

Youth and Early Care Workforce Bonus

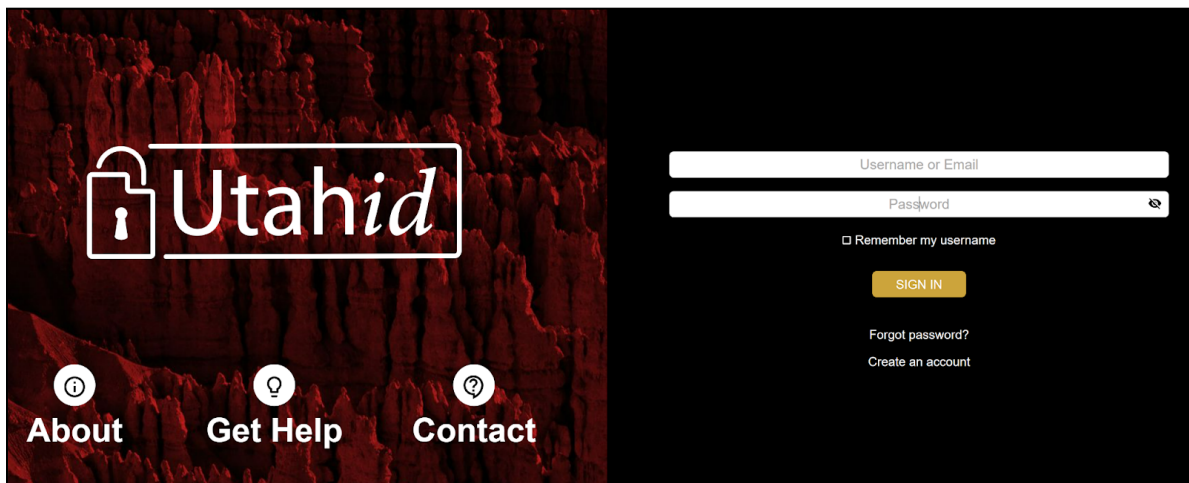
How to Verify Eligibility in your Care About Childcare Account

1. Go to <https://cac.utah.gov> on Utah's Department of Workforce Services website.
2. Click on the "Log in to Care About Childcare" button.



