

Staff Retention Bonus Certification

This user guide shows how to complete **Step 2: Staff Retention Bonus Certification** in the *Workforce Retention Grant* application.

Table of Contents

Step 2: Staff Retention Bonus Certification1

Tips for Answering the Staff Retention Bonus Certification Questions2

General Tips3

Step 2: Staff Retention Bonus Certification

On Step 2 of the workforce Retention grant application, select the staff who are eligible to receive a Staff Retention Bonus by answering 3 “yes/no” questions about each staff member. All three answers must be “yes” to be eligible for the staff retention bonus portion of the Workforce Retention Grant. A “no” answer to any of the questions will result in the staff member not being eligible for a staff retention bonus.

- INSTRUCTIONS
- 1: GENERAL APPLICANT INFORMATION
- 2: STAFF RETENTION BONUS CERTIFICATION**
- 3: ESTIMATED GRANT AWARD AMOUNT
- 4: OPTIONS FOR USE OF FUNDS
- 5: PAYMENT INFORMATION
- 6: REVIEW APPLICATION
- 7: PROVIDER ATTESTATION

2: STAFF RETENTION BONUS CERTIFICATION

Application Number : A-31359 Exit

Potentially Eligible Staff:

Name	Date of Birth	Has worked on average 15 hours per week between January 1, 2023 and June 26, 2023 or from start of employment to June 26, 2023(average of 10 hours per week if SACC program)?	At the time of this application is in a child caring role in which they provide direct supervision to a child(ren) not related to the staff?	To your knowledge, the employee has not already received the bonus payment issued by this grant from another child care program?
Sally Jones	<input type="text"/>	Yes	Yes	Yes
Pete Hemlock	<input type="text"/>	No	No	No



If the staff list is not correct, please do the following:

1. Submit the application.
2. Next, please contact your local CCR&R for additional guidance to correct the staff list. To find your CCR&R, visit:
<https://ocfs.ny.gov/programs/childcare/referral-agencies.php>

Tips for Answering the Staff Retention Bonus Certification Questions

Has worked on average 15 hours per week between January 1, 2023 and June 26, 2023 or from start of employment to June 26, 2023(average of 10 hours per week if SACC program)?	At the time of this application is in a child caring role in which they provide direct supervision to a child(ren) not related to the staff?	To your knowledge, the employee has not already received the bonus payment issued by this grant from another child care program?
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First Question: *Has worked on average 15 hours per week between January 1, 2023 and June 26, 2023 or from start of employment to June 26, 2023. (average of 10 hours per week for SACC programs)*

In order to answer “yes” to this question, the employee must work a minimum of 15 hours per week in a child caring role (average of 10 hours per week for SACC programs)

Please see the Program Staff Eligibility Calculators to assist in calculating the average hours staff have worked:

- [Non-SACC Staff Eligibility Calculator](#)
- [SACC Workforce Staff Eligibility Calculator](#)

Second Question: *At the time of this application is in a child caring role in which they provide direct supervision to a child (ren)?*

Approved child care roles are as follows:

- Staff Roles in OCFS CCFS- Employee (in Child Care role, including teachers/assistants) Director, Acting Director, Medication Administrant, Site Supervisor, Assistant On-Site Provider, Substitute or Program Assistant.
- Staff Roles in NYCDOHMH CCATS System - Ancillary teacher, Assistant teacher, Education director, Group teacher, Special needs teacher, Substitute teacher, Teacher director, Other.

Note: Although a staff person may be in one of these titles on record, to be eligible for this grant, they must also be currently serving in a child caring role at the organization. A staff member meets the definition of serving in a child caring role if they provide direct supervision for one or more children at the time of application.

Third Question: *To your knowledge, the employee has not already received the bonus payment issued by this grant from another child care program?*

Please check with your employees to ensure they are not receiving a bonus form another child care program.

Yes, means that the program has no knowledge of the employee already receiving the workforce retention grant bonus payment from another child care program.

No, means that this staff has already been claimed. Another child care program has this staff person on their application for the workforce retention grant staff retention bonus.

General Tips

If a date of birth is missing for a staff member, you must populate that information before moving to the next step.

Name	Date of Birth	Has worked on average 15 hours per week between January 1, 2023 and June 26, 2023 or from start of employment to June 26, 2023(average of 10 hours per week if SACC program)?	At the time of this application is in a child caring role in which they provide direct supervision to a child(ren) not related to the staff?	To your knowledge, the employee has not already received the bonus payment issued by this grant from another child care program?
Sally Jones	<input type="text"/>	Yes	Yes	Yes
Pete Hemlock	<input type="text"/>	No	No	No

If staff records are already associated with another Workforce Retention Grant Funding Request, this will be indicated on the page.



2: STAFF RETENTION BONUS CERTIFICATION

Application Number : A-31318 Exit

Note: All of the eligible staff at your program have already received a retention bonus from another NYS Child Care. Please press next to continue.

Staff records are already associated with Funding Requests.

Staff Name
Meg Smith

< Previous Displaying 1 of 1 Page Next >

Staff records that are not associated with Funding Requests.

No Records Found!!!

< Previous Displaying 1 of 0 Page Next >

If you need assistance, Please reach out to your local CCR&R.
 Child Care Resources of Rockland
 235 North Main Street, Suite 11, Spring Valley, New York 10977
 info@rocklandchildcare.org
 845-425-0009

Previous **Save And Next**

For programs with more than 5 staff members, use the **Next** button below the table to view additional staff.

Staff records that are not associated with Funding Requests.

Name	Date of Birth	Has worked on average 15 hours per week between January 1, 2023 and June 26, 2023 or from start of employment to June 26, 2023. (average of 10 hours per week if SACC program)?	At the time of this application is in a child caring role in which they provide direct supervision to a child(ren) not related to the staff?	To your knowledge, the employee has not already received the bonus payment issued by this grant from another child care program?
Cassandra Schmidt	Jan 5, 1987	Yes	Yes	Yes
Patrick Campisi	Feb 12, 1963	Yes	Yes	Yes
Carmen Cortez	Jun 13, 1999	Yes	No	No
Owen Bannes	Jan 29, 2002	Yes	No	Yes
Karissa Litwick	Oct 13, 1988	No	No	Yes

< Previous **Displaying 1 of 6 Page** Next >