

Delaware Department of Education

# Delaware Child Care Bonus Application Professional Guide

2022

WELS Systems Foundation



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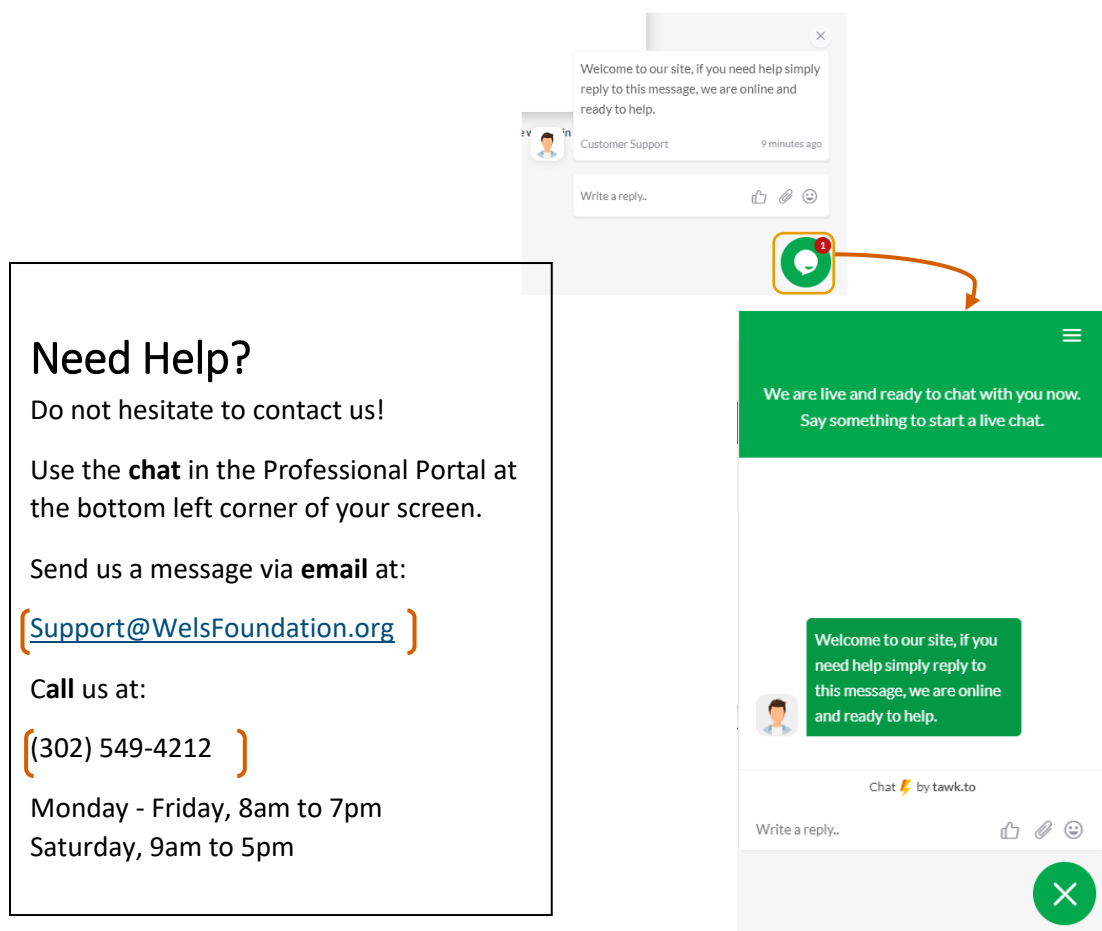
## Overview

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.



The diagram illustrates the chat functionality of the Professional Portal. It features a floating chat window with a welcome message and a reply input field. A green chat icon with a red notification bubble is shown, with an arrow pointing to a larger chat interface. This larger interface has a green header with the text "We are live and ready to chat with you now. Say something to start a live chat." and a white message bubble with the same welcome text. At the bottom, there is a text input field, a "Chat by tawk.to" label, and a green close button with a white 'X'.

**Need Help?**  
Do not hesitate to contact us!

Use the **chat** in the Professional Portal at the bottom left corner of your screen.

