

# **INSTRUCTIONS for Completing Initial Application**

## **Step 1**

Read the eligibility requirements provided by the Department. (**Child Care Workforce Stabilization (CCWS) Grant Application and Guidance**)

## **Step 2**

### **Initial Application**

Complete the application form **CCWS-A** (Child Care Workforce Stabilization Grant Application).

Please be sure to complete all questions. Incomplete applications will not be processed.

## **Step 3**

Complete the Employee Roster **CCWS-E**

If you need additional lines for employees use form **CCWS E-1**

## **Step 4**

Complete the **W-9 form**.

Payment will not be issued to Providers without a completed W-9 on file.

Email or fax to TCR. Email – [CCWS@terchildcare.org](mailto:CCWS@terchildcare.org) ; fax – 256-761-0252

## **Step 5**

Complete the **ACH Form** if you have elected to have your sub grant payment direct deposited.

This is the form authorizing payment of the sub grant to the bank account of your choice.

Please be sure to complete a new form if you change bank accounts.

Email or fax to TCR. Email – [CCWS@terchildcare.org](mailto:CCWS@terchildcare.org) ; fax – 256-761-0252

If the Provider chooses to receive payment of the sub grant by check, lost checks will not be re-issued until after seven (7) calendar days.

## **Step 6**

Submit all documents.

### **Step 7**

Once the sub grant payment is received by the Provider, the Provider should issue the bonus payment to their eligible staff as per the Department's guidelines. Please reference the **Child Care Workforce Stabilization (CCWS) Grant Application and Guidance**.

The bonus payment is taxable so the Provider should withhold taxes as per Federal and State regulations.

### **Step 8**

Return all verifications forms that TCR sends to you back to TCR by the assigned deadline.

Provider must certify that information reported is true and accurate.

Documentation of bonus payments issued to provider staff must be available for review by the Vendor (TCR).

**Email – [CCWS@tcrchildcare.org](mailto:CCWS@tcrchildcare.org)**

**Fax – 256-761-0252**