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**CENTER FOR JEWISH EDUCATION**

Live and Learn • לחיות וללמוד

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April 2021

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Dear Educator:

The **Charles Crane Family Foundation** has been an important partner and benefactor for many years, providing support and encouragement to educators in Baltimore area Jewish schools. One of the benefits provided by the foundation is a stipend for full-time Early Childhood and Day School teachers.

If you teach at least 20 hours per week, you qualify for the Crane Full Time Educator Stipend. To receive the stipend, you should complete and submit your application online. The application form can be found at <http://bit.ly/cje-fttb21>.

**All applications must be received by May 14, 2021 to ensure distribution of funds in a timely fashion.** Once we have received all applications, we will send your principal or school director a spreadsheet and ask them to verify that you are an eligible employee. Upon receiving those verifications, we will send a check to your school in July and they will distribute the payments to all of the approved applicants. Please understand that we manage close to 800 requests, which is why this process takes the remainder of the spring and early summer to complete.

According to IRS regulations, this stipend is considered taxable income, whether your school chooses to issue a separate check or to include the stipend in a payroll payment. The trustees recognize that this will result in a net stipend that is somewhat lower than the amount issued, but this ensures that the foundation and the program are tax compliant.

On behalf of the Crane Foundation trustees and the leadership of CJE, thank you for your dedication to Jewish education and to being an important part of ensuring the future of our people!

Warmest regards,

Amian Frost Kelemer