

Child Care Workforce Retention Bonus Grant

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 grants?

Individuals/licensees who have at least one employee in an eligible position who provides in-person services to children will be able to apply for a grant to distribute bonuses to their **employees** who work in these eligible positions:

- Director
- Family Child Care Home Assistant
- Afterschool program administrator
- Afterschool program staff
- Teacher
- Teacher associate
- Assistant
- Trainee
- Aide
- Long-term substitute covering a staff member who is on leave in one of the above eligible positions. If the staff member on leave 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) [Child Care Workforce Retention Bonus Program \(jotform.com\)](#)
- Phase 2 is a grant award made to eligible employers who have staff (full or part time) in eligible positions. (Grant Program – Application #2) [Child Care Workforce Retention Bonus Grant Program \(jotform.com\)](#)

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

No, individual owners of an eligible program defined above may qualify for retention bonus payments using the benefit payment application IF they also fill an eligible position as defined above and meet all other eligibility requirements. Please apply using application #1 for the Benefit Program.

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 "03440-CDD Workforce-23" 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.

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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. Will receiving this bonus affect other State of Vermont benefits that I may receive?

No, these funds are not included in determining an employee's income eligibility for any benefit program.

14. 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 at the discretion of the employer.

15. Do I have to pay the bonus in one lump-sum?

No, you may choose how you pay the bonus to your employees.

- A lump sum
- Semi-annually
- Bimonthly
- Monthly

16. Can an employee receive this bonus from more than one employer?

No, the employee should receive this bonus from the employer that they work the most hours per week with. There is only one bonus per person.

17. 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 Assistant
- Afterschool program administrator
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- Long-term substitute covering a staff member who is on leave in one of the above eligible positions. If the staff member on leave is committed to returning to work in one of the eligible positions above, they are also eligible.

18. 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.

19. 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 receive a check for child care subsidy payments, you will receive this payment in a check.

20. Where do I find my license number?

The license number can be found on your license certificate.

21. 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.

22. What supporting documents will I need to complete my application?

- Signed Certificate of Suspension and Debarment if there is not an active SAMS Registration
- Certificate of Insurance (COI)
- Current W-9 for the child care or afterschool program applying (with original signature, dated within the last 6 months)
- Microsoft Excel list of eligible employees

23. Where do I start to complete the grant application for the Workforce Retention Bonus for my employees?

Please visit the [Vermont Business Registry](#) site.

24. I work for a public school. Am I eligible?

You are not eligible to receive this bonus if you:

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- Work under a public-school teacher contract and/or
- Work in a public prekindergarten setting.

25. Since I am completing the grant application, am I eligible to receive a bonus? I am not the owner of the program.

It is preferred that the owner completes the grant application #2. If the owner has asked you to complete the application on their behalf and you work in one of the eligible positions listed, you can be included as an eligible employee. Directors who are not also the owner are eligible under the grant application and may be added to the employee detail list.

26. Do you need my payroll documents as proof that I made these payments?

In most cases, no, at the end of the [Request For Grant Application \(RFGA\)](#) document, there are templates of the documents that you will need to submit when requesting your payments during the grant term. You are required to maintain payroll documentation on file for all bonus payments issued to your employees. We may also request further documentation from you during the award term and anytime up to three years after the end of the award term to provide this payroll documentation as part of the ongoing financial monitoring and/or to clarify any discrepancies.

27. Can we include an employee who recently left this position?

No, this bonus is for current employees only.

28. Paying \$1000.00 to each employee before I receive the money is not possible for my program, how can I participate?

You may select to pay your employees a monthly installment for the bonus, rather than paying the full amount in a one-time lump sum. You may also select to receive advance payments; please review the Addendum #1 document on the [bid registry site](#) for more details on the requirements to receive advance payments.

29. Do I need to pay the full \$500 or \$1000 bonuses to every part-time and full-time employee?

No, you have the option to select a bonus amount that you would like to provide, up to \$500 for part-time employees and up to \$1000 for full-time employees.

30. How much does it cost to get my UEI and SAM registration?

These are free!! If you are being asked to pay for either of these numbers you are not on the correct page for this, do not enter any of your personal information.

31. I already have a DUNS, do I still need to get a UEI?

If you have a current DUNS, you were automatically assigned a UEI when the change was made. Please see [How can I view my Unique Entity ID?](#) to view your UEI.

32. Can I complete my application if I have not received my UEI from SAM.gov?

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Yes, as long as you have already requested a UEI, you can attach a copy of the email from SAM.gov showing that you have requested a UEI and/or the help desk email confirmation regarding any follow up on the issuance of a UEI.