Send us a message via **email** at:  
( [Support@WelsFoundation.org](mailto:Support@WelsFoundation.org) )

**Call us at:**  
( (302) 549-4212 )

Monday - Friday, 8am to 7pm  
Saturday, 9am to 5pm

## 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*.

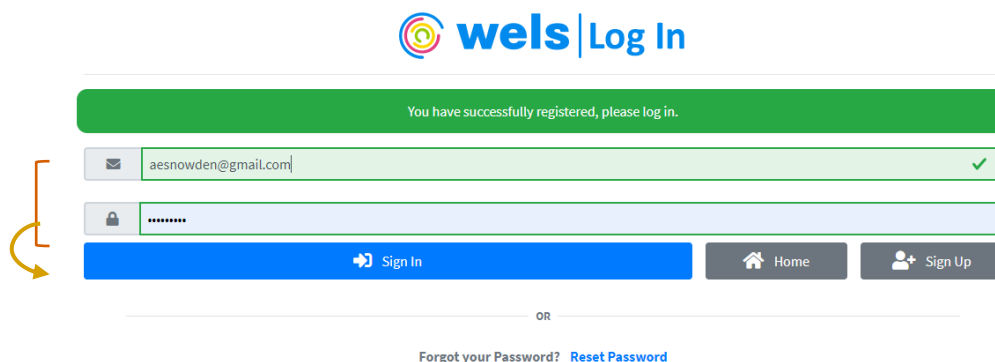
After you have signed up, you will receive an email confirming that your Professional Portal profile has been created. This message will include your username, which is the email address you provided, and also the contact information for Help Desk support.

\*This information is required for verification purposes.

A screenshot of the WELS Sign Up form. The form is titled "wels | Sign Up" and includes fields for Email Address, Password, First Name, Last Name, Date of Birth, and Phone Number. Each field has a green checkmark indicating it is valid. The Email Address field contains "aesnowden@gmail.com". The Password field is masked with asterisks. The First Name field contains "Emily", the Last Name field contains "Snowden", the Date of Birth field contains "11/11/1990", and the Phone Number field contains "(800) 555-5555". Below the form are two buttons: "Sign Up" and "Home". A yellow arrow points from the "Sign Up" button to the "Already Registered? Sign In" link below it. The footer of the page includes the text "1.0.0.002 © Copyright 2012 WELS Systems Foundation" and "Made with ♥ in Miami by WELS".

## Sign In

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



The image shows the WELS Log In page. At the top, there is a green banner that says "You have successfully registered, please log in." Below this, there are two input fields: one for email (containing "aesnowden@gmail.com" with a green checkmark) and one for password (containing "\*\*\*\*\*"). To the left of the password field, there is a red arrow pointing to it. Below the input fields, there are three buttons: "Sign In" (blue), "Home" (grey), and "Sign Up" (grey). Below these buttons, there is a link "Forgot your Password? Reset Password".

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 image shows the process of resetting a password. It starts with the WELS Log In page, where the "Reset Password" link is highlighted with a red box. A red arrow points from this link to the "Forgot Password" page. On the "Forgot Password" page, there is a text input field for the email address, a "Send" button (highlighted with a red box), and an "Update" button (highlighted with a red box). Below the "Update" button, there is a link "Already Registered? Sign In".

## 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 image shows a two-part screenshot of the WELS Log In process. The top part shows the initial login page with the 'wels | Log In' header. Below the header, there is a text input field containing 'esnoorden@welsfoundation.org' and a password field with masked characters and a green checkmark. Below these fields are three buttons: 'Sign In' (blue), 'Home' (grey), and 'Sign Up' (grey). Below the buttons are links for 'Forgot your Password?' and 'Reset Password'. A yellow arrow points from the 'Sign In' button to the bottom part of the screenshot. The bottom part shows the 'Two Step Authentication' screen. It has a heading 'Two Step Authentication is required for your account.' and a message 'Your code was sent to: XXX-XXX-5555'. There is a 'Verification Code' section with a text input field labeled 'Enter Verification Code' and a 'Remember Browser' section with a 'No' button. Below these are links for 'Didn't receive verification code? Resend Code' and 'Not your phone Number? Contact Support'. At the bottom is a large blue 'Sign In' button. A yellow arrow points from the 'Enter Verification Code' field to the 'Sign In' button.

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.

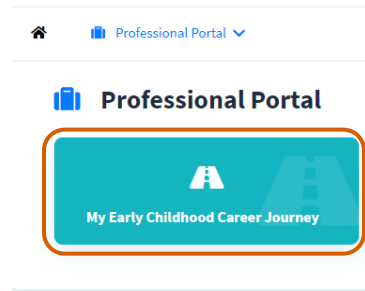
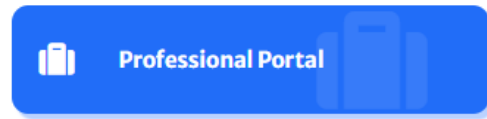
Click **Sign In** to access your Professional Portal Profile.

If you are not able to access your phone, contact support by sending an email to [support@welsfoundation.org](mailto: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.

