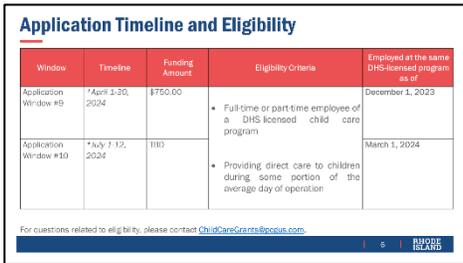




Early Educator Pandemic Retention Bonus Informational Webinar

Slide #	Script	Slide
1.	<p>Welcome to the Early Educator Pandemic Retention Bonus Program Informational Webinar.</p> <p>This webinar has been designed to support you in your understanding of this program and walk you through the application timeline and process.</p>	
2.	<p>In this session we will cover:</p> <ul style="list-style-type: none"> • Part 1: Program Overview (1:00) • Part 2: Application Timeline & Eligibility (2:49) • Part 3: Application Process (4:56) • Part 4: Program Attestations and Tax Implications (8:47) • Part 5: FAQs (11:15) <p>This session is scheduled to be approximately 20 minutes.</p> <p>This is a self-paced webinar. You can start and stop it at any time. Section start times are noted in the PDF script accompanying this presentation and posted in the description of this video.</p> <p>Now, let's get started!</p>	
3.	<p><i>Part 1: Program Overview</i></p>	
4.	<p>As essential workers, early educators continue to play a crucial role in keeping licensed child care programs open and serving Rhode Island families throughout the ongoing COVID-19 pandemic.</p> <p>In Spring and Summer of 2022, the Rhode Island Department of Human Services (DHS) used funds designed through the American Rescue Plan Act (ARPA) State Fiscal Recovery Fund (SFRF), as appropriated by the Governor and the General Assembly, to issue Early Educator Pandemic Retention Bonuses.</p> <p>The program was intended to invest in early educators by offering semiannual bonuses to direct care staff employed at DHS-licensed child care providers. These DHS-licensed child</p>	



Slide #	Script	Slide															
	<p>care programs include Child Care Centers, Family Child Care Homes, and Family Child Care Group Homes.</p> <p>In 2022, additional funding was appropriated to continue the Early Educator Pandemic Retention Bonuses program through Summer 2024!</p> <p>Beginning in October 2022, educators will be able to receive a quarterly bonuses, depending on eligibility in each application window.</p> <p>These retention bonuses will supplement educators' compensation to support retention and recruitment in the early learning sector, as well as recognize the vital work that early educators do in supporting the State's littlest learners.</p> <p>Now that you have a better understanding of this program, let's look at who is eligible to apply and the timeline to apply for this program.</p>																
5.	<p><i>Part 2: Application Timeline & Eligibility</i></p>																
6.	<p>Quarterly application windows began in October 2022 and will continue through July 2024. Be sure to review http://kids.ri.gov/cabinet/funding-opportunities/ prior to each application window, as the employment dates related to eligibility will change for each application window.</p> <p>The funding amount for each applicant who applies during window 9 is \$750.00. The funding amount for window 10 will be determined by the total number of approved applications. To be eligible, you must meet this criterion:</p> <ul style="list-style-type: none"> • Be an active full-time or part-time employee of a DHS-licensed child care program • Provide direct care to children during some portion of the average day of operation • Be employed at the same DHS-licensed program as of the employment date specific for that window <p>Specific dates for each window, including the employment date cut off are outlined in the Pandemic Retention Bonus FAQ.</p> <p>It is important to note, as part of this retention bonus program, recipients of these funds must attest to their intention to</p>	 <table border="1"> <thead> <tr> <th>Window</th> <th>Timeline</th> <th>Funding Amount</th> <th>Eligibility Criteria</th> <th>Employed at the same DHS-licensed program as of</th> </tr> </thead> <tbody> <tr> <td>Application Window #9</td> <td>*April 1-30, 2024</td> <td>\$750.00</td> <td>• Full-time or part-time employee of a DHS licensed child care program</td> <td>December 1, 2023</td> </tr> <tr> <td>Application Window #10</td> <td>*July 1-12, 2024</td> <td>TBD</td> <td>• Providing direct care to children during some portion of the average day of operation</td> <td>March 1, 2024</td> </tr> </tbody> </table> <p><small>For questions related to eligibility, please contact ChildCareGrants@dcshs.com.</small></p>	Window	Timeline	Funding Amount	Eligibility Criteria	Employed at the same DHS-licensed program as of	Application Window #9	*April 1-30, 2024	\$750.00	• Full-time or part-time employee of a DHS licensed child care program	December 1, 2023	Application Window #10	*July 1-12, 2024	TBD	• Providing direct care to children during some portion of the average day of operation	March 1, 2024
Window	Timeline	Funding Amount	Eligibility Criteria	Employed at the same DHS-licensed program as of													
Application Window #9	*April 1-30, 2024	\$750.00	• Full-time or part-time employee of a DHS licensed child care program	December 1, 2023													
Application Window #10	*July 1-12, 2024	TBD	• Providing direct care to children during some portion of the average day of operation	March 1, 2024													



