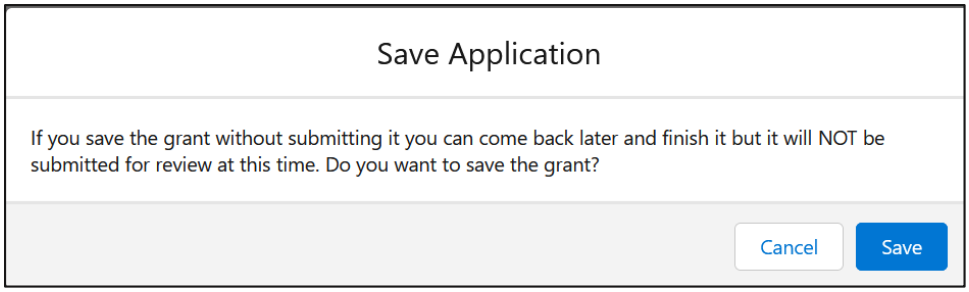
DCYF Workforce Retention Grant

WA Compass Application Step-by-Step Guide

Tip: You can now save your application! If you would like to save your answers and continue working on them later, at any point, you can scroll down to the bottom of the application and click "Save":

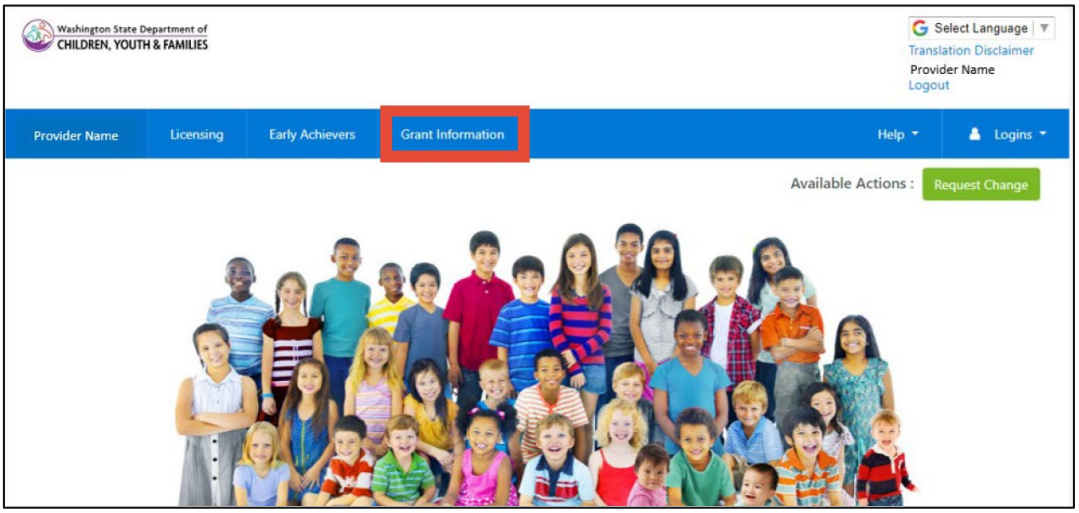


Then click Save again to confirm that you would like to save your answers:

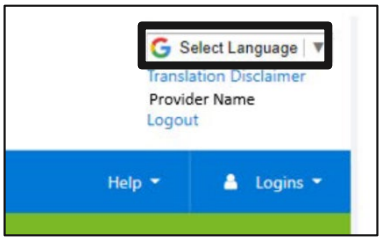
Steps To Complete Your Application for the Workforce Retention Grant

1. Log in to the WA Compass Provider Portal at https://wacompass.force.com/.

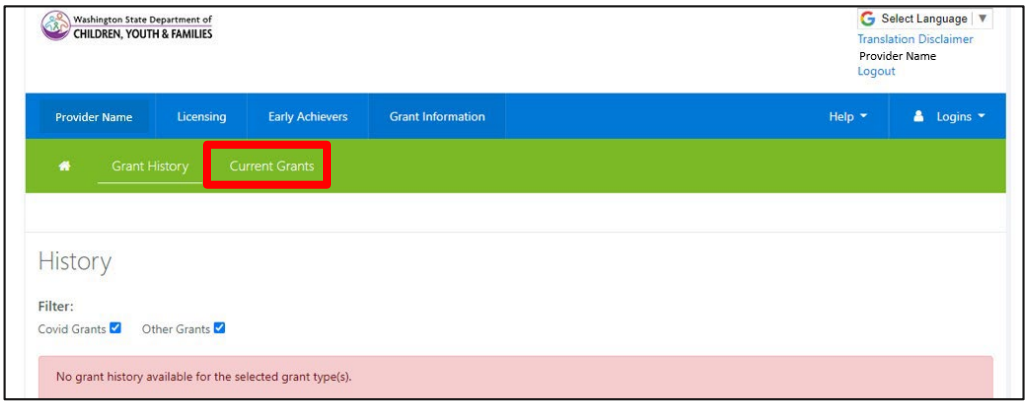
2. Click on the "Grant Information" tab:



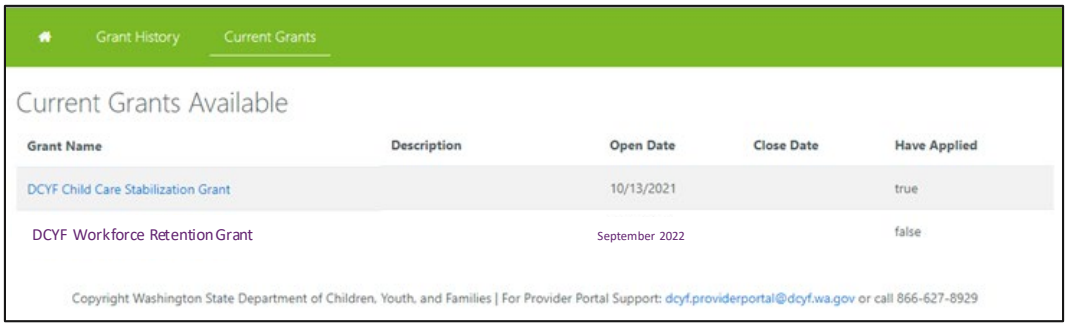
3. Use the dropdown menu titled “Select Language” if you would like to view the page in a language other than English:



