

Child Care Workforce Retention Bonus Benefit Payment

Frequently Asked Questions (FAQs)

1. What is this program?

The Child Care Workforce Retention Bonus program aims to mitigate the significant negative impacts child care and afterschool programs have sustained throughout the COVID-19 public health emergency by providing retention bonus payments to staff in eligible early childhood education and afterschool positions.

2. What programs are eligible?

Eligible programs are:

- Registered or Licensed Family Child Care Home (FCCH)
- Center Based Child Care and Preschool Program (CBCCPP)
- Afterschool Child Care Program (ASP)

And they must be:

- Located in Vermont; and
- Open and serving Vermont children in person at the time of the application.

3. Who is eligible for workforce retention bonus benefit payments?

Individual owners of a regulated family child care home, center based child care preschool program, or an afterschool program who work in one of the eligible positions below on an ongoing basis (this can be full or part time):

- Director
- Family child care home provider
- Afterschool program administrator
- Afterschool program staff
- Teacher
- Teacher associate
- Assistant
- Trainee
- Aide
- If the owner is on leave but is committed to returning to work in one of the eligible positions above, they are also eligible.

4. What is the definition for Full time and Part time employees?

- Full time = permanent employee and working 32 hours or more per week.
- Part time = permanent employee and working between 20 and 31 hours per week.

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5. How do I apply?

There are two phases to this program, and each one has its own application.

- Phase 1 is a benefit payment to owners of an eligible program who are filling an eligible position on an ongoing basis. ([Benefit Program – Application #1](#))
- Phase 2 is a grant award made to eligible employers who have staff (full or part time) in eligible positions. (Grant Program – Application #2)

6. I operate a Registered Family Child Care Home; can I apply for a payment for myself?

Yes, individual owners of an eligible program defined above qualify for retention bonus payments using the benefit payment application IF they also fill an eligible position as defined above.

7. How can I confirm my application was received?

You should receive a confirmation email from the system. The email is computer generated and is from Jotform <noreply@jotform.com>. Please check your spam or junk folders if you don't receive one in your inbox shortly after submitting the application. If you still cannot locate your confirmation, you may email ahs.dcfcdworkforcebonus@vermont.gov and we can check on that for you.

8. I employ specialists that provide services to my program, such as an art or gym teacher, do these staff qualify?

No, the staff must meet one of the positions as defined above.

9. Do staff that provide remote learning opportunities, but not in person care, to children qualify for payments?

No, these payments are for staff that provided direct, in person care to children in an eligible position.

10. What happens if I make a mistake on my submission?

One submission is allowed per program; please ensure you have all the correct information on your application prior to submitting. Questions regarding your application, including submitting application corrections, can be emailed to ahs.dcfcdworkforcebonus@vermont.gov; please include "benefit payment application correction" in the subject line if the email contains corrections.

11. We have received other funding (Operational Relief/Hazard Pay/etc.), are we also eligible for these funds?

Yes, those programs are separate from this Program. Regardless if you or your staff have received funds from other relief for child care funds, your staff are also eligible for this program.

Child Care Workforce Retention Bonus Benefit Payment

Frequently Asked Questions (FAQs)

12. Is this payment that I am receiving considered income for my program? Will I need to pay taxes on this when I do my taxes?

Please speak to your accountant and/or tax advisor about how these funds will impact your business and potential tax implications.

13. Is the amount going to be the same for each person, no matter the number of hours worked?

No, it will be up to \$500.00 for part-time employees, and up to \$1000.00 for full-time employees.

14. Do enrichment teachers who work in our program 2-3 times weekly qualify?

To qualify the person must work in one of the eligible positions listed below and work at least 20 hours per week to meet the part-time employment eligibility. For more information about eligible positions please see the [Child Care Licensing Regulations | Department for Children and Families \(vermont.gov\)](https://www.vermont.gov/child-care/licensing-regulations):

- Director
- Family Child Care Home Provider
- Afterschool program administrator
- Afterschool program staff
- Teacher
- Teacher associate
- Assistant
- Trainee
- Aide
- If the owner is on leave but is committed to returning to work in one of the eligible positions above, they are also eligible.

15. Under program name, do registered family child care providers put in their own name?

Yes, registered family child care providers should put their own name.

16. Will payments be made the same way we receive child care subsidy payments?

Payments will be issued through the State's VISION system. If you currently receive direct deposit for child care subsidy payments, you will receive this payment as direct deposit. If you currently received a check for child care subsidy payments, you will receive this payment in a check.

17. Where do I find my license number?

The license number can be located on your license certificate.

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18. How do I find my VISION Supplier ID number?

- a. Log in to [Provider portal](#).
- b. Click on My account.
- c. This brings up the list of accounts, click the appropriate account.
- d. This brings up the details screen. Click related.
- e. This brings up the provider information, click Parties.
- f. This brings up the provider information, click the party name.
- g. This screen will show the vision ID.

19. Can I apply for this program more than once?

No, there is only one benefit payment per person.

20. When will I receive my Workforce Retention Bonus payment?

The first applications will be processed on September 30, 2022, and then on the last Friday of each month for new programs. Processing will take several days, and payments will be sent as soon as processing is complete.