

## SAMPLE Opt-in & W9 Request Email to Eligible Teachers

Greetings, TEACHER NAME

Thank you again for registering through LinkB5 to participate in VQB5, the state's uniform measurement and quality improvement system, for the 2022-2023 program year in your local community. As a teacher employed at **SITE NAME** who **works at least 30 hours per week directly with children birth-5** (prior to Kindergarten entry), you are eligible to participate in **RecognizeB5**.

RecognizeB5 is a central activity of the [VQB5 statewide effort](#) and provides eligible teachers with a financial incentive of up to \$2500. The goal of the program is to recognize the hard work of early educators like you, and to reduce turnover in early childhood sites. Teachers who receive the financial incentive can use the funds however they wish; **there is no requirement or expectation that teachers use this incentive for work related expenses.**

RecognizeB5 is administered by the Virginia Early Childhood Foundation (VECF).

To receive the incentive, teachers must:

- **Meet & maintain ALL eligibility requirements throughout the program year**
- **Opt-in to RecognizeB5 program participation each program year**
- **Submit an IRS W9 form each program year**

To maintain eligibility and receive all incentive payments, teachers must **be continuously teaching in a 0-5 classroom setting (not yet Kindergarten) for at least 30 hours or more per week AND remain employed at the site where they initially registered for participation in VQB5 each year.** VECF will contact your site's administrator in **January 2023** and **May 2023** to verify your continued employment and eligibility.

Teachers who DO NOT maintain eligibility at *each* contact will not receive the full \$2500 in incentive payments. **For more details, please review important program guidelines and frequently asked questions in the documents linked here.**

By opting to participate in RecognizeB5 teachers acknowledge that **employment verification information (used to determine continued eligibility) will be shared with VQB5 partners at the University of Virginia** who are evaluating key components of the overall VQB5 initiative. W9 Form information will not be shared and all personal information will be kept secure and confidential.

**PLEASE NOTE:** If you have previously opted to participate in RecognizeB5 AND indicated that you DO NOT wish to complete the W9 submission process electronically, you **WILL** continue to receive these automated request messages **until your W9 Form is received BY MAIL at our program office.**

Your individual code to complete the RecognizeB5 **Opt-in & W9 Process** is:

ACCESS CODE

Please click the link below to proceed and input your code.

[RecognizeB5 agreement and W-9 e-completion webform](#)

**Having trouble accessing the Opt-In & W9 Request Platform? Here are a few tips.**

- If you are using a **mobile device**, tap directly to the top right of the phrase "*Please enter your individual access code*" to display the access code box. If you are using a computer or tablet the code box will appear in the center illuminated in teal.
- **Codes are case sensitive** and must be typed as shown or Copy the original code, click into the platform through the link above and paste it into the code box. **You will not use any spaces or punctuation.**
- **Browsers** suggested for accessing the platform are **Chrome and Internet Explorer** and the platform can be accessed from a mobile device, computer or tablet.

[Click to view an EXAMPLE of the entry screen by mobile device.](#)

If you have questions regarding RecognizeB5 guidelines or eligibility requirements, please contact at [RecognizeB5@vecf.org](mailto:RecognizeB5@vecf.org). We appreciate your continued participation in the VQB5 statewide effort in [REGION NAME] !

Best,

**RecognizeB5 Team @ Virginia Early Childhood Foundation**  
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