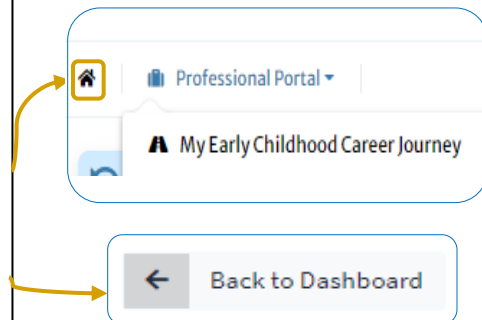


When you first enter the **Professional Portal**, you will see the tabs you have access to on your Dashboard. In this first phase of the Professional Portal, you will see **My Early Childhood Career Journey**.

**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 form is titled "My Information" and is used for entering personal details. It includes a profile picture placeholder at the top. The form is organized into several sections:

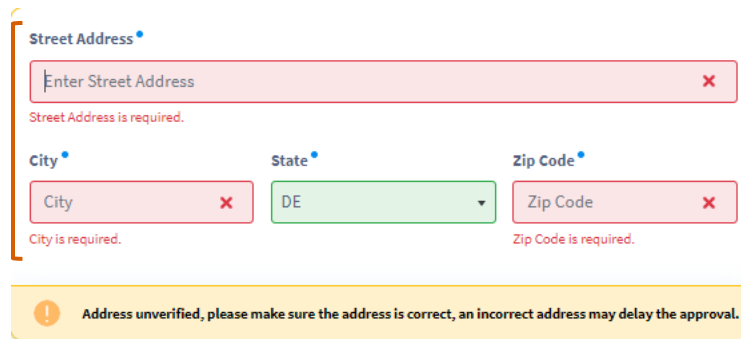
- Objective:** A text area for a professional objective.
- Profile Description:** A text area for a personal or professional description.
- My Spoken Languages:** A dropdown menu with "English" and "Spanish" options.
- Primary Language:** A dropdown menu with "English" selected.
- First Name, Middle, Last Name:** Text input fields with "Emily", "Enter Middle", and "aesnowden@gmail.com" (with a checkmark) respectively.
- Previous Last Name:** A text input field with "Sepp".
- Date of Birth:** A date picker showing "11/11/1990" with a checkmark.
- Primary Email:** A text input field with "emilysnowden@yahoo.com" and a checkmark.
- Secondary Email:** A text input field with "Enter Secondary Email".
- Pronouns:** A dropdown menu with "She/Her/Hers" selected.
- Gender:** A dropdown menu with "Female" selected.
- Ethnicity:** A dropdown menu with "White non Hispanic" selected.
- Race:** A dropdown menu with "White/Caucasian" selected.
- Primary Phone:** A text input field with "(800)555-5555" and a checkmark.
- Primary Phone Type:** A dropdown menu with "Mobile" selected.
- Secondary Phone:** A text input field with "(302)548-4212".
- Secondary Phone Type:** A dropdown menu with "Work" selected.
- Primary Contact Method:** A dropdown menu with "Primary Email Address" selected.
- Street Address:** A text input field with "821 Main Street, Wilmington, New Castle, DE 33333" and a checkmark. A "Validate Address" button is next to it.
- City, County, State, Zip Code:** Four dropdown menus with "Wilmington", "New Castle County", "Delaware", and "33333" respectively, all with checkmarks.

A blue "Next" button with a right arrow is located at the bottom right of the form.



## Validate Your Address

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



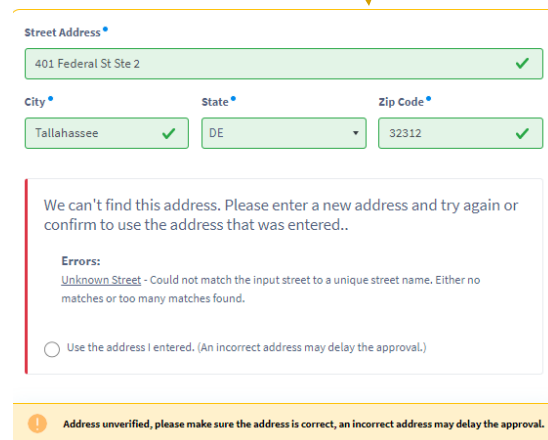
The screenshot shows a form with four fields: Street Address, City, State, and Zip Code. The Street Address field is empty and has a red border with a red 'x' icon and the text 'Street Address is required.' below it. The City field is empty and has a red border with a red 'x' icon and the text 'City is required.' below it. The State field is a dropdown menu with 'DE' selected and a green border. The Zip Code field is empty and has a red border with a red 'x' icon and the text 'Zip Code is required.' below it. At the bottom of the form, there is a yellow banner with an exclamation mark icon and the text: 'Address unverified, please make sure the address is correct, an incorrect address may delay the approval.'

