

## Delaware Child Care Bonus Frequently Asked Questions

**The work you do is hard, important, and it matters.  
We want to take a minute to thank you for your patience, kindness, and  
dedication to young children and their families.**

### What is the Delaware Child Care Bonus Program?

The Delaware Child Care Bonus Program provides \$1,000 bonuses directly to early childhood care and education professionals who have been working with children in licensed Delaware child care settings. This is a bonus directly to an employed person. It is taxable income for 2022.

This bonus is designed to acknowledge individuals who are currently caring for young children and have continued to do so during the pandemic. Delaware is funding this program through the American Rescue Plan Act (ARPA).

### Who is eligible for the bonus?

To be eligible for the bonus, professionals must:

- Work directly with children or provide on-site support in a licensed family child care home, large family child care home, early care and education or school-age center in Delaware
- Work at least 20 hours per week
- Have worked for at least 90 days at the time of the application
- Be at least 18 years of age or older

### How do I apply?

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

Step 1: Complete your *My Early Childhood Career Journey* profile. After completion, you will receive your personalized link to the Delaware Child Care Bonus application.

Step 2: Complete the online Delaware Child Care Bonus application and provide the necessary documentation to show you meet the criteria. Once your information is verified and approved, you will receive \$1,000 via direct deposit or mailed check (your choice). Only one award will be paid to any individual.

For more information, visit the Delaware Child Care Bonus Application User Guide.

### What documentation do I need for my application?

Documentation is required to verify your identity and employer. This documentation must be uploaded in your application to process this bonus as quickly as possible. During any future audit, if records are not available and or this information is found to be inaccurate, you may be required to make full reimbursement for the amount of your bonus.

You will need to upload each of the following:

- Last two (2) pay stubs or time cards for the past month to verify your employment status in a licensed child care program for at least 90 days
- A valid state issued driver's license or state issued photo ID card that shows the same address you entered in your Professional Portal Profile
- A signed and completed W-9 form
  - W-9 forms can be found on the IRS's website at <https://www.irs.gov/forms-pubs/about-form-w-9>
- Your social security number (if you file taxes as an individual) *or* your Employer Identification Number (EIN) if you own your licensed child care center or family child care
- If you select direct deposit as your preferred payment type, a voided check *or* Direct Deposit Authorization form. (A voided check is a blank check from your account that has the word "VOID" written across the face of the check. A Direct Deposit Authorization form can be requested from your bank.)

### How do I upload documentation?

Clear, readable versions of documentation is required to confirm identity and employment. Please scan or take a picture of all materials and upload from a phone or computer. Documentation must match all information provided in the application process.

### What if I have moved programs recently?

The bonus is paid after confirming that you have been working at least 90 days in an eligible Delaware licensed program or programs. You must also be currently employed at the time of your application. You can have worked at different facilities for a combined total of 90 days within the last 6 months. When you have been employed at licensed program(s) for 90 days total, you meet the above eligibility criteria.

### How long do I have to complete the application?

The last day to start your application is July 29, 2022. Once you start your application, you have **10 business days** to complete, which includes your upload of all the required documentation. If your application is still incomplete after 10 business days, your application will close and you will need to re-open your application to reapply.

*For additional support, the Child Care Bonus Help Desk is available Monday through Friday, 8am to 7pm and Saturday, 9am to 5pm to answer your questions. Email [support@welsfoundation.org](mailto:support@welsfoundation.org) or call (302) 549-4212 for Help Desk support.*