

## GROW ECE PROCESS FOR NEW APPLICANT

### COMPLETE THE APPLICATION

- You must have worked for a minimum of 3 months with your current employer to be eligible.
- Submit a completed application which includes:
  - Current pay rate
  - Current position
  - Signed by supervisor

### SUBMITTING COMPLETED APPLICATION

- You have the option to post mail, fax or email the application.
  - Submission information is located on the application & the FAQ document.
- **The W9 & Direct Deposit form should not be emailed as both documents contain personal information: Social Security number & banking account information. Contact the Child Care Aware of Kansas for an encrypted email address to email the documents.**

### REQUIRED DOCUMENTS

- *Education Documents*--CDA certificate, unofficial transcripts from a college or university, copy of diploma.
  - In-Service training hours are not acceptable education documents.
- *Copy of current pay statement*--must show hourly wage earned
- *W9 document*--only the first page is needed (faxed or post mailed)
- *Direct Deposit document*--if you chose to have your Grow ECE payment directly deposited into your account, this form must be completed. (faxed or post mailed)

### CONTINUING PARTICIPATION

- Must remain employed at your current location.
- Notify Kris Nicholson if you have a change in your mailing address, pay amount, name, etc.
- Submit all new education documents to Kris Nicholson. These will be reviewed to determine if there will be an increase in the supplement amount.
- Your employer is required to verify your employment prior to payments being issued.

### QUESTIONS?

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