

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 decalsolutions.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.

QUALITY RATED CHILD CARE PAYMENTS

Georgia Dept of Early Care and Learning BRIGHT FROM THE START

MANAGED BY SOLUTIONS CARE

Home Payment Programs Resources

Quality Rated Workforce Bonus FOR ELIGIBLE EMPLOYEES

Recognizing your hard work!

Funded by the Georgia Department of Early Care and Learning (DECAL), the annual Quality Rated Workforce Bonus (QRWB) recognizes and acknowledges the hard work that program staff do every day to enhance the quality of care and education that children receive. Eligible employees of programs that are Quality Rated at the 1-, 2-, or 3- star level can apply to receive a \$500 annual bonus.

When can I apply?

If you meet the eligibility requirements, you can submit your application based on your program's assigned month.

[CLICK HERE TO CHECK YOUR ELIGIBILITY.](#)

Find Your Program's Application Window

Search for your program's assigned month.

Enter **ONE** of the following

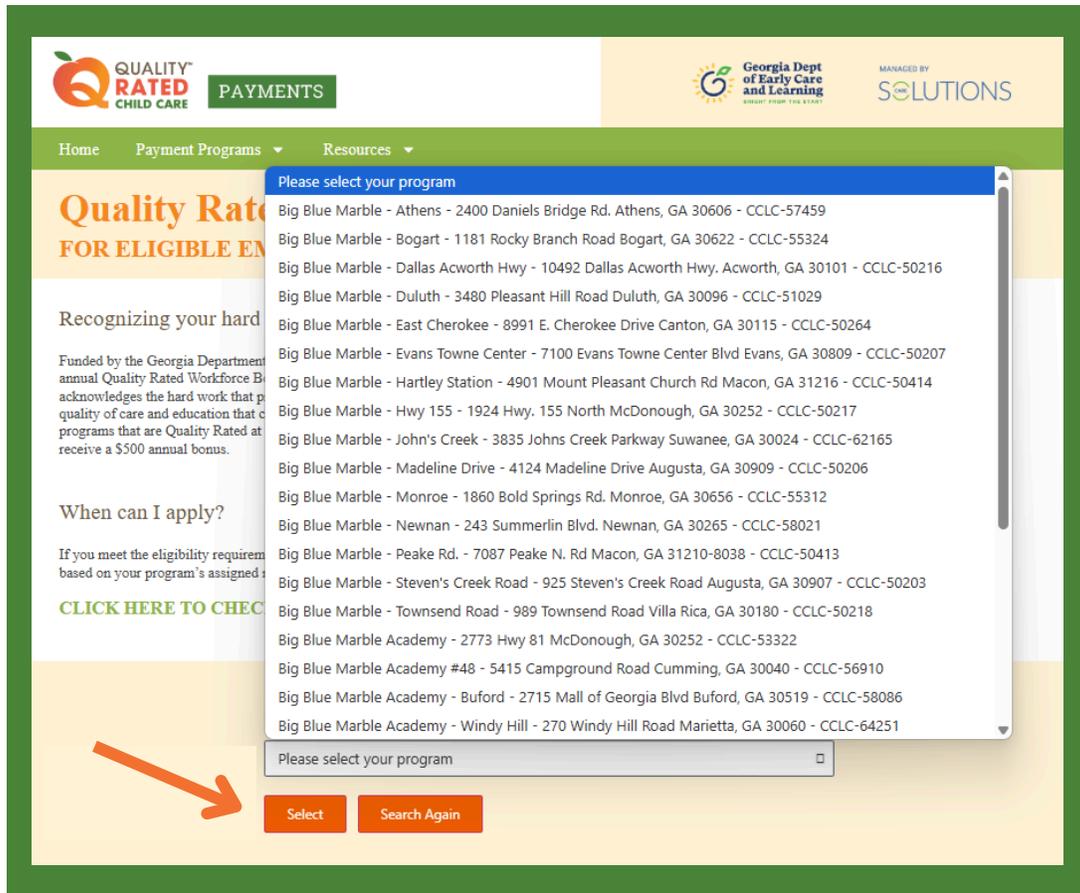
Program Name

Program License Number

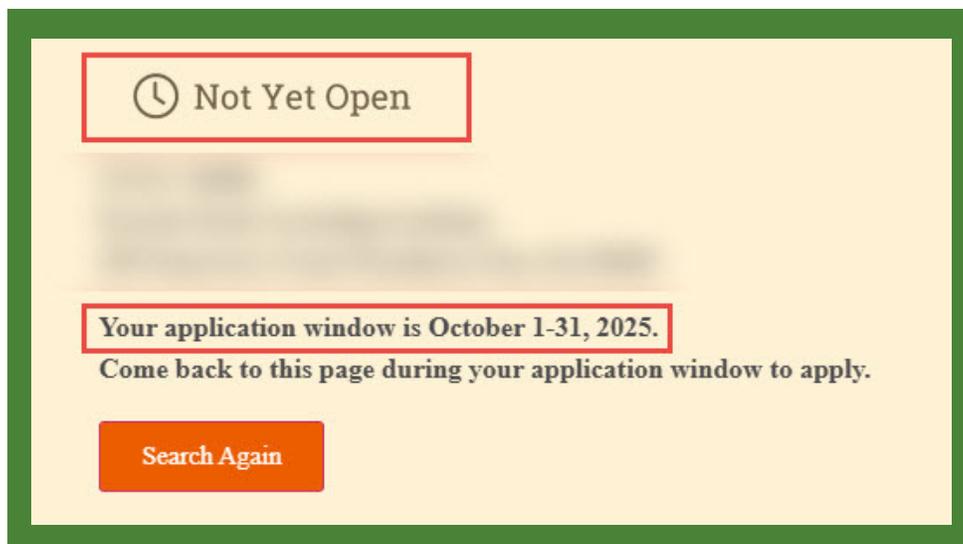
Program Zip Code

Search Clear

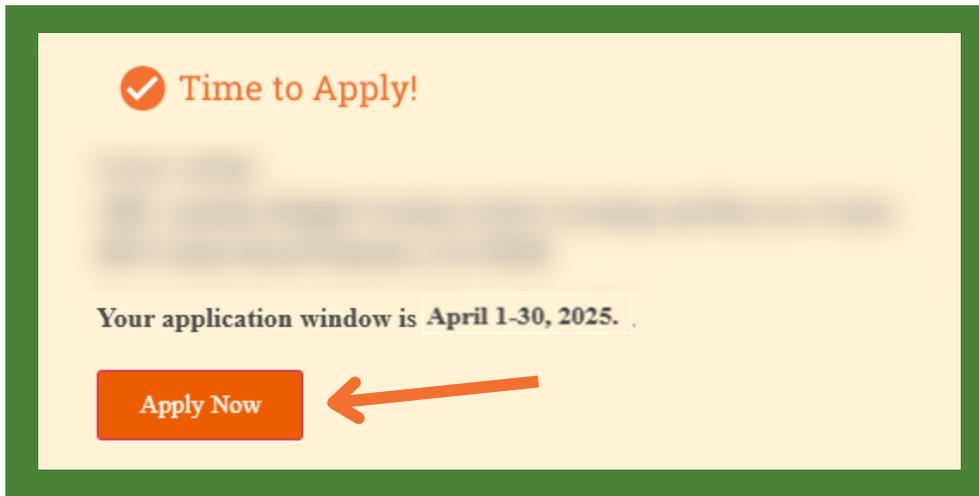
3 If there is more than one search result, select your program from the drop-down menu that appears.