If there are any issues validating your address, you will receive a message informing you of the problem. Within this message, you will have the option to:

- Update your **Street Address**, **City**, **State**, and **Zip Code**

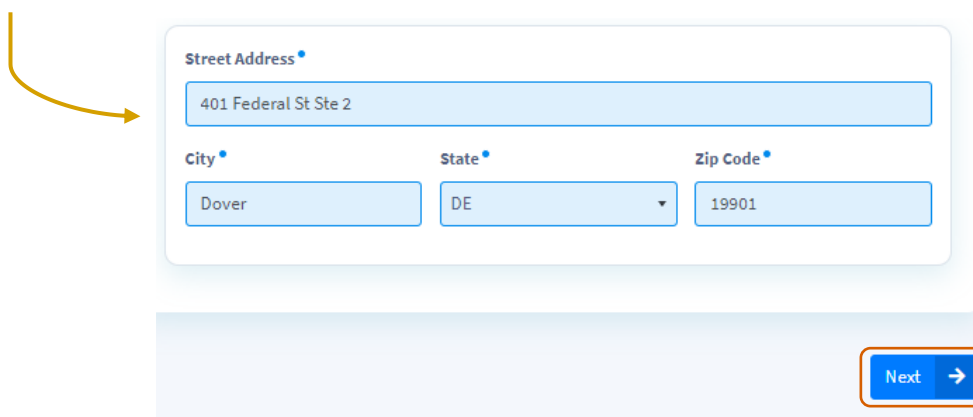
or

- Use the address as entered (*which may delay approval*).



The screenshot shows the same form as the previous one, but with the following changes: The Street Address field now contains '401 Federal St Ste 2' and has a green border with a green checkmark icon. The City field now contains 'Tallahassee' and has a green border with a green checkmark icon. The State field remains 'DE' with a green border. The Zip Code field now contains '32312' and has a green border with a green checkmark icon. Below the fields, there is a white box with a red border containing the text: 'We can't find this address. Please enter a new address and try again or confirm to use the address that was entered..'. Below this text, there is a section titled 'Errors:' followed by the text: 'Unknown Street - Could not match the input street to a unique street name. Either no matches or too many matches found.' Below the errors, there is a radio button and the text: 'Use the address I entered. (An incorrect address may delay the approval.)'. At the bottom of the form, there is a yellow banner with an exclamation mark icon and the text: '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.





The screenshot shows the form with the following values: Street Address: '401 Federal St Ste 2', City: 'Dover', State: 'DE', and Zip Code: '19901'. All fields have blue borders. At the bottom right of the form, there is a blue button with the text 'Next' and a right-pointing arrow icon. A yellow arrow points from the 'Next' button in the previous screenshot to this button.

