CHECKLIST TO COMPLETE PRIOR TO APPLYING FOR THE CHILD CARE WORKFORCE APPRECIATION BONUS

Prior to logging into www.ks.childcareaware.org/grants/ to complete your application, please have all your documentation ready and complete. This will help ensure your application is submitted in full and prevent unnecessary delays in processing.

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(this can be downloaded and printed from www.ks.childcareaware.org/grants/ or you can request a paper copy by emailing KDHE.CCLBonus@ks.gov)
As a reminder, this document requires a handwritten signature. No form of electronic signature will be accepted.

EMPLOYMENT VERIFICATION
(please see acceptable forms below)

- **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.), OR a canceled check* from the employer.

- **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.

   ○ If more than one owner is printed on the license, all individuals may use the license as proof of employment. Family members of owners, including spouses, children, and other residents or family members, are not eligible unless their name is printed on the license or they have proof of employment (a pay stub or canceled check*).

   ○ If you're an owner/operator and established a business entity that is printed on the license instead of your name (e.g., LLC, Inc.), submit a business organization document that has your name as an authorized person as well as the business name.

*NOTE: A canceled check should come from a facility/business account, if possible, and include required payment information in the memo (hours worked, pay period.) If a business account is not available, please include the facility name in the memo along with the payment information. Example check memo: "ABC Child Care Wages 9/1-9/15/22, 20 hours"