



American Rescue Plan (ARP) Caregiver Staff Bonus Application

Through our funding partner, WV DHHR BCF/Division of Early Care and Education, West Virginia Early Childhood Training Connections and Resources (WVECTCR) will award caregiver staff bonuses during the July 1, 2022 – June 30, 2023 fiscal year. Caregiver staff bonuses are application based and will be reviewed and approved until funding is exhausted.

Purpose of Caregiver Staff Bonuses

The purpose of the availability of this caregiver staff bonus opportunity is to help alleviate the ongoing issue of staff retention in the child care field.

Caregiver Staff Bonus Award Amounts

The total amount of funding will not exceed \$1,000 per application and not exceed 2 applications per fiscal year.

- Qualified Degreed Child Care Staff employed in the field the past 6 months – eligible for \$1,000
- Qualified Non-degreed Child Care Staff employed in the field the past 6 months – eligible for \$500

Caregiver Staff Bonus Award Periods

The caregiver staff bonus award will have two enrollment periods (Nov 28 - Dec 19, 2022 and May 22 - June 12, 2023). Applications will only be accepted during these two open enrollment periods. Applicant may apply during both enrollment periods.

Eligibility

Applicant must meet the following criteria for caregiver staff bonus applications to be reviewed.

- Currently working in a WV licensed child care center, licensed child care facility or licensed out of school time center. **Child care center owners or owners/directors, child care facility owners or owners/directors, out of school time owners or owners/directors, and child care family home providers ARE NOT eligible to apply**
- Has worked for 6 consecutive months prior to application within the field of early care and education as outlined above for a minimum of 20 hours per week.

Application Deadline

Complete application, W9 and additional documentation must be received either by email, mail or fax during the enrollment period only. Applications received prior to enrollment period start date will be automatically denied. Application documents must be received in our office by deadline date when submitted by email or fax OR postmarked by deadline date when submitted by mail. Application is a fillable PDF document for ease in completion.

- Round 1 (Nov 28 – Dec 19, 2022) – Deadline Date Dec 19, 2022
- Round 2 (May 22 – June 12, 2023) – Deadline Date June 12, 2023

Application Submission

E-mail to: tcr@rvcds.org with Caregiver Staff Bonus Application in the e-mail subject line
or

Mail to: WVECTCR/RVCDS

Attn: Alyson Edwards, Caregiver Staff Bonus Application
611 7th Avenue Suite 322
Huntington, WV 25701

or

Fax to: Alyson Edwards, Caregiver Staff Bonus Application at 304-529-2535

Caregiver Staff Bonus Application Instructions

- Thoroughly read all information listed in the application packet prior to completing the application. If you have questions about completing the application, please contact your local Child Care Resource and Referral Office (Child Care Resource Center, Choices, Connect, Link, MountainHeart North or MountainHeart South).
- Complete all sections of the application, sign, date, and submit to WVECTCR by the above listed methods.
- Incomplete applications or applications not submitted during the specific enrollment periods will not be considered for review.

Caregiver Staff Bonus Requirements

Caregiver staff bonus applications that are approved must agree to follow the requirements listed below as a condition of receiving the caregiver staff bonus award.

- Applicants will provide honest, truthful information when completing the application and meet the eligibility requirements as listed above.
- Applicants found to have submitted fraudulent information will eliminate eligibility to receive caregiver staff bonus awards in the future (if funding available) and may require repayment of caregiver staff bonus funding to WVECTCR/RVCDS.
- By signing the caregiver staff bonus application, you are agreeing to comply with the above requirements.



American Rescue Plan (ARP)
 Stabilization Subgrants for WV Child Care Providers
 Caregiver Staff Bonus Application
 Fiscal Year July 1, 2022 – June 30, 2023



If you have questions, or need help with completing this application, call your local Child Care Resource and Referral Agency (Child Care Resource Center, Choices, Connect, Link, MountainHeart North or MountainHeart South).

Section 1 – General Applicant Information

Applicant must be currently working in a WV licensed child care center, licensed child care facility or licensed out of school time center and must have worked for 6 consecutive months prior to application within the field of early care and education as outlined above for a minimum of 20 hours per week. Child care center owners or owners/directors, child care facility owners or owners/directors, out of school time owners or owners/directors, and family child care home providers ARE NOT eligible to apply.

Application Date:		SSN #:	
Applicant Name:			
Center/Facility Name:			
Mailing Address:			County:
City, State, Zip:			
Phone Number:	E-mail Address:		
	<input type="checkbox"/> Center	<input type="checkbox"/> Family CC Facility	<input type="checkbox"/> Out of School Time (OST) Center
Applicant Race:	<input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Pacific Islander	<input type="checkbox"/> Asian <input type="checkbox"/> White	<input type="checkbox"/> Black/African American <input type="checkbox"/> Multiracial
Applicant Ethnicity:	Applicant Latino:	<input type="checkbox"/> yes <input type="checkbox"/> no	Applicant Gender:

Section 2 – Employment Status

<input type="checkbox"/> yes	Currently working in a WV licensed child care center, licensed child care facility or licensed out of school time center serving children as one of the following: <input type="checkbox"/> Teacher/Assistant Teacher/Teacher’s Aide <input type="checkbox"/> Director/Assistant Director <input type="checkbox"/> Family Child Care Provider (within a FCC Facility) Other _____ <i>(Please indicate job title)</i>
<input type="checkbox"/> yes	Has worked for 6 consecutive months prior to application within the field of early care and education as outlined above for a minimum of 20 hours per week.

Section 3 – Degreed/Non-degreed Status

WV STARS Assigned Registry Number:	
WV STARS Career Pathway Level: (mark n/a if you are not credentialed on the pathway)	
Degree Held: (Associates, Bachelors or Masters or mark n/a if non-degreed)	

*Copy of Degree held must be submitted with application.

Section 5 – Certification

By signing this application, I am certifying that I met the requirements to be eligible (listed below) and acknowledge that I have provided honest, truthful information within the application and if found to have submitted fraudulent information that I will be non-eligible to receive caregiver staff bonus awards in the future (if funding available) and may be required to repay the caregiver staff bonus funding to WVETCR/RVCDS:

- Currently working in a WV licensed child care center, licensed child care facility or licensed out of school time center. ****Child care center owners or owners/directors, child care facility owners or owners/directors, out of school time owners or owners/directors and child care family home providers ARE NOT eligible to apply****
- Has worked for 6 consecutive months prior to application within the field of early care and education as outlined above for a minimum of 20 hours per week.

The following signature affirms that I have read and understood the section above (Section 5 – Certification).

Caregiver Staff Signature	Printed Name	Date
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Section 6 – Child Care Center, Family Child Care Facility or OST Owner or Owner/Director Signature

By signing this application, I am certifying that the applicant has been employed for 6 consecutive months prior to application with the field of early care and education outlined above for a minimum of 20 hours per work.

Owner or Owner/Director Signature	Printed Name	Date
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Submission Instructions:

Complete application, W9 and copy of degree held (if applicable) must be received either by email, mail or fax during the enrollment period only. Applications received prior to enrollment period start date or after deadline dates as outlined below will be automatically denied. Application documents must be received in our office by deadline date when submitted by email or fax OR postmarked by deadline date when submitted by mail. Application is a fillable PDF document for ease in completion.

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