Slide #	Script	Slide
	<p>remain employed with the same program for at least 3 months after receipt of award.</p> <p>An important note for Home-based providers: If you are an assistant at a Family Child Care Home or a Family Child Care Group Home, you are only eligible to apply for this bonus if you are on file with DHS licensing, so it is important that you confirm with the DHS Child Care Licensing team that you are listed in official records.</p> <p>For questions related to eligibility, please contact childcaregrants@pcgus.com.</p> <p>Now let's move into the application process!</p>	
7.	<p><i>Part 3: Application Process</i></p>	
8.	<p>Applying for the Early Educator Pandemic Retention Bonus is a two-step process.</p> <p>Step One is to submit an Eligibility Form.</p> <p>The link to the Eligibility Form will be posted on http://kids.ri.gov/cabinet/funding-opportunities/. The Form will gather basic information, including your name, email, DHS-licensed program at which you work, the date you started employment at the program, your role, and your Social Security Number or Individual Tax Identification Number.</p> <p>This Eligibility Form will be used to verify your employment. Information gathered in this Form will be shared by email with your DHS-licensed program employer for verification of your employment. Once verified, you will be emailed the link to the full application.</p> <p>The estimated time required to complete an Eligibility Form is approximately 5 minutes.</p> <p>Please note:</p> <ul style="list-style-type: none"> • Only one form may be submitted for each unique Social Security Number. • Each individual applicant should apply using their own personal email address, rather than a shared account. 	

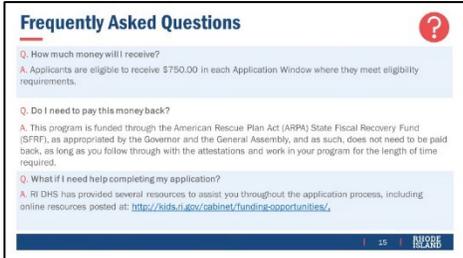
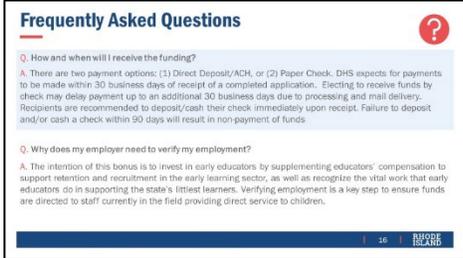