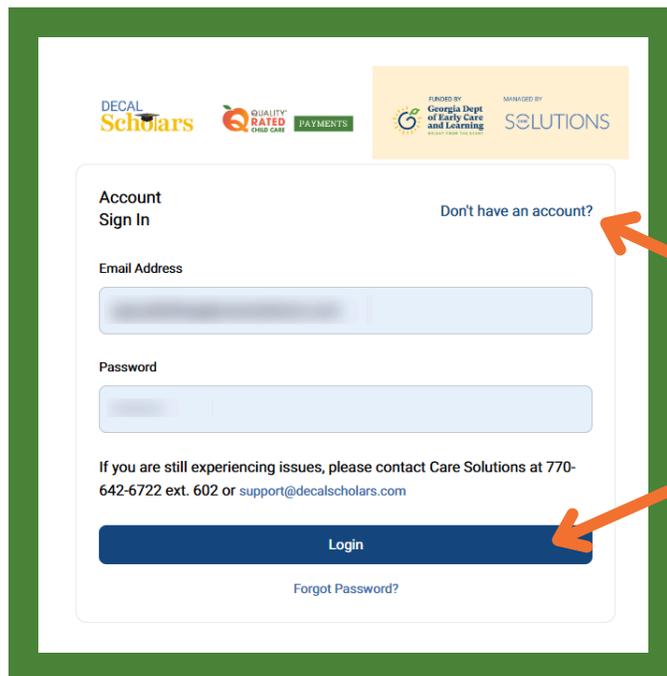
4 If it is not your application window, it will say Not Yet Open and indicate your application month. Come back during that month to apply.



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.

[Need Help](#)

[Back To Dashboard](#)

2025 March QR Workforce Pre-Qualification Form

Welcome to the QR Workforce Bonus

Georgia's program that rewards early childhood eligible staff in a 1-, 2-, or 3- star facility with an annual \$500 payment.

Please answer each of the following required questions to help us determine how to direct you.

Do you work in a 1, 2, or 3-Star Quality Rated program?

Yes No

Have you been employed with your current employer for at least 90 days?

Yes No

Are you a full-time teacher or support staff (30+ hour per week or 15+ hours per week if working only in school-age classroom)?

Yes No

Do you work on-site?

Yes No

[Check Your Eligibility](#)

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.

[Need Help](#)

Application Eligibility

Congratulations! It appears that you have pre-qualified for the 2025 March QR Workforce online application.

2025 March QR Workforce

All QR Workforce applications not completed by the end of the one month application window will be deleted. However, your 2025 March QR Workforce username and password will remain active for future applications. You may log in to your account as often as needed to complete your application or for updates about your eligibility status. For more detailed information about 2025 March QR Workforce and answers to many common questions, [click here](#).

[Continue To Application](#)

- 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.

DECAL Scholars QUALITY RATED CHILD CARE PAYMENTS FUNDED BY Georgia Dept of Early Care and Learning BRIGHT FROM THE START MANAGED BY SOLUTIONS CARE

Home > Programs > 2025 March QR Workforce > Application

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

Personal Information

Please enter the following information about yourself. Pre-populated information was collected during your account creation process. If any of that has changed, you must contact the Decal Scholars office at 800-227-3410 or 770-642-6722 to make changes.

About You
If your name has changed, please submit the relevant updated documents during the Documents step. You may submit any proof of identity under "Upload Additional Documents."

Name* Date of Birth*
SSN*

Contact Info

St Address* Apt/Unit
City* State*
Zip Code* Email
Mobile Phone* Home Phone

Add Mailing Address (if Mailing is different from Contact Information. Tax papers and checks will be mailed to this address.)

Your Identity

Gender* Ethnicity*
Race* Residency Status*

Save Draft Continue

(Continued on next page)

Complete the Employment information and press Continue.

PLEASE NOTE: Carefully select your job title and age groups served (if required) to ensure accurate processing of your application.

Home > Programs > 2025 March QR Workforce > Application

Employer Personal Employment Documents Payment Affirmation

Your Position

Applicant Job Title (mark all that apply) *

Owner Director Asst. Director Teacher Asst. Teacher Floater Administration Staff Nutrition Staff Maintenance Staff Transportation Staff Other

Are you a teacher in a lottery-funded Georgia's Pre-K classroom?

Yes No

Are you a Head Start or Early Head Start teacher?

Yes No

Are you a teacher working only with school-age children (5-12) in before/after care?*

Yes No

What is your date of hire? Please use the original hire date if employment has been continuous with present employer, but at different locations*

MM/DD/YYYY

How many children do you work with?*

What ages of children do you work with? (Please mark all that apply)*

Under 1 yr old 1 yr old 2 yr old 3 yr old 4 yr old and Pre-K Kindergarten and older

Hours & Payment facility type: Child Care Learning Center

What is the number of hours you work each week?*

1234 ex.

