Youth & Early Care WorkForce BonuS
Utah Office of Child Care

Program Administrators, Owners and Directors Application Checklist to Help Your Staff

☐ Ensure your program has an active, eligible license (or regulation) type and Facility ID # from Child Care Licensing (Help)

☐ Ensure your staff information is up-to-date in the Child Care Licensing Provider Portal, including disassociating former employees and assigning correct roles to all current staff. (Help)

☐ Help your staff access their Child Care Licensing Background Check Number. (Help)

☐ Ensure staff are registered as individual users within the Care About Childcare website, cac.utah.gov (Help), and their profiles are connected to your program on the "Staff" (Center-based) or "Caregivers" (Family-based) page. (The magnifying glass will be visible in the grid next to their name if their profile is linked.)

☐ Help your staff access their pay stubs or fill out the Employment Verification Form.

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The Youth and Early Care Workforce Bonus recognizes the critical role of the child care community in supporting working families throughout the pandemic. Eligible individuals can apply for a significant one-time bonus as a "thank you" for their dedication to serving Utah's children and youth.