



## **UTAH Afterschool Incentive FAQ**

### **PROGRAM ELIGIBILITY**

**How do I determine if I work in an afterschool program that is approved and eligible for its staff to receive the Afterschool Professional Development Incentive?**

To be eligible, an applicant must work for a program that is eligible to receive money from the Department of Workforce Services Office of Child Care.

1. Visit the Child Care Licensing website.
2. Click the "Parents & Public" tab.
3. Select "Find and Review a Child Care Facility Record."
4. Click "Find a Facility."
5. Search by program name, county, or city.

Ensure the License Type states **one** of the following:

- R381-70 | Out-of-School-Time Child Care Programs
- R381-100 | Child Care Centers
- R430-90 | Licensed Family Child Care
- LE DWS | License Exempt Department of Workforce Services Approval
- DWS FFN | Department of Workforce Services Family, Friend, & Neighbor Approval

If not, your program is ineligible. Hourly Child Care Centers and residential certificate child care are not eligible to receive DWS funding. If you are still uncertain, feel free to contact [professionallearning@utahafterschool.org](mailto:professionallearning@utahafterschool.org).

For more detailed licensing questions, contact Donna Thomas at Child Care Licensing at [donnathomas@utah.gov](mailto:donnathomas@utah.gov).

**How can my program obtain approval if it's not listed?**

**For Elementary Programs and Secondary Programs:**

- Complete the "License Exempt DWS Approval" [process here](#). Renewal requests are annual.
  - To learn more about licensing types, skip on over to the DHHS [Childcare Licensing website](#).

For licensing questions, contact Donna Thomas at Child Care Licensing at [donnathomas@utah.gov](mailto:donnathomas@utah.gov).

# UTAH Afterschool Incentive FAQ

## PROGRAM ELIGIBILITY

### **Can I receive an Afterschool Incentive if my program is not approved?**

No, your program must be an approved program for you to receive the Afterschool Incentive.

### **What if I work in a licensed child care center?**

If you work at least 20 hours per week with youth ages 5-12, you may also qualify for the Professional Development Incentive (PDI). You cannot receive both the PDI and the Afterschool Incentive in the same school year. You **must choose between** the Afterschool Incentive and the PDI. For more information about the PDI, visit [Utah Registry for Professional Development](#), and review Utah's Career Ladder System.

## **INDIVIDUAL ELIGIBILITY**

### **How do I determine my eligibility level for the Afterschool Incentive?**

Complete the Work Experience tab on the Afterschool Professional Development Incentive Verification Form. The form will calculate your level and determine the specific requirements for your level. You may **only apply for the level you qualify** for. You must work or have worked at least 10 hours per week directly with youth ages 5-18 in an afterschool program or supervise those who do.

### **How long is a “school year”?**

Each level of the Incentive is based on a “school year” of experience, rather than a 12-month calendar year. One school year is at least 8 consecutive months of work experience. Months are not cumulative across multiple organizations.

### **Can I count my years of experience as a school day teacher?**

For work experience to qualify, you must be working or have worked at least 10 hours per week, directly with youth ages 5-18 in an **afterschool program**, OR directly supervise or have supervised those who work with youth ages 5-18 in an **afterschool program**.

### **Can I receive the Afterschool Incentive if I'm a volunteer or an intern?**

Volunteers and unpaid interns are **not eligible**. Paid interns may qualify.

### **What if I meet only some requirements for a level?**

You must meet all requirements for the level you are applying for. Consider completing additional training or professional activities if needed.

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## **PROGRAM ELIGIBILITY**

### **If I previously received the Afterschool Incentive, what level do I start at now?**

Complete the Work Experience tab on the verification form to determine your current eligibility level. It is possible that you can repeat a level, depending on when you originally applied.

### **Can I repeat a PDI level?**

Because Level 6 is the top Level to achieve, once it is achieved, an applicant will apply for the following years under the same requirements for Level 6.

**Each level is determined** by the years of experience you have. It is rare, but occasionally, Level 1 is repeated based on an applicant's work experience calculation, and when originally applied. The formula is automatically calculated.

### **How often can I receive the Afterschool Incentive?**

You may earn one award between the opening date, Aug 25, 2025, and Friday, April 10, 2026. Each year, you will need to complete new training hours and Professional Activity Units.

# **TRAINING REQUIREMENTS**

## **How do I count college courses or degrees?**

Neither can be counted towards training hour requirements. However, a relevant college degree earned within 12 months prior to the application can count once towards Professional Activity requirements.

## **How do I get training approved for Section One on the Training Verification Form?**

Use the approved training list highlighted on the Verification Form. Unapproved training can be listed under “Section 2 – Other Training.”

## **What can I count towards my Section 2 training?**

- **Webinars:** Yes, if you have a certificate of attendance.
- **Podcasts:** No.
- **Books:** No
- **Grant required orientations (e.g. DWS, OCC, USBE):** No
- **Staff Meetings:** You may count training that occurred during a staff meeting. General housekeeping, organizational news, or program prep work is not considered training.

## **Where can I find more information about Section One training?**

Visit [www.utahafterschool.org/incentive](http://www.utahafterschool.org/incentive) for details.

## **Will I need to provide documentation for training?**

Yes, if selected for a random audit, you must provide the requested documentation by the Incentive deadline. Failure to provide all documentation will result in an incomplete application and will not be processed. Acceptable documentation includes certificates of attendance, training schedules, and proof of registration. Time cards are not acceptable. Certificates must contain your signature on the document of participation.

## **Can I count training that occurs after the application due date?**

No, all training must be completed within 8-12 months prior to the application date. Exceptions may be requested before the application due date at [professionallearning@utahafterschool.org](mailto:professionallearning@utahafterschool.org).

## **GENERAL QUESTIONS**

### **What program name should I list if I work at multiple sites?**

List all programs you work in or oversee on the application and verification form.

### **Will my employment be verified?**

Yes, your current and past employers will be contacted. Ensure accurate start and end dates on your verification form to avoid delays.

### **Can I use AI to answer the required questions?**

No, AI-generated answers are not permitted. If detected, these answers will be rejected. You must provide unique, personal, and genuine responses based on your own experiences with the trainings and professional activities.

### **What happens if I miss the April 11, 2025 deadline?**

You will be ineligible for the 2024-2025 award. You can reapply for the 2025-2026 Incentive when it opens, following any new guidelines. Your application will not be stored.

**Updated 8/27/2025**