










Early Learning/Child Care Provider Eligibility Application

Who Qualifies			
ELE Recruit/Health & Safety/Director Bonus	SR CONTRACTED	VPK CONTRACTED	NOT CONTRACTED
NO COMPOSITE SCORE			
COMPOSITE SCORE <5.00			
COMPOSITE SCORE =>5.00			

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

Sign In	Register
https://elclc.webauthor.com/go/fx_arpa/	https://elclc.webauthor.com/go/fx_arpa/

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:


To continue, please register below or sign in if you already have an account.


Sign In

Register

Complete the form below to create an account on this website. If you've already created an account, click on Sign In above.

 First Name

 Last Name

 E-mail Address

Register

Program Guidance 240.21, COVID-19 Crisis
Appendix D, Attachment 2
American Rescue Plan Act (ARPA)

After clicking Register you will be prompted to create a New Password and Confirm Password.



Reset Password

Your password has either expired or is a temporary one. Please enter a new password below to access the system.

Change Password

New Password *

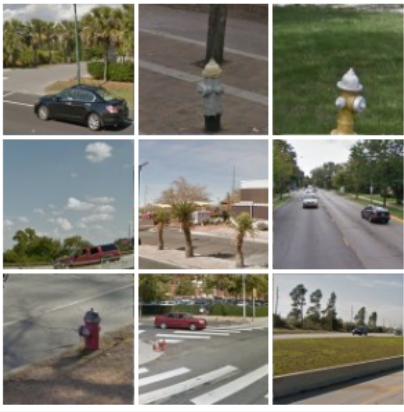
Confirm Password *




 ☐ I'm not a robot 

[Change My Password](#)

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

Select all images with
a fire hydrant
Click verify once there are none left.



   [VERIFY](#)

Once you select all of the required images, click VERIFY to finalize the registration process. Then click Change My Password.



Reset Password

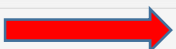
Your password has either expired or is a temporary one. Please enter a new password below to access the system.

Change Password

New Password *

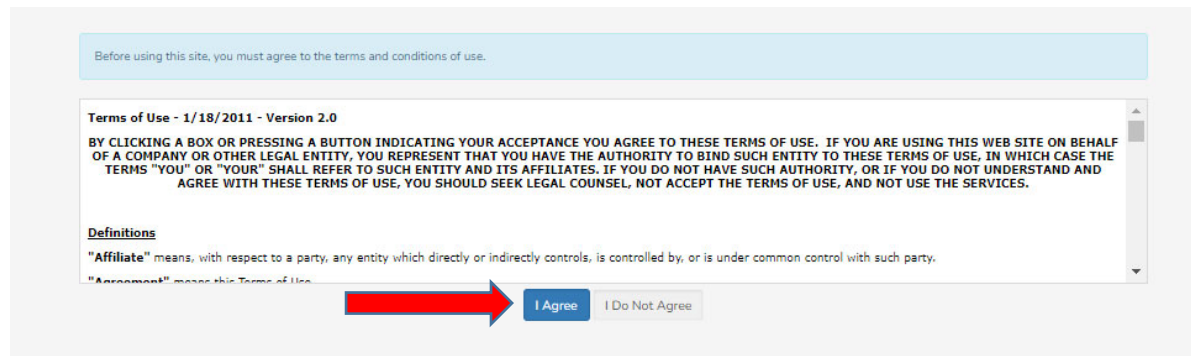
Confirm Password *

 I'm not a robot 

 [Change My Password](#)

Program Guidance 240.21, COVID-19 Crisis
Appendix D, Attachment 2
American Rescue Plan Act (ARPA)

Before using the site, you will must agree to the terms and conditions:



Before using this site, you must agree to the terms and conditions of use.

Terms of Use - 1/18/2011 - Version 2.0

BY CLICKING A BOX OR PRESSING A BUTTON INDICATING YOUR ACCEPTANCE YOU AGREE TO THESE TERMS OF USE. IF YOU ARE USING THIS WEB SITE ON BEHALF OF A COMPANY OR OTHER LEGAL ENTITY, YOU REPRESENT THAT YOU HAVE THE AUTHORITY TO BIND SUCH ENTITY TO THESE TERMS OF USE. IN WHICH CASE THE TERMS "YOU" OR "YOUR" SHALL REFER TO SUCH ENTITY AND ITS AFFILIATES. IF YOU DO NOT HAVE SUCH AUTHORITY, OR IF YOU DO NOT UNDERSTAND AND AGREE WITH THESE TERMS OF USE, YOU SHOULD SEEK LEGAL COUNSEL, NOT ACCEPT THE TERMS OF USE, AND NOT USE THE SERVICES.

