

# Workforce Retention Grant Expense Report Resources

## FAMILY, GROUP FAMILY & CENTER

received \$3,000 per eligible employee working an average of 15 hours/week in a child-caring role.

### COMPONENT A EMPLOYEE RETENTION BONUS:

Within the first 30 days of receiving the bonus, eligible employees must receive a minimum of \$1,500 (amount before taxes are deducted based on the employee's withholdings).

Within 90 days, eligible employees must be paid the full amount of the Workforce Retention Grant bonus, \$3,000 (this is the amount before taxes are deducted based on the employee's withholdings).

### FREQUENTLY ASKED QUESTIONS:

**What if an employee left my program before I received Component A of the Workforce Retention bonus payments?**

The employee would not receive the bonus, and the funds would be moved to Component B recruitment funds.

**What if my employee left before I distributed the full amount of the retention bonus?**

The employees would not receive the remainder of their bonus payments, and the funds would be moved to Component B recruitment funds.

**What if my employee received the Workforce Retention bonus and then left my program?**

If the employee was eligible at the time the program disbursed the bonus to employees, that employee is eligible for the bonus they received.

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## ALLOWABLE USES FOR THE WORKFORCE RECRUITMENT BONUS, COMPONENT B:

- Sign-on bonuses for recently hired staff.
- Longevity bonus for staff who have been with the program for at least six months or more.
- Bonus for staff that were not eligible to receive Component A (The employee must be on the program's payroll to receive a bonus from Component B funds). Examples include but are not limited to staff who do not work in a child-caring role, staff who do not work 15 hours per week but are working in a child care role.
- Provide referral incentives for existing staff who recruit new staff.
- Pay for advertising and marketing costs for staff vacancies.
- Pay for recently hired (since June 26, 2023) staff benefit package costs (such as healthcare, paid time off, 401K).
- Pay for or reimburse costs for recently hired (since June 26, 2023) staff medical, criminal, and child abuse clearances.

### FREQUENTLY ASKED QUESTIONS:

**What if an employee left my program before I received Component A of the Workforce Retention bonus payments?**

The employee would not receive the bonus, and the funds would be moved to Component B recruitment funds.

**What if my employee left before I distributed the full amount of the retention bonus?**

The employees would not receive the remainder of their bonus payments, and the funds would be moved to Component B recruitment funds.

**What if my employee received the Workforce Retention bonus and then left my program?**

If the employee was eligible at the time the program distributed the bonus to employees, they are eligible for the bonus they received.

**Can we issue a 1099 to contractors who are not on the program's payroll?**

No, bonuses can only be given to eligible staff who are employed at your program, and the bonus must be taxed appropriately. For questions on eligibility for employees on maternity leave, temporary disability, or disability, please reach out to Kiersten Kennedy for additional resources.

Kiersten Kennedy

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