

## What you need to know before you apply to CARES 2.0:

- You will be required to update your registry profile with your personal and employment information. Please update your name and personal information to reflect the information on your W-9 form.
- A W-9 form is only required if you are a new applicant (meaning you did not receive a stipend in the last round of CARES 2.0) **OR** you are a returning applicant and information on your W9 has been changed (your name, address, or personal identification information).

## Stipend Application: Steps to Apply

### 1. Step 1 Log in to Registry

Apply online at [www.caregistry.org](http://www.caregistry.org)

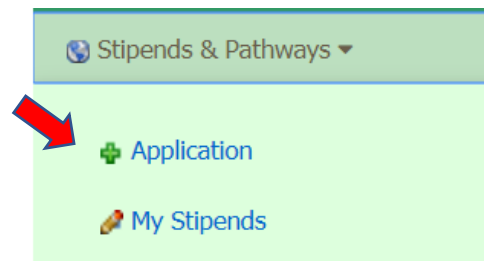
- If you already have a Registry account - Login to your account using your email address and update your personal and/or employment details on **My Tools & Settings**
- If you do NOT have a Registry account - Click on the ‘**Create a Profile**’ and follow all the steps to create a personal account. Your user-name is your email address.



The screenshot shows the homepage of the California Early Care and Education Workforce Registry. The header includes the logo and navigation links like 'Return Home' and 'Login Now'. The main content area features a 'Welcome to the California Early Care and Education Workforce Registry!' message, a 'Create a Profile' button, and a login section for existing users. There are also resource links for FAQs, Additional Resources, and a Video Registry Overview. A 'Training Calendar' icon is visible in the bottom left, and a video player titled 'How to Create a Registry Profile' is in the center.

### 2. Step 2: Apply for the Stipend:

- Click on “**Stipends & Pathways**”
- Locate the county in which you plan to apply for a stipend (if you are not sure please contact your local county stipend administrator)
- Click on **Application**



The screenshot shows a dropdown menu titled 'Stipends & Pathways'. It contains two options: 'Application' with a green plus icon and 'My Stipends' with a red pencil icon. A red arrow points to the 'Application' option.

- d. View your Registry Profile and update your information. Please make sure that your legal name, home address, and current employer reflect in your registry profile.

**Update Information**



If any of the information below is incorrect, please click the link to your [Registry Profile](#) and correct information before continuing to the next page. The accuracy of this information will determine eligibility criteria for stipend applications.

- e. Click **Confirm and Continue**
- f. Request Stipend Program “San Francisco CARES 2.0 (Compensation and Retention Early Educator Stipend)” and click **Continue to Online Application**

### 3. Step 3: Select Stipend Program

- a. Check off up to two boxes (Only) that identify what you are planning to pursue in Pathway Goals.
- b. Select the Stipend Period for which you are applying: Spring 2020
- c. Select the Course Type: Professional Development.
- d. For Institution/Organization Name: Type in “Retention in ECE”
- e. For Units Enrolled/Completed: Type “0”
- f. For Unit Type: Select “Hours”
- g. For Student ID (College/University Only): Leave blank

*The image below reflects exactly how the completed box should look.*

Provide the details below for the stipend for which you are applying:

Course Type	Institution/Organization Name	Units Enrolled/ Completed	Unit Type	Student ID (College/University Only)
Professional Deve ▼	Retention in ECE	0	Hours ▼	

[Add Another Stipend Request](#)

**Statements of Understanding**

### 4. Step 4: Review your stipend request(s)

- a. Read the **Statement of Understanding**
- b. Click ‘Submit Stipend Application’ at the bottom of the page.
- c. Once you have completed the application, you will see a similar screen verifying submission to the Stipend Program.
- d. If a pop-up box appears called ‘Employment Verification Request’ it means that your current employer does not have access to submit electronic verification of employment through the Registry. Please type in the First and Last Name of your Director or Supervisor and email. The Stipend Administrator will work/collaborate with local partners to support outreach to your employer. If your employer does not complete the Registry verification process you will need to have your employer fill out the paper copy of the Employer Verification Form.

**Employer Verification Request** ✕

Your current employment at CCIP nirmala test Children’s Services is not verified or has not been verified in the last 12 months. Please enter the information below and we will email instructions to your administrator for electronic employment verification.

First and Last Name

Email Address

### San Francisco: SEED TEST Stipend II - Request Submitted!

**Step 1:** The online portion of your application has been submitted for review.

**Step 2:** Next, download the [Supplemental Forms](#)

**Step 3:** Upload your completed required documents, including your supplemental forms, to your profile in [My Documents](#). If you would like to send your forms by email, instructions are in the confirmation email you received.

You can track progress and update your application by going to [My Stipends](#), and by checking your email.

### 5. Step 5: Download ‘Supplemental Forms’

Download the CARES 2.0 Supplemental form. Once it has been downloaded, please print these forms out to complete. You can upload the completed form into your Registry Profile by clicking My Documents or later, by logging into the Registry and going to My Profile and then My Documents.

**You are required to complete and submit a W-9 form if:**

**You are a new applicant (meaning you did not receive a stipend in the last round of CARES).**

**OR**

**You are a returning applicant and information on your W9 has been changed (your name, address, or personal identification information)**

**For instructions on how to complete the W-9 form, please [click here](#).**

### Accessing the Status of Your Stipend Request

- A. To view the status of your Stipend Requests, go Stipends and Pathways then My Stipend Requests
- B. The Stipend Administrator will send emails about status of stipend requests

### Submitting Documents and Viewing Verified Data

- C. You can upload the completed forms into your Registry Profile by clicking My Documents or by logging into the Registry and going to My Profile and then My Documents.
- D. To view your Education and Training Report, login to the Registry and go to Education and Training Report in Quick Links.