

Staff Compensation Summary Guide

Why is the Staff Compensation Summary required by DEL?

- Recent legislation requires DEL to report the following information to the Legislature:
 - Comparison of state-funded preschool program compensation rates to Washington state Head Start program compensation rates;
 - Comparison of state-funded preschool program compensation rates to similar program compensation rates in other states.
- The Staff Compensation Summary allows DEL to better communicate with legislators about resources needed to support ECEAP.
- The Staff Compensation Summary assists DEL with modeling the cost of providing quality ECEAP services.

What is the Staff Compensation Summary?

- The Staff Compensation Summary provides detailed information regarding costs associated with:
 - Staffed positions within the different ECEAP preschool models.
 - Salary based on staff education level.

How do I complete the Staff Compensation Summary?

- Contractors input the salary, benefits and FTEs for the total cost of the position within their organization.
- In the “Percentage Allocated to ECEAP” column, contractors input the percentage of time the position provides services for ECEAP.

The [Staff Compensation Summary](#) must be completed by contractors and subcontractors for each ECEAP site and emailed in excel format to ECEAP@del.wa.gov.

If you have further questions, please contact your DEL Pre-K Specialist.