

## Eligibility

### How do I know if I am eligible?

- Eligible individuals will receive notification letters indicating they are pre-approved to receive the Child Care Workforce Appreciation Bonus based on the application timeline. An application is required to be considered for the Bonus. All applications will be reviewed, and eligibility verified prior to issuing payment.
- Eligible individuals working in facilities must meet all the following requirements.
  - Be currently employed and regularly working (weekly), in a paid position at a child care facility licensed by Kansas Department of Health and Environment (KDHE) including Child Care Center, Head Start Center, Preschool, School Age Program, Drop-In Program, Licensed Day Care Home, Group Day Care Home OR License-Exempt Head Start programs; and
  - Have a minimum of 6 months continuous, paid employment by July 1, 2022, in the facility currently employed OR 6 months combined continuous employment at the current facility and other licensed child care facilities;
- Substitutes must be regularly working and have at least 6 months of experience from continuous employment. Approved substitutes with on-call status only versus actively working are not eligible for payment.
  - Be able to show proof of employment with a recent pay stub/check (within 1 month) and be able to submit a completed W-9 to receive payment by paper check (mail) or electronic deposit (form required).
- Individuals that work in licensed summer-only programs are not eligible.
- Individuals that work in preschools operated by school districts are not eligible for payment through the Child Care Workforce Appreciation Bonus.
- Relative Care Providers approved by DCF with a minimum of 6 months of experience are eligible.
- Individuals with under 6 months of experience by July 1st, 2022 will be eligible for payment in a later phase.

### How do I prove my employment and work experience?

- If you're an employee, provide a recent pay stub (within 1 month) that includes the facility/employer information, pay rate, # of hours paid during that period, and other available information (year to date hours, pay, etc.).
- If you're an owner/operator that does not have a pay stub for verification, a current license issued by KDHE with your name printed on the license is allowable documentation.
- At least one of these forms of documentation, whichever applies, must be uploaded and submitted with the application.



## Eligibility continued

### How do I verify employment when I don't receive an actual paycheck – I receive cash or my payment is deposited directly?

- If you receive electronic pay stubs, access the document/proof of employment and save it for submission with the application.
- A recent (within one month) pay stub is required for employment verification. Workers who receive cash payments and cannot verify employment with a pay stub are not eligible.

### If I am shy of the 6 months experience, can I apply when I reach it?

- Please refer to the eligibility requirements listed above.
- Affiliates will be reviewed based on length of service by July 1st, 2022. If you do not have 6 months of experience from this date you will be eligible in a later phase.

### As a director, what can I do to make sure all eligible staff are identified?

- Please make sure all affiliates are updated through the KDHE Provider Portal and ensure the effective date of service is accurate.

### What should I do if I feel I am eligible to receive the Child Care Workforce Bonus but do not receive a notification letter?

