



## American Rescue Plan (ARP) Caregiver Staff Bonus Application – Round 2

Through our funding partner, WV DHHR 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, 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 \$5,000 per application and not exceed 1 application per round.

- Qualified Degreed Child Care Staff employed in the field the past 6 months – eligible for \$5,000
- Qualified Non-degreed Child Care Staff employed in the field the past 6 months – eligible for \$2,500

### Caregiver Staff Bonus Award Period

The caregiver staff bonus award will have the enrollment period of May 22 - June 12, 2023. **Applications will only be accepted during this open enrollment period.**

### 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 (you can type in the form boxes) and recommended for ease of completion. If completing 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.**

- Round 2 (May 22 – June 12, 2023) – Deadline Date June 12, 2023

### Application Submission

E-mail to: [tcr@rvcds.org](mailto:tcr@rvcds.org) with Caregiver Staff Bonus Round 2 in the e-mail subject line

or

Mail to: WVECTCR/RVCDs

Attn: Alyson Edwards, Caregiver Staff Bonus Round 2  
611 7<sup>th</sup> Avenue Suite 322  
Huntington, WV 25701

or

Fax to: Alyson Edwards, Caregiver Staff Bonus Round 2 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 and understand that this is considered income which will result in a 1099 tax document.



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:			
Applicant Mailing Address:			County:
Applicant City, State, Zip:			
Applicant Phone Number:	Applicant E-mail:		
	<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"/> Asian	<input type="checkbox"/> Black/African American
	<input type="checkbox"/> Native Hawaiian/Pacific Islander	<input type="checkbox"/> White	<input type="checkbox"/> Multiracial
Applicant Ethnicity:	Applicant Latino:	<input type="checkbox"/> yes <input type="checkbox"/> no	Applicant Gender:

**Section 2 – Employment Status**

Please check the appropriate boxes.

<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) <input type="checkbox"/> Other _____ (please indicate job title)
<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 WVECTCR/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).

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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 within the field of early care and education as outlined above for a minimum of 20 hours per work.

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Owner or Owner/Director or 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 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 (you can type in the form boxes) and recommended for ease of completion. If completing 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.**

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Huntington, WV 25701