



Montana State University  
Early Childhood Project  
P. O. Box 173540 Bozeman, MT 59717  
Phone: 406-404-1624  
Toll Free: 800-213-6310  
Website: [www.mtecp.org](http://www.mtecp.org)

## Child Care Provider Retention/Incentive Payment

If you have any questions, please contact the Early Childhood Project at 406-404-1624, [ecp@montana.edu](mailto:ecp@montana.edu), or visit [www.mtecp.org](http://www.mtecp.org).

Governor Gianforte and the Health Advisory Commission approved \$7 million in one-time-only funds for child care workforce retention and incentive payments through the American Rescue Plan Act (ARPA). Providers are eligible to receive \$600 for Round 1 and those remaining in the child care field are encouraged to submit for a second payment of \$1,000 in December 2022. New child care professionals are eligible to submit for one payment of \$600 in December 2022.

### To be Eligible:

1. Providers must be on the ECP Practitioner's Registry.
2. Providers must work in a child care program that is a licensed or registered Family, Group, or Center and be an approved caregiver by Montana Child Care Licensing in one of the following positions:
  - o Early Childhood Teachers (Part time and Full time)
  - o Early Childhood Assistant Teachers (Part Time and Full Time)
  - o School Age Teachers (Part Time and Full Time)
  - o Directors

### Completion Instructions:

1. Providers must fill out all sections of the Certification and Acceptance of Funds form.
2. The Certification and Acceptance of Funds form and W-9 MUST be sent in together or it will not be accepted.
3. Completed Certification and Acceptance of Funds forms and W-9s may be sent to ECP via mail or fax.
  - o Fax number: 406-404-1627
  - o Mailing Address: PO Box 173540 Bozeman, MT 59717

### Completion Checklist:

- o Child Care Provider Retention/Incentive Payment Certification and Acceptance of Funds form is complete and signed
- o W-9 is complete and signed

***Round 1 Certification and Acceptance of Funds are due by 03/18/2022  
Payments will be made in May 2022***

***Round 2 Certification and Acceptance of Funds will be available December 2022  
Payments are anticipated to be made in February 2023***

*The American Rescue Plan Act Child Care Provider Retention/Incentive Payments are one-time-only and limited. These funds will be monitored.*



## Certification and Acceptance of Funds

Please complete the following Certification and Acceptance of Funds form:

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Are you currently employed with a licensed Family, Group or Center facility? Yes \_\_\_ No \_\_\_ PS# \_\_\_\_\_

Place of Employment PV#: \_\_\_\_\_

Employment Start Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State \_\_\_\_\_ Zip code: \_\_\_\_\_ County: \_\_\_\_\_

Personal Email: \_\_\_\_\_

How did you hear about this grant opportunity?

- Facebook
- Radio
- Website
- Other Describe \_\_\_\_\_
- Newspaper
- Word of Mouth

*I, the provider, certify that all the information given is true and correct. I understand this payment may be considered as taxable income and, if awarded, I will receive an IRS Form 1099 from the State of Montana in January 2023 for the tax year 2022.*

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

*I, the employer, certify that all employment information given is true and correct and the provider meets the eligibility requirements for the Child Care Provider Retention/Incentive Payment.*

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

*The American Rescue Plan Act Child Care Provider Retention/Incentive Payments are one-time-only and limited. These funds will be monitored.*