


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.



Child Care Workforce Bonus (CCWB) Application
Application History

Application ID	Applied During	Status	Date Submitted	Actions
13721	Open Period	Ineligible	11/03/2021	
13781	Open Period	Eligible	11/04/2021	

- 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.

Narrative Reports & Receipt of Approval Letters

Application ID	Narrative ID	Date Submitted	Status
No narrative information saved			

Upload a copy of your document below. 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. Your application determination may be delayed if documentation is incomplete or not readable.

Uploaded files cannot be larger than 5MB.

No file chosen

Notice: Submitting this form will take you to SurveyMonkey.com, where you will be able to fill out a few questions that get sent back to us. This is expected, and you should see the INCCRRA logo when you get there. You may need to wait up to 24 hours and refresh the page before the results are shown [here](#).

- 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.

Child Care Workforce Bonus Survey

Expenditure Reporting

The Child Care Workforce Bonus provides bonuses of up to \$1,000 for eligible child care workers and providers. Licensed child care centers, licensed child care homes, and license-exempt child care centers are required to complete the below report once bonus amounts have been expended, or by May 31, 2022.

OK

* 1. Have you fully used your Child Care Workforce Bonus funding to pay bonuses to yourself or your staff?

Yes, I have used all funding to pay staff and/or myself

No, I still plan to expend more funding

- 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.

Child Care Workforce Bonus Survey

Thank you for submitting the Child Care Workforce Bonus reporting form.

DONE

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.