



REETAIN Bonus Application Guide

For Center-Based Educators

REETAIN Bonuses help supplement income for early childhood educators who demonstrate dedication to the field and their own professional development. They can be used for professional or personal expenses. Bonuses are competitive, awarded annually, and range from \$500-\$3,000.

The spring round is open to center-based educators in Minnesota who meet and exceed certain eligibility requirements that have been written into [state legislation](#). These rules and eligibility requirements are reflected in the application and scoring process through a partnership between the Minnesota Department of Children, Youth, and Families and Child Care Aware of Minnesota.

The number of educators who will receive the bonus is determined by the total number of applicants and the score applicants receive in the review process. The total number of applicants will vary each round. Due to fluctuations in the amount of funding, it is not guaranteed that all eligible applicants will receive a bonus.

Please review this guide thoroughly and follow all written application instructions closely to ensure that you submit an application that is complete and eligible. **Incomplete and ineligible applications cannot be scored.**

The application will be open April 1 through May 31. **The application will close at midnight on May 31.** Technical support, including account access and password reset assistance, will close at 5 p.m. on May 29. It is recommended that you set up your account and log into your account prior to this time. Questions regarding accounts should be directed to TechSupport@childcareawaremn.org. There is an estimated 24-hour response time.

For all other questions or concerns about your application, email REETAIN@childcareawaremn.org **before** submitting your application. All applications are final after they have been submitted.

Checklist for Center-Based Educators:

- Read information on the following pages before submitting your application.
- Create an account in the Grants and Scholarships Application Portal if you do not already have one. If you applied for a REETAIN Bonus in 2025, you already have an account.
- Log in to your account using the [Grants and Scholarships Application Portal webpage](#)
- Fill out your REETAIN Bonus Application
- Upload all required documents:
 1. A complete W-9 form
 2. A copy of your most recent pay statement that shows your pay rate, the date, your name, and the name and address of your employer
 3. DCYF/DHS Licensing Learning Record from Develop
- Double check that your application is complete and all uploaded documents include the necessary information that is outlined in this guide and in all written application instructions.
- Submit your application. **All applications are final once they have been submitted.**

Paper copies of documents will NOT be accepted. Please make sure all documents are easy to read and are not locked or password protected. We will be unable to process your application if we cannot read or access the uploaded documents. If you have any questions or concerns about uploading your documents in the Grants and Scholarships Application Portal, email REETAIn@childcareawaremn.org before submitting your application.

Language Support

Think Small's Language Access Line is a free statewide service that is available for individuals looking for child care resource and referral support in a language other than English. To connect to any of our programs or resources with an interpreter, please contact us using the following steps:

For support in the metro area, call 651-665-0150.

For support in Greater Minnesota, call 1-888-291-9811

- For Spanish, select option 1
- For Hmong, select option 2
- For Somali, select option 3
- For all other languages, select option 5

La Línea de Acceso Lingüístico/Language Access Line es un servicio estatal gratuito disponible para ayudar a los clientes en todos los demás idiomas además del inglés. Para conectarse a cualquiera de nuestros programas o recursos con un intérprete, comuníquese con la LAL a continuación.

Personas que llaman del área metropolitana: 651-665-0150

Personas que llaman de otras áreas de Minnesota: 1-888-291-9811

- Para español, presione la opción 1

Think Small qhov Kev Pab Siv Lwm Yam Lus/Language Access Line yog ib qho kev pab pub dawb thoob plaws lub lav rau cov neeg uas xav tau kev pab ntsig txog zov menyuum thiab siv lwm yam lus uas tsis yog lus Aaskiv. Yog xav paub ntxiv txog peb lub koom haum cov kev pab thiab xav tau ib tug neeg pab txhais lus, thov hu tus xovtooj hauv qab no.