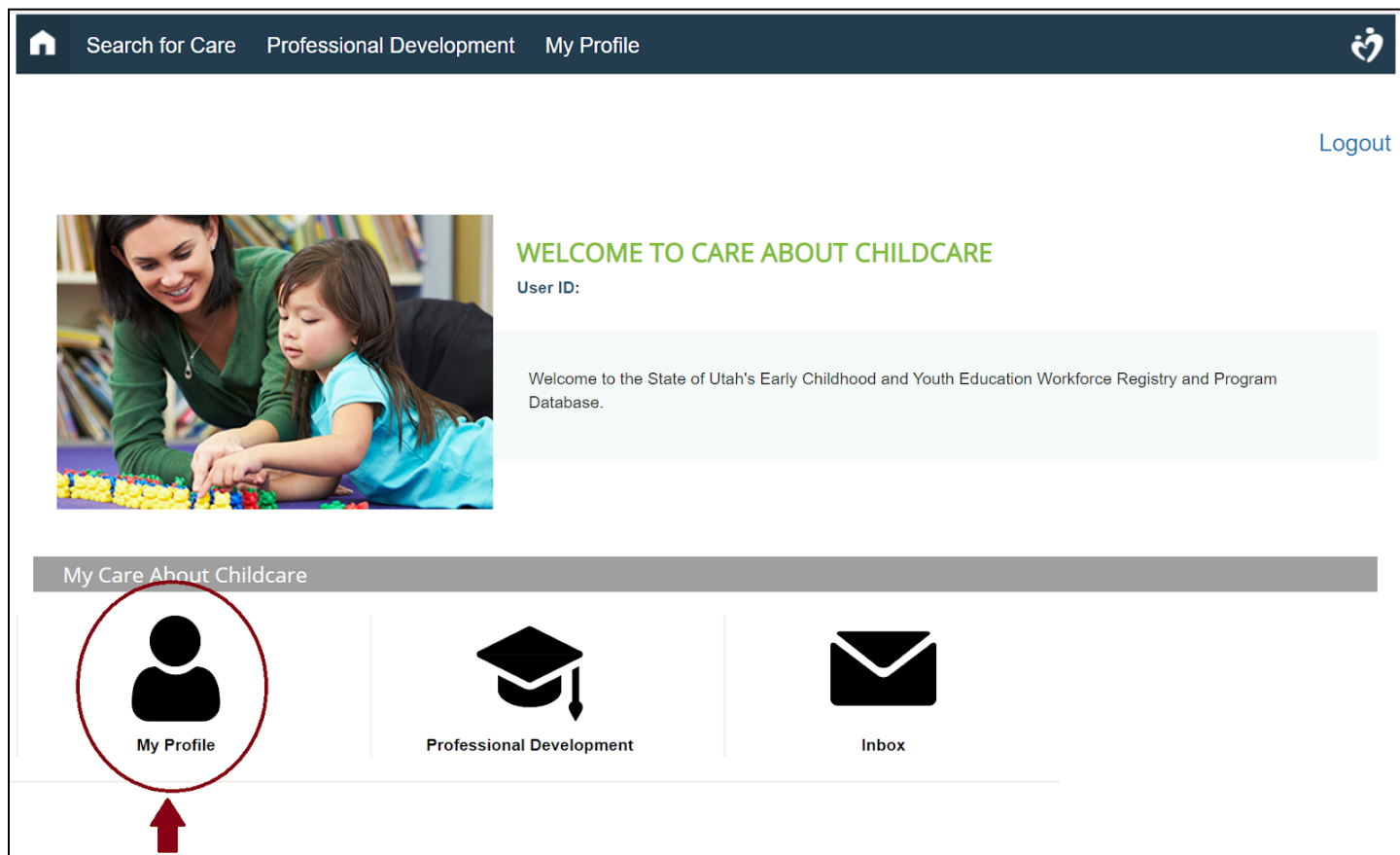
The screenshot shows the homepage of the Care About Childcare website. At the top is the Utah Department of Workforce Services Child Care logo. Navigation links include Home, About, Divisions, Partners, Sign in, Job Seekers, Employers, Assistance, and Economic Data. The main heading is "Care About Childcare and The Utah Registry for Professional Development". Below this is a subheading "Utah's Early Childhood and Youth Education Program Database and Workforce Registry" and a row of images of diverse young children. A search bar on the left is labeled "Families Searching for Care". On the right, under the heading "Youth and Early Learning Professionals, Teachers, Caregivers and Program Administrators", the "Log In to Care About Childcare" button is circled in red with a red arrow pointing to it. Below the button is a link for "Tutorials and FAQs".

3. Log in with your UtahID. If you do not have a Care About Childcare account, you will need to register for a new account. ([Help](#))

