

Delaware Department of Education

Delaware Child Care Bonus Application Professional Guide

2022

WELS Systems Foundation



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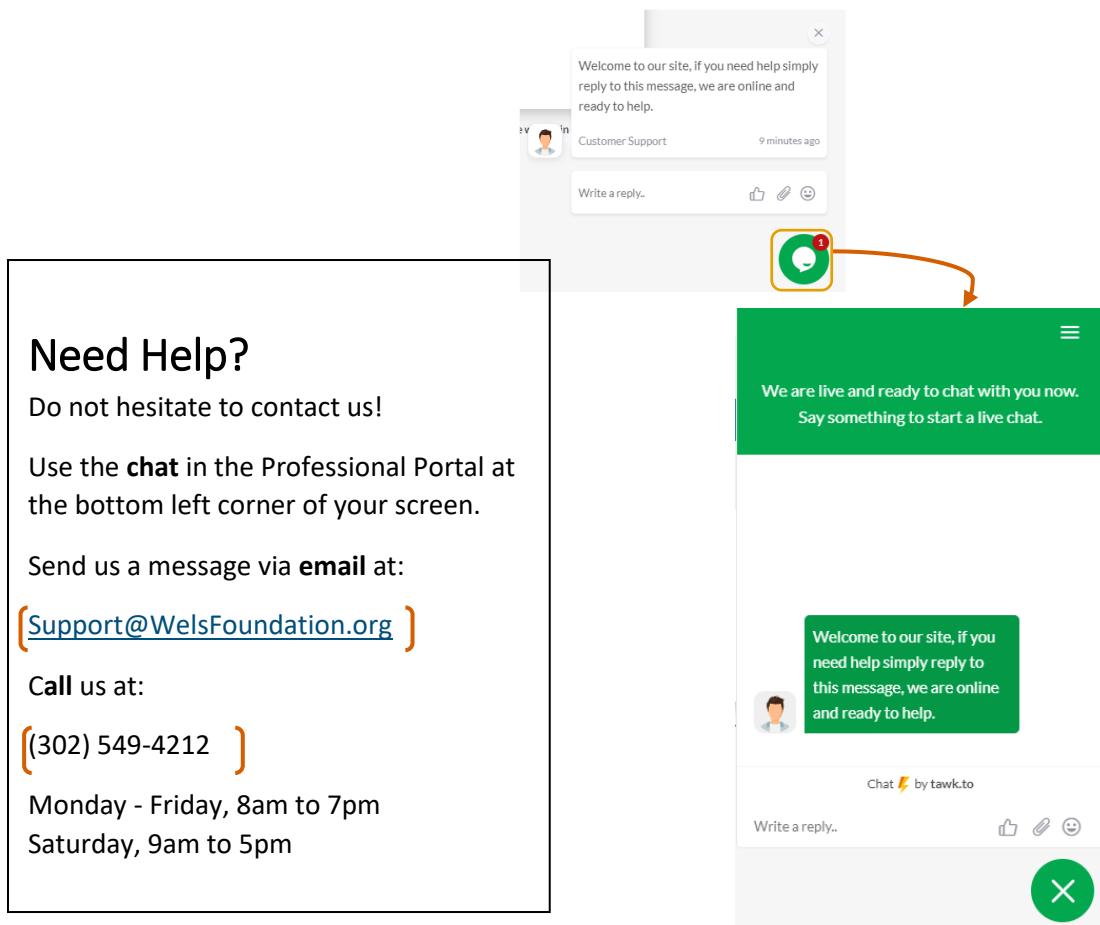
Overview

The Delaware Professional Portal was designed for you to have one place to keep track of your career information and goals.

This is the first phase of our Professional Portal. **We want to honor your efforts as an early childhood professional throughout the pandemic.**

Apply for the Delaware Child Care Bonus. Eligible early childhood care and education professionals (including administrators, lead teachers, assistant teachers, family child care providers, large family child care providers, and staff) and on-site food service employees can collect a bonus payment by completing a profile including employment information, uploading supporting documentation, and completing the application for the Delaware Child Care Bonus.

In order to apply for the Delaware Child Care bonus, you first need sign up in Delaware's Early Childhood Professional Portal and create your *My Early Childhood Career Journey Profile*. This is made up of a few different tabs that ask you for personal information including employment and demographic information.



Sign Up

Open a browser window and type <https://portal.delawareece.com> to get to the homepage of the Professional Portal.

Click *Sign Up* to create your personal account.



Fill in basic information about yourself, including:

- Email Address (This will also be your Username)
- Password
- First and Last Name
- Date of Birth*

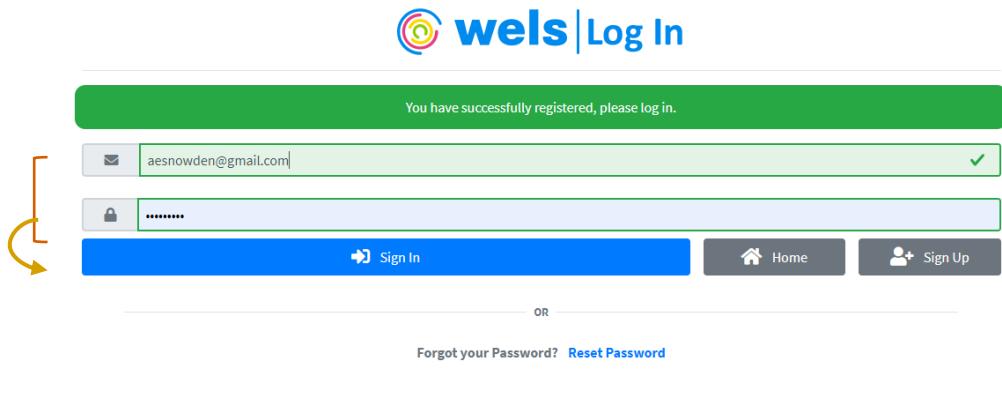
When you are done, click *Sign Up*.

After you have signed up, you will receive an email confirming that your Professional Portal profile has been created. This message will include your username, which is the email address you provided, and also the contact information for Help Desk support.

*This information is required for verification purposes.

Sign In

Once you have created your Professional Portal profile, enter your username and password and click **Sign In**.



