



Child Care Workforce Appreciation Bonus

Frequently Asked Questions

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. Individuals who do not receive a letter but meet all eligibility requirements are invited to apply. Information submitted on the application will be verified.
- 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 the Kansas Department of Health and Environment (KDHE) including a 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;
 - Have a minimum of 6 months continuous, paid employment in a Kansas child care facility as of July 1, 2022. Continuous paid employment can be 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 (weekly) and have at least 6 months of experience from continuous paid employment. Approved substitutes with on-call status only, versus actively working, are not eligible for payment.
 - Be able must be regularly working (weekly) and have at least 6 months of experience from continuous paid employment. Approved substitutes with on-call status only, versus actively working, are not eligible for payment.
- Individuals in the following roles, as assigned by the KDHE-licensed facility, are eligible as long as all other requirements are met.
 - Administrator
 - Assistant Director
 - Cook
 - Driver
 - Employee Unspecified
 - Nurse
 - Owner/Operator
 - Primary Caregiver

- Program Director
- Resident and Employee
- Resource Specialist
- Substitute (must be regularly working)
- Teaching Staff
- Other (must describe)
- Individuals that work in licensed summer-only programs such as Outdoor Summer Camps are not eligible.
- Individuals that work in preschools operated by school districts that are not licensed by KDHE are not eligible.
- Relative Care Providers approved by DCF with a minimum of 6 months of experience are eligible.
- Individuals with less than 6 months of experience as of July 1, 2022 will be eligible for payment in a later phase. The experience must be through paid employment and the individual must be regularly working (weekly).
- Facility ownership and ownership type or months of operation during the year do not impact eligibility.

How do I prove my employment?

- 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 using electronic banking (like Venmo) please provide a screenshot, download or other form of the transfer. The proof needs to clearly show that the business/facility is paying an individual (the pay period, hours worked and rate of pay should be provided on the note).
- 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"

- At least one of these forms of documentation, whichever applies, must be uploaded and submitted with the application.

What counts as 6 months of continuous employment?

- Six months of experience from continuous paid employment is required. Experience does not have to be at the same facility, but it does have to be continuous experience accumulated from one or more child care facilities, with no break in service/employment.
- Taking leave (vacation, sick, maternity, medical) is not considered a break in employment.
- If a program is closed during a certain part of the year but you remain employed (no one is working due to the program's operating months), that is not considered a break in employment.
- If you are employed and regularly working (at least weekly, any number of hours) while the program is open and operating, you are eligible.

How do I verify employment when I don't receive an actual paycheck? What if 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 pay stub (within 1 month) is required for employment verification if you are not an owner/operator with your name printed on the KDHE license.
- Workers who receive cash payments and cannot verify employment with a pay stub are not eligible.

If I have just less than 6 months of experience, may I apply for the Bonus when I reach it?

- Individuals for the current phase must have at least 6 months of experience from continuous employment in eligible child care programs as of July 1, 2022. If you did not have 6 months of experience from continuous employment by July 1, you will be eligible to apply in a later phase.

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 work at a licensed child care program:**
 - If you did not receive a letter, it means as of July 1, 2022, KDHE did 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) in a paid position at an eligible facility to be eligible for the bonus (see FAQ *How do I know if I am eligible?*). If you meet the eligibility requirements, proceed with completing an application during your application period. KDHE will verify your affiliation/employment at the time of application.
- **If you are a license exempt Head Start program, please contact:**
 - Kim Kennedy: Kimberly.Kennedy@ks.gov
 - [NOTE: Applicants working at unlicensed/license-exempt Head Start programs should use license number 0000000 on the application \(7 zeros\).](#)
- **If you are a DCF Relative Care Provider, please contact:**
 - Lisa Jeanneret: Lisa.Jeanneret@ks.gov
 - NOTE: This application for DCF Relative Care Providers will be different than the one that is currently posted and will open on November 5th, 2022.

