



Iowa DHS Recruitment and Retention Bonus Program Center Director Verification Form

Instructions: Employees that work at licensed childcare centers may be eligible for Recruitment and/or Retention bonuses to support continued employment at their child care program. Full details about the program can be found at <https://dhs.iowa.gov/childcare/funding-opportunities>.

To determine eligibility for employees of licensed child care centers the following form is REQUIRED to be filled out by the Center Director or On-site Supervisor for the location where you are employed.

Employee Information

Employee Full Legal Name:

Employee Start Date (MM/DD/YY):

Employee's Hourly Wage:

Is this employee generally scheduled to work 20 hours or more per week?

Yes No

Center Information

Name of Licensed Child Care Center (as it appears on the center license):

Provider ID/KinderTrack Number:

Center Address:

I certify that I am the center director or on-site supervisor for the above-named center and that all information provided is accurate to the best of my knowledge.

Printed Name of Center Director/On-site Supervisor:	
Signature of Center Director/On-site Supervisor:	Date:
Director/On-site Supervisor email:	Director/On-site Supervisor phone: