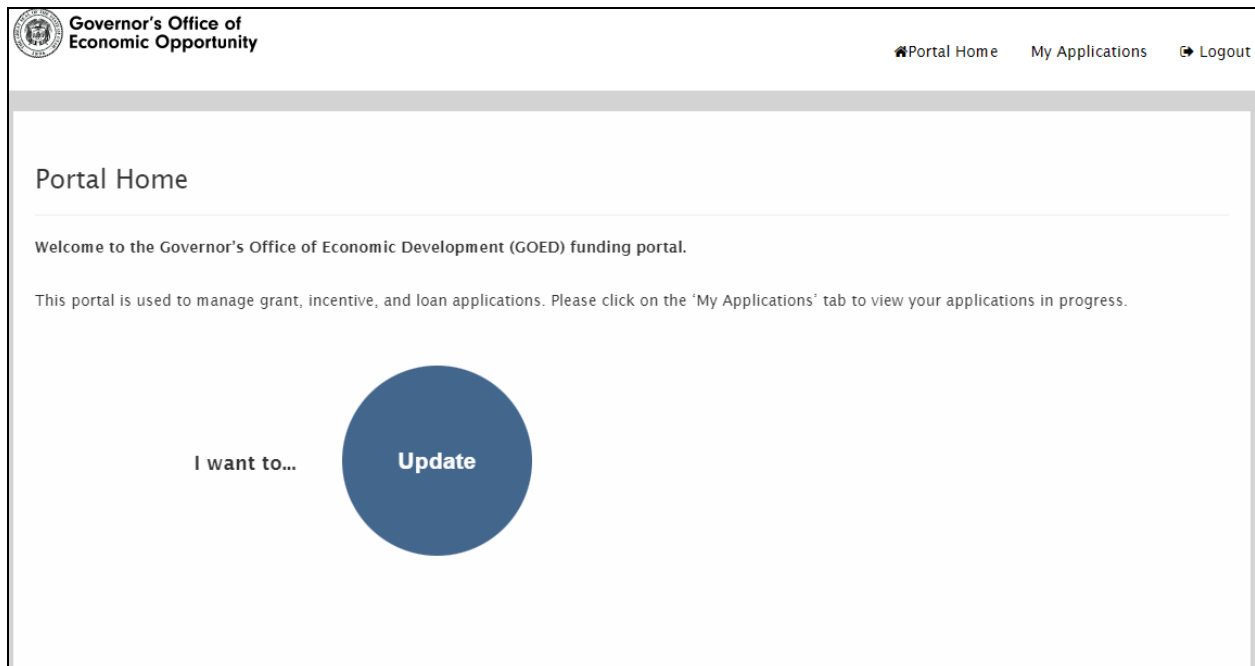








Youth and Early Care Workforce Bonus Application Step-by-Step Guide

Your guide to filling out an application for the Youth and Early Care Workforce Bonus.

- Ensure you have followed the step-by-step instructions on how to create a Care About Childcare account or link a current account. <https://jobs.utah.gov/covid19/covidocc.html>
- If you have followed all steps to ensure you have a valid account, you will receive an email with a specialized link to access the application.
 - If you have not received an email invitation to complete the application, you have not completed your registration with Care About Childcare. Contact your local Care About Childcare Agency to get help with this.
 - If you feel that you have completed all steps and should have access to the application, email OCCworkforcebonus@utah.gov for help.
- The application link will have you log in with your Utah ID secure account that was created with your Care About Childcare account.
 - [Workforce Bonus Application](#)
- After logging in, you (the applicant) will be taken to this home screen:



- Select **“Update”**
- A page titled “My Applications” will open
- You will have the opportunity to select the application in either English or Spanish. Only one version of the application can be submitted.





DWS - Youth and Early Care Workforce Bonus	Draft	<input type="checkbox"/>			
DWS - Solicitud de bono para el personal de cuidado infantil y juvenil	Draft	<input type="checkbox"/>			

- Once either English or Spanish is selected and submitted, the remaining language application will become **obsolete** to prevent duplicate applications being submitted.
- You can select the application number to the left of the title or select the edit (green, pencil box) button to the right of the title to access the application.

Within the Application:

Upon opening the application...

- Select “Edit”
- Application has 8 sections
 - All sections have required fields marked by a red line;
 - Section 4 requires uploaded documentation related to employment: paystub, [employment verification form](#), or child care facility license with applicant name; and
 - Section 5 requires the applicant to completely [fill out a W-9 form](#) and attach it to the application.
- must select “next” to move into the next section.




 Save & Exit
 Next »
 Submit Funding Application 

- ▶ 2. Contact Information
- ▶ 3. Eligibility Verification
- ▶ 4. Employment Verification
- ▶ 5. W-9 Form
- ▶ 6. Demographic Information
- ▶ 7. Terms and Conditions
- ▶ 8. Review & Status

- Can select “save & exit” at any time to save information and access it at a later time.
- Application is editable until “submitted”.
- Applicant will not be able to select “Submit Funding Application” until all required questions are completed and all required documentation has been uploaded.
 - At any time, applicant can select number 8 “Review & Status” to see if questions or documentation are missing.

Submission of Application:

- Once you have selected “Submit Funding Application” you can log in at any time to view the status of your application.

«« Previous Next »»		Page Size <input type="text" value="10"/> ▼	
Funding Opportunity Name	Status	Funded	Actions
DWS - Youth and Early Care Workforce Bonus	Submitted	<input type="checkbox"/>	
DWS - Youth and Early Care Workforce Bonus	Obsolete	<input type="checkbox"/>	
DWS - Solicitud de bono para el personal de cuidado infantil y juvenil	Obsolete	<input type="checkbox"/>	

Status:

You may see one of the following statuses applied to your application:

Submitted - This means your application has been submitted for evaluation

Obsolete - If you see this status, this means that you have successfully filled out the application available in a different language.

Requeued - Indicates that something on your application needs to be corrected. You will receive an email indicating what needs to be corrected. You must log back in and edit your application to complete the necessary corrections.

In process - Indicates that someone is evaluating your application.

Reviewed - Indicates that it has been selected for further review.

Denied - Indicates that your application has been rejected. You will receive an email in regards to why it was rejected.

Approved - Indicates that the application has been approved and has been sent for pay out of the bonus.