4. Click on "Current Grants."

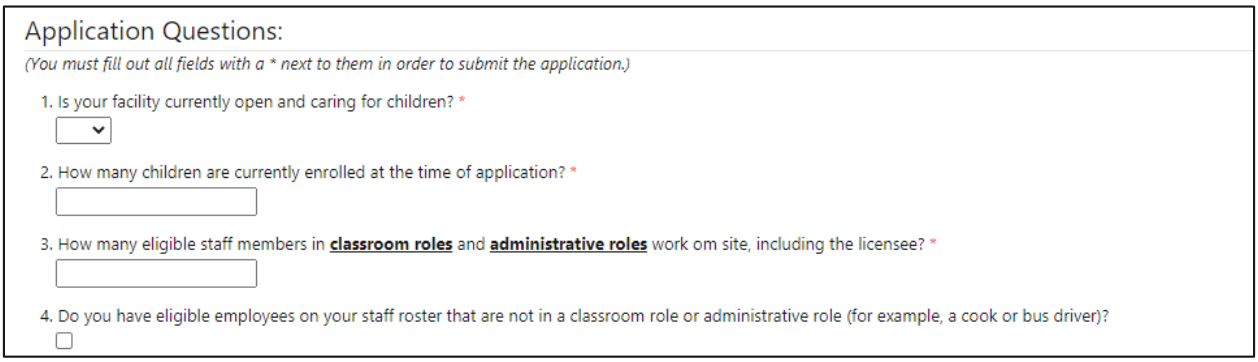


5. "Current Grants" shows all grant opportunities currently open, with a check box to show whether or not a provider has already applied. Click on "DCYF Workforce Retention Grant."

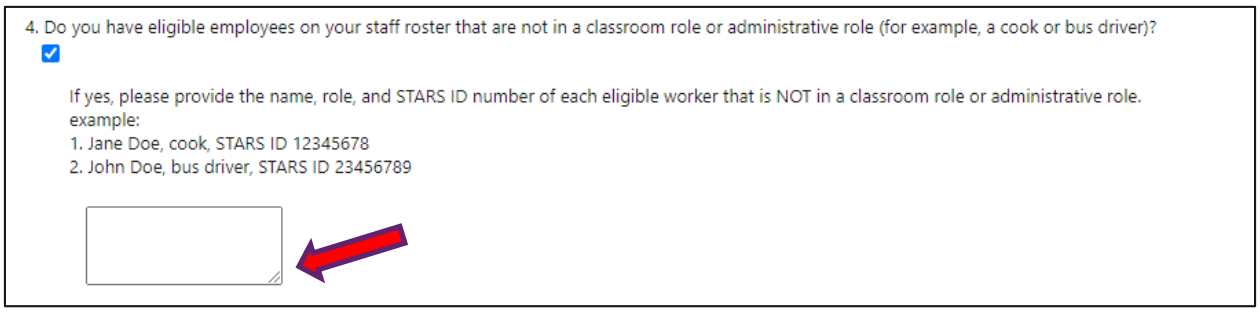


6. The application will open in a new window.

7. Read and answer the Application Questions.

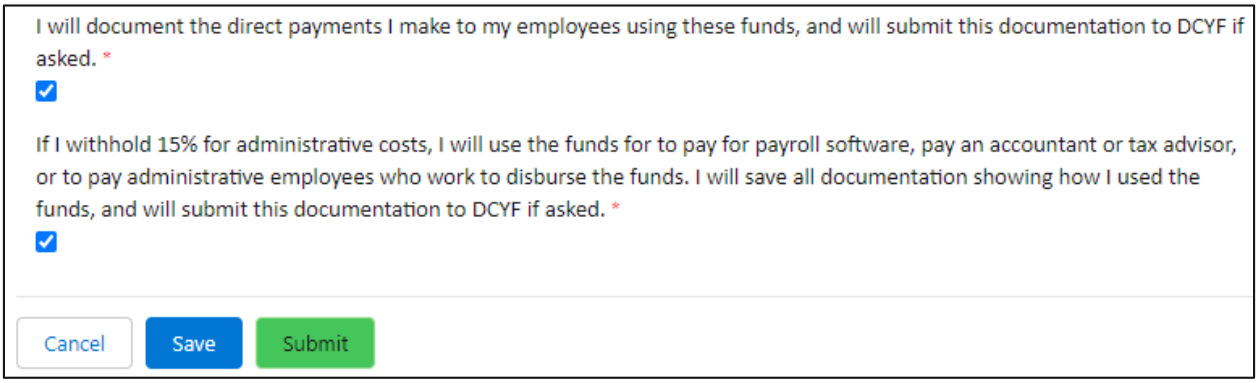


8. Question 4: If you have eligible employees on your staff roster that are not in a classroom role or administrative role, check the box and a sub-question will appear. If this question applies to you, use the example given to answer the question.



Tip: To make a text box bigger, click on the bottom right corner of the box with your mouse, and drag to change the size.

9. Read and agree to all terms and conditions by checking each box. Each term and condition requires a response in order to submit your application.



10. Click "Submit."