Siv tus xovtooj no yog koj hu tuaj hauv nroog Ntxaib: 651-665-0150

Siv tus xovtooj no yog koj hu tuaj sab nraum nroog Ntxaib: 1-888-291-9811

- Xav tau Hmoob txhais lus, nias tus lej 2

Khadka Helidda Luuqadda/Language Access Line ee Think Small waa adeeg bilaash ah oo gobolka oo dhan ah oo ay heli karaan shaqsiyaadka raadinaya agab-caawimeed xanaanada carruurta iyo taageero sii gudbin ah ee luuqad aan Ingiriis ahayn. Si aad ugu xirantid barnaamijyadeena ama agab-caawimaadkeena iyagoo ay la socdaan turjumaan, fadlan hoos kala xiriir LAL:

Ka soo wacayaasha aagga magaalada weyn: 651-665-0150

Ka soo wacayaasha Greater Minnesota: 1-888-291-9811

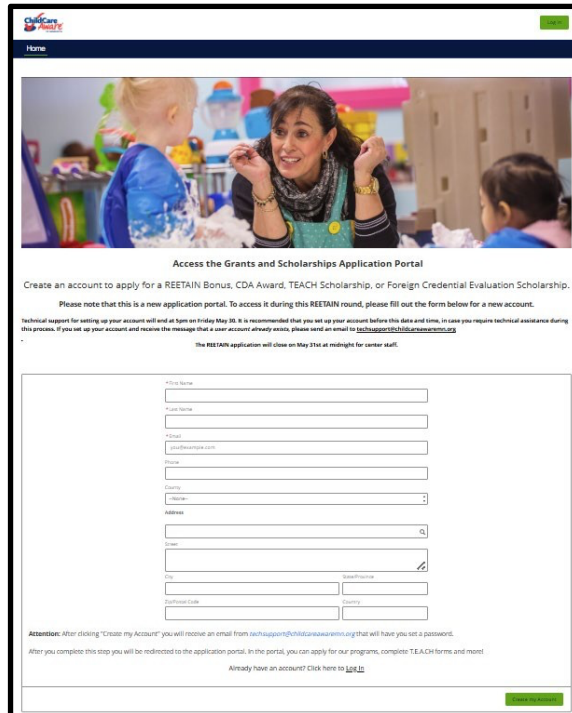
- Luuqadda Af Soomaaliga, riix doorashada 3-aad

Application Process

Access the Grants and Scholarships Application Portal by either creating an account or logging in with an existing account. Follow the steps below to create and access your account in the Grants and Scholarships Application Portal:

Step 1. Create a Grants and Scholarships Application Portal account

If you already have an account, log in using the green button in the top right corner of the screen.



The screenshot shows the 'Access the Grants and Scholarships Application Portal' page. At the top, there is a 'Home' link and a green 'Log in' button. Below is a banner image of a woman interacting with children. The main heading is 'Access the Grants and Scholarships Application Portal'. The text below reads: 'Create an account to apply for a REETAIN Bonus, CDA Award, TEACH Scholarship, or Foreign Credential Evaluation Scholarship. Please note that this is a new application portal. To access it during this REETAIN round, please fill out the form below for a new account. Technical support for setting up your account will end at 5pm on Friday May 30. It is recommended that you set up your account before this date and time, in case you require technical assistance during this process. If you set up your account and receive the message that a user account already exists, please send an email to techsupport@childcareawaremn.org. The REETAIN application will close on May 31st at midnight for center staff.' Below this is a registration form with fields for: First Name, Last Name, Email (with a dropdown for @childcareawaremn.org), Phone, Country, State, Address (with a search icon), City, State (with a dropdown), ZIP/Postal Code, and Country. At the bottom, there is an 'Attention' note: 'After clicking "Create my Account" you will receive an email from techsupport@childcareawaremn.org that will have you set a password. After you complete this step you will be redirected to the application portal. In the portal, you can apply for our programs, complete TEACH forms and more! Already have an account? Click here to [Log In](#).' A green 'Create my account' button is in the bottom right corner.

