**New Mexico Early Childhood Education & Care Department**

**Essential Child Care Wage Incentive Program**

**Introduction:**

The State of New Mexico recognizes the profound and essential work of child care professionals especially now during this public health emergency, as they provide care for first responders, health care personnel, and other essential employees.

In recognition of this effort, the State has developed an Essential Child Care Wage Incentive program for child care professionals who work in a registered or licensed child care facility during the public health emergency.

Child care professionals (full or part-time) who are currently working at registered or licensed child care facilities that are serving health care professionals, first responders and other essential employees are eligible to apply for the Essential Child Care Wage Incentive program.

There are separate applications for funding – one for employees and one for administrator/directors. Owners of registered home settings should complete the application for administrators/directors.

Applicants are asked to provide their average salary.  This request is to gather information on salaries for child care professionals around the state.  This information will not be used to determine whether an applicant will receive an Essential Child Care Wage Incentive.

Applicants are asked to provide their Social Security Number or their Individual Taxpayer Identification Number (ITIN). An ITIN is a tax processing number issued by the Internal Revenue Service. The IRS issues ITINs to individuals who are required to have a U.S. taxpayer identification number but who do not have, and are not eligible to obtain, a Social Security number (SSN) from the Social Security Administration (SSA).

Monthly payments will be available for the months of April, May and June 2020. Payment for April will be sent retroactively.

The incentive will range from $350.00 to $700.00 monthly for the months of April, May and June 2020.

Licensed providers are required to provide the following employment verification.

1. A completed W9 – Please use the attached link.
2. Previous two pay stubs or an employer statement confirming employment
3. Monthly work schedule
4. Proof of Identification

Registered home providers are required to provide the following employment verification:

1. A completed W9 – Please use the attached link.
2. Proof of identification

Registered home applicants will be asked to select their Child and Adult Care Food Program (CACFP) food program sponsor. Meal count sheets will be verified to confirm attendance.

An individual only needs to complete the application once. Payments will be made on a monthly basis. If an individual has changed employers, they will be required to complete a new application.

Each individual must submit all required documents by the 15th day of the month following the month for which an Essential Child Care Wage Incentive is requested.

Payment will be processed within two weeks of receipt.

A check will be mailed directly to the individual.

Incentive recipients will be issued a 1099 at the end of the tax year for all monies received. It is the individual recipient’s responsibility to report this income on their income tax.

Please note: If an individual is receiving benefits like Medicaid or SNAP, they should check with their Human Services Department Eligibility Specialist as this incentive pay will be counted as income for eligibility purposes.