

How to Apply for the CARES 3.0 Program on the Early Care and Education Workforce Registry

What You Need to Know Before You Apply to CARES 3.0:

CARES 3.0 is a new iteration of the stipend program known as CARES 2.0. For more information, such as eligibility criteria and stipend amounts, please visit and bookmark the new [CARES 3.0 webpage](#).

You are required to review and update your registry profile with your personal, education, and employment information. It is your responsibility to upload transcripts and professional development documents to verify self-reported information before the round deadline.

All CARES 3.0 applicants are required to have a W-9 form on file. If you were approved before, you do not need to resubmit a new W-9 unless you have a new address or new tax information (new name or Taxpayer Identification Number). If you are a new applicant, meaning you've never been approved for a CARES 2.0 stipend, you will be required to submit a W-9 form.

Stipend Application: Steps to Apply

Step 1: Apply online at www.caregistry.org.

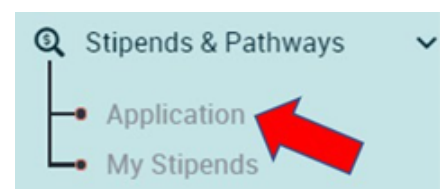
- If you already have a Registry account:
 1. Log in to your account using your email address.
 2. Update your personal and/or employment details on **'My Tools & Settings'**.

If you need assistance logging in or have multiple accounts, contact the [Registry Help Desk](#).

- If you do NOT have a Registry account:
 1. Click on the **'Create a Profile'** and follow all the steps to create a personal account.
 2. Your username is your email address.

Step 2: Apply for the Stipend

1. Click on **'Stipends & Pathways'**.



2. Click on **'Application'**.
3. Verify your Registry Profile and employment are all up to date.
4. Click on **'Confirm and continue'**.
5. Locate the county where you plan to apply for a stipend.
6. Request Stipend Program **'San Francisco CARES 3.0 (Compensation and Retention Early Educator Stipend)'** and click **'Continue to Online Application.'**

Step 3: Select Stipend Program

1. Check off up to two boxes (Only) that identify what qualifications you are planning to pursue in Pathway Goals.
2. Select the Pathway Type: **'Retention'**
3. For **'Pathway Information,'** type in: **"Retention in ECE"**
4. **'N/A'** should appear in the rest of the columns as no additional information is needed for this section.

Pathway Type	Pathway Information	Pathway Detail	Value Type	Additional Information
Retention	Retention in ECE	N/A	N/A	N/A

Step 4: Review your stipend request(s)

1. Read the Statement of Understanding.
2. Click **'Submit Stipend Application'** at the bottom of the page.
3. Once you have completed the application, you will see a similar screen verifying submission to the Stipend Program.

- ★ 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, the CARES 3.0 team will reach out to your employer independently.

Employment Verification Request

Your current employment at CCIP nirmla test Children's Services is not verified or has not been verified in the last 12 months. Please enter the information below and we will email instructions to your administrator for electronic employment verification.

First and Last Name

Email Address

Send Email

- ★ **Attention SFUSD and ECE STEP Applicants:** The CARES 3.0 team works with SFUSD administration to verify applicants offline. Please forgo completing this section.

Step 1:

The online portion of your application has been submitted for review.

Step 2:

Next, download the [Supplemental Forms](#)

Step 3:

Upload your completed required documents, including your supplemental forms, to your profile in [My Documents](#). If you would like to send your forms by email, instructions are in the confirmation email you received.

You can track progress and update your application by going to [My Stipends](#), and by checking your email.

Step 5: Download ‘Supplemental Forms’

1. Download the CARES 3.0 Supplemental form.
2. Print these forms out to complete.
3. 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 W-9 has been changed (your name, address, or personal identification information).

For instructions on how to complete the W-9 form, please click [here](#).

Step 6: You've Applied Confirmation Message:

After successfully completing your application, you should receive a confirmation message. If you do not receive it within 24 hours, please check your junk/spam mail folder. If you still don't find it, please email us at ECEstipend@sfgov.org for confirmation.

Accessing the Status of Your Stipend Request

To view the status of your Stipend Requests, go to **'Stipends' and Pathways'** then **'My Stipend Requests'**. The Stipend Administrator will send emails about the status of stipend requests.

Submitting Documents and Viewing Verified Data

You can upload the completed W-9 form and transcripts into your Registry Profile by clicking My Documents or by logging into the Registry and going to My Profile and then My Documents.

- ➔ To view a guide on how to upload your documents to the registry, click [here](#).
- ➔ To view your Education and Training Report and review what transcripts have been verified, login to the Registry and go to "Education and Training Report" in Quick Links.