#### If you are a licensed child care program:

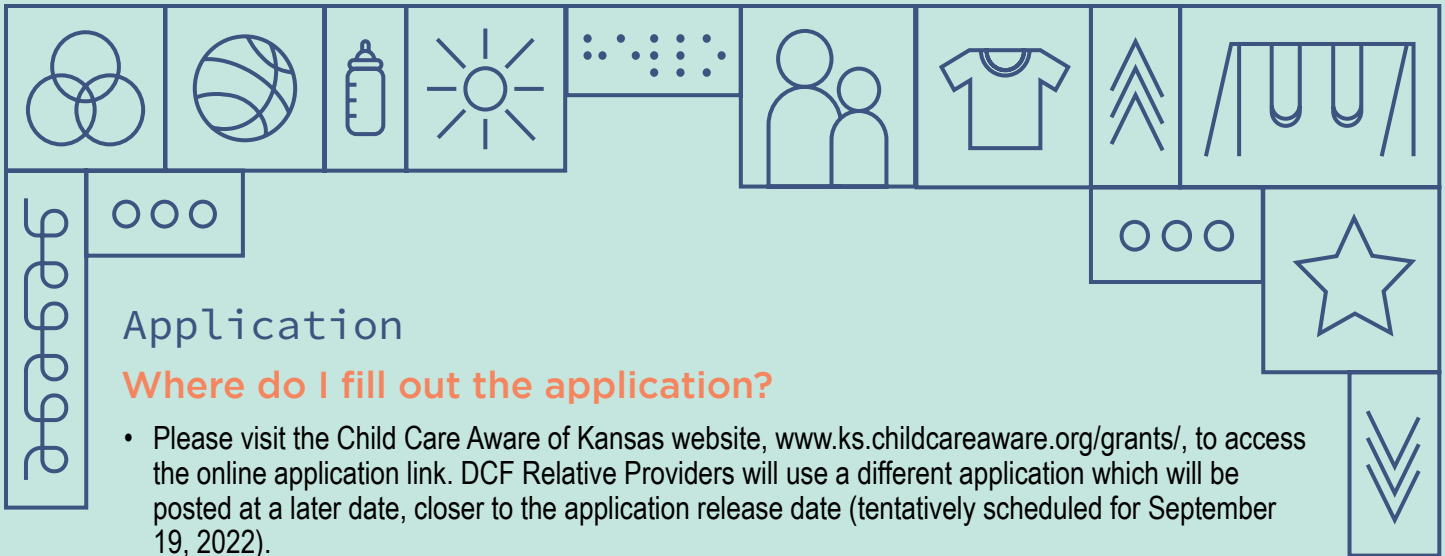
- If you did not receive a letter, it means KDHE does not have you on record as a current employee with at least 6 months of experience in a licensed child care facility. Please verify that the facility you are working for has submitted you as an affiliate to KDHE through the online KDHE Provider Portal or other approved process and that you have been affiliated at one or more KDHE-licensed facilities for at least 6 months/have at least 6 months of experience. You must be regularly working (weekly) at the facility to be eligible for the bonus.

#### If you are a license exempt Head Start program, please contact:

- TBD

#### If you are a DCF Relative Care Provider, please contact:

- TBD



## Application

### Where do I fill out the application?

- Please visit the Child Care Aware of Kansas website, [www.ks.childcareaware.org/grants/](http://www.ks.childcareaware.org/grants/), to access the online application link. DCF Relative Providers will use a different application which will be posted at a later date, closer to the application release date (tentatively scheduled for September 19, 2022).
- If you need to request a paper application and other forms (W-9, direct deposit), please send a request for the application and forms to [KDHE.CCLBonus@ks.gov](mailto:KDHE.CCLBonus@ks.gov). The application and requested forms will be mailed, faxed, or emailed to you. Paper applications and required documents/forms can be submitted by mail or fax. Paper applications and documentation/forms should not be returned by email since they contain confidential information.

Mail to: Attn: CCL Bonus  
KDHE Bureau of Family Health  
1000 SW Jackson Street, Ste. 200  
Topeka, KS 66612

Fax to: 785-559-4244

### How do I complete the required forms, such as W-9 and direct deposit?

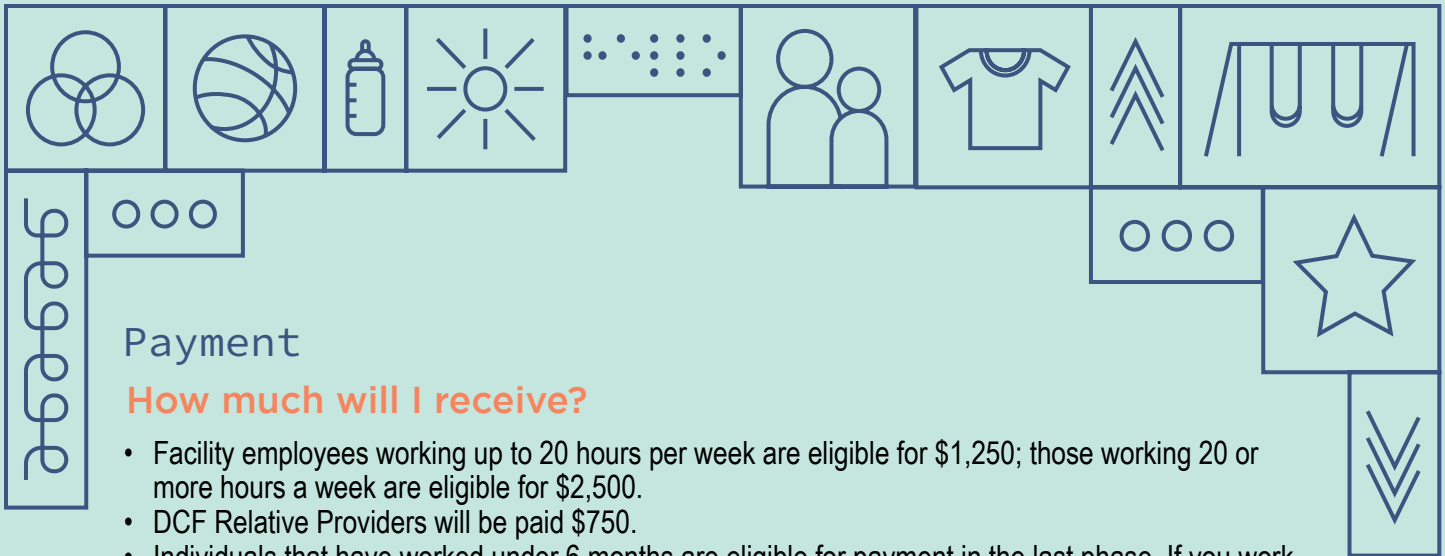
- The W-9 and direct deposit forms will be linked on the Care Aware of Kansas website, [www.ks.childcareaware.org/grants/](http://www.ks.childcareaware.org/grants/). All forms should be downloaded, completed, and saved on your device prior to starting the online application. The attachments must be uploaded to the online application and submitted with the application.
- Printable copies will be available on the Child Care Aware of Kansas website, [www.ks.childcareaware.org/grants/](http://www.ks.childcareaware.org/grants/).
- Please note, applications and supporting documents must all be submitted together and in a single format, either all online or other method (fax or mail). (We do not accept emails as an acceptable form to submit sensitive data such as bank info because it is not secure).

