



UTAH DEPARTMENT OF  
**WORKFORCE  
SERVICES**  
CHILD CARE

## Youth and Early Care Workforce Bonus Policy

### [Program Overview](#)

### [Eligibility](#)

### [Application Process](#)

### [Privacy and Data Sharing](#)

Effective: June 30, 2022

Updated: September 22, 2022

#### 1. Program Overview

- a. The Department of Workforce Services (DWS), Office of Child Care (OCC) received approximately \$108 million in Coronavirus Response and Relief Supplemental Appropriations (CRRSA). The Office has elected to purposefully allocate some of these funds to acknowledge the essential youth and early care workforce as they have continued to support working families throughout the pandemic, despite many hardships, including industry workforce shortages.
- b. Each eligible individual may receive a one-time bonus of \$2,000 as a “thank you” for their dedication to serving Utah’s children and youth on the front lines every day. Additionally, OCC anticipates these individuals will continue their employment as part of Utah’s youth and early care workforce in order to maintain this valuable support system for working families across the state.

#### 2. Eligibility

- A. Individuals must be currently legally employed at a program that falls under one of the following license or regulation types as designated by the Utah Department of Health and Human Services, Child Care Licensing Program (CCL):
  1. Center
  2. DWS Approved, Exempt Center
  3. Commercial Preschool
  4. Hourly Center
  5. Licensed Family
  6. Residential Certificate



UTAH DEPARTMENT OF  
**WORKFORCE  
SERVICES**  
CHILD CARE

7. DWS Approved, FFN in Provider's Home
8. DWS Approved, FFN in Child's Home
9. Out of School Time Program
10. DWS Approved, Exempt School Age Program

B. Individuals must have a current background check number listed and be assigned one of the following roles in the CCL Portal:

1. Caregiver ('C')
  - a. Individuals assigned this role must be 16 or older to be eligible.
  - b. This designation includes the following types of positions:
    - i. Lead Caregiver or Teacher
    - ii. Assistance Caregiver or Teacher
    - iii. Substitute/Floater Caregiver or Teacher
2. Owner ('O'), Director ('D'), Director Designee ('DD') or Other Staff ('E')
  - a. Individuals assigned these roles must be 18 or older to be eligible.
  - b. This designation includes the following types of positions:
    - i. Owner or Licensee
    - ii. Director
    - iii. Assistant Director
    - iv. Director Designee
    - v. Onsite Coach or Coordinator
    - vi. Onsite Administrative Assistant or Office Manager
    - vii. Cook
    - viii. Driver
    - ix. Custodian or Janitor
    - x. Other Onsite Supporting Staff

### 3. Application Process

#### a. Application Access

1. Prior to accessing the application, the individual must be registered for a Care About Childcare (CAC) account at <https://cac.utah.gov>.
  - a. The individual must be able to log in to their CAC account at <https://cac.utah.gov> using a valid UtahID.



UTAH DEPARTMENT OF  
**WORKFORCE  
SERVICES**  
CHILD CARE

- b. The profile's "Contact Information" page must list the following:
        - i. Current, valid email address
        - ii. Current CCL background check number
        - iii. Current licensed (or regulated) eligible program(s)
        - iv. Current eligible role(s)
  2. On the day the application opens, or within one business day after registering for a CAC profile, individuals who are eligible and have fulfilled requirements in 3. a. 1. a-b. will receive a notification to the email listed on their Care About Childcare profile's "Contact Information" page with a link to the application portal.
  3. Full registration in the CAC website with all requirements listed in 3. a. 1. a-b. must be completed by August 30, 2022 in order to receive access to the Workforce Bonus application before the deadline. Registrations after that time will not be considered and the individual will not receive access to the Youth and Early Care Workforce Bonus application portal.
- b. Completing and Submitting Application
  1. From the email notification received, individuals must click on the application portal link, and sign in using the same UtahID login they use to access their CAC account.
  2. Individuals must completely fill out all sections of the application:
    - a. Contact Information: Valid contact information must be provided. A Social Security number is being collected so that DWS can distribute IRS 1099 forms. The mailing address listed will be where the check is mailed upon application approval.
    - b. Eligibility Verification: DWS, OCC must confirm that applicants are eligible for this bonus. Applicants will be asked to provide information on their employer and position for eligibility verification. This information must be valid when the application is submitted and when the application is reviewed for approval.



