



Caregiver Staff Bonus Application – Fiscal Year 23-24

Through our funding partner, WV DoHS/BFA/Division of Early Care and Education, West Virginia Early Childhood Training Connections and Resources (WVECTCR) will award caregiver staff bonuses during the July 1, 2023 – June 30, 2024 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 early care and education community.

Caregiver Staff Bonus Award Amounts

The total amount of funding will be \$1000 per eligible person.

Caregiver Staff Bonus Award Period

The caregiver staff bonus award will have the enrollment period of March 1 – 22, 2024. **Applications will only be accepted during the enrollment period.**

Eligibility

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

- Currently working as a classroom teacher or aide in a WV licensed child care center, licensed family child care facility, licensed family child care home, licensed out of school time center or licensed Head Start center.
- Have worked for 6 consecutive months prior to application within the field of early care and education as outlined above in 1st bullet for a minimum of 20 hours per week.

Application Deadline

Complete application and W9 must be received either by email, mail or fax during the enrollment period only.

Application and W9s received prior to enrollment period start date will be automatically denied. Application and W9s 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 and W9 is a fillable PDF document (you can type in the form boxes) and recommended for ease of completion. If completed by hand, please print clearly as an application that is non-legible will cause delays in processing or the inability to be processed at all.

- Enrollment Period (March 1 – 22, 2024) – Deadline Date March 22, 2024

Application Submission

E-mail to: tcr@rvcds.org with Caregiver Staff Bonus FY23-24 in the e-mail subject line

or

Mail to: WVECTCR/RVCDs

Attn: Alyson Edwards, Caregiver Staff Bonus FY23-24
611 7th Avenue Suite 322
Huntington, WV 25701

or

Fax to: Alyson Edwards, Caregiver Staff Bonus FY23-24 at 304-529-2535

Caregiver Staff Bonus Application Instructions

- Thoroughly read all information listed in the cover sheet and application prior to completing the application.
- Complete all sections of the application, sign, date, and submit to WVECTCR by the above listed methods.
- Applications not submitted during the enrollment period and meeting enrollment deadline 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 agree to comply with the above requirements and understand that this is considered income which will result in a 1099 tax document.



Caregiver Staff Bonus Application

Fiscal Year July 1, 2023 – June 30, 2024

Thoroughly read all information on the cover sheet and application prior to completing the application.

Section 1 – General Applicant Information

Applicant must be currently working as a classroom teacher or aide in a WV licensed child care center, licensed family child care facility, licensed family child care home, licensed out of school time center or licensed Head Start center and must have worked for 6 consecutive months prior to application within the field of early care and education for a minimum of 20 hours per week.

Application Date:		SSN #:	
Applicant Name:			
Center/Facility Name:			
Applicant Mailing Address:			County:
Applicant City, State, Zip:			
Applicant Phone Number:			Applicant E-mail:
	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Family CC Facility	<input type="checkbox"/> Family CC Home
	<input type="checkbox"/> Out of School Time (OST) Center		<input type="checkbox"/> Head Start Center

Section 2 – Employment Status

Please check the boxes below as verification of each statement and indicate whether you are a classroom teacher or aide.

<input type="checkbox"/> yes	Currently working as a classroom teacher or aide in a WV licensed child care center, licensed family child care facility, licensed family child care home, licensed out of school time center or licensed Head Start center serving children as one of the following: <input type="checkbox"/> Classroom Teacher <input type="checkbox"/> Classroom Aide
<input type="checkbox"/> yes	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.

Section 3 – 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 WVECTCR/RVCDs:

- Currently working as a classroom teacher or aide in a WV licensed child care center, licensed family child care facility, licensed family child care home, licensed out of school time center or licensed Head Start center.
- Have worked for 6 consecutive months prior to application within the field of early care and education as outlined above in 1st bullet for a minimum of 20 hours per week.

The following signature affirms that I have read and understood the section above (Section 3 – Certification).

Caregiver Staff Signature	Printed Name	Date
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Section 4 – Owner or Director Signature

By signing this application, I am certifying that the applicant has been employed for 6 consecutive months prior to application within the field of early care and education as outlined above as stated in the 1st bullet for a minimum of 20 hours per week as stated in the 2nd bullet.

Owner or Director Signature	Printed Name	Date
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Submission Instructions:

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Attn: Alyson Edwards, Caregiver Staff Bonus FY 23-24
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Huntington, WV 25701