The screenshot shows the wels Log In page. At the top, a green banner displays the message: "You have successfully registered, please log in." Below the banner are two input fields: one for email (aesnowden@gmail.com) and one for password (*****). A yellow bracket on the left side points to the email input field. Below the fields is a blue "Sign In" button with a right-pointing arrow. To the right of the button are "Home" and "Sign Up" links. At the bottom of the page, there is a "Forgot your Password? Reset Password" link. The word "OR" is centered between the "Sign In" section and the password recovery link.

Access the Log In page from by typing <https://www.portal.delawareece.com> in your browser and selecting **Sign In**.

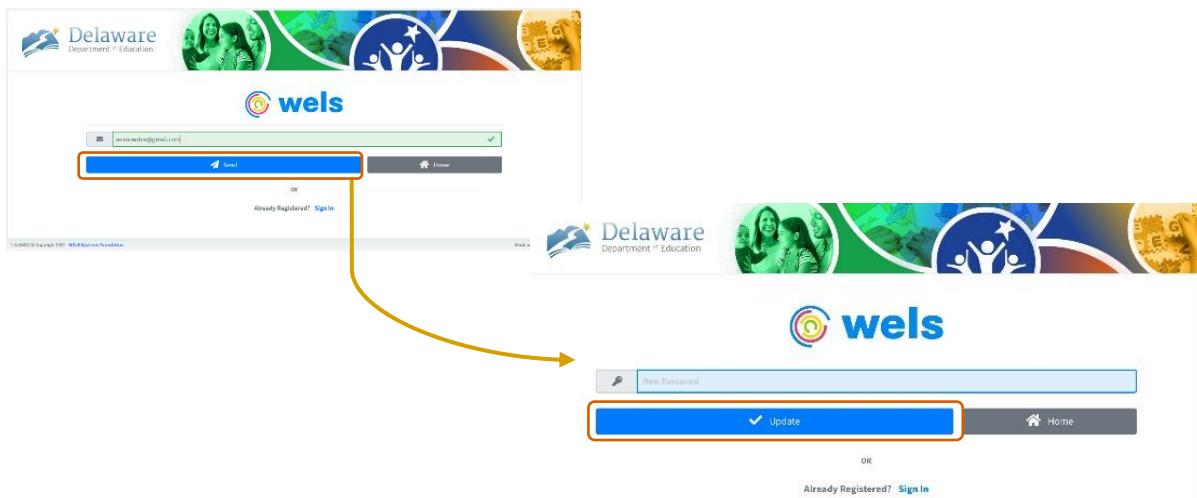
Forgot Your Password?

From the Log In page, click the *Reset Password* link.

OR

Forgot your Password? [Reset Password](#)

Enter the email address you used to sign up and click *Send*. You will receive an email with a link to reset your password. Create a new password then click *Update*.



The screenshot illustrates the password reset process. It shows two consecutive pages of the wels system. The first page is the Log In page with the "Reset Password" link highlighted. A yellow bracket on the left points to the "Reset Password" link, and a yellow arrow points from this bracket to the second page. The second page is the "New Password" page, which has a "New Password" input field and an "Update" button. The "Update" button is highlighted with a red box and a yellow arrow points to it from the first page's "Reset Password" link.

Two-Factor Authentication

We want to keep your account safe and by making sure only *you* can sign in to your account. That is why you will be asked to go through two-factor authentication when logging into the WELS Portal from a new device or browser.

Two-Factor authentication ensures it is you signing into your account by asking you to use two different methods of signing in. The first of these methods is through your username and password and is done from the Log In page.

The screenshot shows the WELS Log In page. At the top, there are fields for 'Email' (esnowden@welsfoundation.org) and 'Password'. Below these are 'Sign In', 'Home', and 'Sign Up' buttons. A yellow arrow points from the 'Sign In' button to the 'Two Step Authentication' section. This section includes a message about requiring two-step auth, a code sent to XXX-XXX-5555, a 'Verification Code' input field with a lock icon, and a 'Remember Browser' checkbox set to 'No'. Another yellow arrow points from the 'Verification Code' field to the 'Sign In' button at the bottom. The bottom of the page has links for 'Forgot your Password?' and 'Reset Password'.

Once you have clicked **Sign In**, this will bring you to a screen where you will confirm it is *you* signing in entering the six-digit code that was sent via text message to the phone number you provided when you created your profile.

When you receive your code, enter it in the *Verification Code* box.

Select **Yes** under *Remember Browser* to save this information and bypass two-factor authentication when logging in from the browser you used to sign in when you went through the above process.

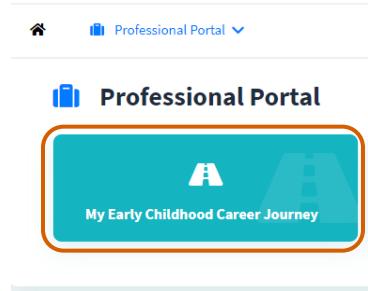
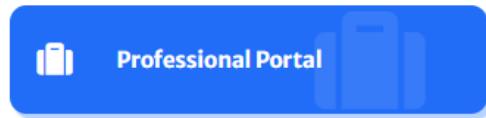
Click **Sign In** to access your Professional Portal Profile.

If you are not able to access your phone, contact support by sending an email to support@welsfoundation.org or call (302)549-4212.

Professional Portal Dashboard

Once you log in, click on *Professional Portal*.

The Professional Portal has your personalized early childhood profile.

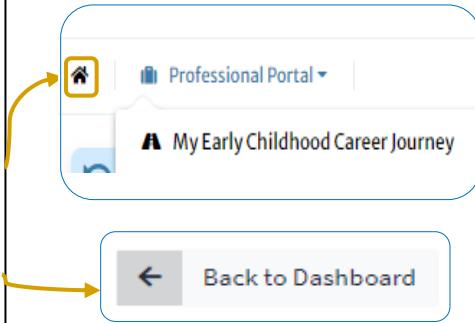


When you first enter the **Professional Portal**, you will see the tabs you have access to on your Dashboard. In this first phase of the Professional Portal, you will see **My Early Childhood Career Journey**.

Can I get back to the Dashboard once I am working in other places in WELS?

Absolutely! Get to your Dashboard by either:

1. Clicking on the **Home Button** in the top left corner to return to the Dashboard page.
2. Clicking **Back to Dashboard** in the top right corner.