UTAH DEPARTMENT OF  
**WORKFORCE  
SERVICES**  
CHILD CARE

- c. Employment Verification: As an additional way to verify current eligible employment, the applicant must upload one of the following approved supporting documents:
  - i. Most recent pay stub from within 30 days of the application date;
  - ii. A Employment Verification Form found at <https://jobs.utah.gov/covid19/covidocc.html> completed and signed by employer; or
  - iii. Unexpired license from Child Care Licensing with the applicant's name listed.
- d. W-9 Form: To receive this one-time bonus, DWS must collect an Internal Revenue Services (IRS) W-9 form from each applicant for income tax purposes.
- e. Demographic Information: DWS, OCC is collecting demographic information on the individuals that receive this one-time bonus to better understand the youth and early care workforce and inform our programming for the future. The answers to these questions do not affect an individual's eligibility for this bonus, and this section is not viewable to the application evaluators. Personal information will be kept confidential according to all applicable state and federal laws and regulations and will not be shared without the applicant's permission except as required by state or federal law. This information may be included in aggregate data and reports provided to local, regional, state and federal stakeholders.
- f. Terms and Conditions: The applicant must electronically sign and date the application acknowledging that they understand and agree to the terms and conditions of the program including, but not limited to, the following:
  - i. All information in this application is complete, true and accurate. I understand that if I knowingly provide false or misleading statements in this agreement, Department of Workforce Services (DWS) will issue an overpayment in accordance with Utah Administrative Code R986-700-731.1



UTAH DEPARTMENT OF  
**WORKFORCE  
SERVICES**  
CHILD CARE

(see Utah State Bulletin, April 1, 2020, Vol. 2020, No. 7, page 45).

- ii. I must still be an eligible paid employee at an eligible employer at the time my application is reviewed.
  - iii. My employer may be contacted to verify the employment information provided within my application.
  - iv. I do not intend to voluntarily leave my employment in the Utah youth and early care workforce for at least the first six months after receiving the bonus. If I voluntarily leave employment in the workforce during that six-month period, I may be expected to repay all or part of the bonus.
  - v. I will respond to surveys, submit to audits and fulfill other requests as reasonably requested by DWS or its designee(s).
  - vi. I am responsible for any tax liability (Federal, State and/or other) associated with this payment and will receive an IRS 1099 form following the close of the calendar tax year. It is my responsibility to consult my tax professional regarding the handling of this tax liability.
  - vii. If any term of this program is determined to violate the law or any conditions pertaining to federal disbursement of funds to the State, DWS may, in its sole discretion, modify the terms of the program.
3. Individuals must submit their application in the application portal after all sections are completed by the application deadline of August 31, 2022 at 5:00 PM MST.
- a. Applicants will receive a notification at their email address confirming that DWS, OCC has received their completed application.
- c. Application Evaluation



UTAH DEPARTMENT OF  
**WORKFORCE  
SERVICES**  
CHILD CARE

1. After an application is submitted, it will be verified and evaluated by DWS.
2. After a determination has been made by DWS, the applicant will receive an email notifying them if their application was approved, denied or was incomplete as submitted.
  - a. If an application is approved, the individual will receive an email notifying them that their bonus payment is being processed.
  - b. If an application is denied, the applicant will receive an email notifying them of the reason why they were considered ineligible.
    - i. The applicant may send an email to [OCCworkforcebonus@utah.gov](mailto:OCCworkforcebonus@utah.gov) if they believe their application was denied in error and would like to provide additional information by the deadline of September 28, 2022.
  - c. If an application is incomplete as submitted, the applicant will receive an email notifying them what is missing or incomplete.
    - i. The applicant will need to update their application and resubmit it in order for it to be reconsidered.
    - ii. **Incomplete applications must be resubmitted as complete with all corrections made by September 28, 2022 at 5:00pm MST to be reconsidered.**
      1. **Applications that were initially evaluated as incomplete and were not resubmitted with corrections by September 28, 2022 at 5:00pm MST will not be considered, and the applicant will be ineligible to receive the bonus.**
      2. **Resubmitted applications that are evaluated as incomplete after September 28, 2022 at 5:00pm MST will not be considered, and the applicant will be ineligible to receive the bonus.**

#### 4. Privacy and Data Sharing



UTAH DEPARTMENT OF  
**WORKFORCE  
SERVICES**  
CHILD CARE

- a. Personally identifiable information will be kept confidential according to all applicable state and federal laws and regulations and will not be shared without the applicant's permission except as required by state or federal law.
- b. The applicant's employer may be contacted to verify the employment information provided within the application.
- c. The status of an application will not be released to anyone other than the applicant.
- d. Application information may be included in aggregate data and reports provided to local, regional, state and federal stakeholders.