

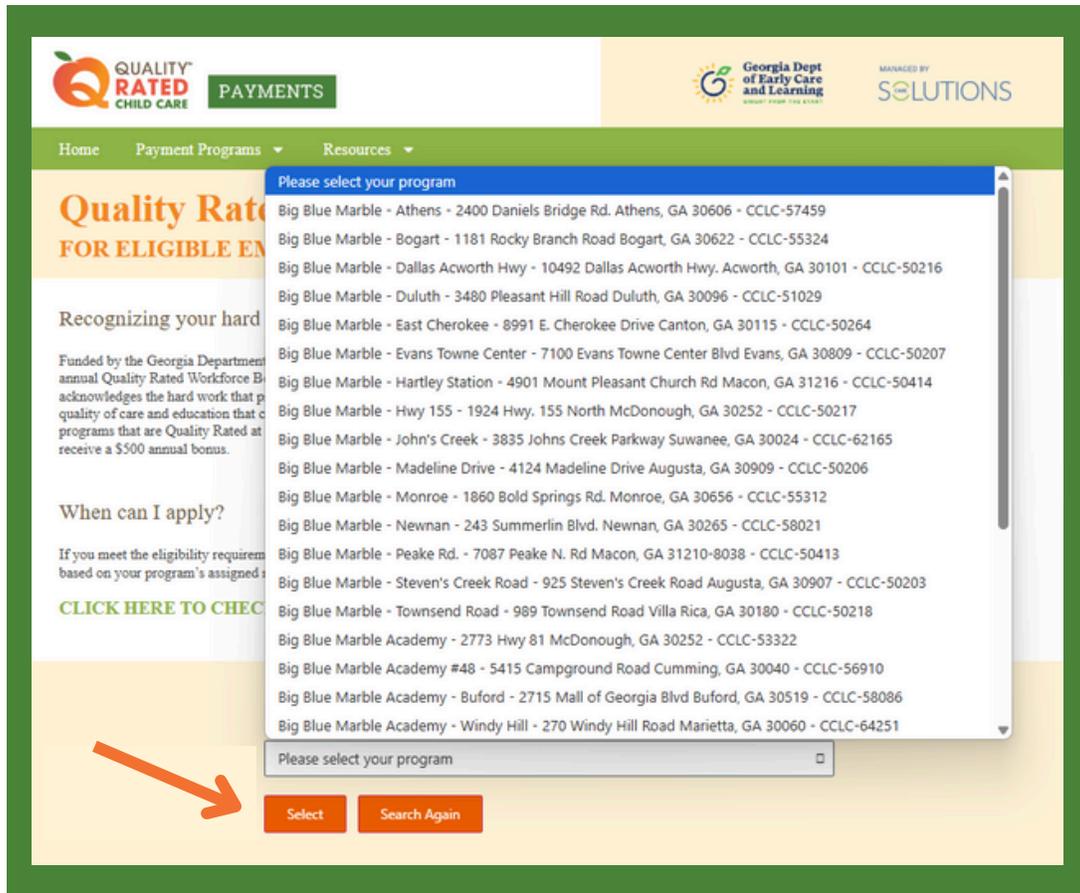
How to Submit: Quality Rated Workforce Bonus

This document will guide you through submitting your application for the Quality Rated Workforce Bonus.