## (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)	<a href="#">View Documents</a>	  

**My Positions**

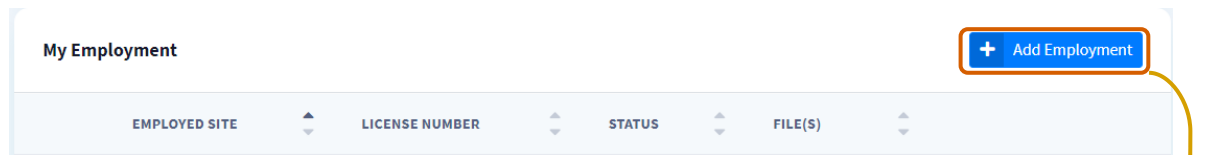
 Add Position

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

 Previous  Next

## Add Employment and Position

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

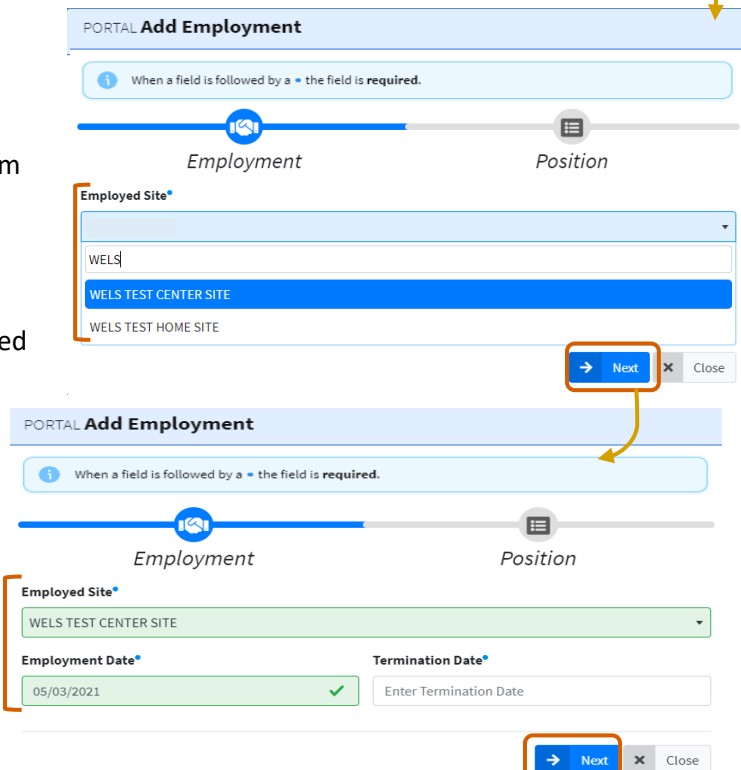


The screenshot shows the 'My Employment' section header. On the right side, there is a blue button with a white plus icon and the text 'Add Employment'. An orange box highlights this button, and an orange arrow points from it towards the next screenshot.

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.



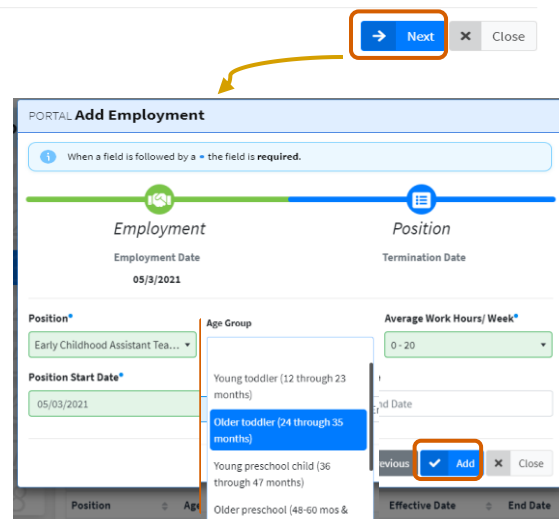
The first screenshot shows the 'PORTAL Add Employment' form with the 'Employment' tab selected. It features a search bar for 'Employed Site\*' with a dropdown menu showing 'WELS TEST CENTER SITE' and 'WELS TEST HOME SITE'. A 'Next' button is highlighted with an orange box and an arrow. The second screenshot shows the same form with the 'Employment Date\*' field filled with '05/03/2021' and a green checkmark. The 'Termination Date\*' field is empty with the placeholder 'Enter Termination Date'. The 'Next' button is again highlighted with an orange box and an arrow.

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 screenshot shows the 'PORTAL Add Employment' form with the 'Position' tab selected. It includes fields for 'Position\*' (a dropdown menu), 'Age Group' (a list of options: 'Young toddler (12 through 23 months)', 'Older toddler (24 through 35 months)', 'Young preschool child (36 through 47 months)', and 'Older preschool (48-60 mos & not in kindergarten)'), 'Average Work Hours/ Week\*' (a dropdown menu), 'Position Start Date\*' (filled with '05/03/2021'), and 'Termination Date'. An 'Add' button is highlighted with an orange box and an arrow.

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					<a href="#">+ Add Employment</a>
EMPLOYED SITE	LICENSE NUMBER	STATUS	FILE(S)		
WELS TEST SITE	A12345	Yes (Current)	<a href="#">View Documents</a>		

My Positions					<a href="#">+ Add Position</a>
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 \*

February 2022 pay stub.jpg [Browse](#)

Document Name

Feb 2022 pay stub

Share With Employer

☐ No

[✓ Create](#) [✕ Close](#)

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

My Employment					<a href="#">+ Add Employment</a>
EMPLOYED SITE	LICENSE NUMBER	STATUS	FILE(S)		
WELS TEST SITE	A12345	Yes (Current)	<a href="#">View Documents</a>		

FILE	SHARE WITH EMPLOYER	ACTIONS
Feb 2022 pay stub	<input checked="" type="checkbox"/>	<a href="#">✕ Remove</a>
March 2022 pay stub	<input checked="" type="checkbox"/>	<a href="#">✕ Remove</a>

[✕ Close](#)

## 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.

**PORTAL Update Position**

When a field is followed by \* the field is required.

Employment Date: 05/03/2021 Termination Date:

Position\*: Early Childhood Assistant Tea... Age Group: Selected 2 of 6 Average Work Hours/Week\*: 0-20

Position Start Date\*: 05/03/2021 Position End Date: Enter Position End Date

**My Employment**

EMPLOYED SITE	LICENSE NUMBER	STATUS	FILE(S)
WELS TEST CENTER SITE	A12345	Yes (Current)	<input type="button" value="View Document"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/>

**My Positions**

POSITION	AGE GROUP	EFFECTIVE DATE	END DATE
Early Childhood Teacher	Older toddler (24 through 35 months)	06/4/2018	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

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.