Slide #	Script	Slide
	<ul style="list-style-type: none"> If you have received a previous bonus and have a GrantsConnect account, please apply using the email associated with this account. 	
9.	<p>Step Two is to submit the Application.</p> <p>The link to the full application will be sent directly to your email (provided in the Eligibility Form) from childcaregrants@pcgus.com. If you have not received your link after 5 business days and you have confirmed the email is not in your email's junk or spam folder, please reach out to our team at ChildCareGrants@pcgus.com or 833-930-3540 for assistance.</p> <p>The application will be hosted in an online, cloud-based tool called GrantsConnect. If you do not have a GrantsConnect account, you will be prompted to create an account prior to accessing the application. Additional instructions will be included in the email with the application link. A detailed walkthrough of how to create an account for first time users is included in the FAQ section of this webinar.</p> <p>The application will collect banking and tax information (such as your Social Security Number or Individual Tax Identification Number, bank account and routing number if you opt for a direct deposit, etc.), additional information related to your employment, and agreement to attestation language. The estimated time required to complete the application is approximately 15-20 minutes.</p> <p>DHS anticipates disbursing funds within 30 business days of receiving a completed application.</p> <p>Applicants will elect to receive funds either by direct deposit or by mailed check. Electing to receive funds by check may delay payment up to an additional 30 business days due to processing and mail delivery.</p> <p>Please note:</p> <ul style="list-style-type: none"> Bonuses will be issued on a first-come, first-serve basis in Window 9. In window 10, all approved applicants will receive a bonus, though the amount will be determined by the remaining allowable funding. Once an application window has closed, employees will not be able to submit additional applications. This means, it is the responsibility of the applicant to make sure their application has been successfully submitted. At any time, applicants may reach out to Childcaregrants@pcgus.com for a status update on their application. 	<p>Accessing the Application</p> <p>Step 2: Submit the Application</p> <ul style="list-style-type: none"> The link to the full application will be sent directly to your email from ChildCareGrants@pcgus.com. Has it been 5 business days & you have not received this link? <ol style="list-style-type: none"> Check your spam folder Reach out to ChildCareGrants@pcgus.com or 833-930-3540 for assistance. The application will be hosted on an online, cloud-based tool called GrantsConnect. The application will collect information like: <ul style="list-style-type: none"> Banking and tax information (such as your Social Security Number, bank account and routing number if you opt for a direct deposit, etc.) Additional information related to your employment Agreement to attestation language <p>20 RHODE ISLAND</p>



Slide #	Script	Slide
10.	<i>Part 4: Program Attestations and Tax Implications</i>	
11.	<p>The final step in filling out the application will be to provide your signature in agreement to a series of attestations regarding this program. It is important that you read through each attestation fully and understand the intention of this bonus program as well as the tax implications before submitting your application.</p> <p>As a reminder, this Early Educator Pandemic Retention Bonus Program is intended to encourage staff retention in an effort to stabilize the child care sector. As a recipient of this bonus, you are agreeing that you intend to remain at your employer for the next 3 months in support of these stabilization efforts.</p> <p>Bonuses will be subject to state and federal income tax. As a bonus recipient, you are responsible for any and all tax consequences that arise as a result of receiving these funds, and you will acknowledge you understand that receipt of these bonuses may or may not influence your eligibility for income-based assistance programs.</p> <p>We want to make sure you understand your commitment in receiving this award as well as any implications that may arise from receiving these funds. If you have any questions regarding these attestations before or during the application process, please contact us at ChildCareGrants@pcgus.com or toll free at 833-930-3540.</p>	
12.	<p>We want this application process to be straightforward and are here to help! There are several ways to access assistance, in English and Spanish, during the application process.</p> <p><i>You can view online resources and webinars at http://kids.ri.gov/cabinet/funding-opportunities/.</i></p> <p><i>Or you can contact us directly! Reach out to our team at ChildCareGrants@pcgus.com or 833-930-3540 for assistance in English or Spanish. Let's cover some frequently asked questions before wrapping up this webinar.</i></p>	



Slide #	Script	Slide
13.	Part 5: FAQs	
14.	<p><i>Question: How much money will I receive?</i> Answer: Applicants are eligible to receive \$750.00 in each Application Window where they meet eligibility requirements. The exception to this is Window 10. The funding amount will be determined based on the number of approved applications .</p> <p><i>Question: Do I need to pay this money back?</i> Answer: This program is funded through the American Rescue Plan Act (ARPA) State Fiscal Recovery Fund (SFRF), as appropriated by the Governor and the General Assembly, and as such, does not need to be paid back, as long as you follow the attestations in the application, which includes continuing to work at your program for the length of time required.</p> <p><i>Question: What if I need help completing my application?</i> Answer: RI DHS has provided several resources to assist you throughout the application process, including online resources posted at: http://kids.ri.gov/cabinet/funding-opportunities/</p>	
15.	<p><i>Question: How and when will I receive the funding?</i> Answer: There are two payment options: (1) Direct Deposit/ACH, or (2) Paper Check. DHS expects for payments to be made within 30 business days of receipt of a completed application. Electing to receive funds by check may delay payment up to an additional 30 business days due to processing and mail delivery. Recipients are recommended to deposit/cash their check immediately upon receipt. Failure to deposit and/or cash a check within 90 days will result in non-payment of funds.</p> <p><i>Question: Why does my employer need to verify my employment?</i> Answer: The intention of this bonus is to invest in early educators by supplementing educators' compensation to support retention and recruitment in the early learning sector, as well as recognize the vital work that early educators do in supporting the State's littlest learners. Verifying employment is a key step to ensure funds are directed to staff currently in the field providing direct service to children.</p>	