Definitions

"Affiliate" means, with respect to a party, any entity which directly or indirectly controls, is controlled by, or is under common control with such party.

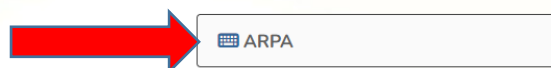
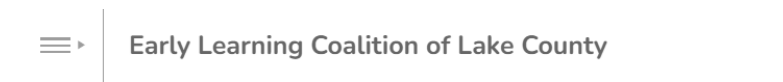
"Agreement" means this Terms of Use.

[I Agree](#) [I Do Not Agree](#)

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.

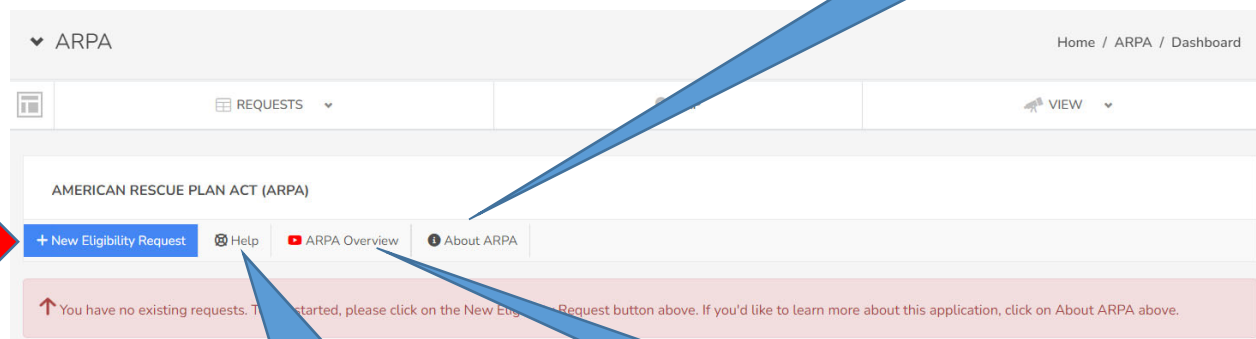
Once logged in you will see the ARPA Online Application button. If you do NOT see this link when you are logged into the portal than STOP and email arpfunds@elclc.org for assistance.

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



Click HERE for an Infographic.

Step 2: CLICK "New Eligibility Request"



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.

Program Guidance 240.21, COVID-19 Crisis
Appendix D, Attachment 2
American Rescue Plan Act (ARPA)

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

Please complete the form below to kick-off the ARPA process. Each provider must complete an Eligibility Request first and be approved before they can submit specific funding requests. Coalitions received funding to provide financial supports for ALL early learning/child care providers to assist with recruiting new early learning educators (ELEs) to provide essential early learning services throughout the state. ELEs include owners/teachers of family child care homes (FCCHs), directors, preschool teachers, and assistants, before and after school teachers, assistants and substitutes. Bonuses are available for ELEs hired on or after July 1, 2022, and meeting the requirements of each bonus by June 30, 2023, unless otherwise notified by DEL.

Provider ID *

Provider ID is required

Provider *

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 .

Select Provider

Address *

Email Address *

name@domain.com

Phone Number *

000-000-0000

License # *

Provider Type *

Licensed Family Home

Licensed-Exempt Family Home

Licensed Center

Licensed-Exempt Center

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

Indicate options for ARPA quality activities

Quality Activities *



☒ Recruitment Bonus ⓘ

☒ Health and Safety Bonus ⓘ

☒ CLASS Bonus - PreK ⓘ

☒ CLASS Bonus - Infant/Toddler ⓘ


☒ Upskill Director Bonus ⓘ

Program Year *

2022-2023

Program Guidance 240.21, COVID-19 Crisis
Appendix D, Attachment 2
American Rescue Plan Act (ARPA)

Step 5: Complete the Eligibility Section



Eligibility Criteria for each Early Learning/Child Care Provider

* Does your program meet the following eligibility criteria requirements?

