



Iowa HHS Recruitment and Retention Bonus Program
Center Director Verification Form

Instructions: Employees that work at licensed childcare centers may be eligible for Recruitment and/or Retention bonuses to support continued employment at their child care program. Full details about the program can be found at <https://hhs.iowa.gov/childcare/funding-opportunities>.

To determine eligibility for employees of licensed child care centers the following form is REQUIRED to be filled out by the Center Director or On-site Supervisor for the location where you are employed.

Employee Information

Employee Full Legal Name:

Employee Start Date (MM/DD/YY):

Employee's Hourly Wage:

Is this employee generally scheduled to work 20 hours or more per week?

Yes No

I certify that the employee is in good standing with the employer.

Note: If the employee is not in good standing with the employer (i.e. disciplinary action) the employer may refuse to sign this verification form.

Center Information

Name of Licensed Child Care Center (as it appears on the center license):

Provider ID/KinderTrack Number:

Center Address:

I certify that I am the center director or on-site supervisor for the above-named center and that all information provided is accurate to the best of my knowledge.

Printed Name of Center Director/On-site Supervisor:	
Signature of Center Director/On-site Supervisor:	Date:
Director/On-site Supervisor email:	Director/On-site Supervisor phone: