



American Rescue Plan Act (ARPA)  
Supply Building Initiatives  
**BONUS APPLICATION**  
**SUBMISSION CHECKLIST**  
(See page 2 for the Bonus Application)



Please complete the following checklist and attach it to the top of your Bonus Application prior to submitting it to your provider.

**SECTION I: EARLY LEARNING TEACHERS AND DIRECTORS**

- All required fields in Section I are completed.
- Requested bonus types are selected in Section II. If Health and Safety Bonus was selected, proof of training completion is attached.
- If Upskill Director Bonus Initiative was selected, verify that provider is not applying for the Child Success Grant.
- Section III is signed and dated (electronic signatures are not accepted).
- [IRS form W-9](#) information is completed electronically. All information on IRS form W-9 contains applicant's information only. If form contains employer information, such as the employer tax I.D., address, etc., the form and bonus application will not be accepted.
- IRS form W-9 signed and dated and securely attached to Bonus Application. Forms with electronic signatures or no signatures will not be accepted.
- Bonus Application submitted to Early Learning Provider.

\_\_\_\_\_  
Teacher/Director Signature

\_\_\_\_\_  
Date

**SECTION II: EARLY LEARNING PROVIDER**

- All required fields in Section IV and V are completed.
- If applying for the Child Success Grant, verify applicant did not apply for the Upskill Director Bonus Initiative.
- Bonus Application signed and dated by authorized provider representative.
- Teacher/Director IRS form W-9 is attached to Bonus Application. All information on IRS form W-9 contains applicant's information only. If form contains employer information, such as the employer tax I.D., address, etc., the form and bonus application will not be accepted.
- If Health and Safety Bonus was selected, proof of training completion is attached.

\_\_\_\_\_  
Authorized Provider Signature

\_\_\_\_\_  
Date



American Rescue Plan Act (ARPA)
Workforce Supply Building Initiatives
BONUS APPLICATION
(Revised)



SECTION I: APPLICANT INFORMATION

Legal Name (First/Middle/Last): \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_
Street City State Zip County

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

What age group(s) do you teach? (√ all that apply)
[ ] Infants (0-12 months) [ ] Toddlers (13-36 months) [ ] Preschool (37 months–PreK) [ ] School age
How long have you worked in the field of early childhood? [ ] Less than 2 years [ ] 2 – 5 years [ ] 6 – 10 years [ ] +10 years

SECTION II: BONUS SELECTION: Bonus eligibility requirements and training schedules are provided in Attachment I.

Select requested bonuses.

- [ ] Recruitment Bonus
[ ] Health and Safety Bonus
[ ] PreK CLASS Training Bonus
[ ] Infant/Toddler CLASS Training Bonus
[ ] Upskill Director Bonus: Select ONE training track (see Attachment I):
[ ] Training Track A – Select Cohort: [ ] PRE1 [ ] PRE2 [ ] PRE3
[ ] Training Track B – Select Cohort: [ ] INF/TOD1 [ ] INF/TOD2
[ ] Training Track C

SECTION III: APPLICANT’S AFFIRMATION STATEMENT (please read carefully before signing and submitting)

I am applying to receive payment for each bonus selected above. I understand that I am responsible for completing eligibility requirements for requested bonuses. I also understand that if I requested bonus payments for initiatives that include live training sessions, I must attend the sessions during scheduled times (see Attachment I). I understand that no make-up classes are available. I attest to the fact that the information I have provided in this application is true and complete.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SECTION IV: PROVIDER INFORMATION

Legal Name of Provider: \_\_\_\_\_

P.O. Box/Mailing Address: \_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_ License/License Exempt #: \_\_\_\_\_

Representative Email: \_\_\_\_\_ Phone: \_\_\_\_\_

SECTION V: PROVIDER AFFIRMATION STATEMENT: To be completed by an authorized provider representative

Does the applicant meet the following requirements for all bonuses? If any response is no, applicant does not qualify for any bonus.

- [ ] Yes [ ] No Is applicant a Florida resident?
[ ] Yes [ ] No Does applicant have the sponsorship of your early learning/child care program?
[ ] Yes [ ] No Is the applicant still employed at your early learning/child care program?

Does the applicant meet the following requirements for the Recruitment Bonus? If all responses are yes, individual is eligible for the Bonus.

- [ ] Yes [ ] No [ ] N/A Has the applicant completed a background screening?
[ ] Yes [ ] No [ ] N/A Has the applicant completed 120 hours of employment?

If applicant has not met the above requirements, the provider must not attach the application to the Provider Eligibility Application. The provider may request the ELCNC to amend the Provider Eligibility Application and attach the Bonus Application when all requirements are met.

I am sponsoring this applicant to receive selected bonuses and for confirming eligibility requirements for each bonus submitted for payment. I understand that the ELCNC will verify training completion for all bonuses requiring CLASS training. I understand all bonus payments will be made directly to the applicant. I attest to the fact that the information I have provided in this application is true and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ATTACHMENT I

### BONUS INITIATIVES ELIGIBILITY REQUIREMENTS AND TRAINING SCHEDULE

Training is accessed and delivered through four approaches: (1) product keys, (2) MyTeachstone subscriptions, (3) ZOOM classes, or (4) ELCNC in person classes. Courses accessed with product keys and MyTeachstone subscriptions are on demand (self-paced) courses that are delivered online, whereas zoom and in person classes are live trainings that can **only be accessed during scheduled training times**. Makeup classes are not available. All required initiative training must be completed between July 1, 2022 and June 30, 2023. All training costs are funded by the ELCNC. Applicants must provide proof of training completion for the Health and Safety Bonus. For all other Bonus Initiatives, the ELCNC will verify completion of training through appropriate training information systems.