What is your hourly wage?*

How often do you get paid?*

What is the number of months per year you work?*

What is the number of months per year you are paid?*

Back Save Draft 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.

Home > Programs > 2025 March QR Workforce > Application

Employer Personal Employment Documents Payment Affirmation

Documents

Please upload the following documents

Required Documents

Document

Notarized Affidavit for Lawful Presence Verification

Notarized Affidavit for Lawful Presence Verification

Secure and Verifiable Document

GaPDS Profile Recent Payouts

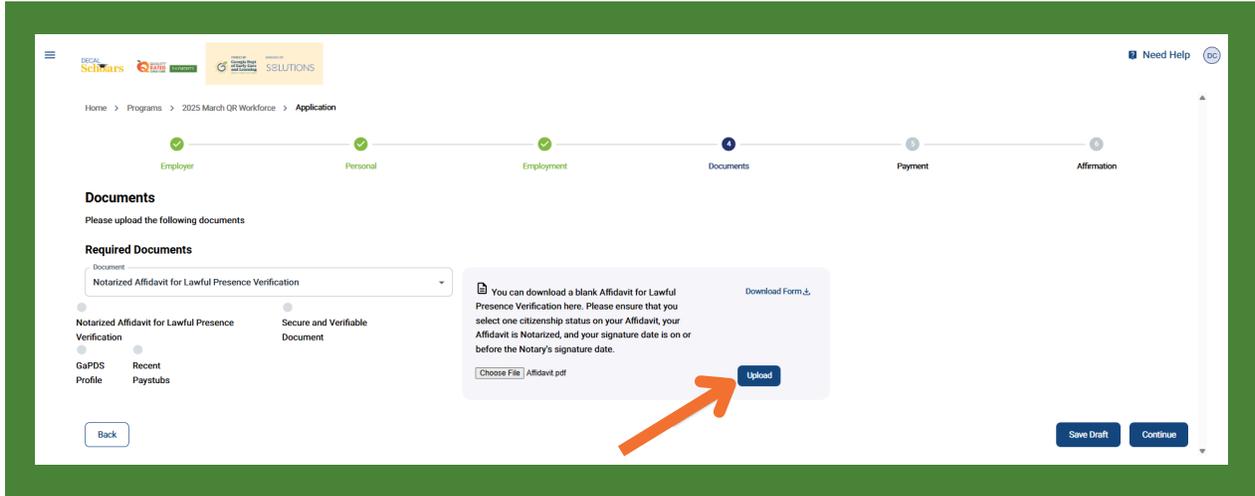
You can download a blank Affidavit for Lawful Presence Verification here. Please ensure that you select one citizenship status on your Affidavit, your Affidavit is Notarized, and your signature date is on or before the Notary's signature date.