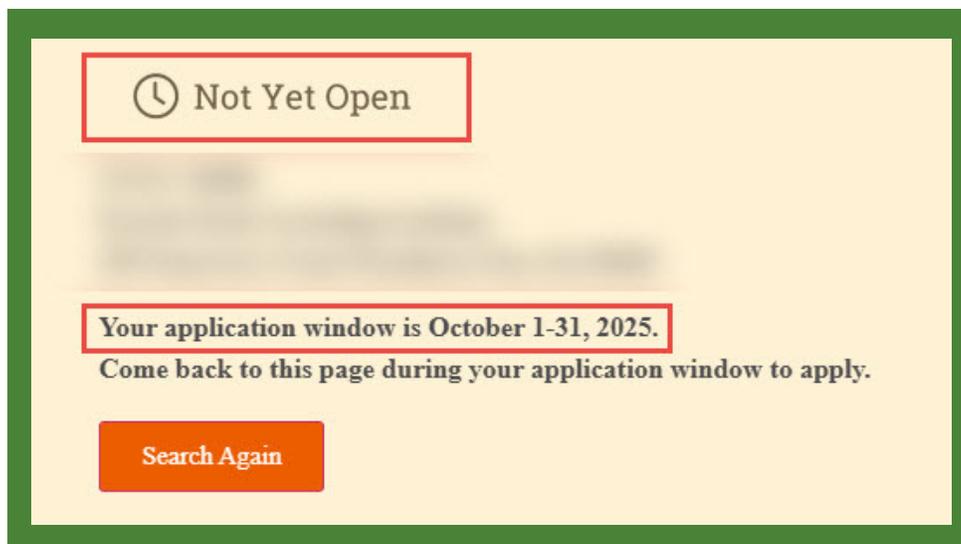
- 1 To begin, visit decalqrpayers.com/quality-rated-workforce-bonus.
- 2 Scroll down to the Find Your Program's Application Window section. Enter simple words or numbers into only ONE of the search fields to find your program.

The screenshot shows the website interface for the Quality Rated Workforce Bonus. At the top, there are logos for DECAL Scholars, Quality Rated Child Care Payments, Georgia Dept of Early Care and Learning, and CARE SOLUTIONS. Below the logos is a navigation bar with 'Home', 'Payment Programs', and 'Resources'. The main heading is 'Quality Rated Workforce Bonus FOR ELIGIBLE EMPLOYEES'. There is a section titled 'Recognizing your hard work!' with a paragraph of text and a photo of a woman waving. Below that is a section titled 'When can I apply?' with a paragraph of text and a link that says 'CLICK HERE TO CHECK YOUR ELIGIBILITY.'. At the bottom, there is a section titled 'Find Your Program's Application Window' with the instruction 'Search for your program's assigned month. Enter ONE of the following'. There are three search input fields: 'Program Name', 'Program License Number', and 'Program Zip Code'. Below the fields are 'Search' and 'Clear' buttons. An orange arrow points to the 'Program Name' input field.

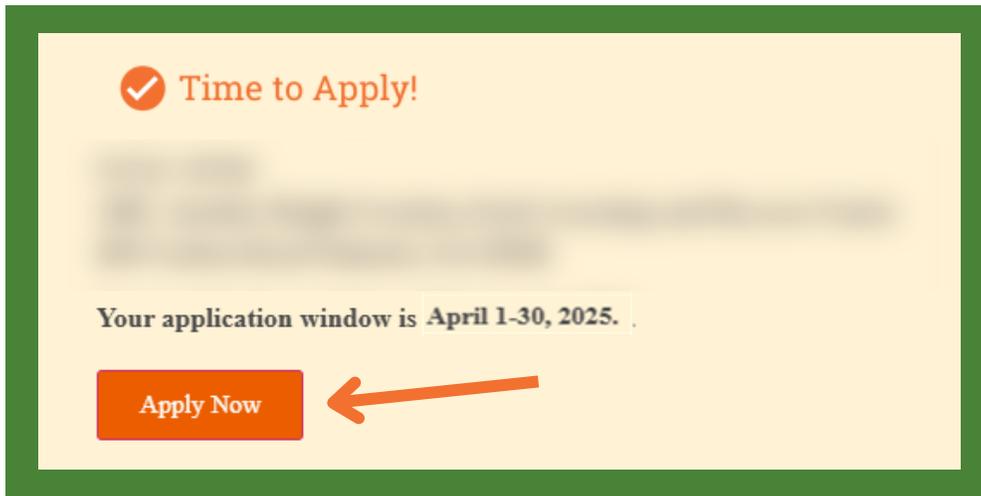
3 If there is more than one search result, select your program from the drop-down menu that appears.



4 If it is not your application window, it will say Not Yet Open and indicate your application month. Come back during that month to apply.



5 If it is your application window, it will say Time to Apply. Click on Apply Now.



6 You will be redirected to www.decalscholars.com. Sign into the account you have with Care Solutions, reset your password, or [create a new account](#). Please note, if you reset your password or create a new account, you will need to go back to Step 1 of this guide to get to the application.



7 Answer the pre-qualification questions.

8 If you are pre-qualified, select Continue to Application. If not, you can try again if you believe you may have answered any of the questions incorrectly.