### How do I know if my application was submitted successfully?

- After completing and submitting the application, the following confirmation will appear on screen: "Thank you for submitting your application. Please wait 30 days from the submission date of your application, to check on the status of your application."

### How do I know if my application has been approved?

- Applications will be requested, processed, and approved in phases by licensed program type. Eligible recipients will receive notification letters indicating they are pre-approved to receive the Child Care Workforce Appreciation Bonus and will be invited to apply in phases. Individuals may apply during the round that applies to them and after receiving the pre-approval notification, but not before.



## Payment

### How much will I receive?

- Facility employees working up to 20 hours per week are eligible for \$1,250; those working 20 or more hours a week are eligible for \$2,500.
- DCF Relative Providers will be paid \$750.
- Individuals that have worked under 6 months are eligible for payment in the last phase. If you work up to 20 hours per week you will receive \$1,000. Individuals working over 20 hours per week are eligible for \$2,000.

### Will this payment go to me or to my supervisor?

- Payment will go to the individual who is eligible for the Child Care Workforce Appreciation Bonus. Each individual worker must apply in order to receive the payment. Supervisors and facility owners/administrators are not authorized to apply on behalf of individual workers.

### Do I have to report how I utilized these funds?

- No. You will not be required to report how you spent/utilized the funds. This payment is meant to show appreciation and thank you for your commitment and dedication as a child care professional.

### How long do I have to apply?

- Please visit our website for the application schedule, [www.ks.childcareaware.org/grants](http://www.ks.childcareaware.org/grants) including details and timeline for each phase.
- Note: Individuals are not eligible to apply prior to their phase or prior to receiving a notification of eligibility. If your phase is missed you can still apply and your application will be reviewed at the earliest opportunity.
- If you are a facility director or owner/operator, please make sure all staff/affiliates are submitted to KDHE and information on record is current. Submissions and updates can be completed online through the KDHE Provider Portal.