Download Form

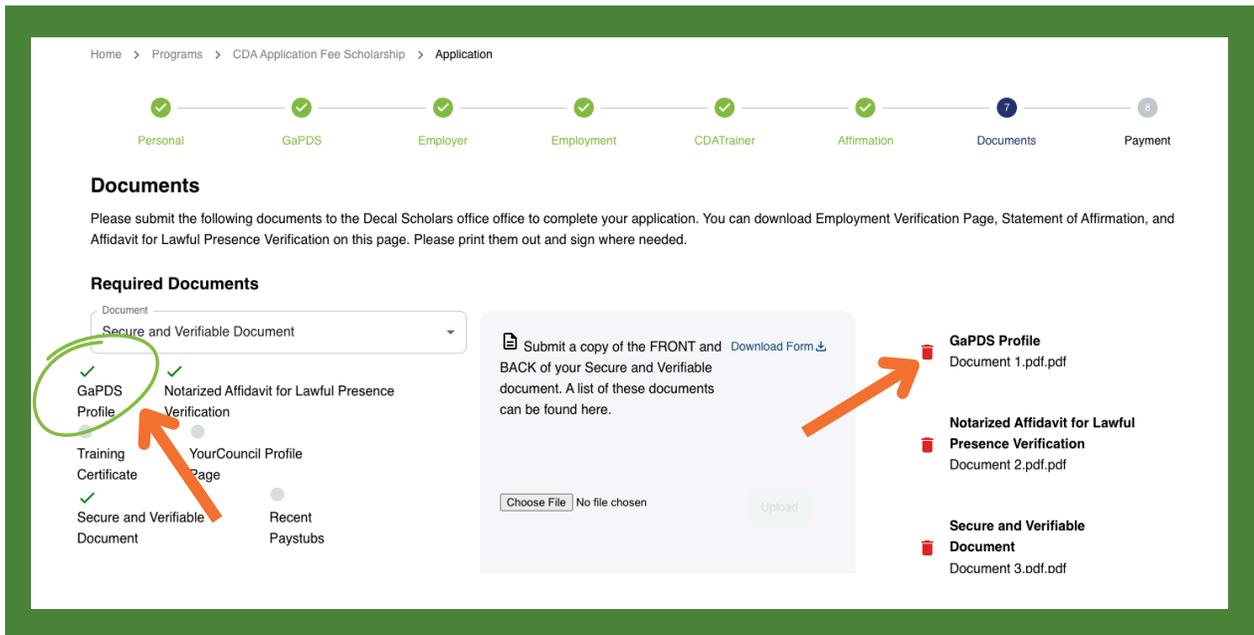
Choose File No file chosen Upload

Back Save Draft Continue

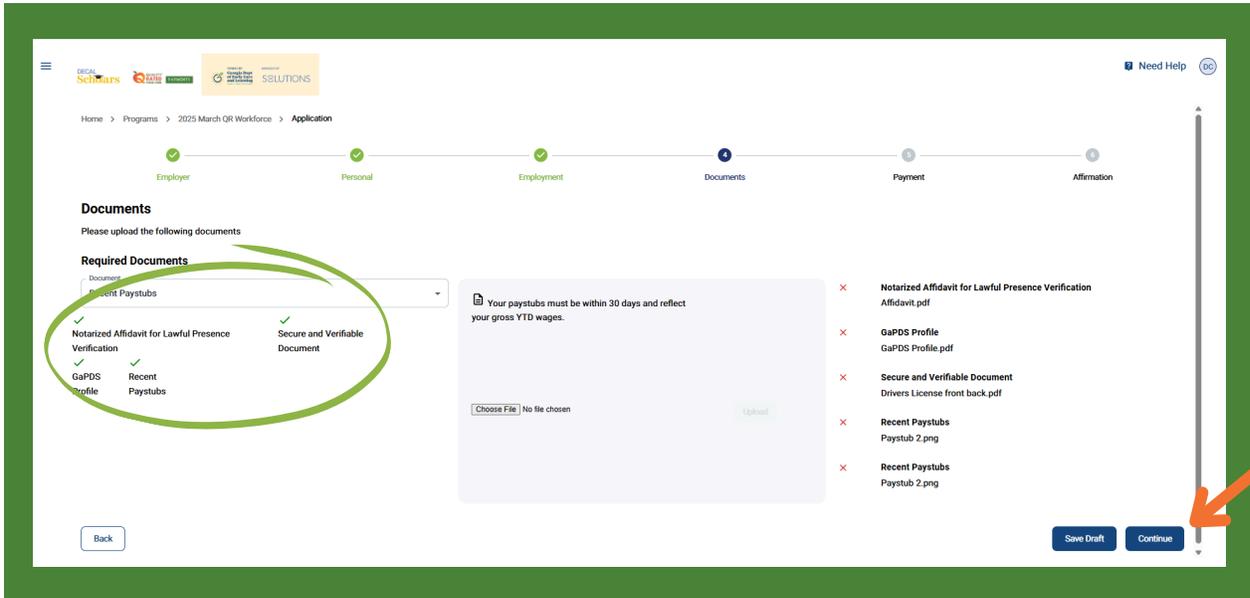
b. Click upload.



