

Office of Child Care

# Steps for New Providers to Receive a Child Care Subsidy



## Step 1:

To be completed during the licensing process.

(Family, Friend and Neighbor (FFN) Providers, skip Step 1).

To receive child care subsidy payments from families who qualify through the Department of Workforce Services (DWS), you must report your full time monthly rates on your Care About Childcare account at <https://jobs.utah.gov/occ/cac.html>:

- Go to the rates icon.
- Next to the “Accept DWS Subsidy” field, select Yes.
- Check or skip the box next to “Charges an Initial Registration Fee per Child”.
- If checked, enter the Initial Registration Fee Amount.
- Enter your full time monthly rates for all age groups (weekly and other charges are optional).

## Step 2:

Once fully licensed, follow these steps to receive subsidy payments from the Department of Workforce Services.

1. Email the Office of Child Care at [occ@utah.gov](mailto:occ@utah.gov) to request a DWS Provider Portal account. Please send the email from your Utah-ID email address as given to Child Care Licensing, and include your first name, last name and your license number. You will receive a confirmation email and further instructions. Then, log into the DWS Provider Portal at [jobs.utah.gov/childcare](https://jobs.utah.gov/childcare).
2. Enter your financial account information on the Banking tab for direct deposit. You will need the routing number and account number from your financial institution.
3. When adding users to the MyEmployees or MyFacilities tab, always use their Utah-Id email address. Ensure that correct security access roles are assigned. Limit financial administrator access to 1-2 people.



### Remember:

Remember to report any changes in care each month under the Children in Care tab. Changes like: a child is no longer in your care or is no longer enrolled, or never attended, must be reported within 10 days or by the 25th of each month to prevent overpayments.

[jobs.utah.gov/occ](https://jobs.utah.gov/occ)