

Licensed Family Child Care Home

Family child care homes are eligible to be paid \$1,100 for an owner and \$1,100 for up to 1 assistant. The additional \$100 per person is to help offset the cost of taxes/payroll taxes.

In order for the system to correctly calculate your bonus amount, the main provider/owner must be listed with a role of “8 – Family Child Care Provider”. Any assistants should be listed with a role of “9 – Family Child Care Assistant”. Here are some examples of how to ensure your staff listing is updated so that you receive the full amount you qualify for.

Example 1 – This is a licensed family child care home with the provider/owner only and no assistants. This staff listing is correct because the one owner listed has the role “8 – Family Child Care Provider”. This program will receive \$1,100.

Staff Listing

To remove staff from this list, click the "Mark inactive" link. You will be asked for the date on which they left your program and the reason (if known). Please note this list does not mean that Registry Membership is current - see the Reports section for the "Registry Membership Status" report.

Verify Staff Listing

Registry Member ID	Name	Job Title	Role	Actions
12345678	Jane Doe	owner	8 - Family Child Care Provider	Mark Inactive

Example 2 – This is a licensed family child care home with a provider/owner and one assistant. This staff listing is correct because the owner is listed with role “8 – Family Child Care Provider” and their assistant is listed with role of “9 – Family Child Care Assistant”. This program will receive \$2,200.

Staff Listing

To remove staff from this list, click the "Mark inactive" link. You will be asked for the date on which they left your program and the reason (if known). Please note this list does not mean that Registry Membership is current - see the Reports section for the "Registry Membership Status" report.

Verify Staff Listing

Registry Member ID	Name	Job Title	Role	Actions
12345678	Jane Doe	Director/owner	8 - Family Child Care Provider	Mark Inactive
87654321	John Smith	Teacher	9 - Family Child Care Assistant	Mark Inactive

Example 3 – This is a licensed family child care home with the provider/owner listed as “8 – Family Child Care Provider”. They have three assistants in the system, all listed as “9 – Family Child Care Assistant”. This program will receive \$2,200.

Staff Listing

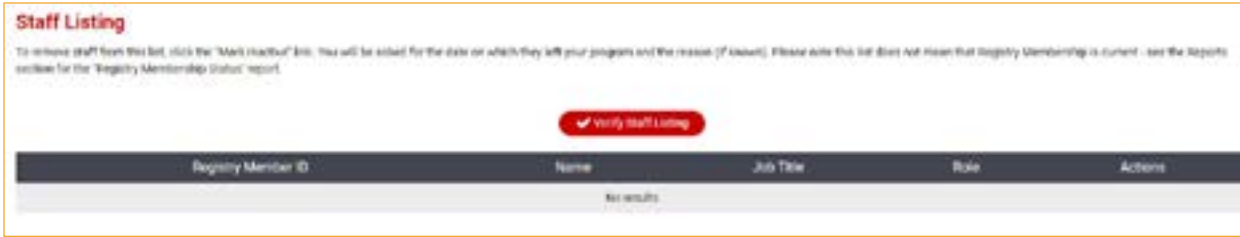
To remove staff from this list, click the "Mark inactive" link. You will be asked for the date on which they left your program and the reason (if known). Please note this list does not mean that Registry Membership is current - see the Reports section for the "Registry Membership Status" report.

Verify Staff Listing

Registry Member ID	Name	Job Title	Role	Actions
12345678	Jane Doe	assistant	9 - Family Child Care Assistant	Mark Inactive
23456789	John Smith	Family Child Care Provider	8 - Family Child Care Provider	Mark Inactive
34567890	Jane Doe	day care assistant	9 - Family Child Care Assistant	Mark Inactive
45678901	John Smith	assistant	9 - Family Child Care Assistant	Mark Inactive

There are some situations which could result in your program not receiving the full bonus amount. Please review your staff listing carefully before you submit your application.

Example 4 – This is a licensed family child care home with a blank staff listing. At least the provider/owner should be listed with a role of “8 – Family Child Care Provider”. This provider would not qualify for a bonus until they update their employment record.



Example 5 – To be paid for both the primary caregiver and an assistant, one person must be listed with the role of “8 – Family Child Care Provider”. We recommend that the other person be listed with a role of “9 – Family Child Care Assistant”.

- In this example, the owner-provider should update their employment record and choose 8 – Family Child Care Provider as the role.
- The assistant should update their employment record and choose 9 – Family Child Care Assistant as the role.

