Child Care Work Force Bonus
Steps to submitting CCWB reporting and Receipt of Approval Letter

Programs that have an eligible CCWB and have received their bonus check must complete reporting by June 30, 2022.

1 Log in to the Gateways Registry website and go into the Director Portal.

2 Choose the Program or Organization ID and Click on the CCWB Application Card.

3 If the Application Status is Eligible, click on the calculator icon next to your application, under actions.


4 Click on "Choose file" to upload the receipt of approval letter.

Your Receipt of Approval was emailed to you on the day your CCWB check was mailed.

If you are not able to upload a PDF file of the document, you may take a picture and upload that instead. Please be sure all documents are legible and complete.

5 Click the "Upload" Button. This will submit your Receipt of Approval document.

6 Clicking on the Upload button takes you to a Survey Monkey page where you will answer questions about how you paid out bonuses. Survey completion will not be shown on the Registry page. Use this [survey sample](#) to help you prepare for what questions will be asked in the CCWB reporting survey.

7 After answering the survey questions, the below message is displayed, keep this for your records. You can print the "thank you" message upon completion of the survey and retain it for your own records.

You have successfully completed CCWB Reporting. A percentage of CCWB program recipients will be audited at a future date. The audit is not required of all programs. If your program is chosen for an audit you will need to supply paystubs or other proof to confirm how bonuses were paid to employees.

If you have questions about CCWB reporting please contact your CCWB counselor or grants@inccrra.org.