- 9 Review the Employer Information. If you do not work there, select Delete Application – it will bring you back to the search feature on the website to start over. If it is correct, press Confirm and Continue.

Home > Programs > 2025 March QR Workforce > Application

1 Employer 2 Personal 3 Employment 4 Documents 5 Payment 6 Affirmation

Employer Information

Please confirm you are employed at this facility.
If this employer was selected by mistake, please press the Delete button.
You may select your correct employer and check your eligibility and submit again at www.decalsolutions.com

Employer: [Redacted]
License #: [Redacted]
Address: [Redacted]
Director: [Redacted]

I confirm I am employed here.
Confirm and Continue

I do NOT work here.
Please Delete this application.
Delete Application

10 Review your Personal Information. Fill in any required fields. Press Continue.

The screenshot shows a web application interface for 'Personal Information'. At the top, there are logos for DECAL Scholars, Quality Rated Child Care Payments, Georgia Dept of Early Care and Learning, and SOLUTIONS CARE. A progress bar indicates the current step is 'Personal' (step 2 of 6). The form includes the following sections:

- Personal Information:** A heading followed by instructions to enter personal information, noting that pre-populated data from account creation may be present and should be updated if necessary.
- About You:** A note stating that if a name has changed, updated documents should be submitted during the 'Documents' step.
- Contact Info:** A section with multiple input fields: St Address*, Apt/Unit, City*, State*, Zip Code*, Email, Mobile Phone*, and Home Phone. There is also a checkbox for 'Add Mailing Address (if Mailing is different from Contact Information. Tax papers and checks will be mailed to this address.)'.
- Your Identity:** A section with dropdown menus for Gender*, Ethnicity*, Race*, and Residency Status*.

At the bottom of the form, there are two buttons: 'Save Draft' and 'Continue'. An orange arrow points to the 'Continue' button.

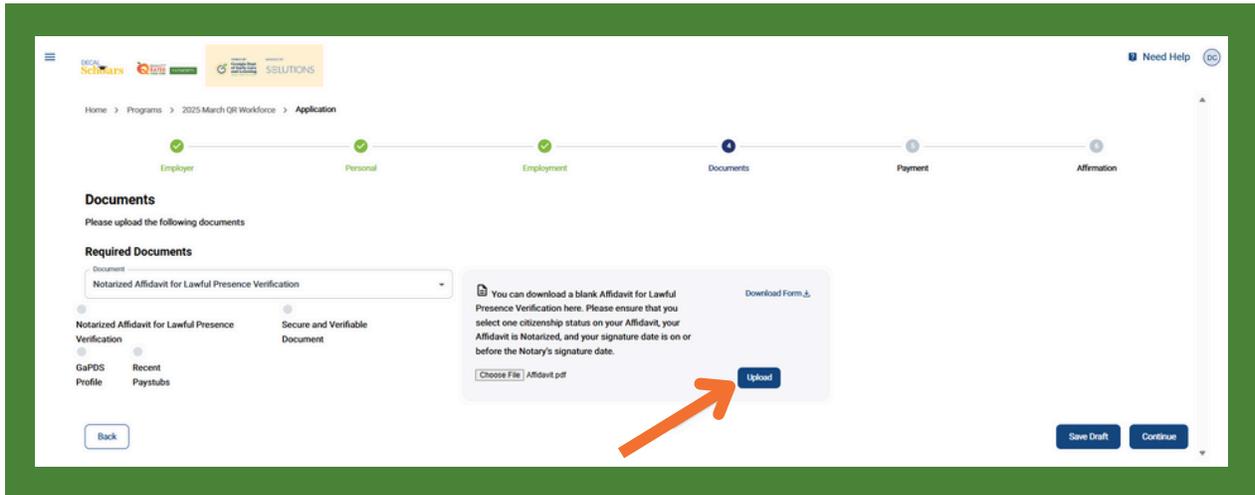
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1 Complete the Employment information and press Continue.