Slide #	Script	Slide
16.	<p><i>Question: What are the tax implications of these semiannual bonuses?</i></p> <p>Answer: Bonuses will be subject to state and federal income tax. A Form 1099-NEC will be issued in January 2024 for funds received in 2023; and a Form 1099-NEC will be issued in January 2025 for funds received in 2024.</p> <p>Recipients are responsible for all tax implications related to receipt of funds. Please consult a tax professional or accountant for more information on how these funds may impact you.</p> <p><i>Question: Why is the application asking me to submit my Social Security Number?</i></p> <p>Answer: A Social Security Number (or Individual Tax Identification Number) is required in the application. This information will be used by Public Consulting Group (PCG, the fiscal intermediary disbursing payments) to issue a Form 1099-NEC. This tax form will be issued to all awarded applicants for the specific year in which they receive funding, as these funds are considered income by the Internal Revenue Service.</p> <p>For more information on the tax implications and forms, please review the FAQ specific to taxes on http://kids.ri.gov/cabinet/funding-opportunities/</p>	
17.	<p><i>Question: What are the attestations required by this bonus program?</i></p> <p>Answer: In the bonus application, applicants are asked to attest (or agree) to several statements including: the accuracy of information provided in the application, how the information in the application may be used by DHS or PCG, and the applicant's understanding of eligibility requirements and financial implications (such as tax implications and eligibility related to income-based assistance programs as these funds are considered income). Additionally, the applicant will attest to the program's intended purpose- to encourage the retention of the child care workforce- and will attest to their intention to remain at their current employer for 3 months following the receipt of funds.</p>	
18.	<p><i>Question: I worked at multiple child care programs during the eligibility period. Am I eligible for a pandemic retention bonus?</i></p> <p>Answer: The bonus is meant to support early educators who worked and will continue to work at the same employer. Applicants are not eligible for a retention bonus if they have not worked at the same location for the entirety of the eligibility period.</p>	

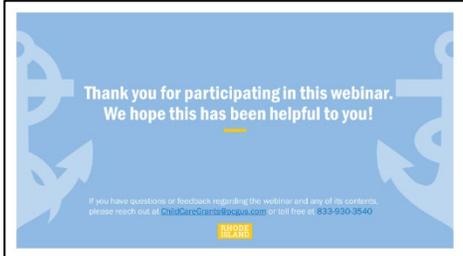


Slide #	Script	Slide
19.	<p><i>Question: I'm new to GrantsConnect. How do I set up an account when I am ready to submit my applicant?</i></p> <p>Answer: After your Eligibility is confirmed, you will receive the application link by email. Selecting the link will take you to the GrantsConnect webpage. On this page, you will be prompted to sign in or sign up. If you are a new user, please select 'sign up' in the upper right-hand corner of the page.</p> <p>Please create your account using the same email address you submitted in the Eligibility form. Using a different email address will slow down the application review process. Also, while other applicant information may be edited, such as phone number, your email address cannot be changed once the account is created.</p> <p>You will then be asked to fill in general information about yourself including: your name, email address, phone number, and address. We recommend you enter your full legal name.</p> <p>You will then create a password for this account. The password must fit the necessary security requirements. Make sure to create a password that you will remember and/or take note of the password that you are creating. Once you agree to the terms and conditions, you will then be able to select 'sign up' in the bottom right corner of the page.</p> <p>After your account is created, you can sign into the portal by selecting "Sign In".</p> <ul style="list-style-type: none"> • Upon signing in for the first time, you will be prompted to enter a verification code. This code will be sent by GrantsConnect to your email account. If you do not receive the verification email after a few minutes, check your junk or spam folder, or select the prompt "Resend account verification email" on the GrantsConnect log-in screen. <p>If you need any additional guidance on creating an account, you may reference the "How to Create an Applicant Profile" resource on http://kids.ri.gov/cabinet/funding-opportunities/ or reach out at ChildCareGrants@pcgus.com or toll free at 833-930-3540 for support.</p>	