**WELS TEST SITE**

Are you sure you would like to remove this Employment?

## 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.

**Congratulations**

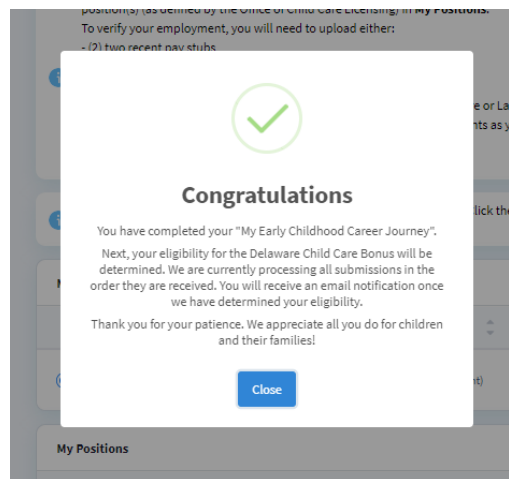
You have completed your "My Early Childhood Career Journey".

Next, your eligibility for the Delaware Child Care Bonus will be determined. We are currently processing all submissions in the order they are received. You will receive an email notification once we have determined your eligibility.

Thank you for your patience. We appreciate all you do for children and their families!

## 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*.

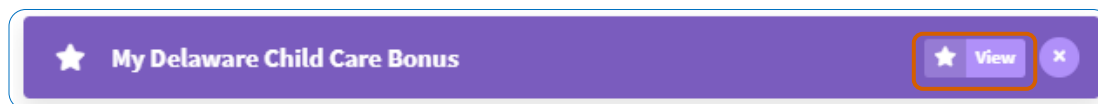
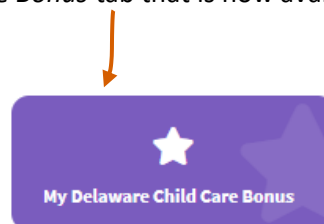
**\*All submissions are processed in the order they are received.**

## 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.

The 'My Information' form contains the following fields:

- 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

Below the form is the 'Identification Upload' section with a '+ Add Document' button and a table showing no 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.**

The 'Add Document' button is highlighted with an orange box. An arrow points to the 'Create Document' modal, which contains the following fields:

- Document: ID.jpg
- Document Name: Driver's License
- Share With Employer: No

The 'Create' button is highlighted with an orange box.

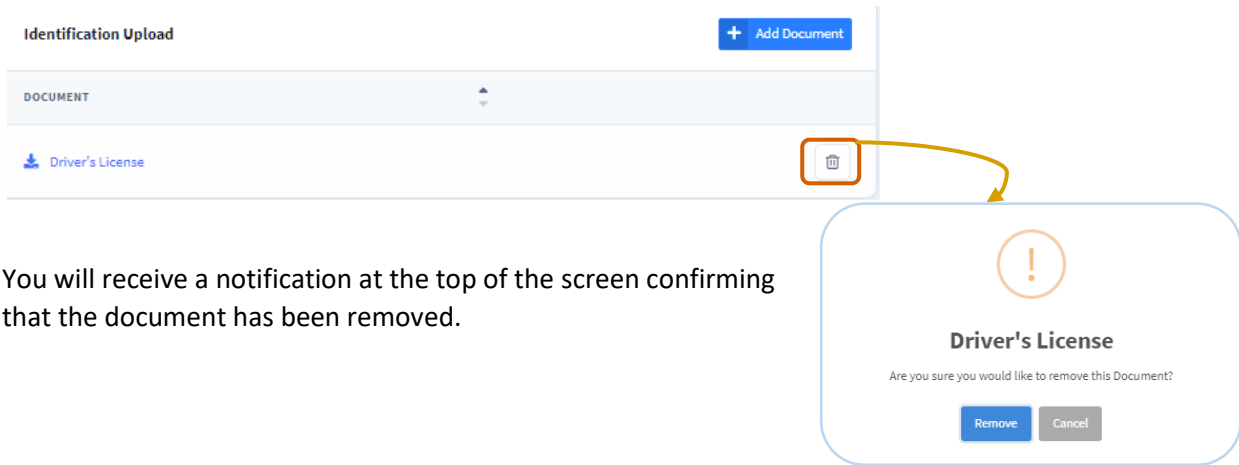
Choose a file from your computer, name your document in *Description*, and click **Create**.

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.