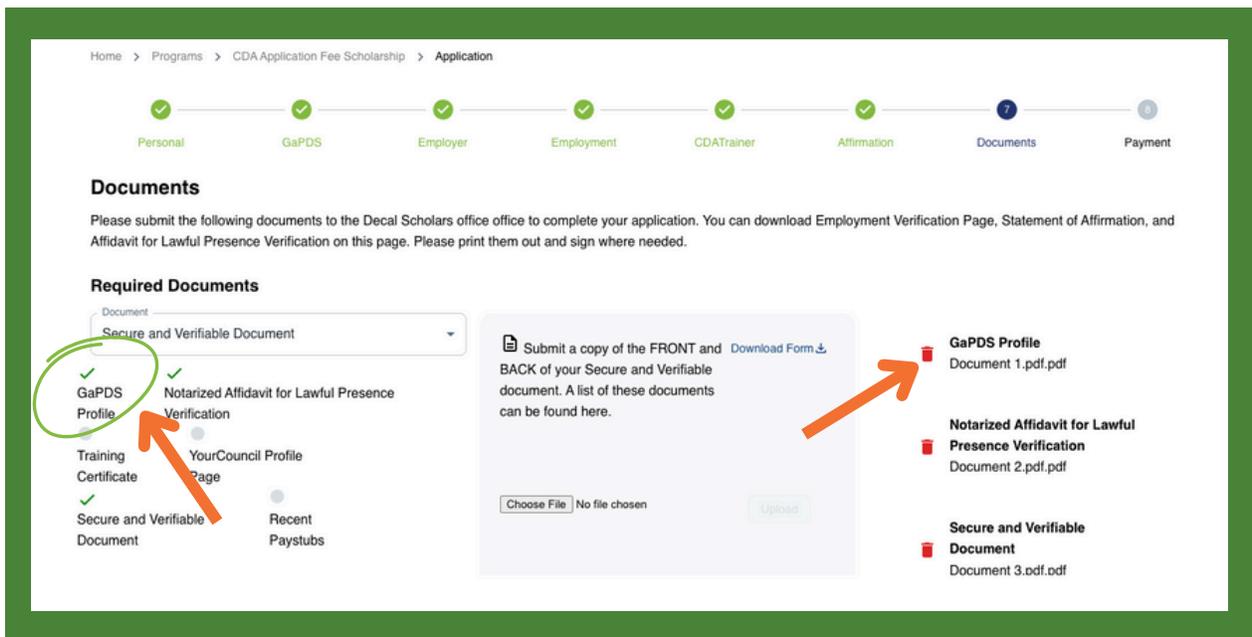
2 Follow these steps to upload all required documents.

- a. Select the required document from the dropdown menu. Select Choose File to choose your file from your device.

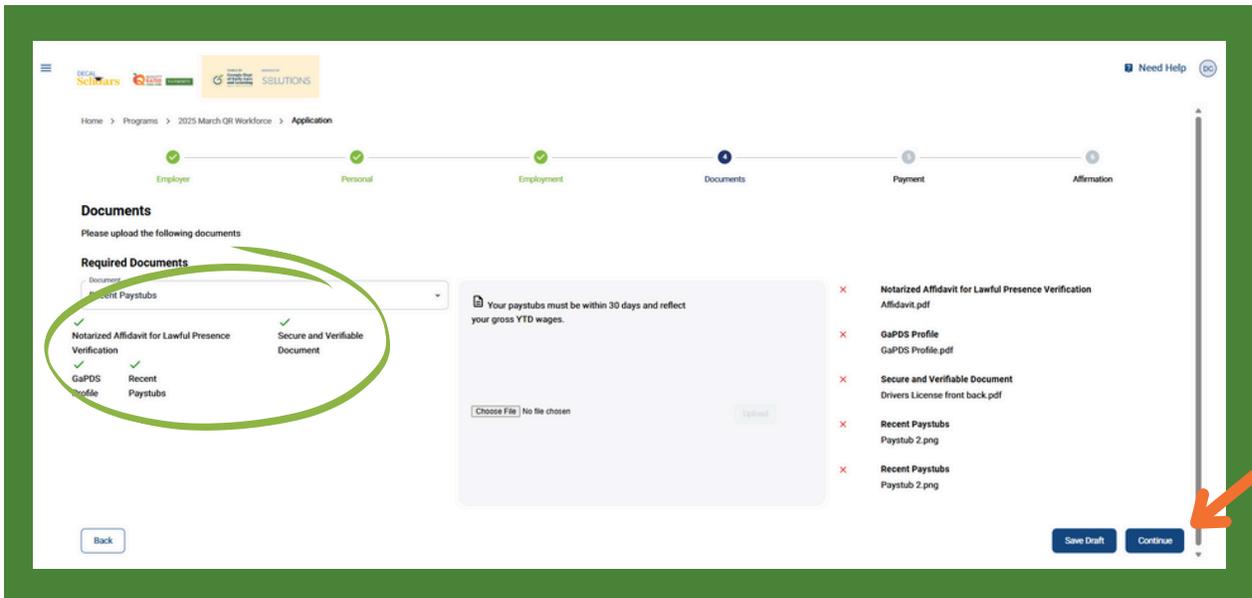
b. Click upload.