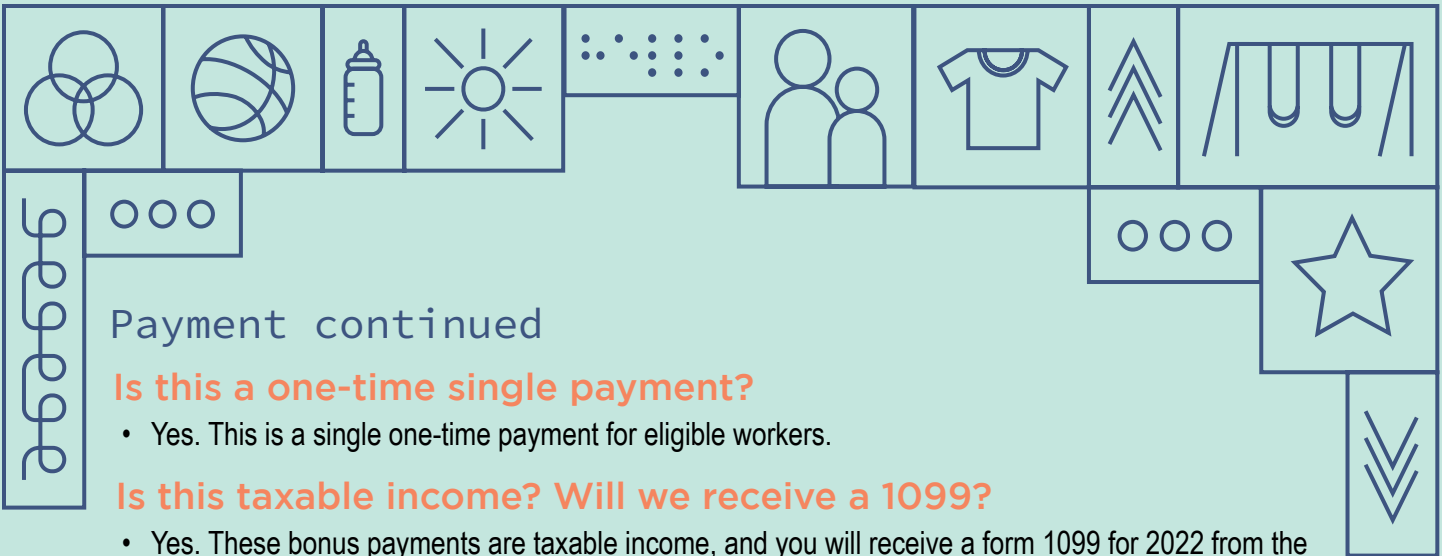
### If I need to complete a paper application, how do I get one?

#### Where do I send the completed application?

- If you need to request a paper application and other forms (W-9, direct deposit), please send a request for the application and forms to [KDHE.CCLBonus@ks.gov](mailto:KDHE.CCLBonus@ks.gov). The application and requested forms will be mailed, faxed, or emailed to you. Paper applications and required documents/forms can be submitted by mail or fax. Paper applications and documentation/forms should not be returned by email since they contain confidential information.

Mail to: Attn: CCL Bonus  
KDHE Bureau of Family Health  
1000 SW Jackson Street, Ste. 200  
Topeka, KS 66612  
Fax to: 785-559-4244

- When submitting by paper please make sure to have all required documents, to include application, W-9, most recent paycheck/stub or a copy of license if you are the owner/operator, and direct deposit form unless opting to receive paper check.



Payment continued

**Is this a one-time single payment?**

- Yes. This is a single one-time payment for eligible workers.

**Is this taxable income? Will we receive a 1099?**

- Yes. These bonus payments are taxable income, and you will receive a form 1099 for 2022 from the State of Kansas. We recommend talking to a tax professional about how this affects you individually, as we do not give tax advice.

**What else do I need to know about applying for and accepting this bonus payment?**

- Individual applications will be reviewed and approved based on eligibility criteria. Once verification is made, the payment will be processed. If any individual owes money to the State of Kansas, the bonus payment will be reduced by the amount owed.

Technical Assistance

**Will the pre-launch informational webinars be on your website?**

- Yes! The pre-launch technical assistance webinars presented on July 7th and July 9th will be recorded and available to view on the Child Care Aware of Kansas website [www.ks.childcareaware.org/grants/](http://www.ks.childcareaware.org/grants/)

**Who do I call if I have questions about completing or submitting my application?**

- Reach out to Child Care Aware of Kansas for technical assistance with completing your application by phone (785-823-3343), email ([grants@ks.childcareaware.org](mailto:grants@ks.childcareaware.org)) or chat ([www.ks.childcareaware.org](http://www.ks.childcareaware.org)).



[www.ks.childcareaware.org](http://www.ks.childcareaware.org) | 855-750-3343

*The federal government passed the Coronavirus Response and Relief Supplemental Appropriations Act in December and the American Rescue Plan Act in March. These laws provide supplemental funds to help State, Territory, and Tribal Lead Agencies address the impacts of COVID-19. The funds are awarded to the Kansas Department for Children and Families (DCF) and grants will be administered by Child Care Aware of Kansas.*