**My Employment**

[+ Add Employment](#)

	EMPLOYED SITE	LICENSE NUMBER	STATUS	FILE(S)	
<input checked="" type="radio"/>	WELS TEST CENTER SITE	A12345	Yes (Current)	<a href="#">View Documents</a>	<a href="#">Edit</a> <a href="#">Download</a> <a href="#">Delete</a>
<input type="radio"/>	WELS TEST HOME SITE	WELS7867350200	Yes (Current)	<a href="#">View Documents</a>	<a href="#">Edit</a> <a href="#">Download</a> <a href="#">Delete</a>

**My Positions**

[+ Add Position](#)

	POSITION	AGE GROUP	EFFECTIVE DATE	END DATE	
	Early Childhood Teacher	Young preschool child (36 through 47 months), Older preschool (48-60 mos & not in Kindergarten)	05/1/2022		<a href="#">Edit</a> <a href="#">Delete</a>

### (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 <i>no</i> 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:

- 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*
- 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.

The screenshot shows a 'Document Upload' section with a '+ Add Document' button. Below it is a table with the header 'DOCUMENT' and a message 'There are no Document records.' To the right, a 'PORTAL Create Document' form is visible. The form has two main sections: 'Document\*' and 'Description'. The 'Document\*' section has a text input field containing 'DriversLicenseCopy.jpg' and a 'Browse' button. The 'Description' section has a text input field containing 'Driver's License'. At the bottom right of the form, there is a 'Create' button with a checkmark icon, a 'Close' button with an 'X' icon, and a 'Close' label.

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.

The screenshot shows the 'Document Upload' section with a '+ Add Document' button. Below it, a table with the header 'DOCUMENT' contains one entry: 'Voided Check' with a download icon. To the right, a confirmation dialog box is shown. The dialog box has a title 'Voided Check' and a message 'Are you sure you would like to remove this Document?'. At the bottom of the dialog box, there are two buttons: 'Remove' and 'Cancel'.

## (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.**

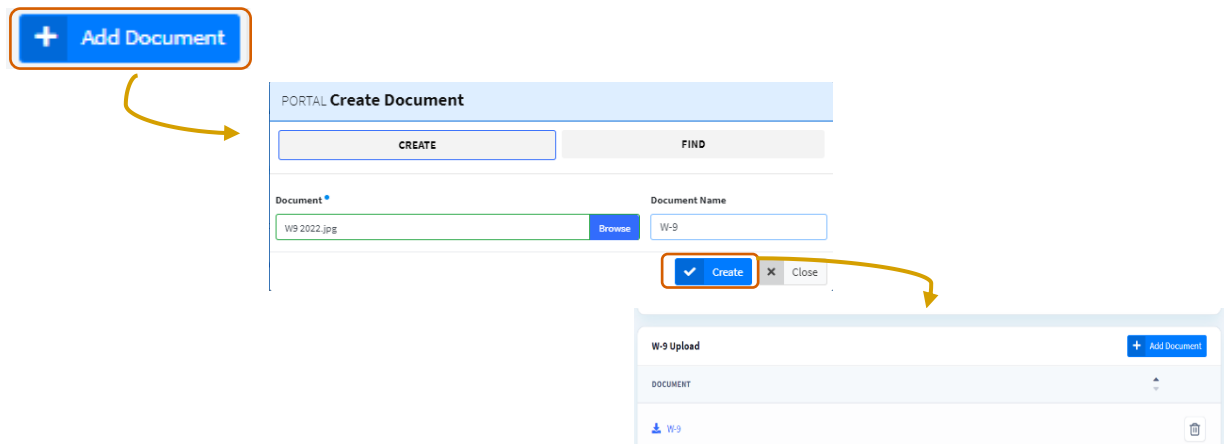
Let us know under **Tax Classification** whether you will be classified as:

