Early Learning/Child Care Provider Eligibility Application

Who Qualifies

<table>
<thead>
<tr>
<th>ELE Recruit/Health &amp; Safety/Director Bonus</th>
<th>SR Contracted</th>
<th>VPK Contracted</th>
<th>Not Contracted</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Composite Score</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Composite Score &lt; 5.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Composite Score =&gt; 5.00</td>
<td></td>
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</tr>
</tbody>
</table>

Step 1. **CLICK THE LINK BELOW** to Log into the Online, Application, Approval and Management System or to Create Account.

<table>
<thead>
<tr>
<th>Sign In</th>
<th>Register</th>
</tr>
</thead>
</table>

**Important Note:** IF you currently have an account and use the **FORGET PASSWORD** link, it is important that AFTER you reset your password that you use the link above to log in! USING the link above to Log In or to Create Account is the **ONLY** way that you will be ADDED to the ARPA User Group. ONLY users of the ARPA user Group will be able to submit online applications.

**NEW Users** will need to register:
After clicking Register you will be prompted to create a New Password and Confirm Password.

New users will also be required to click the reCAPTCHA, “I’m not a robot” and select the required images.

Once you select all of the required images, click VERIFY to finalize the registration process. Then click Change My Password.
Before using the site, you will must agree to the terms and conditions:

**Important Note:** IF you currently have an account and use the FORGET PASSWORD link, it is important that AFTER you reset your password that you use the link above to log in! USING the link above to Log In or to Create Account is the **ONLY** way that you will be ADDED to the ARPA User Group. **ONLY** users of the ARPA user Group will be able to submit online applications.

Once logged in you will see the ARPA Online Application button. If you do NOT see this link when you are logged into the portal than STOP and email arpfunds@elclc.org for assistance.

To complete an application, click on the **ARPA Application Link**

Step 2: CLICK “New Eligibility Request”

Click HERE for an Infographic.

Click HERE for information on how to request help during the process.

Click HERE to watch a short video about the ARPA Build a World CLASS Workforce Program.
Step 3: Complete the Provider Information Section.

Providers will need to ENTER their Provider ID in order to claim their ARPA Application Record. **Providers who have a Provider Portal Account can locate their Provider ID on the Provider Portal Dashboard. If you do not have a Provider Portal Account, please email tparrish@elclc.org for more information.**

![Provider Information Form]

Step 4: DESELECT the Quality Activities that you are NOT interested in participating.

<table>
<thead>
<tr>
<th>Quality Activities *</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment Bonus</td>
<td>✓</td>
</tr>
<tr>
<td>Health and Safety Bonus</td>
<td>✓</td>
</tr>
<tr>
<td>CLASS Bonus - PreK</td>
<td>✓</td>
</tr>
<tr>
<td>CLASS Bonus - Infant/Toddler</td>
<td>✓</td>
</tr>
<tr>
<td>Upskill Director Bonus</td>
<td>✓</td>
</tr>
</tbody>
</table>

Program Year * 2022-2023
Step 5: Complete the Eligibility Section

Note: If you have already submitted a W9, enter the most recent submission date.

If you have not previously submitted a W9, then upload a current W9 for your facility.

If you need a copy of the IRS Form W9, please click on the Download from IRS button.
Step 6: Complete the Additional Questions

- Are you currently experiencing difficulties hiring instructional staff?
  - No
  - Yes
- If you answered "Yes" to the question above, please check all positions that you are having difficulty hiring:
  - 2 Year Old Educators
  - Three and Four Year Old Educators
  - VPK Lead Instructors
  - VPK Teacher Assistants
  - School Age Educators
  - Assistants/Floaters All Ages
  - Director
  - Other Staff
  - N/A

The majority of the instructional staff in your school are currently earning:

Select One

After receiving ARPA grant funds, in which ways were you able to provide added support to your staff?

- Health Insurance for Educators
- Tuition Reimbursement for Educators
- Financial Bonuses for Educators
- Salary Increases for Educators
- N/A (no additional support)
- Other

Step 7: Complete the Provider Attestation

Provider Attestation - please read carefully before submitting

I am submitting this application to qualify for and receive one or more of the ARPA Supply Building Bonuses and understand all moneys received must be used for the bonuses awarded. I attest to the fact that the information I have provided in this application is true and accurate and understand if my application is incomplete or incorrect it may be returned to me. I have read over this application to ensure completeness and correctness and have made a copy of this application for my own records.

Signature of Authorized/Provider Representative *

I confirm that this electronic signature is to be the legally binding equivalent of my handwritten signature and that the data on this form is accurate to the best of my knowledge.

- Yes

Step 8: CLICK SAVE AND SUBMIT
To review the current status of your ARPA Application:

Log into the Online, Application, Approval and Management System.

Log IN
https://elclc.webauthor.com/

Click on the ARPA Application Link

Select Provider Information

Note: The current status of the application will display on the screen:

To view the request, click View Request:
Application Status' Include:
Submitted - The application has been submitted by the provider and is awaiting Coalition review.
Pending – The application in being reviewed by Coalition staff.
Approved – The application has been approved.
Rejected – The application is in need of additional information or edits.
Denied – The provider is not eligible.
Early Learning/Staff Participating Form

After submitting the Provider Application, you will receive a Congratulations email that will include next steps.

Step 1. Click on the Participating Staff Form link to access the participating staff submission form.

Step 2. Complete the Provider Staff section of the form. First, Enter your Provider ID# and CONFIRM the Provider Name is correct.
Step 3. Complete the Staff section of the form. Please submit a form for each staff person that will be participating in the Build a World CLASS initiative.

If you would like to delegate the responsibility of completing this form to each of your educators, please provide each educator the link:

https://elclc.webauthor.com/go/frx_provider_staff/default.cfm

Or scan the QR code with your Smart Device.

If using this option, please provide each of your educators with your EFSM Provider ID.

This information will allow the Coalition to enroll the participating staff in the required course work. It will also allow the Coalition to manage available funds.

It is important to get your staff registered as soon as possible. The available dollars will be on a first come, first serve basis.
REMEMBER: Recruitment Bonus and Health & Safety Bonus are ONLY for staff hired ON or AFTER July 1, 2022.

The information collected in the Participating Staff Form will be used to enroll your staff in the various initiatives and email them about upcoming courses. When completing the form, please DO NOT use your facility email address for participating staff. It is important that Coalition staff are able to communicate with each staff member directly.

Once staff have completed the required courses for their respective bonus(es), you will be able to submit an application for the bonus payment using the online application portal.

Step 4. Select Save after adding each educator.