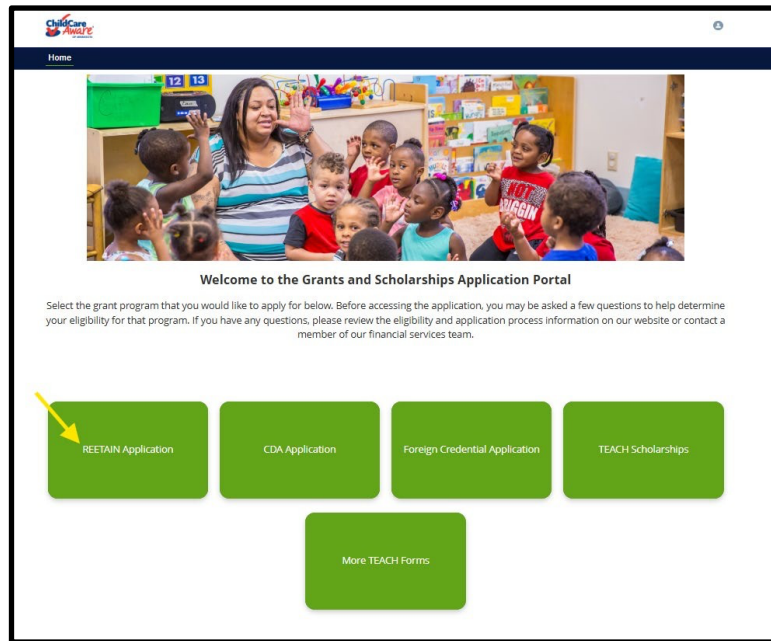
Step 2. Log in to your new or existing account



The screenshot shows the login page for the Grants and Scholarships Application Portal. At the top is the 'ChildCare Aware OF MINNESOTA' logo. Below the logo are two input fields: 'Username' and 'Password'. Below the password field is a green 'Log in' button. At the bottom, there is a link that says 'Forgot your password?'.

Step 3. Select the REETAIN Application and complete all questions

Questions must be answered honestly. Providing false information will automatically deem your application ineligible.



Step 4. Upload all required documents

Please make sure all documents are easy to read and are not locked or password protected. We will be unable to process your application if we cannot read or access the uploaded documents. You will need to upload three documents:

1. DCYF/DHS Licensing Learning Record from Develop
2. A complete W-9 form
3. A copy of your most recent pay statement that shows your pay rate, the date, your name and the name and address of your employer

The instructions for submitting the three required documents are below.

Document #1 - DCYF Licensing Learning Record from Develop

Upload a copy of your DCYF/DHS Licensing Learning Record from Develop. Your DCYF/DHS Licensing Learning Record must include all pages and must include the information listed below and circled red on an example Develop Learning Record below.

- A current Develop individual membership with an expiration date on or after the date that you submit your application.
- Verified employment as a Teacher, Assistant Teacher, Primary Care Provider, or Aide working directly with children at least 30 hours per week (or 1,560 hours per year) in a Minnesota licensed child care program. "Yes" must appear in the verified column.
- Current position start date is at least one year before the first day of the application period (April 1, 2025).
- A Career Lattice Step of 5 or higher.



Learning Record
 Achieve MN Center for Professional Development
 2908 Marketplace Drive #103
 Fitchburg, WI 53719

Minnesota DCYF Licensing			
Name: [REDACTED]	Min Career Lattice Awarded: Step 11d	Date Printed: 2/12/2026	Individual ID: [REDACTED]
		Membership Status: Current	Expiration Date: 2/28/2026

Employment History:								
Program Name	License#	Position Title	Age Group(s)	Hours/Week	Total Hours Worked	Start Date	End Date	Verified
[REDACTED]		Teacher	Infants Toddlers	40	4400	8/5/2023		Yes
[REDACTED]		Teacher	Toddlers	40	320	6/5/2023	8/4/2023	Yes

Develop Learning Record Resources:

- [Locate, Print or Save your learning Record \(PDF\)](#)
- [7.0 Printing Learning Records \(PDF\) Spanish](#)
- [7.0 Printing Learning Records \(PDF\) Somali](#)
- [7.0 Printing Learning Records \(PDF\) Hmong](#)



Do NOT submit your Certificate of Achievement.