- *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

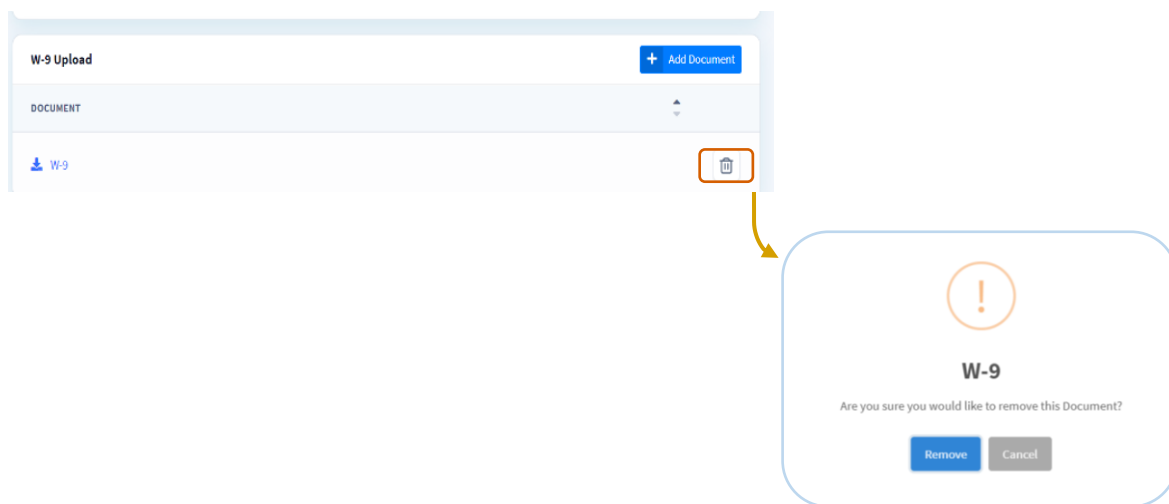
**Add** your W-9 form by clicking *Add Document* and upload the file. Choose the file from your computer. Name your document in *Description* and then click **Create**.



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.

The screenshot shows two side-by-side panels. The left panel, titled 'Agree to the Terms', has a blue bar with 'Yes' selected. Below it are two buttons: 'Write Signature' (highlighted with an orange box) and 'Draw Signature'. Underneath is a 'Signature' section with an 'Enter Signature' box (highlighted with a red box and a red 'X') and a red error message 'Signature is required.' An orange arrow points from the 'Draw Signature' button to the right panel. The right panel, titled 'Update Signature', shows a signature being drawn on a canvas. Below the canvas are 'Confirm' and 'Cancel' buttons.

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.

The screenshot shows a vertical progress bar with five sections. The first section, 'My Identification', has a red error message 'Missing Address Validation.' and a blue progress bar at 88%. It includes a link 'Click here to update.' The second section, 'My Employment', has a green checkmark, a message 'Congratulations, you have completed all of the requirements for this section.', and a green progress bar at 100%. The third section, 'My Preferred Payment Type', has a red error message 'Account Type is required.' and another red error message 'Missing Required Document Upload.', with a blue progress bar at 67% and a link 'Click here to update.' The fourth section, 'My Tax Information', has a green checkmark, a message 'Congratulations, you have completed all of the requirements for this section.', and a green progress bar at 100%. The fifth section, 'Agreement', has a green checkmark, a message 'Congratulations, you have completed all of the requirements for this section.', and a green progress bar at 100%. At the bottom are 'Previous' and 'Submit' buttons (the latter is highlighted with an orange box and a green checkmark).

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

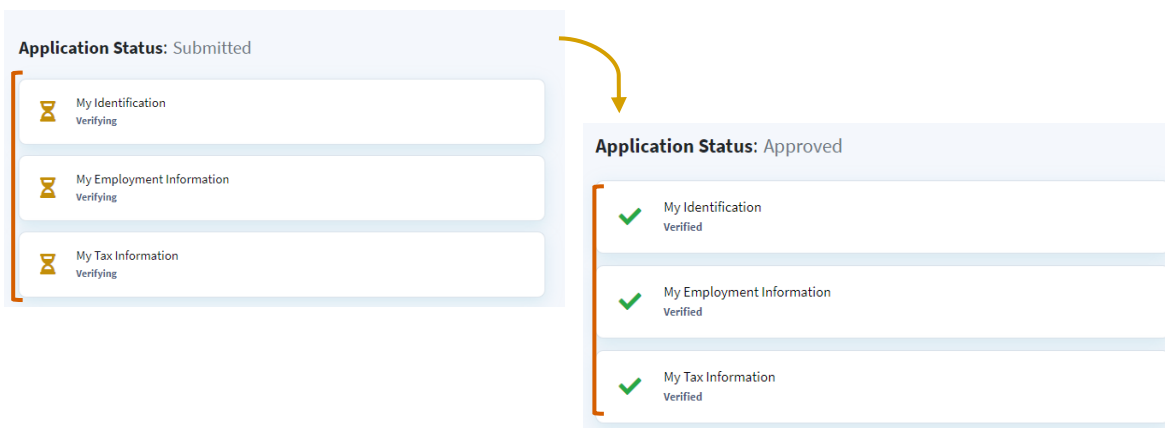
You will be able to go back into your *Delaware Child Care Bonus* application, fix the information in the corresponding section, and resubmit.

**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](mailto: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*.

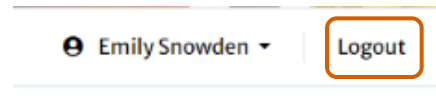


## Tracking your Payment Status

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.



This will sign you out of your account and take you back to the Delaware Early Childhood Professional Portal Login page.