

Douglas County Childcare Coalition

DC Childcare Incentive Program



PROGRAM BACKGROUND

The Douglas County Childcare Coalition offered a successful Workforce Incentives Program to recruit up to 40 new Early Childhood professionals and incentivize providers to grow and open new childcare programs. This effort was part of a collective plan to increase quantity, quality, and accessibility of childcare in the county by 30%. From late 2021 through early summer 2023, the program funded 33 recipients and supported 86 new childcare/early learning slots and 252 continuing childcare/early learning slots.

Funder: The Ford Family Foundation granted additional funds to continue and expand what is now called the DC Childcare Incentives Program. *Grant funds are limited and are subject to an expiration date established by a contract between the grantors and Douglas ESD.*

Purpose: The DC Childcare Incentives Program aims to expand the capacity of local childcare, specifically for working parents. This is done with bonuses for 1) new childcare/early learning staff entering a job, or incentives to 2) open or expand new childcare sites or 3) add needed types of care parents want (infant, toddler, school age, back-up, nontraditional hours, inclusive care as defined by DELC, or new/expanded sites outside of the Roseburg city limits).

Exclusions: The DC Childcare Incentives Program is targeted at private and non-profit childcare programs in Douglas County Oregon that meet the needs of working parents. Excluded are publicly funded programs including school-based childcare, Head Start, or Early Head Start. Preschool Promise programs are eligible if they offer care 4 or more days/week, throughout the calendar year, and offer parent-pay enrollment slots.

Incentive: The DC Childcare CC Workforce Incentives Program offers up to \$2,250 (before taxes) to new childcare/early learning staff or up to \$5,000 (before taxes) for opening new or expanded childcare sites. Bonuses and incentives must be applied for within 60 days of hire or opening. No bonus or incentive will be granted for start dates prior to January 1, 2024.

ELIGIBILITY

Applicants: Applicants must be one or more of the following:

- A newly hired childcare staff member or childcare owner/operator.
- An existing staff member who advances to a role that expands childcare capacity.
- A childcare owner/operator who expands their business to increase the number of children cared for.
- A childcare owner/operator who adds slots in one or more of the needed types of care.

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Bonus Eligibility

Below are the incentive bonuses available for this program when someone is hired and retained, opens a new or expanded childcare business, or adds two or more slots in a needed type of care:

New ECE Staff Incentive Bonus Eligibility

Employment Status	Hiring Bonus	6-Month	One-Year
Substitute Childcare Employee (10+ hours/week)	\$300	\$300	\$300
Part-Time Childcare Employee (20-30 hours/week)	\$500	\$500	\$500
Full-Time Childcare Employee (30+ hours/week)	\$1,000	\$500	\$750

New Childcare Provider & Site Expansion Incentives

New Provider Type	Incentive Payment
New Regulated Subsidy Childcare Provider <i>(Must have at least one non-relative child enrolled, maintain good standing with ODHS, and take referrals)</i>	\$750 Upon approval for license-exempt care and accepting DHS subsidy
New Registered Family Childcare Provider <i>(Must have at least two non-relative children enrolled, maintain good standing with licensing, and take referrals)</i>	\$1,000 Upon approval for licensed or registered family care
Provider Expansion – New Licensing Level or Site	Incentive Payment
Expanding from Regulated Subsidy to Registered Family Childcare Provider (Bonus paid upon licensing approval)	\$1,000
Expanding from Registered Family Childcare to Certified Family Childcare (Bonus paid upon licensing approval)	\$3,000
Opening a new Childcare Center, or additional Certified Family Childcare (Bonus paid upon licensing approval)	\$5,000

Adding Needed Type of Care

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Provider Expansion Type	Incentive Payment
Childcare providers who add needed types of care: infant/toddler, school age, back-up spots, nontraditional hours, inclusive care as defined by DELC, or new/expanded sites outside the Roseburg City limits. (Bonus paid upon licensing approval)	<p style="text-align: center;">\$500 for providers that add two (or more) of the needed types of care</p>