My Early Childhood Career Journey

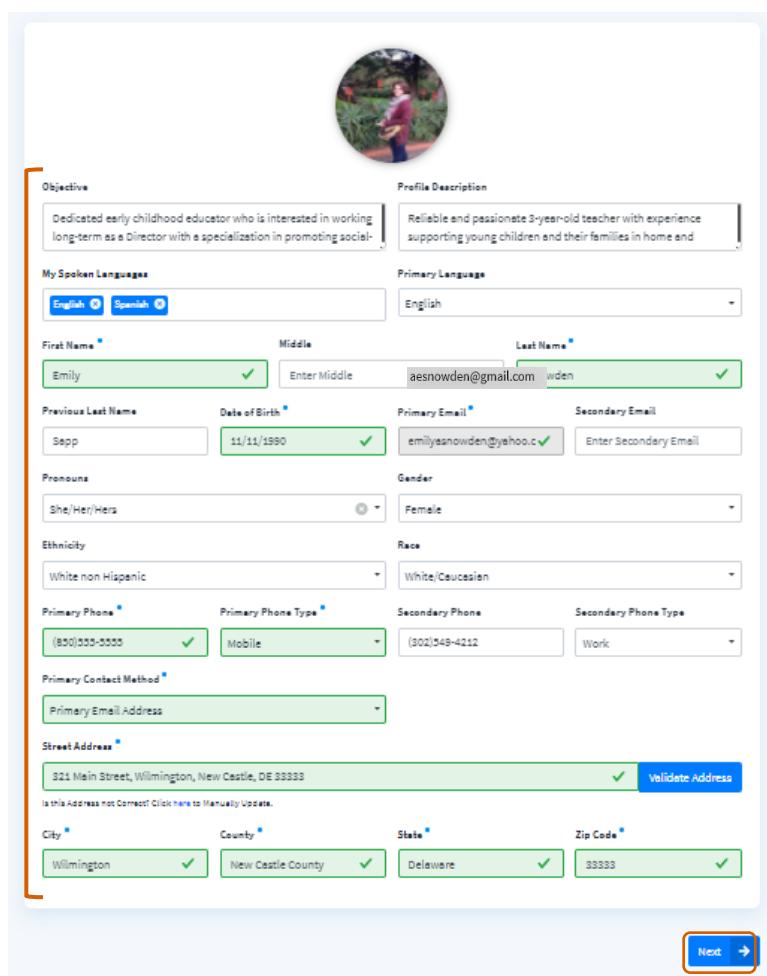
(1) My Information

My Information is where you enter, store, and update your personal information. This includes demographics, spoken languages, and contact information.

You will be asked to enter:

- First and Last Name
- Date of Birth
- Primary Email
- Secondary Email
- Primary Phone Number
- Primary Phone Type
- Primary Contact Method
- Address

Once you have entered the required personal information, click *Next* to save and move on to the next page.



The screenshot shows a user profile form with various input fields. A red box highlights the 'Primary Contact Method' field, which contains 'Primary Email Address'. A green box highlights the 'Street Address' field, which contains '321 Main Street, Wilmington, New Castle, DE 33333'. A blue box highlights the 'Next' button at the bottom right. The form also includes fields for Objective, Profile Description, My Spoken Languages, Primary Language, First Name, Middle, Last Name, Previous Last Name, Date of Birth, Primary Email, Secondary Email, Pronouns, Gender, Ethnicity, Race, Primary Phone, Primary Phone Type, Secondary Phone, Secondary Phone Type, and City, County, State, Zip Code.

Validate Your Address

Enter your **Street Address, City, State, and Zip Code**.

Street Address*
Enter Street Address ×
Street Address is required.

City* × State* DE Zip Code* ×
City is required. Zip Code is required.

! Address unverified, please make sure the address is correct, an incorrect address may delay the approval.

Street Address* 401 Federal St Ste 2 ✓
City* Tallahassee ✓ State* DE Zip Code* 32312 ✓

We can't find this address. Please enter a new address and try again or confirm to use the address that was entered..

Errors:
Unknown Street - Could not match the input street to a unique street name. Either no matches or too many matches found.

Use the address I entered. (An incorrect address may delay the approval.)

! Address unverified, please make sure the address is correct, an incorrect address may delay the approval.

When your address is validated, click **Next** to save and move on.

Street Address* 401 Federal St Ste 2

City* Dover State* DE Zip Code* 19901

! Next →

(2) My Place of Employment

Add the licensed child care facility or facilities where you are currently employed or have worked at least 90 days within the last 6 months in **My Employment**. Add your position(s) (as defined by the Office of Child Care Licensing).

To verify your employment, you will need to upload either:

- Your last two (2) recent pay stubs
or
- Your last two (2) time cards signed by your employer
or
- NOTE - If you are currently the owner or employee of a license family child care home or large family child care home and you do not have pay stubs or time cards:
 - o You may also upload Purchase of Care (POC) documentation *or*
 - o tuition payment confirmation *or*
 - o CACFP payment confirmation as your documentation to show that you have been open, directly serving children.

 The position you see is based on the site you select in **My Employment**. Click the  next to the site to view a different position.

