How to Apply for the CARES 2.0 Program on the Early Care and Education Workforce Registry

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.careregistry.org](http://www.careregistry.org)
   a. 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**
   b. 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.

2. **Step 2: Apply for the Stipend:**
   a. Click on “Stipends & Pathways”
   b. Locate the county in which you plan to apply for a stipend (if you are not sure please contact your local county stipend administrator)
   c. Click on **Application**
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.

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.
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.