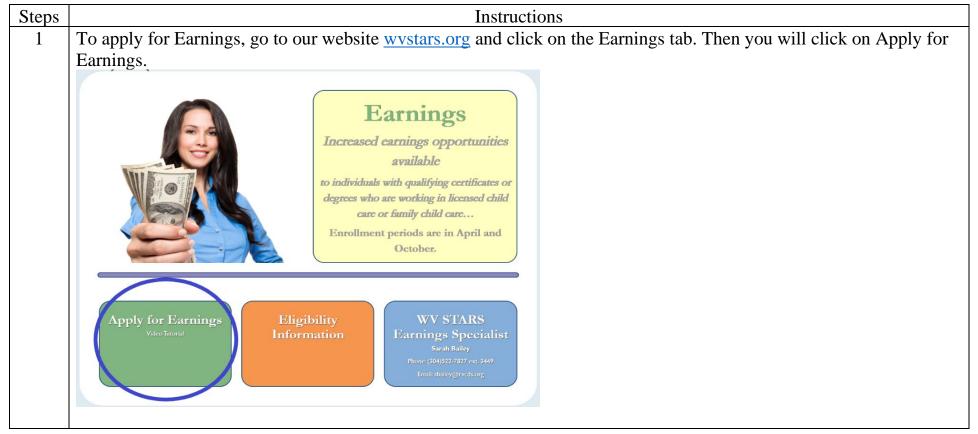
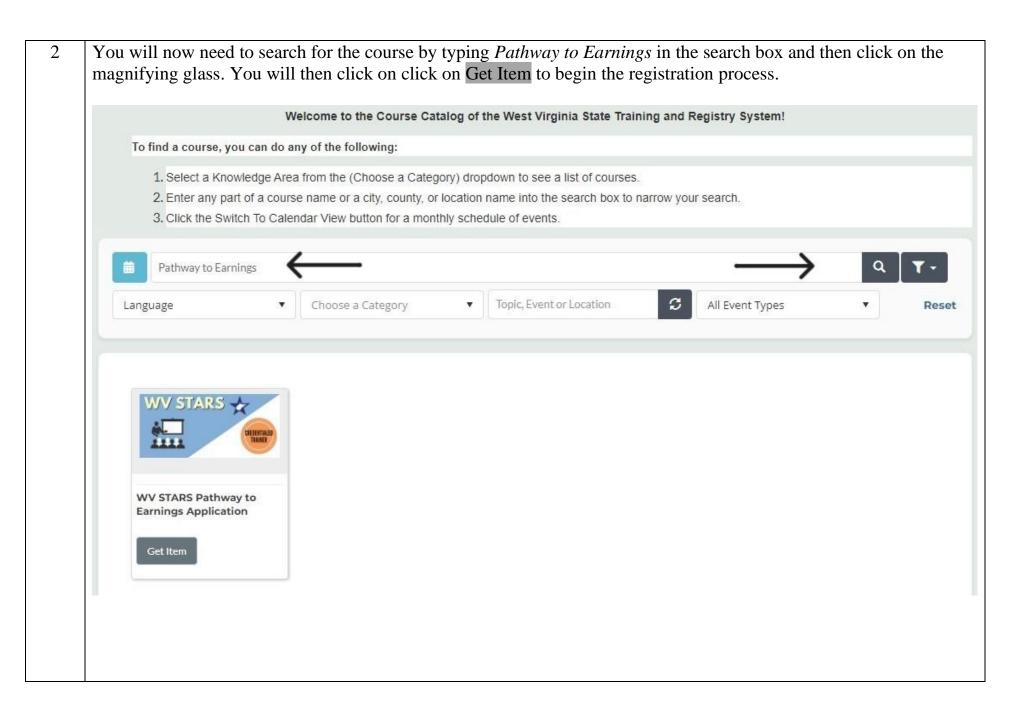
WV STARS Pathway to Earnings Enrollment Guide