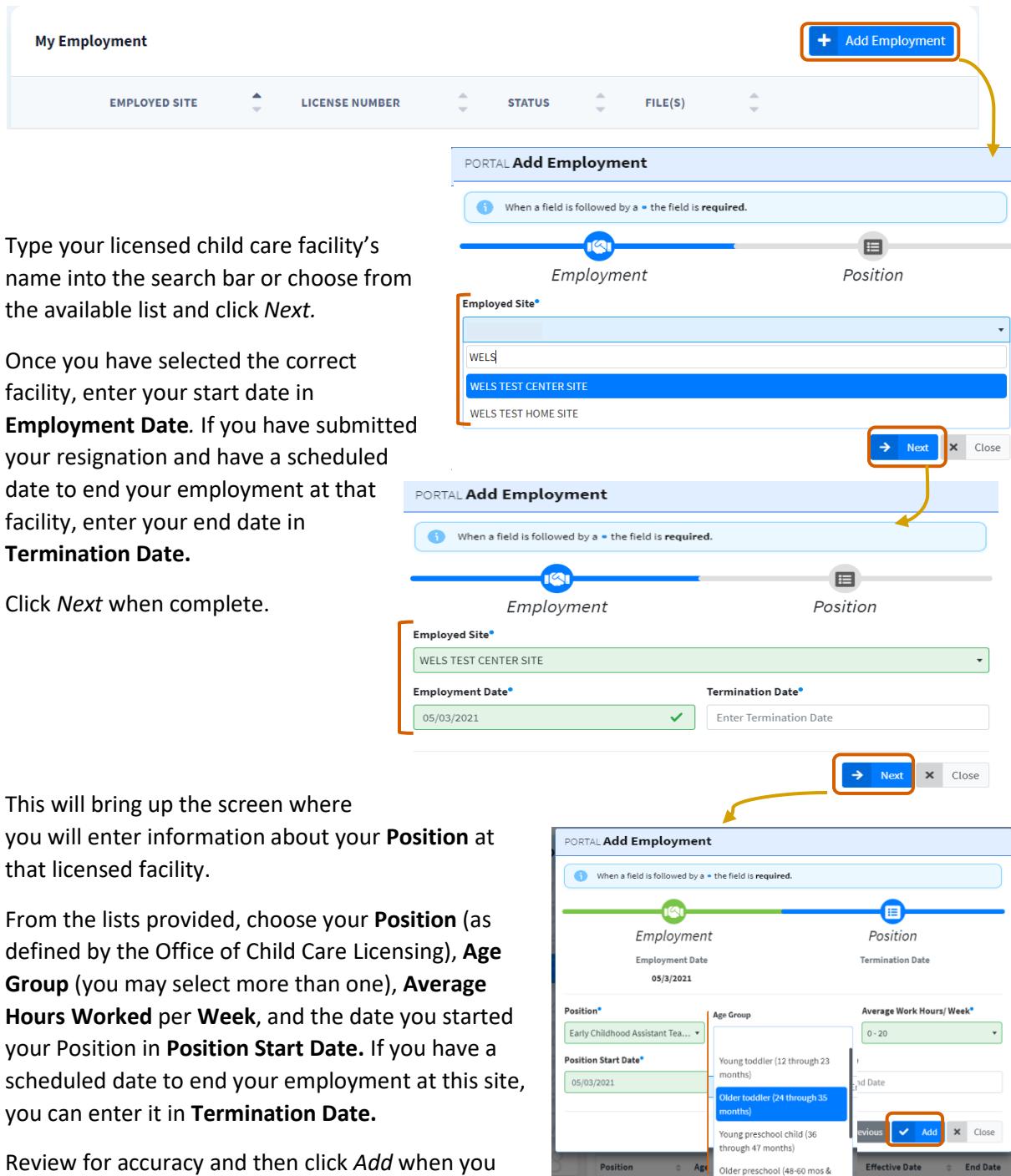
My Employment					 Add Employment
EMPLOYED SITE	LICENSE NUMBER	STATUS	FILE(S)		
 WELS TEST SITE	A12345	Yes (Current)	View Documents		

My Positions					 Add Position
POSITION	AGE GROUP	EFFECTIVE DATE	END DATE	ACTIONS	
Early Childhood Teacher	Young preschool child (3 year old)	09/16/2020			

Add Employment and Position

To enter your employment in the **My Employment** section, click the *Add Employment* button.



Type your licensed child care facility's name into the search bar or choose from the available list and click **Next**.

Once you have selected the correct facility, enter your start date in **Employment Date**. If you have submitted your resignation and have a scheduled date to end your employment at that facility, enter your end date in **Termination Date**.

Click **Next** when complete.

This will bring up the screen where you will enter information about your **Position** at that licensed facility.

From the lists provided, choose your **Position** (as defined by the Office of Child Care Licensing), **Age Group** (you may select more than one), **Average Hours Worked per Week**, and the date you started your Position in **Position Start Date**. If you have a scheduled date to end your employment at this site, you can enter it in **Termination Date**.

Review for accuracy and then click **Add** when you are done.

You will receive a notification at the top of your screen confirming that your Employment information has been successfully added.

The licensed facility and your position information will now appear in the **My Employment** and **My Position(s)** sections.

If you are employed at multiple facilities, you need to enter your position for each facility. To view another position, click the blue button under **Selected** to change the view below in **My Positions**.

The position you see is based on the site you select in **My Employment**. Click the  next to the site to view a different position.

My Employment

EMPLOYED SITE	LICENSE NUMBER	STATUS	FILE(S)
WELS TEST SITE	A12345	Yes (Current)	View Documents  

My Positions

POSITION	AGE GROUP	EFFECTIVE DATE	END DATE	ACTIONS
Early Childhood Teacher	Young preschool child (3 year old)	08/10/2020		 

Add a File to My Employment

Upload the supporting documents you need to verify your employment at a facility by clicking *Add File* under **Actions**.

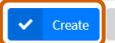
Click *Browse* to find and select your file from your device. Name the document (if you would like) under **Description** and choose whether or not to *Share with your Employer*. Click *Create* to save.

PORTAL Create Document

CREATE **FIND**

Document* **Document Name**
February 2022 pay stub.jpg Feb 2022 pay stub

Share With Employer
No

View your file by clicking *View Document*. Files can also be removed by clicking *Remove*.

My Employment

EMPLOYED SITE	LICENSE NUMBER	STATUS	FILE(S)
WELS TEST SITE	A12345	Yes (Current)	View Documents  

FILE **SHARE WITH EMPLOYER** **ACTIONS**

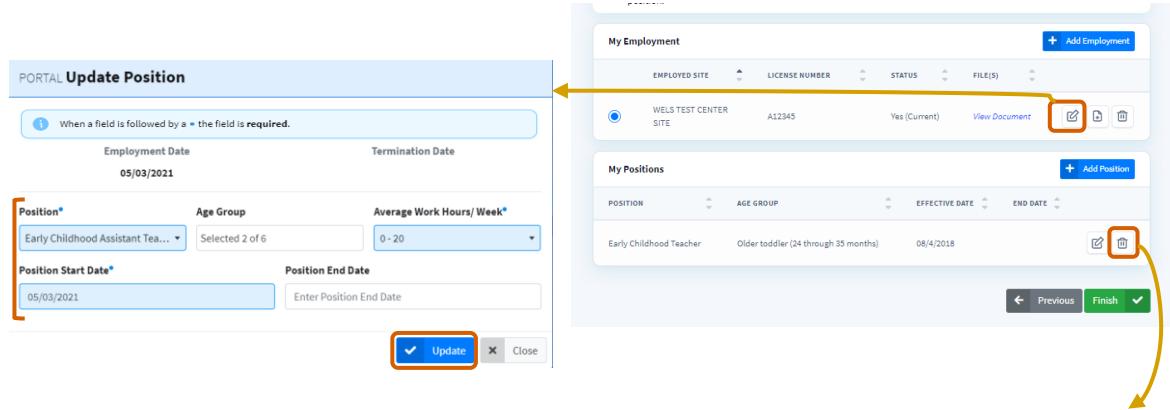
 Feb 2022 pay stub		 Remove
 March 2022 pay stub		 Remove



Edit or Remove Employment or Position

To **Edit** information in *My Employment* or *My Position(s)*, click the *Edit* button next to the facility or position you want to change.

