to the profession which is defined as making a contribution to the field of Early Care and Education by going above and beyond what is required by their job. Some examples include: Serving on a board or committee related to early childhood, presenting at or attending a professional conference or event, participating as a CDA mentor or Professional Development Specialist, or conducting CLASS observations. Documentation of service to the profession should be obtained and submitted every 3 years to maintain your Pathways level for the School Readiness Tax Credit.
- The number of directors able to claim tax credits using their center’s star rating is based on licensed capacity, as referenced in Bulletin 139, for details see: <http://www.doa.la.gov/osr/LAC/28v165/28v165.doc>.
- Directors will continue to receive communication about how to file for their SRTC from Louisiana Pathways.
- For questions about your tax credit level, contact Louisiana Pathways at 1-800-245-8925.

Teacher Track for Louisiana Pathways Career Development Systems (For the 2018 tax year)	
Early Learning Center Staff	<ul style="list-style-type: none"> • 0 - 79 clock hours of instruction in approved core knowledge (CDA) subject areas
Early Learning Center Assistant Teacher	<ul style="list-style-type: none"> • 80 clock hours of instruction in approved core knowledge (CDA) subject areas.
Early Learning Center Teacher 1	<ul style="list-style-type: none"> • CDA or approved early childhood diploma
Early Learning Center Teacher 2	<ul style="list-style-type: none"> • CDA or approved early childhood diploma, and nine continuing education units or two early childhood college courses, or • 30 hours towards associate degree with four college courses in early childhood/child development, or • Related associate degree, or • Early Childhood Ancillary Certificate.
Early Learning Center Teacher 3	<ul style="list-style-type: none"> • Associate degree in early childhood/child development, or • Related associate degree with four college courses in early childhood/child development, or • Bachelor’s degree in early childhood/child development, or • Related bachelor’s degree with three college courses in early childhood/child development, or • Classified as Early Learning Center Teacher I or above by LA Pathways as of December 31, 2017 and demonstrated evidence of eligibility for the Staff School Readiness Tax Credit for at least one prior year beginning with 2017.
Early Learning Center Teacher 4	<ul style="list-style-type: none"> • Bachelor’s degree in early childhood/child development of which three college courses focus on infant/ toddlers, or • Related bachelor’s degree with six early childhood/child development college courses of which three must focus on infant/toddlers, or • Classified as Early Learning Center Teacher I or above by LA Pathways as of December 31, 2016 and demonstrated evidence of eligibility for the Staff School Readiness Tax Credit in 2017.
Early Learning Center Master Teacher	<ul style="list-style-type: none"> • Graduate degree in early childhood/child development, or • Unrelated graduate degree with four early childhood/child development college courses.

Additional information about qualifying for Teacher SRTC:

- Teachers must have been working in their eligible Type III childcare center for at least six months for an average of at least 30 hours per week to qualify.
- Teachers are no longer required to demonstrate membership to a professional organization or obtain service to the profession to qualify.
- Teachers must be leveled at Early Learning Center Teacher 1 or higher to qualify for School Readiness Tax Credits.
- No teacher will lose their current level as a result of the changes to qualifying degrees/credentials.
- Teachers will continue to receive communication about how to file for the SRTC from Louisiana Pathways.
- For questions about your tax credit level, contact Louisiana Pathways at 1-800-245-8925.

Additional Guidance for SRTC's:

- [SRTC Guidance](#)
- [SRTC 2018 - FAQs for Businesses](#)
- [SRTC 2018 - FAQs for Child Care Providers](#)
- [SRTC 2018 - FAQs for Parents and Families](#)

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