



## Youth and Early Care Workforce Bonus Sample Application

*The application for this bonus is web-based. The application questions are provided in this document for informational purposes only.*

*After the application window opens in mid-July, all eligible individuals with a Care About Childcare (CAC) profile at <https://cac.utah.gov> connected with their Child Care Licensing (CCL) background check number will receive an email notification with the link to access the application portal.*

### Contact Information

Please provide your valid contact information. Your Social Security number or Federal EIN is being collected so that the Department of Workforce Services can distribute your IRS 1099 form. The mailing address listed here will be where your check is mailed upon application approval.

- Legal First Name
- Legal Middle Name (optional)
- Legal Last Name
- Social Security Number or Federal EIN (same as W-9 Form)
- Mailing Street Address
- Mailing Street Address 2
- City
- Zip
- Email Address
- Phone Number
- Preferred Method of Communication
  - Email, Phone, Text

### Eligibility Verification

The Office of Child Care must confirm that you are eligible for this bonus. Please provide the following information for eligibility verification. This information must be valid when you submit the application **and** when the application is reviewed for approval.

- Employer Facility Name (as listed on Child Care Licensing)
- Employer Facility ID #
- Employer Facility County
- Child Care Licensing Background Check #
- Main Position at Employer:
  - Owner or Licensee, Director, Assistant Director, Director Designee, Lead Caregiver or Teacher, Assistant Caregiver or Teacher, Substitute/Floater Caregiver or Teacher, Onsite

Coach or Coordinator, Onsite Administrative Assistant or Office Manager, Cook, Driver, Custodian or Janitor, Other Onsite Supporting Staff

- If you selected “Other Onsite Supporting Staff,” please list your position title.

## Employment Verification

As an additional way to verify current eligible employment, you must upload one of the following approved supporting documents:

- Your most recent pay stub from your eligible employer;
- [Employment Verification Form](#) signed by your employer; OR
- Unexpired license from Child Care Licensing with your name listed as the licensee. ([Sample](#))

## W-9 Form

To receive this one-time bonus, the Department of Workforce Services must collect an Internal Revenue Services (IRS) W-9 form from each applicant for income tax purposes. A link to the fillable PDF form may be found below:

### [Form W-9](#)

The form must include the following required information:

- Name (as shown on your income tax return)
- Federal Tax Classification
- Address (Number, Street and Apt. or Suite No.)
- City, State, and Zip code
- Social Security Number
- Signature and Date

## Demographic Information

The Department of Workforce Services, Office of Child Care 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. Your answers to these questions do not affect your eligibility for this bonus, and this section is not viewable to the application evaluators. Your personal information will be kept confidential according to all applicable state and federal laws and regulations and will not be shared without your 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. There will be 17 total questions asked in this section.

## Terms and Conditions

By accepting these funds and signing below, you agree to all terms of the program including, but not limited to, the following:

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

- I must still be an eligible paid employee at an eligible employer at the time my application is reviewed.
- My employer may be contacted to verify the employment information provided within my application.
- 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.
- I will respond to surveys, submit to audits and fulfill other requests as reasonably requested by DWS or its designee(s).
- 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.
- 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.

By typing my name below, I am signing this application electronically and acknowledging that I understand and agree to the terms and conditions of the program stated above.

- Signature
- Date
- Social Security Number Confirmation or Federal EIN (Same as W-9 Form)