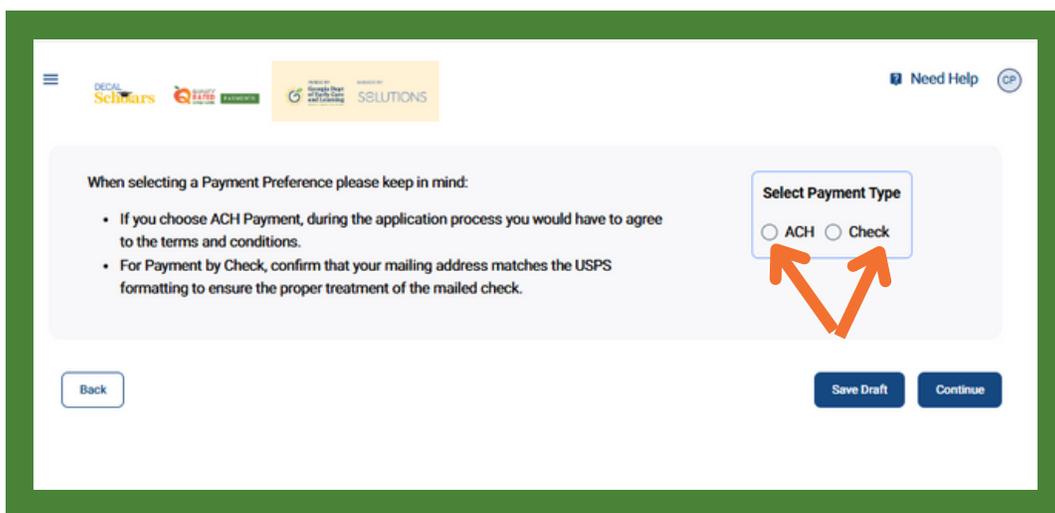
c. Once uploaded, a green checkmark will appear next to the document on the left column and the document name will appear on the right column. Do not select the red x appearing next to the document you uploaded on the right of your screen, unless you wish to remove the document you just uploaded.



d. Continue to select the next document from the dropdown menu, select Choose File, and upload for all required documents. Be sure to upload 2 recent paystubs. If you already have a notarized affidavit on file with Care Solutions, you will not be prompted to upload a new one or submit your secure and verifiable document on this screen. Once all documents show a green checkmark, press Continue.



13 Next, select which payment type you would prefer to receive.



a. If ACH is selected, enter your information through the secure portal. You will need to scroll down and select Next to navigate through each screen.

The screenshot shows the 'Tipalti ACH Setup' window. At the top, there is a progress indicator with three steps: 1. Address, 2. Payment Method, and 3. Done. Below this, the main content area is titled 'Enter Your Information'. A sub-header reads: 'To ensure that you receive your payments on time, please enter your details as you shared them with your bank.' The form includes fields for 'Type' (set to Individual), 'Contact Email', 'Phone Number', 'First Name', and 'Middle Name'. A vertical scroll bar is visible on the right side of the form, with an orange arrow pointing to it.

This screenshot shows the same 'Tipalti ACH Setup' window, but scrolled down to the address section. The form fields include 'Last Name', 'Street Address', 'Address 2', 'City', 'Country', 'State', and 'ZIP'. At the bottom right of the form, there are two red buttons: 'Edit' and 'Next' with a right-pointing arrow. An orange arrow points to the 'Next' button.

b. Or you may select Check and press Continue.