Slide #	Script	Slide
20.	<p><i>Question: Can I use my friend's, spouse's, or supervisor's GrantsConnect account to apply?</i></p> <p>Answer: No. Each unique applicant must have their own GrantsConnect account. This is to protect your personal information and reduce the risk of fraud.</p> <p><i>Question: I need to make an edit to my GrantsConnect application. Should I submit a new one?</i></p> <p>Answer: If you are requested to edit an application, please log into your GrantsConnect account. On the initial screen, select "View all my application". This will take you to a page where you will see your application "on hold" for edits. Select the "Revise form" option next to the application "on hold". If you select, "Start new application" rather than editing an existing application, this will delay your application processing time. If you have additional questions on how to edit your application, please contact childcaregrants@pcgus.com</p>	
21.	<p>The 2 following questions and answers are specific to Program Owners, Directors, or Administrators</p> <p><i>Question: How will my employees find out about the application for this bonus?</i></p> <p>Answer: The link to the application will be posted on http://kids.ri.gov/cabinet/funding-opportunities/ beginning on the opening day of each Application Window. As an employer, you will also receive an email the day the application goes live, linking to http://kids.ri.gov/cabinet/funding-opportunities/. We encourage you to forward this information to your employees.</p> <p><i>Question: I understand that my role as an employer includes receiving employment verification requests for my employees who apply for this bonus. How do I change the point of contact who will verify the employees for staff at my program?</i></p> <p>Answer: If your Center-based program needs to update the point of contact for your program, please contact: ChildCareGrants@pcgus.com to submit a request. Updating the point of contact for this bonus program will be shared with DHS licensing, but will not update any information currently on file with DHS licensing.</p>	
22.	<p>Our team is here to support you. If you have any additional questions or need technical assistance, please contact: ChildCareGrants@pcgus.com or call our toll-free number 833-930-3540 for assistance in English or Spanish.</p> <p>With the influx of federal funds related to COVID-19, many scammers are looking to take advantage of others by collecting their personal data.</p> <p>Please be aware: All communications related to this program and your application will come from</p>	



Slide #	Script	Slide
	<p>Childcaregrants@pcgus.com and the Department of Human Services. If at any time, you are concerned or unsure if the person contacting you related to this program is acting in good faith, please call our toll-free number 833-930-3540 to confirm the representative is from the Public Consulting Group or the RI Department of Human Services.</p>	
23.	<p>Similarly, please note the following to keep your personal information safe:</p> <ul style="list-style-type: none"> • Do not share your GrantsConnect log-in credentials with anyone. • Never send your Social Security Number or banking information via email. • Do not share your Social Security Number or banking information over the phone. Should our support team need you to review or update this information, we will direct you back to your GrantsConnect application, or work to schedule a virtual meeting. 	<div data-bbox="992 457 1455 716"> <p>Protect Your Information</p> <p>Please note the following to keep your personal information safe:</p> <ul style="list-style-type: none"> • Do not share your GrantsConnect log-in credentials with anyone • Never send your Social Security Number or banking information via email • Do not share your Social Security Number or banking information over the phone. Should our support team need you to review or update this information, we will direct you back to your GrantsConnect application, or work to schedule a virtual meeting.  <p>24 RHODE ISLAND</p> </div>
24.	<p>Thank you for participating in this webinar – we hope this has been helpful to you!</p> <p>If you have questions or feedback regarding the webinar and any of its contents, please reach out at ChildCareGrants@pcgus.com or toll free at 833-930-3540.</p>	<div data-bbox="992 850 1455 1106">  <p>Thank you for participating in this webinar. We hope this has been helpful to you!</p> <p><small>If you have questions or feedback regarding this webinar and any of its contents, please reach out at ChildCareGrants@pcgus.com or toll free at 833-930-3540</small></p> <p>RHODE ISLAND</p> </div>