This will bring up a box where you can change the information. When you are done, click the **Update** button to save any changes.



To **Remove** a place of employment or position, click the *Remove* button next to the facility or position you want to change. This will bring up a box asking you to confirm the deletion.

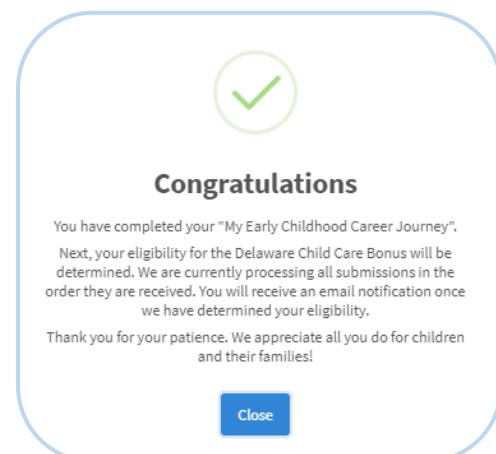
After you edit or remove an employment or position, you will receive a notification at the top of your screen confirming that the item was updated or removed.



Complete your Profile

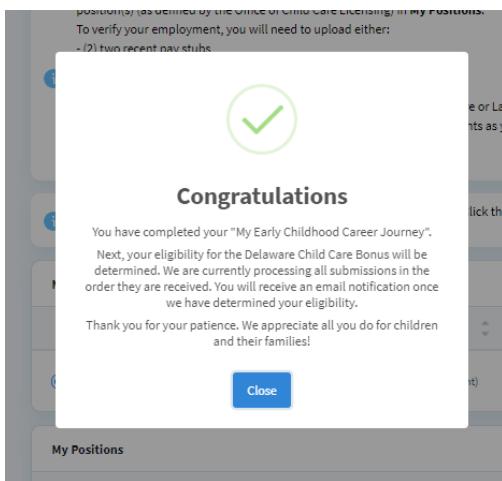
Click *Finish* to complete your *My Early Childhood Career Journey*.

You will receive a message confirming you completed this section that will also let you know what to expect in the next part of the process.



Receiving the Link to your Application

After you enter your information in your *My Early Childhood Career Journey Profile* and click *Finish*, the information you submitted will be reviewed to determine if you:



- Are currently working directly with children and/or providing on-site support in a licensed child care facility;
- Are employed for at least 20 hours per week; and
- Have been working at least 90 days within the last 6 months in the same licensed child care facility at the time you apply.

If you are eligible for the Bonus, an email will be sent to the primary email address you provided in your *My Early Childhood Career Journey* with an invitation to the *My Delaware Child Care Bonus Application*.

***All submissions are processed in the order they are received.**

How to Access to Your Delaware Child Care Bonus Application

If you are eligible for the bonus, an email will be sent to the primary email address you provided in your *My Early Childhood Career Journey* inviting you to apply for the bonus.

Click the link in that email message to get to your application or get to the application by signing into your Professional Portal profile and clicking the *My Delaware Child Care Bonus* tab that is now available on your Dashboard.

You are also able to access the application from your Career Journey. Just click the **View** on the *My Delaware Child Care Bonus* bar that is now at the top of the screen.



Receiving your 1099 from WELS

This bonus is considered taxable income since it is over the IRS's \$600 limit for the calendar year. That is why you were required to submit a W-9 in order to receive your bonus.

You can expect to receive a 1099 from WELS by January 31, 2023 that you will use when you file taxes and claim the bonus as part of your income. You will receive an email when the 1099 is available for you to view and download in your Professional Portal. It is important that you remember your username and be prepared to log in to view the 1099 at the start of 2023.

All recipients are responsible for reporting and paying and personal income taxes due.

My Delaware Child Care Bonus

The application starts by giving you some background information about the Delaware Child Care Bonus for review before continuing.

The information that you entered into your *My Early Childhood Career Journey* will be auto-filled in *My Delaware Child Care Bonus* for your convenience. Double-check it for accuracy as you move through the application. If any of your information is not accurate, update in your *My Delaware Child Care Bonus Application*. By saving your information in *My Delaware Child Care Bonus Application*, the *My Early Childhood Career Journey* page will automatically update.

Click *Next* to get started and move through the application pages.

Once you have started the application, you have 10 business days to complete the application, which includes your upload of all the required documentation. If your application is still incomplete after 10 business days, your application will close. You will need to re-open your application to reapply.

(1) My Identification

Check the **My Identification** section to make sure that the personal information you provided (name, DOB, address) in your *My Early Childhood Career Journey* is correct.

My Information

First Name *: Emily Last Name *: Snowden Birth Date *: XX/XX/1992

Street Address *: 401 Federal St #2

City *: Wilmington County *: Delaware State *: New Castle Zip Code *: 19901

Identification Upload

+ Add Document

DOCUMENT

There are no Document records.

Next, you will need to upload one copy of your identification that includes your date of birth.

Acceptable forms of ID are government-issued IDs with your address such as:

- a Driver's License,
- State-issued Identification Card,
- Passport,
- Military Identification Card.

Add Identification in My Identification

To add a file, click *Add Document* and upload a copy of your chosen form of identification (Driver's License, State-issued Identification Card, Passport, or Military Identification Card).

The document you upload must match the information you provided including name, date of birth, and address. If the information does not match, it cannot be verified. You will not be able to receive your bonus.

Identification Upload

+ Add Document

DOCUMENT

There are no Document records.