Document #2 - W-9 Form

Download the W-9 form below:

- [Form W-9 \(Rev. March 2024\)](#)
- [Form W-9 \(Spanish\) \(Rev. March 2024\)](#)

Complete the form with your name, personal address, social security number, signature, and date. Save the completed form to your computer or device so you can upload it to your application.

To complete a W-9 form as an individual, follow these steps:

1. Box 1: Fill in your first and last name
2. Box 2: Leave this space blank
3. Box 3a: Check the Individual/sole proprietor box
4. Box 5: Fill in your personal mailing address
5. Box 6: Fill in your personal city, state, and zip code
6. Part I: Enter your social security number
7. Part II: Enter your signature and date

Form W-9
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification
Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one box.

Individual/sole proprietor
 LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)
Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.
 Other (see instructions)

C corporation S corporation Partnership Trust/estate

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 9):
Exempt payee code (if any) _____
Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____
(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions.

5 Address (number, street, and apt. or suite no.). See instructions.

6 City, state, and ZIP code

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number

Employer identification number

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification
Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person _____ Date _____

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New
Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

Purpose of Form
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Cat. No. 10231X Form **W-9** (Rev. 3-2024)

W-9 **Solicitud y Certificación del Número de Identificación del Contribuyente**

Formulario (Rev. marzo de 2024) **Entregue el formulario al solicitante. No lo envíe al IRS.**

Department of the Treasury Internal Revenue Service **Visite www.irs.gov/FormW9SP para obtener las instrucciones y la información más reciente.**

Antes de comenzar. Para obtener orientación relacionada con el propósito del Formulario W-9, vea **Propósito del Formulario.**

1 Nombre de la entidad/individuo. Se requiere una anotación. (En el caso de un dueño único o una entidad no considerada como separada de su dueño, anote el nombre del dueño en la línea 1 y anote el nombre del negocio/la entidad no considerada como separada de su dueño en la línea 2).

2 Nombre del negocio/nombre de la entidad no considerada como separada de su dueño, si es diferente al de arriba.

3a Marque el recuadro correspondiente para la clasificación tributaria federal de la entidad/individuo cuyo nombre se indica en la línea 1. Marque **sólo uno** de los siguientes 7 recuadros:

- Individuo/duero único de un negocio
- Sociedad anónima de tipo C
- Sociedad anónima de tipo S
- Fideicomiso/caudal hereditario
- Sociedad colectiva
- LLC. Anote la clasificación tributaria (C=Soc. anónima de tipo C, S=Soc. anónima de tipo S, P=Soc. colectiva)
- Otro (vea las instrucciones)

4 Exenciones (los códigos aplican sólo a ciertas entidades, no a individuos; vea las instrucciones en la página 4).

Código de beneficiario exento (si alguno) _____

Código para la exención de la declaración conforme a FATCA (si alguno) _____

5 Dirección número, calle y número de apartamento u oficina. Vea las instrucciones. Nombre y dirección del solicitante (opcional)

6 Ciudad, estado y código postal (ZIP)

7 Anote el (los) número(s) de cuenta(s) aquí (opcional)

Parte I Número de Identificación del Contribuyente (TIN)

Anote su número de identificación del contribuyente (TIN, por sus siglas en inglés) en el encasillado correspondiente. El TIN tiene que concordar con el nombre provisto en la línea 1 para evitar la retención adicional de impuestos. Para los individuos, éste generalmente es su número de Seguro Social (SSN, por sus siglas en inglés). Sin embargo, para un extranjero residente, dueño único de un negocio o entidad no considerada como separada de su dueño, vea las instrucciones para la Parte I, más adelante. Para otras entidades, es su número de identificación del empleador (EIN, por sus siglas en inglés). Si no tiene un número, vea **Cómo obtener un TIN**, más adelante.

