

# Iowa HHS Recruitment and Retention Bonus

## FREQUENTLY ASKED QUESTIONS

February 25, 2023

### **WHY IS HHS OFFERING RECRUITMENT AND RETENTION BONUSES?**

Iowa developed the Iowa Worker Premium Pay Program which offers pandemic related bonuses. Child care recruitment and retention bonuses were also a recommendation of the Governor's Child Care Task Force report.

### **HOW MUCH IS THE BONUS?**

During the first year of the program (2/25/22-2/24/23) bonuses were \$1,000. Effective 2/25/23 bonuses were increased to \$2,000.

### **WHO IS ELIGIBLE FOR A RECRUITMENT BONUS?**

On the effective date of this program, each new child care center director, on-site supervisor, and staff counted as part of staff ratio or newly registered child development home, including co-provider will be eligible for a sign-on bonus 90 days after date of hire

### **WHO IS ELIGIBLE FOR A RETENTION BONUS?**

Current directors, on-site supervisors, and staff counted as part of staff ratio of licensed child care centers, child development home primary providers and co-providers employed in the same facility for 6 months or longer who meet the eligibility requirements listed below are immediately eligible for a retention bonus.

If current employees have not been employed for six months, upon six months of employment, they will be eligible for a retention bonus.

Six months from the date of bonus application, any person meeting eligibility requirements that remains employed at the same child care facility will be eligible for an additional retention bonus. Eligibility will occur every six months, thereafter, until funding is liquidated.

### **WHAT ARE THE ELIGIBILITY CRITERIA?**

#### Child Care Center Employees

- employed at licensed child care center
- hired to work 20 hours or more per week
- make under \$30/hr.

#### Child Development Homes

- must have verification of an active registration
- certify that they work 20 hours or more per week

### **HOW DO I APPLY?**

Every eligible child care worker must apply individually. A link to the online application portal will be available on the HHS Funding Opportunities webpage at <https://hhs.iowa.gov/childcare/funding-opportunities>

## **WHAT DOCUMENTATION MUST BE PROVIDED AT APPLICATION?**

The application will be available via webpage. Every person applying must complete a W9. <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Applicants employed in a licensed child care center must include a verification form signed by the center director or on-site supervisor with date of hire, hours per week, and hourly wage. You must also include the most recent pay stub that confirms employment timeline as required for eligibility listed above.

Child development homes must submit a copy of their registration certificate. Continued active status will be required for retention.

## **HOW DO I FIND THE PROVIDER ID FOR MY PROGRAM?**

The provider ID is sometimes also called a KinderTrack (KT) number. It can be found in multiple places. Center Directors or CDH Providers who use the provider portal can find it at the top of the home screen. It is also located in the upper right hand corner of any Notice of Decision (NOD) that the program has received from HHS. Additionally if you are a Child Development Home it is located on your registration certificate.

## **HOW WILL I RECEIVE MY BONUS?**

Each approved applicant will receive a check made out directly to them. Checks will be sent to the applicant's personal address provided in the application.

## **WHAT IF I HAVE QUESTIONS OR TECHNICAL DIFFICULTIES?**

If you have questions or technical difficulties there is an email address and a helpline phone number available to answer questions about the Child Care Recruitment and Retention Bonus Program.

Email: [IARetention@tetrattech.com](mailto:IARetention@tetrattech.com)

Helpline Number: 1-833-671-1377