PORTAL Create Document

CREATE

FIND

Document *: ID.jpg Document Name: Driver's License

Share With Employer: No

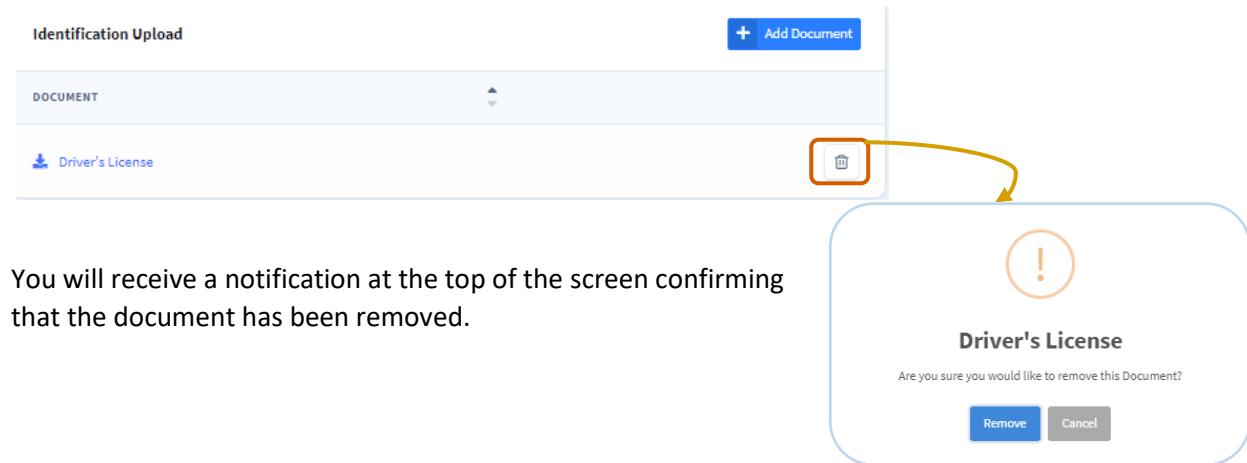
Create

Choose a file from your computer, name your document in *Description*, and click **Create**.

You will receive a notification at the top of the screen confirming that the document has been uploaded.

Remove Identification in My Identification

Remove an item from **Identification Upload** by clicking the *Remove* button next to the document and delete. A box will pop up asking you to confirm the deletion.



You will receive a notification at the top of the screen confirming that the document has been removed.

(2) My Employment

My Employment shows auto-filled information from your Career Journey Profile about the licensed facility or facilities where you are currently employed or have worked at least 90 days within the last 6 months and your position(s).

Double-check the information under **My Employment** and **My Positions** that auto-filled from your Career Journey Profile to make sure the information is current and able to be verified. Your employment documents (i.e., pay stubs, signed time cards etc.) are also transferred from your Career Journey.

*If any of your information is not accurate, update in your *My Delaware Child Care Bonus Application*. By saving your information in *My Delaware Child Care Bonus Application*, the *My Early Childhood Career Journey* page will automatically update.

The screenshot shows two tables for managing employment and positions.

My Employment table:

EMPLOYED SITE	LICENSE NUMBER	STATUS	FILE(S)	Actions
WELS TEST CENTER SITE	A12345	Yes (Current)	View Documents	
WELS TEST HOME SITE	WELS7867350200	Yes (Current)	View Documents	

My Positions table:

POSITION	AGE GROUP	EFFECTIVE DATE	END DATE	Actions
Early Childhood Teacher	Young preschool child (36 through 47 months), Older preschool (48-60 mos & not in Kindergarten)	05/1/2022		

(3) My Preferred Payment Type

We want you to get your bonus! So, let us know how you want to receive the money by selecting your preferred method into **My Preferred Payment Type**.

Payment Information

Receive Payment Via *

Select Option

Direct Deposit

Mailed Check

Bank Name, City & State *

Enter Bank Name, City & State

Account Number *

.....

Document Upload

Add Document

DOCUMENT

There are no Document records.

Indicate which you prefer by choosing from the list under **Receive Payment Via**. Choose either:

- Direct Deposit (ACH Payment) (*estimated to take between 10-30 business days once issued*)
- Mailed Check (*may take more than 30 business days*)

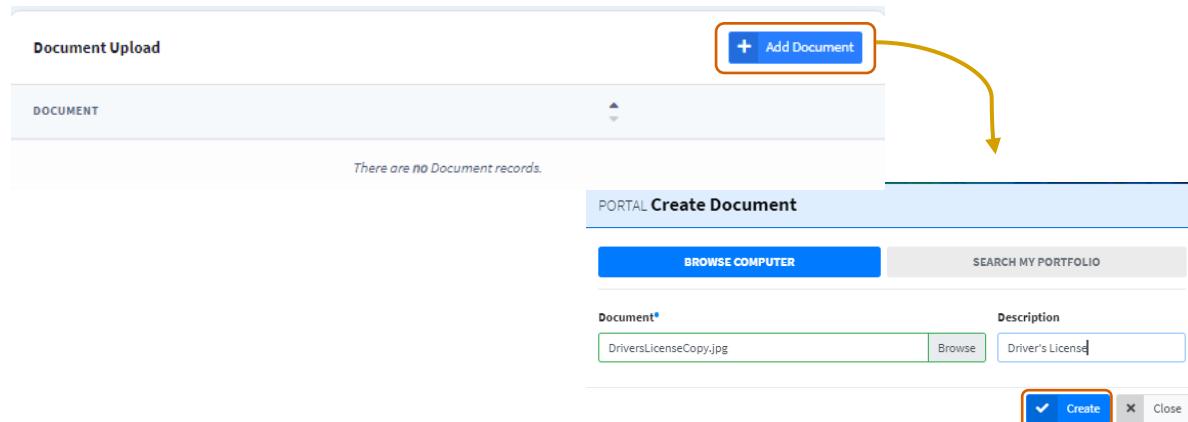
If you chose Direct Deposit, enter your bank name, account type, routing number, and account number. Then, upload either:

- a) Voided Check (A voided check is a blank check from your account that has the word "VOID" written across the face of the check)
or
- b) A Direct Deposit Authorization form (A Direct Deposit Authorization form can be gotten from your bank).

Add a file in My Preferred Payment Type

You will need to upload a voided check (A voided check is a blank check from your account that has the word “VOID” written across the face of the check) or Direct Deposit Authorization form (A Direct Deposit Authorization form can be gotten from your bank) for your information to be verified.