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. This includes adding, editing, or expiring affiliates in your program.
- Share information about the bonus with all staff and refer them to the Child Care Aware of Kansas website for details (<https://ks.childcareaware.org/grants/>). Encourage them to review the eligibility requirements to determine if they should apply during the period for their program type. Submitting an online application will reduce processing time.
- Provide all affiliates with the license number for the program they work in (7 digits).

How do I update affiliates in the KDHE Provider Portal?

- Please visit: <https://claris.kdhe.state.ks.us:8443/claris/public/publicAccess.3mv> and log in to access your facility information and manage affiliates.
- If you need assistance with the KDHE Provider Portal, please email: KDHE.cclr@ks.gov or call 785.296.1270.

What do I do if I receive a notice that I'm not eligible for the bonus payment (my application was denied)?

- If you received a notice that your application was initially denied, it is due to the fact that you were not verified as currently working for a licensed child care facility or license-exempt Head Start Program. Review the information in the letter and proceed based on your personal situation. Please do not contact KDHE or Child Care Aware. Action must be taken by you and/or your employer for your application to proceed.
 - If you are no longer working at a child care facility OR you are working in a role that is not eligible for the bonus (Volunteer), you do not qualify for the payment. There is nothing further you need to do.
 - If you are currently working at a child care facility licensed by KDHE AND working in a paid position, talk to the staff person at the child care facility responsible for submitting employee/affiliate information to KDHE. Ask them to verify that you have been submitted. In addition, ensure that your first name, last name, and facility role assigned matches what you submitted on your application. If the information needs updated, the facility must do that.
 - KDHE will continue to check for new information submitted by facilities every 30 days. Applications for those that can be verified will continue through the process. If your application is incomplete or missing documents, you will be notified by Child Care Aware of Kansas and receive support with completing the process.
- NOTE: Individuals working in license-exempt Head Start Programs should select **Head Start – unlicensed** for the Facility/License type and enter **0000000** (seven zeros) in the License # field on the application. This helps the processing team identify those individuals that are not working in KDHE-licensed facilities

Application

Attention: As of 8/1/22, direct deposit is no longer an option as a method of payment. All payments will be issued as paper checks and sent by mail.

Please note the following:

- Applications and supporting documents must be submitted together and in a **single format**, either online at www.ks.childcareaware.org/grants/ OR paper application by fax or mail.
- Email may not be used to submit applications or any attachments due to the sensitivity of the information (taxpayer identification).
- This application is not part of your Child Care Aware of Kansas profile, if you have one. KDHE is processing all bonus applications, so previous grant applications and documents cannot be accessed for this purpose.

Where do I fill out the application?

- Please visit the Child Care Aware of Kansas website, www.ks.childcareaware.org/grants/, to access the online application link (expedited processing) or request a paper application.
- DCF Relative Providers will use a different application which will be posted closer to the application release date (tentatively scheduled for September 19, 2022).

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), please send a request for the application and forms to KDHE.CCLBonus@ks.gov. The application and requested forms will be mailed, faxed, or emailed to you – please specify how you want to receive them.
- Paper applications and required documents/forms can be submitted by mail or fax. Email may not be used to submit applications or any attachments due to the sensitivity of the information (taxpayer identification, banking information).

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

Fax to: Attn: CCL Bonus
 785-559-4244

- When submitting a paper application, please make sure to submit all required documents at the same time: application, W-9, most recent paycheck/stub or a copy of license if you are the owner/operator.

How do I complete the required forms, such as the W-9?

- The W-9 forms are available for download on the Child Care Aware of Kansas website, www.ks.childcareaware.org/grants/. This forms should be downloaded, completed, and saved on your device prior to starting the online application. The attachment must be uploaded to the

online application and submitted with the application. You cannot submit an online application without the required attachment(s) (W-9 and employment verification).

- You can download and print copies of the required forms on the Child Care Aware of Kansas website, www.ks.childcareaware.org/grants/.
- The W-9 requires a handwritten signature. Digital signatures will not be accepted.

What is the W-9 and why do I need to submit it?