When selecting a Payment Preference please keep in mind:

- If you choose ACH Payment, during the application process you would have to agree to the terms and conditions.
- For Payment by Check, confirm that your mailing address matches the USPS formatting to ensure the proper treatment of the mailed check.

Select Payment Type

ACH Check

Buttons: Back, Save Draft, Continue

14 Read the Affirmation statement, type in your signature at the bottom of the screen (exactly as it appears in the first sentence), and press Continue.

Home > Programs > 2025 April Qtr Workforce > Application

Progress: Employer (✓), Personal (✓), Employment (✓), Documents (✓), Payment (✓), Affirmation (1)

I, **Devon Foster-Appelton**, certify that all of the information on my application and supporting documents for this Georgia Department of Early Care and Learning (DECAL) program is true, correct and complete to the best of my knowledge. I understand that any false or misleading information knowingly provided on the application or supporting documents may be grounds for me to be denied participation in DECAL programs and may prevent me from receiving any future programs sponsored by DECAL. I understand that intentionally providing false or misleading information on the application or supporting documents is a violation of state law and may result in civil or criminal penalties.

Without limiting the generality of the foregoing, I certify and affirm that the taxpayer identification number on my application is my Social Security number or other taxpayer identification number lawfully issued to me by the Social Security Administration or the Internal Revenue Service (IRS).

I authorize any agent or employee of DECAL to verify the information I have provided on my application and supporting documents. I acknowledge, understand and agree that DECAL and its agents and employees may share personal information from my application and supporting documents with (i) Care Solutions, Inc., DECAL's agent administering the DECAL payments, (ii) the U.S. Citizenship and Immigration Services and the Social Security Administration in connection with DECAL's systems for citizenship and employment related verifications, and (iii) the payment processor engaged to distribute funds should I receive an award from DECAL.

I verify that I have completed a records check determination to work at my facility. I understand, acknowledge and agree that I am approved and awarded funds, (i) I may be issued IRS Form 1099 to report awarded funds as income if such awarded funds are deemed taxable (combined with any taxable funds) in any tax year and are at least \$600, (ii) regardless of the amount of any awarded funds and regardless of whether I am issued Form 1099, I must comply with applicable law in reporting income on my tax returns, and (iii) neither the DECAL, nor any of its agents or employees, have provided me any tax or legal advice in connection with my application to this DECAL application or any awarded funds.