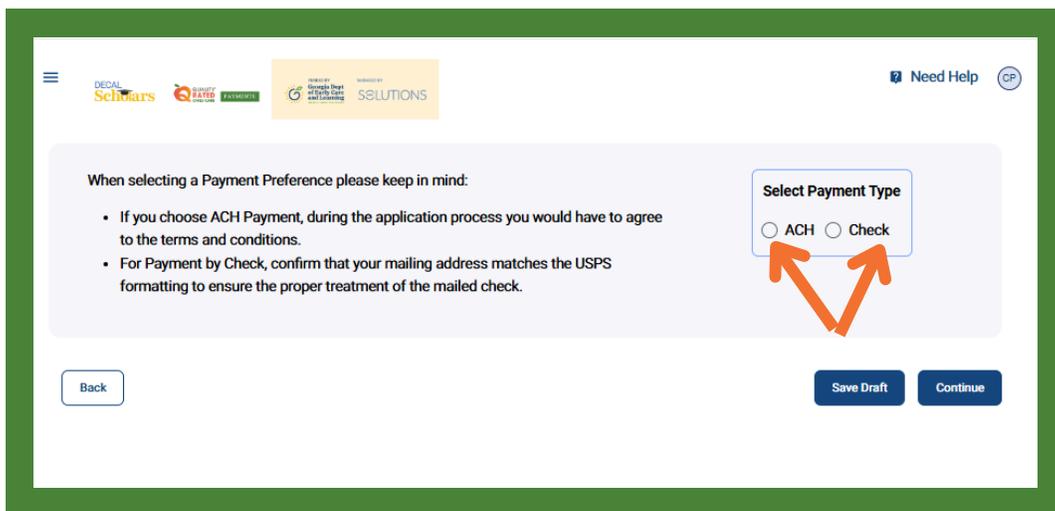
c. Once uploaded, a green checkmark will appear next to the document on the left column and the document name will appear on the right column. Do not select the red x appearing next to the document you uploaded on the right of your screen, unless you wish to remove the document you just uploaded.



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.

The screenshot shows the 'Tipalti ACH Setup' window at a later stage. The form fields visible are '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 QR Workforce > Application

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

I, **Doreen Foster Applicant**, 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 will be issued 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: _____ Date: 04/01/2025