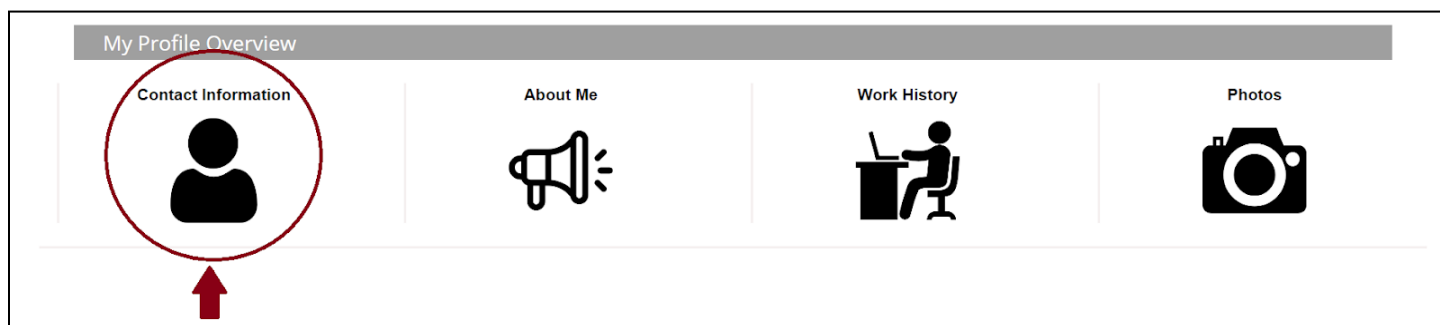


The screenshot shows the UtahID login page. The background is a dark, textured image of a canyon. On the left, the "Utahid" logo is displayed. Below the logo are three circular icons with labels: "About", "Get Help", and "Contact". On the right, there is a login form with two input fields: "Username or Email" and "Password". Below the password field is a checkbox labeled "Remember my username". A yellow "SIGN IN" button is positioned below the checkbox. At the bottom of the form are two links: "Forgot password?" and "Create an account".

4. Acknowledge the terms and conditions. When you get to your Care About Childcare homepage, click on the “My Profile” tile.



5. From your profile page, click on the “Contact Information” tile.



6. Scroll down on the “Contact Information” page to where you see the “Background Check #” field. Review your background check number for accuracy. ([Help](#)) If the number is missing or incorrect, click “Add/Edit Background Check #” and follow the steps to change it to the correct number. ([Help](#))

Background Check #	<input type="text" value="1234567A"/>	Edit Background Check #
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7. Review the “Current Licensed Program(s)” field, and ensure that the eligible program(s) that you are employed with is listed. If “None” is listed, it is likely that your background check number is missing or incorrect. The system connects you with your employer through your

background check number. ([Help](#)) *Please note: If your “Current Role(s)” are Other Staff or Director Designee, your program may be listed as “None” because of an issue in the system. If your “Current Role(s)” are listed on your profile’s “Contact Information” page, you are connected with your program.*

Current Licensed Program(s)	ABC 123 Learning Center
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Applicants must be currently legally employed at a program that falls under one of the following license types as designated by the Utah Department of Health and Human Services, Child Care Licensing Program: ([Help](#))

- Center
- DWS Approved, Exempt Center
- Commercial Preschool
- Hourly Center
- Licensed Family
- Residential Certificate
- DWS Approved, FFN in Provider’s Home
- DWS Approved, FFN in Child’s Home
- Out of School Time Program
- DWS Approved, Exempt School Age Program

8. Review the “Current Role(s)” field, and ensure your correct role(s) are listed. If “None” is listed, it is likely that your background check number is missing or incorrect. The system connects your assigned role(s) through your background check number. ([Help](#))

Current Role(s)	Caregiver
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All employees assigned a **Caregiver** role are eligible to receive the workforce bonus. This designation should include the following types of positions:

- Lead Caregiver or Teacher
- Assistant Caregiver or Teacher
- Substitute/Floater Caregiver or Teacher




Employees 18 or older assigned an **Owner, Director, Director Designee or Other Staff** role are also eligible to receive the bonus. These designations in CCL should include the following types of positions:

- Owner or Licensee
- Director
- Assistant Director
- Director Designee
- Onsite Coach or Coordinator
- Onsite Administrative Assistant or Office Manager
- Cook
- Driver
- Custodian or Janitor

- Other Onsite Supporting Staff

If you believe your “Current Role(s)” is listed incorrectly, your employer will need to update your role(s) in the Child Care Licensing Portal. ([Help](#))

9. If your background check number, current licensed program(s) and current role(s) are all listed accurately and meet eligibility requirements, you should receive an email with instructions and a link to apply for the bonus when the application period opens, or within one business day during the application period from mid-July through August 31, 2022.

Background Check #	1234567A	
Current Licensed Program(s)	Test Center	
Current Role(s)	Caregiver	

If you have questions or need assistance with eligibility verification, contact your [local Care About Childcare agency](#).

If you have further questions about the Youth and Early Care Workforce Bonus, contact OCCworkforcebonus@utah.gov. If you have already accessed the application, include your application ID number in your email.