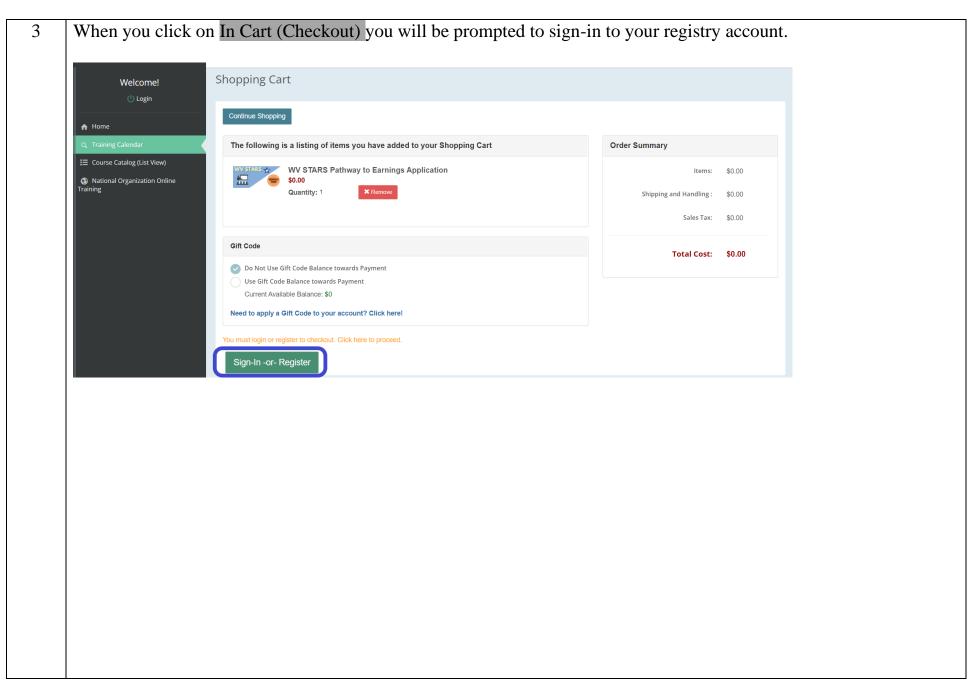
Pathway to Earnings is a wage incentive program available to child care providers and directors working in a licensed child care center, licensed child care facility, or registered family child care home. To view a listing of the certifications/degrees and award amounts please visit our website https://wvstars.org/, click on the Earnings tab and then on the flyer. Pathway to Earnings has open enrollment twice a year, in the spring during the month of April and in the fall during the month of October. Applicants are eligible to apply once a year and after their first initial award, are required to meet a renewal requirement. The application and supporting documentation are required to be submitted through the registry system and are processed in the order received. The supporting documentation consists of a paystub from within the past 30 days, certifications/transcripts for the award(s) you are applying for, and the W9 form. Pathway to Earnings is awarded based on funding availability.