Número de Seguro Social

Número de identificación del empleador

Parte II Certificación

Bajo pena de perjurio, yo certifico que:

- El número que aparece en este formulario es mi número de identificación del contribuyente correcto (o estoy esperando que me emitan un número) y
- No estoy sujeto a la retención adicional de impuestos porque (a) estoy exento de la retención adicional o (b) no he sido notificado por el Servicio de Impuestos Internos (IRS, por sus siglas en inglés) que estoy sujeto a la retención adicional de impuestos como resultado de no declarar todos los intereses o dividendos o (c) el IRS me ha notificado que ya no estoy sujeto a la retención adicional y
- Soy ciudadano de los EE. UU. u otra persona de los EE. UU. (definido más adelante) y
- El (Los) código(s) de la FATCA anotado(s) en este formulario (si alguno) indicando que estoy exento de declarar conforme a FATCA es el (son los) correcto(s).

Instrucciones para la certificación. Tiene que tachar la partida 2 anteriormente si el IRS le ha notificado que usted en estos momentos está sujeto a la retención adicional porque no declaró todos los intereses y dividendos en su declaración de impuestos. Para las transacciones de bienes inmuebles, la partida 2 no corresponde. Para los intereses hipotecarios pagados, la adquisición o abandono de bienes garantizados, la cancelación de deudas, las aportaciones a un arreglo individual de ahorro para la jubilación (IRA, por sus siglas en inglés) y, por lo general, los pagos que no sean intereses y dividendos, no se le requiere firmar la certificación pero tiene que proveer su TIN correcto. Vea las instrucciones para la Parte II, más adelante.

Firma Aquí **Fecha**

Instrucciones Generales

Las secciones a las cuales se hace referencia corresponden al Código Federal de Impuestos Internos, a menos que se indique de otra manera.

Qué Hay de Nuevo

La línea 3a se ha modificado para aclarar cómo una entidad no considerada como separada de su dueño completa esta línea. Una LLC

Cat. No. 38917U Form **W-9 (sp)** (Rev. 3-2024)

Document #3 - A Copy of Your Most Recent Pay Statement

Upload a copy of your most recent pay statement that shows your pay rate, the date, and the name and address where you are employed.

Below is a sample pay statement:

New Company Inc. 1234 Buccanna St. Laverne, TN 37086		EARNINGS STATEMENT				
Name	SSN	EMPLOYEE ID CHECK NO.	PAY PERIOD	PAY DATE		
Brandon Smith	Mx-xx-1234	1 234	607221	1/1/26-1 1/15/26	1/20/26	
INCOME	RATE	HOURS	CURRENT TOTAL	DEDUCTIONS	CURRENT TOTAL	YEAR-TO-DATE
GROSS WAGES	18	40	720.00	FICA MED TAX	10.44	10.44
				FICA SS TAX	44.64	44.64
				Total	55.08	55.08
YTD GROSS	YTD DEDUCTIONS	YTD NET PAY	CURRENT TOTAL	CURRENT DEDUCTIONS	NET PAY	
720.00	55.08	720.00	720.00	55.08	664.92	

Step 6. Complete Your REETAIN Bonus application

Once you have answered all the application questions and uploaded your three required documents, you will receive a pop-up window notifying you that your application has been submitted. You will also receive an email confirming receipt of your application. Please check your spam folder for your confirmation email.

The REETAIN team will review and score applications. You will receive an email by June 20, 2026, letting you know if you have been awarded a REETAIN Bonus and next steps on accepting and receiving your bonus, OR if you have been denied a REETAIN Bonus due to an ineligible application, incomplete application, or lack of funds.