Buttons: Back, Save Draft, Continue

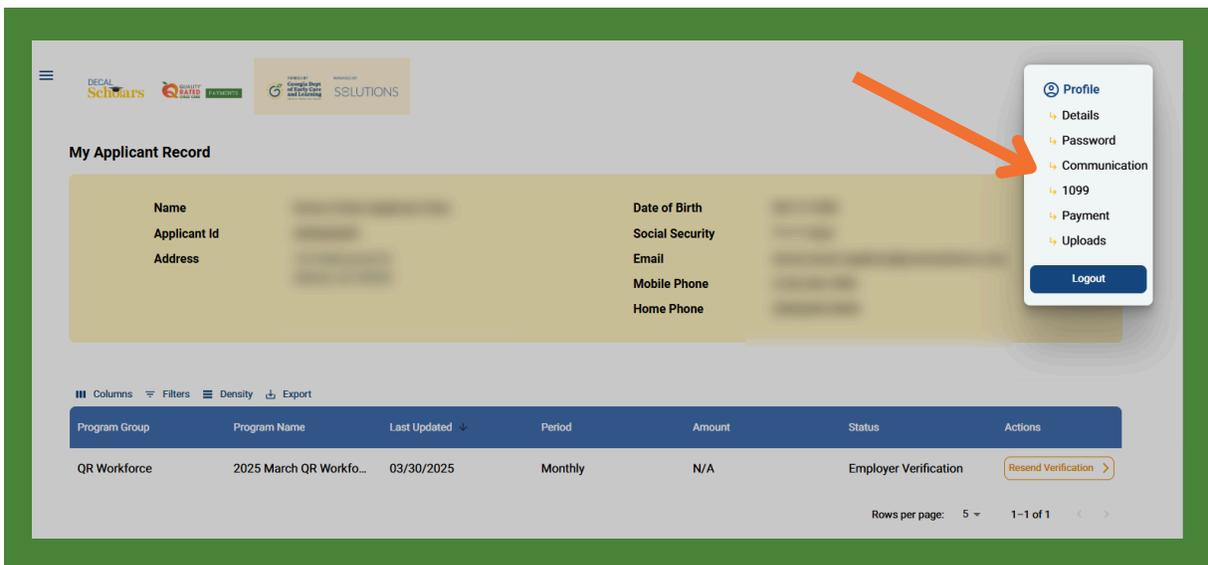
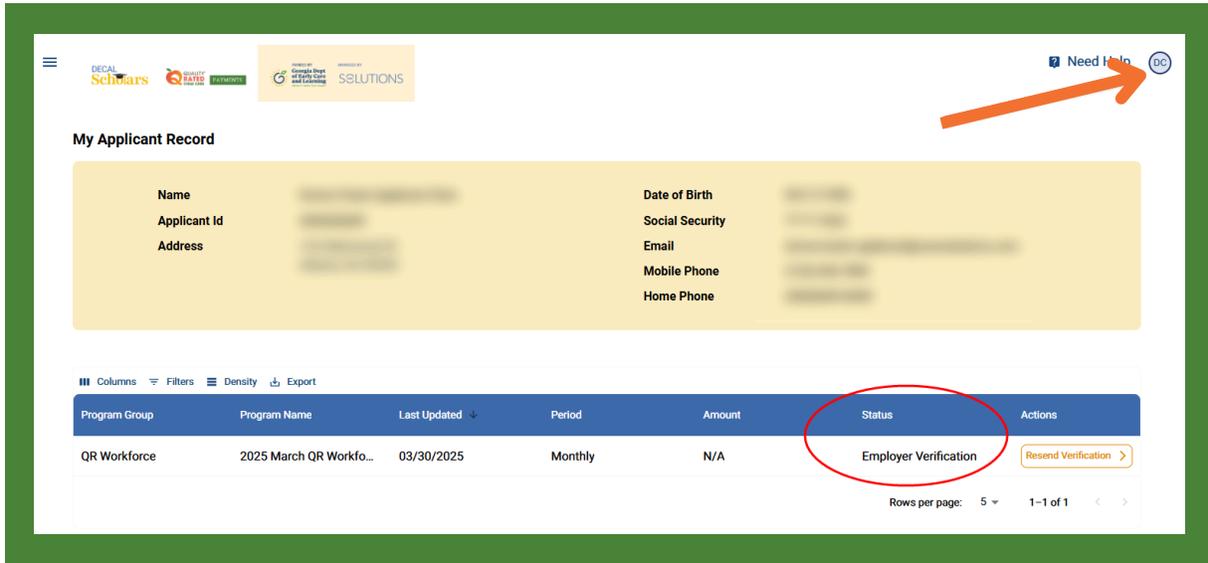
15 Review all your information and **confirm all personal and employment information is correct**. If something needs to be corrected, press the pencil icon on the right to go back to that page and edit your information. If everything is correct, press Request Employer Verification.

The screenshot shows a web application interface for reviewing an application. The page is titled "Review" and includes a navigation breadcrumb: "Home > Programs > 2025 March QR Workforce > Application". The main content area is divided into four sections: "Applicant", "Employer", "Employment", and "Affirmation Statement". Each section contains several input fields. To the right of each section, there is a pencil icon circled in red, indicating that the information can be edited. At the bottom right of the page, there are two buttons: "Print" and "Request Employer Verification". An orange arrow points to the "Request Employer Verification" button.

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.

The screenshot shows a "Submission Confirmation" screen. At the top, there are logos for DECAL Scholars, QUALITY RATED CHILD CARE PAYMENTS, and CARE SOLUTIONS. The main heading is "Submission Confirmation" followed by the message: "Thank you for submitting your online Test Program QR application - we have received your electronic information!". Below this, there is a section titled "What happens next?" which states: "Your Director will receive an email at [redacted] asking them to review your employment information. They have 7 days to complete this review. Once your Director verifies your information, we will proceed with processing your application. Please allow an additional 3-4 weeks for processing after verification is completed." A note in red text says: "Note: If the email address indicated is not correct, please have your Director or Owner email support@decalsolutions.com and provide the new contact name, position, and email address for the person authorized to complete your employment verification form." At the bottom right, there is a "Back To Dashboard" button.

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.

(Continued on next page)

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.