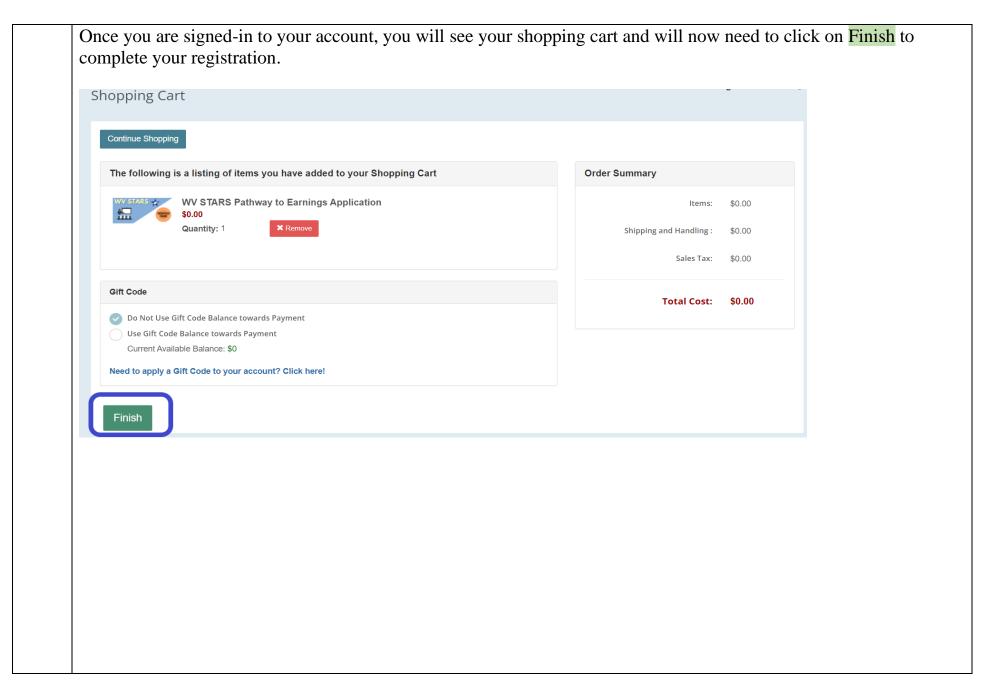


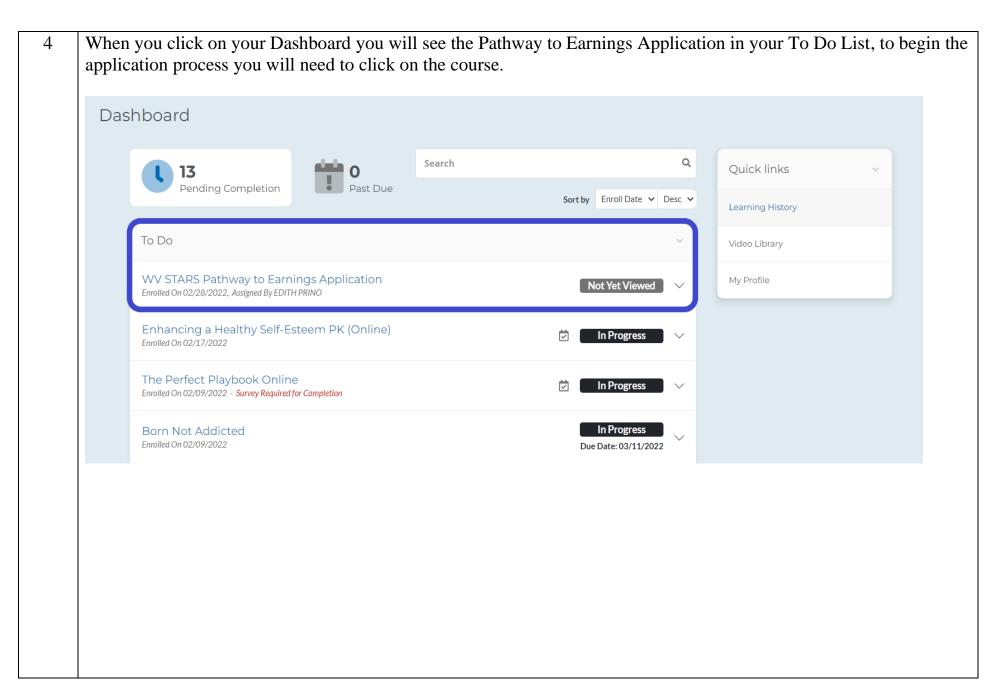
West Virginia State Training and Registry System