- A W-9 is a commonly used IRS form for providing necessary information to a person or company that will be making payments to someone else or another company.

Can I use the W-9 form I submitted to get the last grant?

- No, this form must be filled out using the link from the Child Care Aware of Kansas website. Please download and complete the form using the example, then save it onto your device to be uploaded with your online application or submitted with a paper application.

What if I work in more than one childcare program?

- If you work in more than one type of childcare program, apply under the one where you have worked the longest. You may report the total hours per week that you work in all facilities if currently employed in more than one.

What if my hours worked each week vary?

- If you work irregular hours, report the average number of hours you have worked per week during the previous 6 months.

If I'm a license exempt Head Start, what do I enter for a license number on my application?

- Please enter 7 zeros in this field (0000000). This is the only way for the processing team to determine that you are eligible and working with a license-exempt Head Start.

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. It will be processed as soon as possible, and you will receive notice if more information is needed."

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.

Who do I contact about the status of my application?

- If you have questions in regard to the status of your application please reach out to the Child Care Aware of Kansas Grants Team by phone (785-823-3343), email

(grants@ks.childcareaware.org) or chat (www.ks.childcareaware.org). Please note that processing times for applications may exceed 45 days.

What if I missed adding a required document to my original application?

- Please **do not** complete another application. Once your application has been processed by KDHE it will be flagged as incomplete, and CCAKS will reach out to you with specific information about how to complete the missing documents. The process depends on what's missing and how you originally submitted your application (online or by mail/fax). You will be provided with a Record ID that will tie the missing documents to the original application.

Payment

How much will I receive?

- Individuals in licensed facilities or license-exempt Head Start Programs working less than 20 hours a week (up to 19 hours) are eligible for \$1,250; those working 20 or more hours a week are eligible for \$2,500.
- DCF Relative Providers are eligible for \$750.
- Individuals that have under 6 months of experience are eligible for payment in the last phase. Individuals working less than 20 hours a week (up to 19 hours) will receive \$1,000. Individuals working 20 or more hours a week are eligible for \$2,000.

How long will it take to receive my payment?

- The fiscal team is working to process and complete thousands of payments as quickly as possible. **Once your application has been received at the fiscal department you can expect a wait time of 60 days or more.** We appreciate your continued patience and understanding.

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.

If I have a degree, will I receive more money?

- No, eligibility and bonus amounts are not based on education level. Every worker will receive the same amount based on hours worked each week.

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.

What role does my licensing surveyor have with approving my application?

- Licensing surveyors do not have a role in reviewing or approving the Child Care Workforce Appreciation Bonus applications. Please refer to the eligibility requirements provided in the Eligibility section previously listed.

Does licensing compliance history impact eligibility?

- No, licensing compliance history does not impact eligibility for the Child Care Workforce Appreciation Bonus. Please refer to the eligibility requirements provided in the eligibility section previously listed.

What if an individual has put in notice to leave their position after the scheduled application period, do they still qualify?

- Yes, if you are employed at the time the application is submitted and meet all other requirements, you are eligible.
- No, if you are not employed at the time the application is submitted, you are not eligible to apply.

How long do I have to apply?

- Please visit our website for the application schedule, 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 you don't apply by the date your phase ends, 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 current staff/affiliates are added to the KDHE provider portal.

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 or 2023, depending on when your payment is issued, 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 through the Setoff Program governed by K.S.A. 75-6201 et seq.

Technical Assistance

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

- Yes! The pre-launch technical assistance webinar presented on July 9th will be recorded and available to view on the Child Care Aware of Kansas website.

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) or chat

(www.ks.childcareaware.org).

Please remember that if your application period is missed you are still eligible to apply for the Child Care Workforce Appreciation Bonus.



Funds for the Appreciation Bonus Program come from the American Rescue Plan (ARP) Act of 2021. This law provides supplemental funds to help State, Territory, and Tribal Lead Agencies address the impacts of COVID-19. The funds were awarded to the Kansas Department for Children and Families (DCF) and funds will be administered by Kansas Department of Health and Environment.