POLICIES

- Bonuses and incentives must be applied for within 60 days of hire or licensing approval to opening/expand/added type of care. No bonus or incentive will be granted for start dates prior to January 1, 2024.
- **Income Tax Liability:** Incentive payments are processed by a third-party partner, South Coast Business Employment Corporation (South Coast Business). South Coast Business will set participants up as vendors not as employees. To do this, you will be asked to complete and sign an IRS Form W-9 at the time of application and complete an online form just prior to payment processing. When incentive payments are issued, South Coast Business will not withhold income taxes. If you receive more than \$600 in incentive payments for the tax year, South Coast Business will issue you an IRS Form 1099.
- **New to Childcare Workforce:** Applicants new to the childcare workforce must have their employment verified by their supervisor. Employers will be asked to complete an employer verification form confirming that the applicant meets the requirements to work in the childcare field, and how the new worker affects the total number of children served at the site.
- **Gaps in employment:** To be approved for a retention bonus, gaps in employment or business operation of more than two weeks must be approved by the DCCC co-leads, or their designees. Gaps in business operation do not include days when a substitute provider covers for the employee.
- **New and Existing Childcare Owner/Operators:** Incentives for new childcare providers, existing providers who expand childcare capacity, or who add new slots for the needed types of care, will be verified by Care Connections & Education through the state data base prior to approval.

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NEEDED TYPES OF CARE DEFINITIONS (ADD TWO OR MORE TYPES):

Infant/Toddler – Two or more slots added for children aged 6 weeks to 24 months.

School Age – Two or more slots added for children Kindergarten to 13 years of age when school is not in session.

Back-up Childcare – Two or more slots added for drop-in care that parents can access when their regular childcare arrangements fall through.

Nontraditional Hours – Home based or Center childcare sites that extend their hours to include two or more of the following: open hours before 7:00 am in the morning, after 6:00 pm in the evening, overnight care, or weekend care.

Inclusive Care – Two or more slots added for children who are identified with disabilities or those who require additional help or support because of behavioral, health, or developmental issues as defined by DELC (Dept. of Early Learning & Care)

New/Expanded Site outside of Roseburg City limits – New private or non-profit home-based or center childcare sites are eligible if they are in outlying areas of Douglas County.

Other policies

- DCCC Childcare Incentive Program grant funds are limited and may run out or expire before a program participant receives all incentive funds for which they are eligible.
- The DCCC co-leads retain the option to make exceptions to this policy at their discretion. Applicants and program participants who believe they should qualify for an exception should discuss the matter with Business Champions for Kids or Care Connections & Education staff.
- Any situations or questions not specifically covered in this application packet will be escalated to the DCCC co-leads, or their designees, for a decision. Affected applicants and/or program participants will be notified of the decision(s).
- Disputes related to the DCCC Childcare Incentive Program will be resolved by the DCCC co-leads. In the event the co-leads cannot resolve a dispute, the DCCC co-leads will bring in Douglas ESD leadership for support to make a final decision. Affected applicants and/or program participants will be notified of the decision(s).

GETTING STARTED

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- **Step 1:** Visit <https://biz4kids.org/douglas-county-childcare-coalition/> for information and the DC Childcare Incentive Program guidelines.
- **Step 2:** New Childcare Staff may contact 541-957-5808 or email dcchildcarecoalitioninfo@douglasesd.k12.or.us and request an application link be emailed to you. Complete the application and W-9 form and submit the form.
- **Step 3:** New and existing childcare providers who open or expand sites, or added needed types of care, may contact 541-672-CARE and ask for Barbara. Care Connections staff will review your information and forward your contact info to Biz4Kids staff. An application link will be emailed to you if you qualify. Complete the application and W-9 form and submit the form.
- **Step 4:** An *employment verification* form will be sent to the supervisor of each New Childcare Staff who applies. Bonuses for New Childcare Staff cannot be processed until the verification form is completed and returned.
- **Step 4:** Once your application is approved, you will receive an email about processing your incentive(s). Hey
- **Step 5:** New Childcare Staff will be notified when they are eligible for 6 & 12 month retention bonuses.
- **Contact Biz4Kids staff by email at dcchildcarecoalitioninfo@douglasesd.k12.or.us with question about your incentive payment processing.**

INCENTIVE BONUS PROCESSING

Payments are processed by the DCCC Childcare Incentive Program's third-party partner, South Coast Business Employment Corporation (SCBEC). Once per month, approved payment requests will be submitted to South Coast Business.

If you do not receive your payment within 45 days of submitting your Childcare Incentive Program Request Form and W-9, please contact Biz4Kids staff by email at dcchildcarecoalitioninfo@douglasesd.k12.or.us to track your payment.

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