



DCF Provider Incentive Payment

Frequently Asked Questions

Eligibility

Who is eligible to receive this payment?

DCF Child Care Assistance subsidy enrolled centers in DCF payment groups 2 and 3 and Licensed Family and Group homes in payment group 3 will be eligible to receive this payment if they were enrolled prior to July 1, 2023. Payment group 1 of Johnson County will not be eligible for these payments. Payment group 2 is Butler, Douglas, Ellis, Geary, Harvey, Jefferson, Leavenworth, Miami, Pottawatomie, Riley, Rush, Scott, Sedgwick, Seward, Shawnee, Wyandotte. Payment group 3 is all counties not listed above.

I am a new DCF provider, can I receive the Incentive Payment?

New providers who are enrolled with DCF Child Care Assistance subsidy program from July 1, 2023 - September 30, 2023, will receive \$750 and those in the payment groups mentioned above may receive a partial predetermined incentive payment amount. This will only be for those that enroll from 7/1/23 until 9/30/23.

Why am I not eligible to receive a payment?

This payment is only for DCF Child Care Assistance subsidy enrolled providers. If you enroll to become DCF Child Care Assistance subsidy provider from 7/1/23-9/30/23 you will be eligible for a payment on 12/31/23.

If you are an enrolled DCF Child Care Assistance subsidy provider and were not notified of eligibility your program resides in a county or your license type were identified as adequate to the DCF rates, as a result of the narrow cost analysis using the market rate survey.

Does licensing compliance history impact eligibility?

No, licensing compliance history does not impact eligibility for the DCF Provider Incentive payment.

Payments

How often do you receive the payments?

This is a one-time payment.

When will I be paid?

Current DCF enrolled providers will receive their one-time payment on October 31, 2023
New DCF enrolled providers will receive their one-time payment on December 29, 2023

How are payments determined?

Calculations for current DCF enrolled providers were determined using the information from the Narrow Cost Analysis, which is a study that looked at the cost of operating while meeting the health and safety licensing requirements. The study results using the salary data from the 2020 Kansas Child Care Market Analysis and the licensing requirements to determine other costs were used to determine the payment amounts.

Not all current DCF enrolled providers will receive payments, as the payments are for areas where the study determined that some of the DCF rates were lower than the cost of operating when meeting the licensing health and safety requirements for some age categories and in some counties. Amounts may vary based on the study results.

Is the payment considered taxable income?

Yes. This payment is taxable income, and you will receive a form 1099 for 2023. We recommend talking to a tax professional about how this affects programs individually, as we do not give tax advice.

Do I have to report how I utilized these funds?

No. You will not be required to report how you spent/utilized the funds.

Enrollment Form:

How long do I have to enroll?

Current DCF providers enrollment for this payment will open August 14, 2023, and close September 19, 2023. New DCF providers (enrolled 7/1/2023-9/30/2023) enrollment for this payment will open October 10, 2023, and close November 17, 2023.

How do I log on to Work Life Systems (WLS)?

Go to our website: <https://ks.childcareaware.org/>. Move your cursor over 'Providers' at the top of the page, and a drop-down menu will appear. There, you will click on 'Provider Login.' You can find a step-by-step guide on our website under 'Grant Opportunities' for logging into your provider profile.

Where can I find the enrollment form?

The enrollment form for this payment can be found in your Work Life Systems (WLS) profile under the 'Grants' tab. The link is:
<https://stage.worklivesystems.com/program/16>.

How do I get a paper copy of the enrollment form?

You must call the office at 785-823-3343 or email grants@ks.childcareaware.org to request a paper enrollment form, if you prefer to complete it on a paper as opposed to your WLS provider profile.

If I currently do not have an account to get to the WLS portal, can I still create one?

Yes, all licensed providers will have a WLS account. Please contact us if you do not have one or do not know your username or password.

Where do I submit my paper enrollment form?

Please mail in your completed paper enrollment to PO BOX 2294 Salina, KS 67402, or fax to 785- 823-3385.

Do I have to complete the enrollment form for this payment all at once or can you save it & finish it later?

The enrollment form for this payment does not need to be completed all at once, you can save what has been completed and come back to finish it at a different time. An enrollment form must be submitted using the 'submit' button once all information has been completed for you to be enrolled.

If I have 2 centers/programs, do I fill out two separate enrollment forms?

Yes, if you have more than 1 program or childcare center, then you need to fill out an enrollment form for each individual program or center operating under a separate KDHE license number.

General Information:

What is the best way to get questions answered?

The Child Care Aware of Kansas grants team email Grants@ks.childcareaware.org is monitored Monday-Friday 8 am-5 pm. Sending a question to this email address is the quickest way to get questions answered by our team.

You can also call Child Care Aware of Kansas at (785) 823-3343 and ask for a member of the grants team.