



Oregon Center for Career Development in Childhood Care and Education Child Care Workforce Recognition Payment Program FAQ

What is the Child Care Workforce Recognition Payment Program?

In an effort to recognize child care providers across the state of Oregon for their exceptional work the Oregon Legislature has allocated an annual \$500 payment to eligible child care providers in 2024 and 2025! The work that you do as early childhood educators keeps this state afloat and we want to say thank you!

What are the eligibility requirements for a Child Care Workforce Recognition Payment Program?

To qualify for the program you must meet all of the following requirements:

1. You are currently employed in one of the following in Oregon
 - a. Child Care Licensing Division licensed child care facility
 - b. License Exempt or Recorded Program
 - c. Family friend neighbor (FFN) receiving Employment Related Day Care (ERDC) subsidies
2. You have worked in the field for at least 90 days in the calendar year
3. You have worked at least 10 hours a week.
4. You have an updated [myORO](#)
 - a. Employment information updated (name, address, and phone number)
 - b. Personal Contact information updated

What does “90 days” mean?

You have been employed at a licensed child care facility, a license exempt or recorded program, or family friend neighbor for 90 days.

If you work in a license exempt facility or are a Family Friend Neighbor provider you will need to self report your employment.

This guide will walk you through step by step: <https://tinyurl.com/Updating-ORO-employment> your reported employment will show up under unverified but that is okay!

What is the amount the Child Care Workforce Recognition Payment is for and how many times can I apply?

The Recognition is a one time payment of \$500. You can apply once each year of the program, 2024 and 2025. The application window is May– October 15, 2024 and again April 7, 2025 – October 2025

What is the processing timeline for the Child Care Workforce Recognition Payment Program?

TIMELINE OF APPLICATION PROCESS			
STEP 1		STEP 2	STEP 3
Apply to Program	Respond to PaymentWorks Email Invitation	All requests for information must be resolved	Payment Distribution for all applications completed by November 15
April 7 – October 15	Fill out upon receiving	by November 15	Within 45 business days of completing Payment Works

Where can I find a Child Care Workforce Recognition Payment Program Application?

The Recognition Program application can be found by accessing your [myORO](#) account. If you are unable to access the application through myORO please email occdrecognition@pdx.edu to request an exception to receive a paper application.

What should I know about completing a Child Care Workforce Recognition Payment Program application?

For a complete application you need to have a [myORO](#) account with updated contact information and updated employment. Updated employment includes the type of facility you work at, the address of your work, and the phone number. Once you have updated your information then complete the application and submit it.

After submission you will receive an email invitation from PaymentWorks to set up your account so that we can send you your payment. In the event of incomplete forms and/or PaymentWorks information, OCCD will communicate about additional information needed to complete processing of payment.

What would make an application incomplete?

Applications missing information will be marked incomplete and you will receive an email informing you what needs to be fixed. Incomplete applications will not be paid until the application is completed.

Incomplete Reasons:

- We are unable to verify your employment
- Your application does not reflect that you are currently employed in child care in Oregon
- Your application does not reflect that you worked at least 90 days in this calendar year
- Your application does not reflect that you worked at least 10 hours a week
- You have already submitted an application for this calendar year
- Your employer information is incorrect
- Your employer information cannot be verified

How do I submit a Child Care Workforce Payment Program application?

Complete an online application: <https://my.oregonregistryonline.org/>

OR

If you are unable to engage with online application please call (503) 725-6912

Portland State University (PSU) PaymentWorks

Applicants that submit a complete application and meet requirements for payment will receive an email invitation to complete a secure PSU PaymentWorks account to provide W-9/W-8 information for payment. Please check out website: <https://sites.google.com/pdx.edu/workforce-recognition/> for detailed instructions on how to complete your PaymentWorks

When will I receive my payment?

Payments will be issued within 45 business days of completing the PaymentWorks process.

Who should I contact if I have questions about the Child Care Workforce Payment Program or PaymentWorks?

Email: occdrecognition@pdx.edu

Phone: (503) 725-6912