

January 31, 2020

To Whom It May Concern:

Effective in 2008, the Louisiana legislature approved the School Readiness Tax Credits (SRTC) to support parents, providers, and those working in programs participating in the Louisiana Quality Start Child Care Rating System (now Unified Rating System). According to our records, you may be eligible for the Child Care Director and Staff Member credit based upon your training and education, experience, and professional service to the child care field.

In order to claim this refundable tax credit for 2019, you must have worked in a type III child care center with at least a ZERO to FIVE star rating (effective on 7/1/19) for at least six months of the 2019 calendar year, for an average of 30 hours a week, at the SAME center. (Note: The six months of employment does not need to be consecutive).

If you no longer work in child care and would like to be made inactive in our system, please email a request to: cowanj@nsula.edu .

Included with this letter are instructions to help you and your employer complete tax forms R-10615, and file for your credit. The Louisiana Department of Revenue School Readiness Tax Credit for Child Care Director and Staff Member forms (R-10615) have been partially completed by Louisiana Pathways. These are original forms and can only be provided by Louisiana Pathways. If you meet the qualification above, the remaining information must be completed and verified by the Child Care Facility Director for whom you worked in 2019 on each copy of form R-10615.

This year's SRTC for each level are as follows:

Director 1/ Early Learning Center Teacher 1	\$1,756
Director 2/ Early Learning Center Teacher 2	\$2,341
Director 3/ Early Learning Center Teacher 3	\$2,926
Director 4/ Early Learning Center Teacher 4/ Master Teacher	\$3,511

Each eligible director and staff member is receiving two copies of form R-10615. Each eligible director and staff member is responsible for completing both versions of form R-10615 in order to claim the SRTC. Each form must be filled out completely and signed by both the employer and taxpayer; these forms may only be photocopied for your records.

Each eligible director and staff member should retain one **original** complete version of form R-10615 for their tax records and filing. **The second original form must be completed and mailed back to Louisiana Pathways at the following address: Louisiana Pathways, 1800 Warrington Place, Shreveport, LA 71101. ***A traceable form of delivery is recommended.** (Returning 1 complete form back to Pathways is the only way to "demonstrate evidence of eligibility for SRTC credit" and may help you qualify for additional tax credits in future years.)

Congratulations on your achievements. We hope you are eligible for this support and that you continue your work with the young children of Louisiana.

Sincerely,
Louisiana Pathways