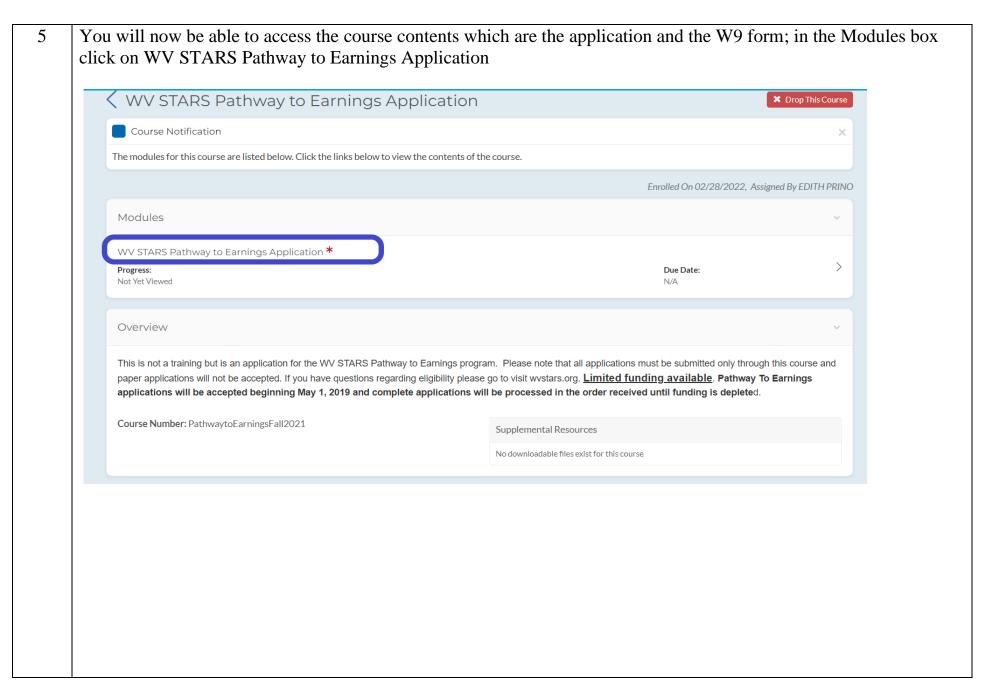




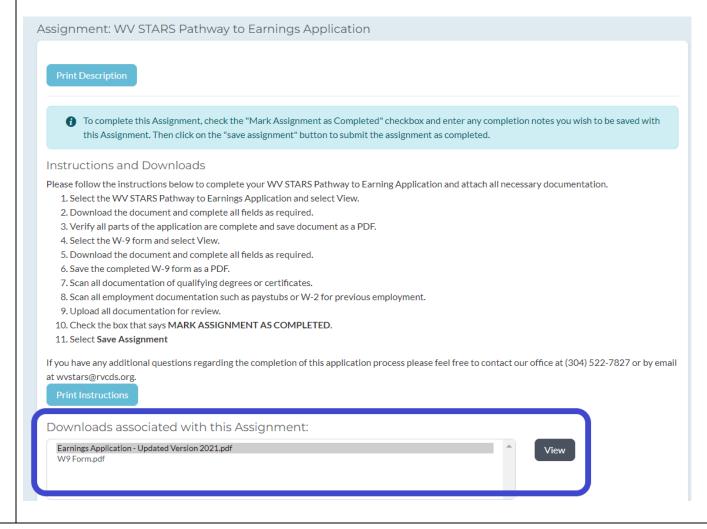






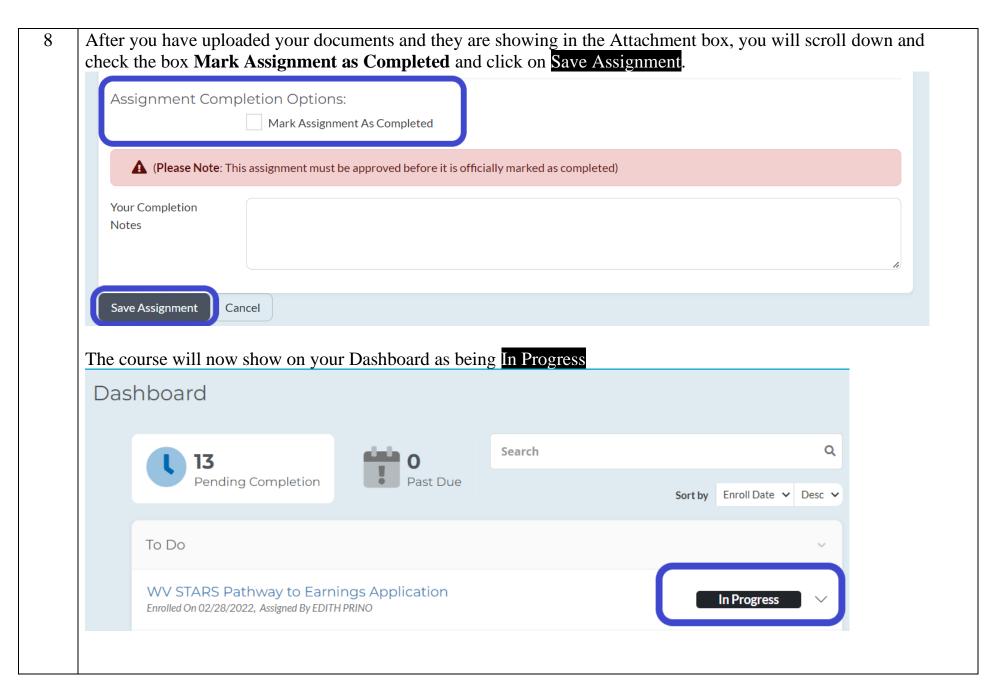


You will now be in the assignment module where you will be able to download the application and W9 form to complete. Scroll down to the box labeled **Downloads associated with this Assignment** and you will see the Pathway to Earnings Application and the W9 Form. To download these forms for completion you will click the documents (one at a time) and then click on View. Please note that you will need to upload these completed documents back into the course, if you print them you need to be able to scan them back to a digital format for submission. If you do not have a scanner, you can use a scan app that can be used on your smart phone.



West Virginia State Training and Registry System

Once your application and W9 form are complete and you are ready to submit them, along with your supporting documentation for processing, you will scroll down to Assignment Attachments and you will see a box labeled Add Attachment , click on Select to choose the documents from your computer for submission, do not forget to click on Upload after you have selected each document. Each document that you upload will then show in the box labeled Your Current Attachments , please review this box to make sure that you were successful in uploading your documentation and that you have uploaded <u>all</u> the required documents; if this box is empty that means that you did not upload any documentation. *Required documentation is the application, W9 Form, paystub from within the last 30-days, and your certifications/transcripts.	
Assignment Attachment(s):	
 Please remove the special characters "(,~^=/*+@&\$#%)" from the "File Name" before uploading File name should not be longer than 95 characters File path should not be longer than 260 characters Add Attachment:	
Upload (Attachments limited to 10mb per attachment)	
Your Current Attachment(s):	
	Delet e Move Up
	Move Down



9 Things to Remember

- Applications are processed in the order they are received.
- When your application has been processed and reviewed you will receive either an approval email or a denial email.
- Check's will be sent within 60 days of the receipt of your approval email.
- For those applicants who receive more than \$500, you will receive a 1099 form to file with your taxes that will be issued by River Valley Child Development Service.
- You are eligible to apply for Pathway to Earnings every 12 months.
- After you have been awarded the first time, you do have to meet a renewal requirement every time there after.