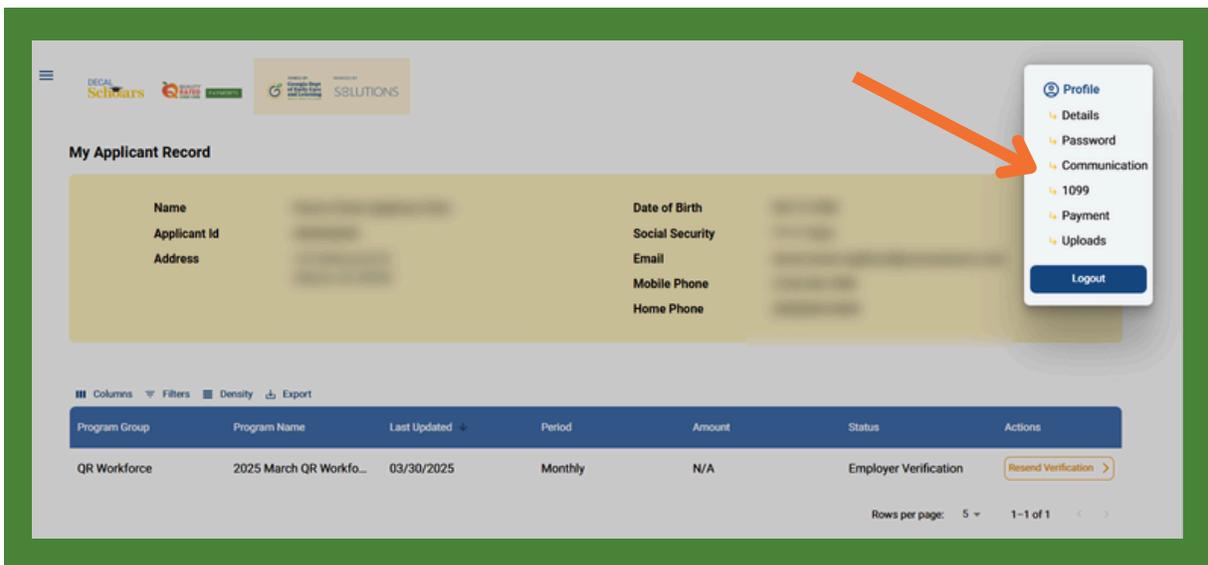
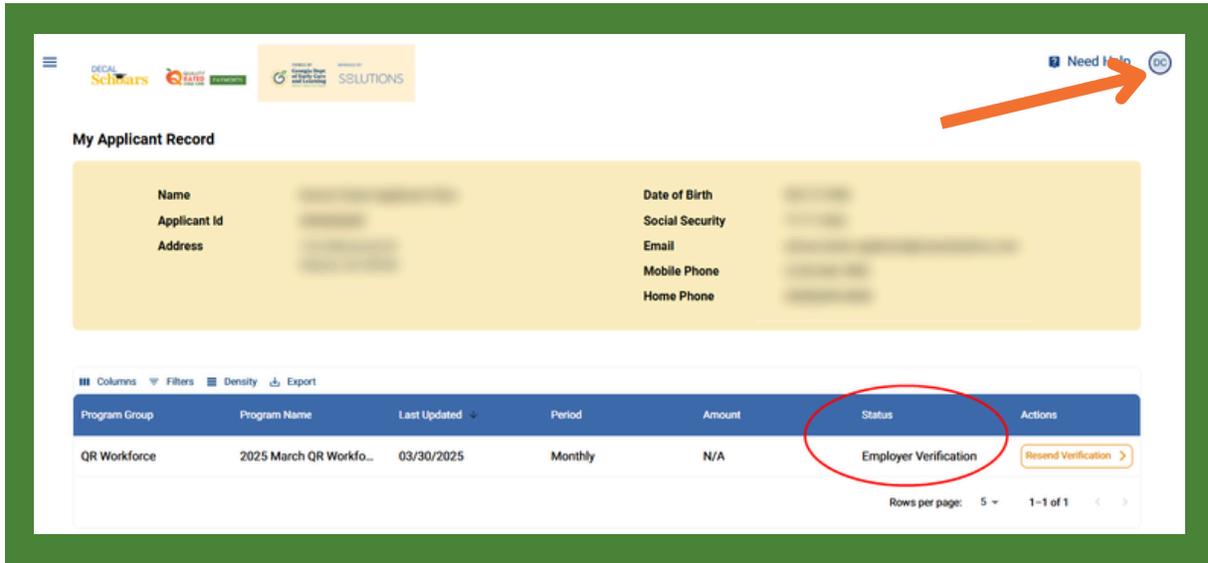
Signature: _____ 04/01/2025

Buttons: Back, Save Draft, Continue

15 Review all your information. If something needs to be corrected, press the pencil icon on the right to go back to that page and edit your information. If everything is correct, press Request Employer Verification.

16 You will receive a Submission Confirmation screen, confirming your application has been sent to your employer for verification. The director or administrator at your center will need to verify your employment details before the application is received by Care Solutions for processing.

17 You may go to your Dashboard to view the Status of your application at any time. You may also update your Profile at any time.



What does the status of my application mean?

- Not Yet Submitted - You have not finished completing your application. It must be completed and submitted before it can be reviewed.
- Employer Verification - Your application is submitted and waiting for Employment Verification. It must be verified by your employer before Care Solutions can review it.
- Received - Your application was verified by your Employer and sent to Care Solutions for review.

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What does the status of my application mean? (Continued)

- Under Review - Your application is actively being reviewed by Care Solutions.
- Incomplete - Your application has been reviewed. More documentation (or updated documentation) is required to complete the processing of your application. Please upload the requested documentation.
- Denied - Your application has been reviewed. It was determined that you do not meet the eligibility criteria to receive the QR Workforce Bonus.
- Approved with Stipulations - Your application is going through E-Verify to confirm your eligibility to work in the United States.
- Approved - Your application has been reviewed and approved for payment. Please allow 2-4 weeks for payment to be processed.
- Payment Sent - Your application was approved, and payment has been sent.