To upload a voided check or Direct Deposit Authorization form, click *Add Document* and upload the file. Choose the file from your device. Name your document in *Description* and then click *Create* to upload.

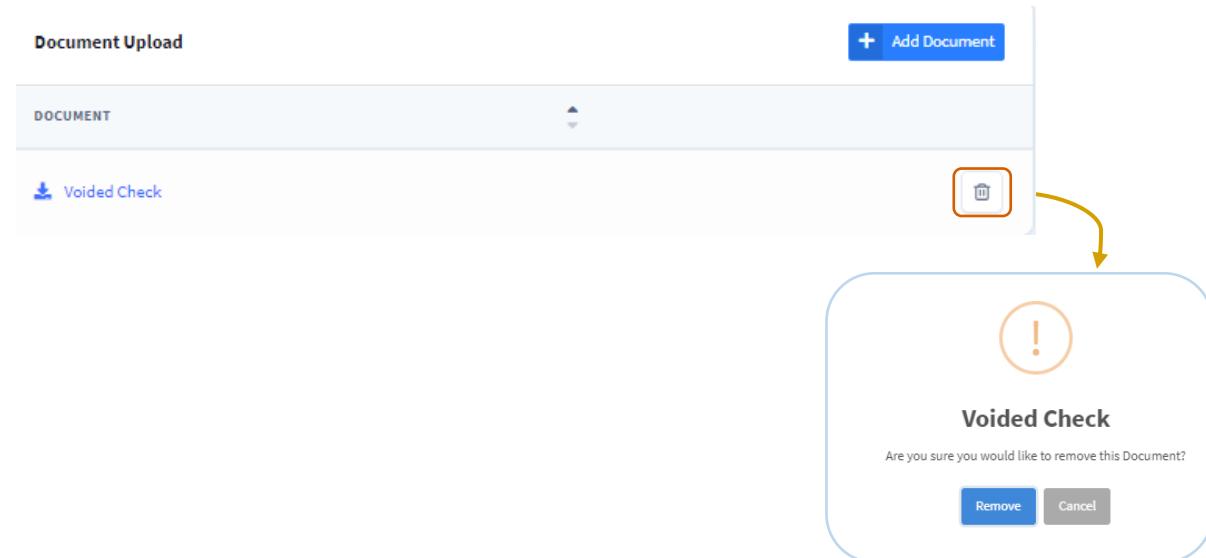


You will receive a notification at the top of your screen letting you know that your file has successfully been uploaded.

Remove a file in My Preferred Payment Type

Remove your uploaded voided check or Direct Deposit Authorization form in **My Preferred Payment Type** by clicking the *Remove* button next to the document and delete. A box will pop up asking you to confirm the deletion.

You will receive a notification at the top of the screen confirming that the document has been removed.



(4) My Tax Information

Because this one-time bonus is over \$600 and considered income, you will need to provide a signed and completed W-9 form. Download the W-9 form from the official IRS website at <https://www.irs.gov/forms-pubs/about-form-w-9>.

If you receive the Delaware Child Care Bonus, you will receive a 1099 form at the end of the year.

You can expect to receive a 1099 from WELS by January 31, 2023 that you will use when you file taxes and claim the bonus as part of your income. You will receive an email when the 1099 is available for you to view and download in your Professional Portal. It is important that you remember your username and be prepared to log in to view the 1099 at the start of 2023.

Recipients of the bonus are responsible for reporting and paying any personal income taxes due.

Tax Information

Tax Classification*	Full Name (or Business Name)*	SSN (or EIN)*
Select Option	Enter Full Name (or Business Name)	Enter SSN (or EIN)
<input type="text"/>		
Personal		
Business		

DOCUMENT

There are no Document records.

+ Add Document

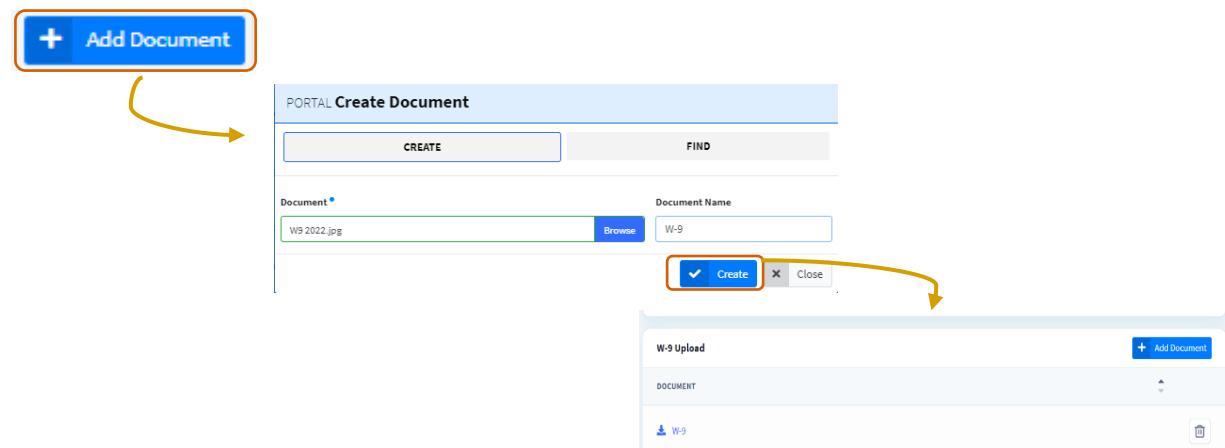
Let us know under **Tax Classification** whether you will be classified as:

- *Personal* (you are filing your taxes as an individual) and enter your full name and Social Security Number (SSN);
or
- *Business* (you own your licensed child care center) and enter your full business name and your Employer Identification Number (EIN).

Then, you will need to upload your signed and completed W-9 form so your tax information can be verified.