**RECRUITMENT BONUS:** Eligible teachers and directors (hired on or after July 1, 2022) receive a \$500 bonus upon completion of background screening and 120 hours of employment.

**HEALTH AND SAFETY BONUS:** Eligible teachers (hired on or after July 1, 2022) receive a \$700 bonus upon completion of required Health and Safety training. For more information on required training, click [here](#).

**PREK CLASS TRAINING BONUS:** Eligible teachers and directors receive a \$600 bonus upon completion of the following 23.5 hrs. of training

1. CLASS Foundation for Teachers Trainings. Accessed online with a product key provided February 1, 2023.
  - A CLASS Primer for Teachers (3 hrs.)
  - Classroom Organization for Teachers (6hrs.)
  - Emotional Support for Teachers (6 hrs.)
  - Instructional Support for Teachers (6 hrs.)
2. MyTeachstone Learn Abouts CLASS Videos (15mins each). Accessed online with a MyTeachstone subscription provided February 1, 2023.
  - Learn About Positive Climate
  - Learn About Productivity
  - Learn About Negative Climate
  - Learn About Instructional Learning Formats
  - Learn About Teacher Sensitivity
  - Learn About Concept Development
  - Learn About Regard for Student Perspectives
  - Learn About Quality of Feedback
  - Learn About Behavior Management
  - Learn About Language Modeling

**INFANT/TODDLER CLASS TRAINING BONUS:** Eligible teachers and directors receive a \$600 bonus upon completion of the following 22.5 hrs. of training.

1. A CLASS Primer for Infants and Toddlers (3 hrs.). Accessed online with a product key provided February 1, 2023.
2. Thinking & Thriving: Interactions for Early Learning (3.75 hrs.). Zoom course facilitated by Teachstone on March 25, 2023 (8:30AM-12:30PM).
3. Introduction to the Infant CLASS Tool Training (3.75 hrs.) Zoom course facilitated by Teachstone on April 22, 2023 (8:30AM-1:00PM).
4. Introduction to the Toddler CLASS Tool Training (3 hrs.) Zoom course facilitated by Teachstone on May 06, 2023 (8:30AM-12:00PM).
5. Interactions at the Heart of Healing: Trauma-Informed Professional Development (6 hrs.) Accessed online with a product key provided February 1, 2023.
6. MyTeachstone Learn Abouts (3 hrs.) Accessed online through a MyTeachstone subscription provided February 1, 2023.
  - Learn About Relational Climate
  - Learn About Teacher Sensitivity
  - Learn About Teacher Sensitivity
  - Learn About Regard for Child Perspectives
  - Learn About Facilitated Exploration
  - Learn About Behavior Guidance
  - Learn About Early Language Support
  - Learn About Facilitation of Learning & Development
  - Learn About Positive Climate
  - Learn About Quality of Feedback
  - Learn About Negative Climate
  - Learn About Language Modeling

**UPSKILL DIRECTOR BONUS:** Eligible SR/VPK directors receive a \$750 bonus upon completion of **one** training track.

**Training Track A:**

1. A CLASS Primer for Leaders (2 hrs.) Accessed online with a product key provided February 1, 2023.
2. Interactions at the Heart of Healing: Trauma-Informed Professional Development (6 hrs.) Accessed online with a product key provided February 1, 2023.
3. PreK CLASS® Group Coaching Training (formerly MMCI) (24 hrs.) ELCNC in person training offered in three cohorts. All 12 training sessions must be completed. Only ONE cohort required.

Cohort	Location	Time	Training Dates			
			February 2023	March 2023	April 2023	May 2023
PRE1	Citrus County	6:00PM-8:00PM	1, 8, 15, 22	1, 8, 15, 22	5, 12, 19, 26	No classes
PRE2	Levy County	6:30PM-8:30PM	2, 8, 16, 23	2, 9, 16 30	6 13, 20, 27	No classes
PRE3	Sumter County	6:15PM-8:15PM	7, 14, 21, 28	14, 21, 28	4, 11, 18, 25	2

**Training Track B:**

1. A CLASS Primer for Leaders (2 hrs.) Accessed online with a product key provided February 1, 2023.
2. Interactions at the Heart of Healing: Trauma-Informed Professional Development (6 hrs.) Accessed online with a product key provided February 1, 2023.
3. Infant/Toddler CLASS® Group Coaching Training (formerly MMCI) (24 hrs.) ELCNC in person training offered in two cohorts. All 12 training sessions must be completed. Only ONE cohort required.

Cohort	Location	Time	Training Dates			
			February 2023	March 2023	April 2023	May 2023
INF/TOD1	Citrus County	6:30PM-8:30PM	16, 23	2 9,16, 30	6, 13, 20, 27	4, 12
INF/TOD2	Levy County	6:30PM-8:30PM	7, 14, 21, 28	7, 14, 21, 28	4, 11, 18, 25	No classes

**Training Track C:**

1. A CLASS Primer for Leaders (2 hrs.) Accessed online with a product key provided February 1, 2023.
2. Instructional Support Essentials Training for Teachers (6.5 hrs.) Zoom course facilitated by Teachstone on March 11, 2023 (8:30AM-4:30PM).
3. Instructional Support Strategies Training for Coaches (6.5 hrs.) Zoom course facilitated by Teachstone on April 15, (2023 8:30AM-5:00PM).
4. Feedback Strategies for Coaches (6.5 hrs.) Zoom course facilitated by Teachstone on June 03, 2023 (8:30AM-4:30PM).
5. CLASS Observation Support: Settings Serving Children with Disabilities (2 hrs.) Accessed online with a product key provided February 1, 2023.
6. Interactions at the Heart of Healing: Trauma-Informed Professional Development (6 hrs.) Accessed online with a product key provided February 1, 2023.