Add a W-9 in My Tax Information

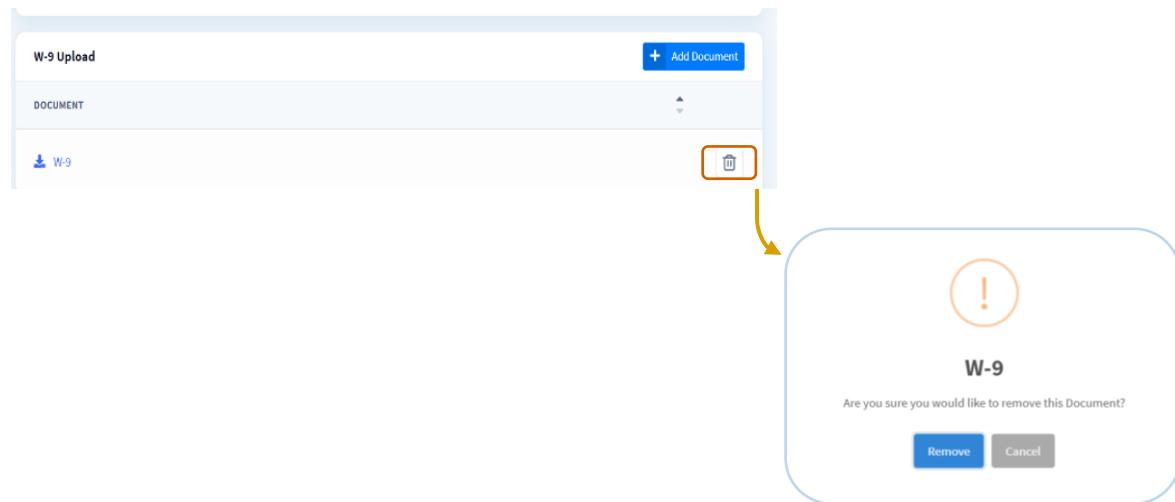
Add your W-9 form by clicking *Add Document* and upload the file. Choose the file from your computer. Name your document in *Description* and then click **Create**.



You will receive a notification at the top of the screen confirming that the document has been uploaded and the document will appear under **W-9 Upload**.

Remove a W-9 in My Tax Information

Remove your uploaded W-9 form in **My Tax Information** by clicking the *Remove* button next to the document and delete. A box will pop up asking you to confirm the deletion.



Once you confirm, you will receive a notification at the top of the screen confirming that the document has been removed.

(5) Agreement

When your application has been filled out and you have provided all the documents needed to verify your information, you will need to agree to the terms of this application and sign electronically.

I attest that by adding my electronic signature that all information I have submitted is accurate and true.

Agree to the Terms*

Yes

Write Signature Draw Signature

Signature* Enter Signature X

Signature is required.

Update Signature

Confirm Cancel

Read the terms. Click “yes” to agree to the terms.

Then, click **Write Signature** type your name in the **Signature** box or click **Draw Signature** and use the mouse to draw your signature in the box provided.

Click **Next** to save before you review and submit your application.

Review and Submit your Application

Review the information that you provided in each section of the application and make sure that it is all accurate and can be verified. This includes uploading any missing documentation.

My Identification [Click here to update.](#)

Missing Address Validation.

88%

My Employment

Congratulations, you have completed all of the requirements for this section.

100%

My Preferred Payment Type [Click here to update.](#)

Account Type is required.

Missing Required Document Upload.

67%

My Tax Information

Congratulations, you have completed all of the requirements for this section.

100%

Agreement

Congratulations, you have completed all of the requirements for this section.

100%

← Previous Submit ↘

The review and submit page will show in red any information that you are missing in your application. Click the link **Click here to update** to return to any sections where information is missing and fix.

Once you are sure that the information you have provided is complete and accurate, click **Submit** to complete your Delaware Child Care Bonus Application.

After submission, you will not be able to make any changes to the information you shared unless requested in the verification process.

How do I edit my information when DOE requests different documentation?

If for any reason documentation you uploaded cannot be verified, you will receive a message specifying whether the document was:

- Unreadable or blurry picture
- Document not on the approved list (e.g., not a government-issued ID)
- Not accepted form of documentation
- Is missing information

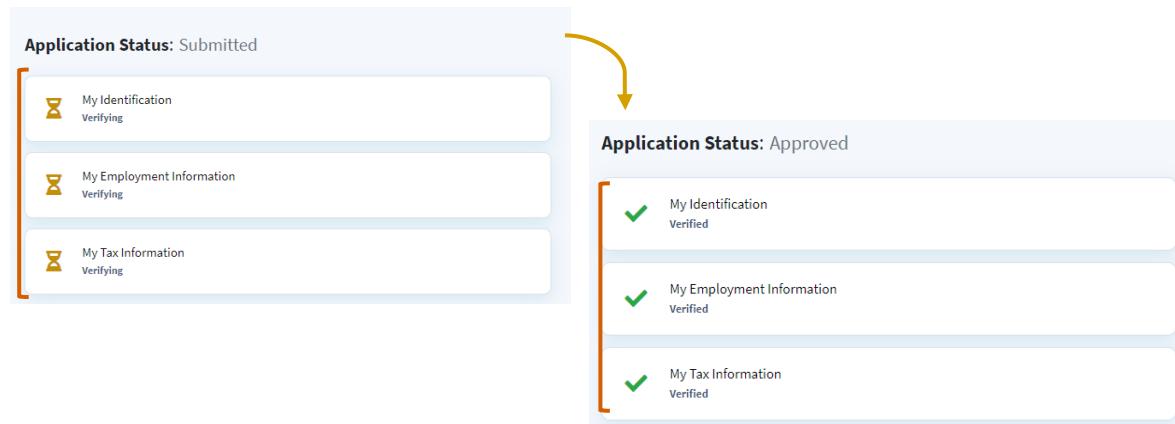
You will be able to go back into your *Delaware Child Care Bonus* application, fix the information in the corresponding section, and resubmit.

You have five (5) calendar days to fix any information before your application closes.

If you need help, send an email to support@welsfoundation.org or call (302)549-4212 for Help Desk support. Hours are Monday – Friday, 8am to 7pm and Saturday, 9am to 5pm.

Check your Application Status

Check the status of each section on the first page of the application tab after you've submitted your application.



Submitted means that your application has been received and will be reviewed.

Verifying means that your information is currently being looked over as it goes through the verification process.

Verified means that documentation you uploaded was determined to be valid.

When all your documentation is verified, your application status is *Approved*.

Tracking your Payment Status

You will receive an email notification when your Direct Deposit (ACH) payment issued or your check has been mailed.

Sign Out

In order to sign out of your account, click *Log Out* in the top right corner next to your name.

 Emily Snowden ▾

[Logout](#)

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