Item	Yes	No
Are you contracted with a local early learning coalition for SR and/or VPK services?		
Are you under investigation or been convicted of child care fraud?		
Are you on the Florida Child Care Food Program (CCFP) USDA Disqualified List?		
Have you had a contract with an early learning coalition terminated and eligibility revoked within the past five years?		
Have you submitted W-9 and direct deposit forms for payment?		


W9 *

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

Eligibility Criteria for each Early Learning/Child Care Provider

* Does your program meet the following eligibility criteria requirements?

Item	Yes	No
Are you contracted with a local early learning coalition for SR and/or VPK services?	<input checked="" type="checkbox"/>	
Are you under investigation or been convicted of child care fraud?		<input checked="" type="checkbox"/>
Are you on the Florida Child Care Food Program (CCFP) USDA Disqualified List?		<input checked="" type="checkbox"/>
Have you had a contract with an early learning coalition terminated and eligibility revoked within the past five years?		<input checked="" type="checkbox"/>
Have you submitted W-9 and direct deposit forms for payment?	<input checked="" type="checkbox"/>	

 Date Previously Submitted W-9 *


W9 *

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

Eligibility Criteria for each Early Learning/Child Care Provider

* Does your program meet the following eligibility criteria requirements?

Item	Yes	No
Are you contracted with a local early learning coalition for SR and/or VPK services?	<input checked="" type="checkbox"/>	
Are you under investigation or been convicted of child care fraud?		<input checked="" type="checkbox"/>
Are you on the Florida Child Care Food Program (CCFP) USDA Disqualified List?		<input checked="" type="checkbox"/>
Have you had a contract with an early learning coalition terminated and eligibility revoked within the past five years?		<input checked="" type="checkbox"/>
Have you submitted W-9 and direct deposit forms for payment?		<input checked="" type="checkbox"/>

 W9 *

If you need a copy of the IRS Form W9, please click on the Download from IRS button.

Program Guidance 240.21, COVID-19 Crisis
Appendix D, Attachment 2
American Rescue Plan Act (ARPA)

Step 6: Complete the Additional Questions

Additional Questions

--Please fill out--

* 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 monies 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.

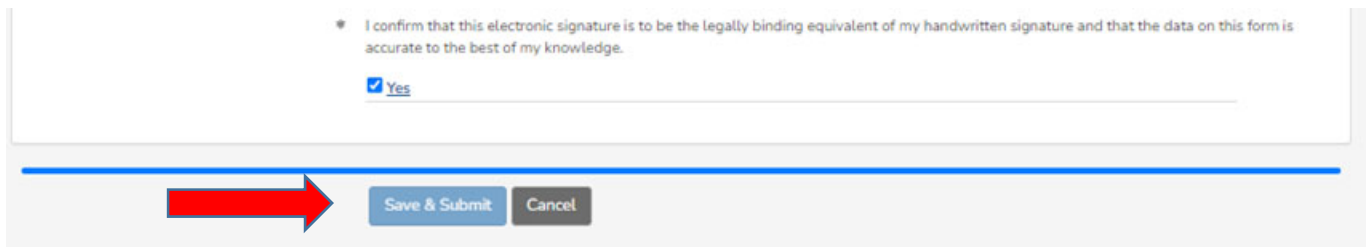
Signature of Authorized Provider Representative *

☐ Yes

* 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.

Step 8: CLICK SAVE AND SUBMIT

Program Guidance 240.21, COVID-19 Crisis
Appendix D, Attachment 2
American Rescue Plan Act (ARPA)

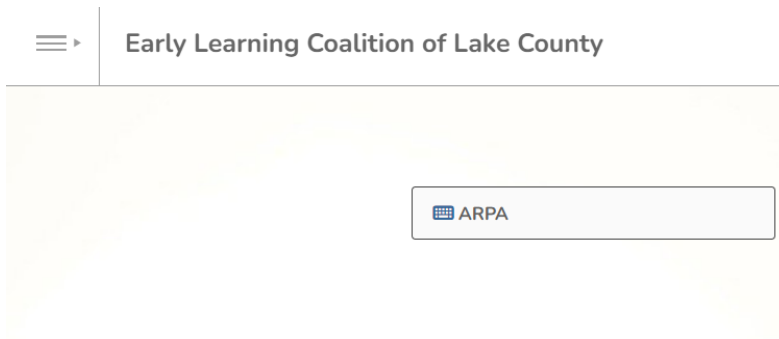


To review the current status of your ARPA Application:

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

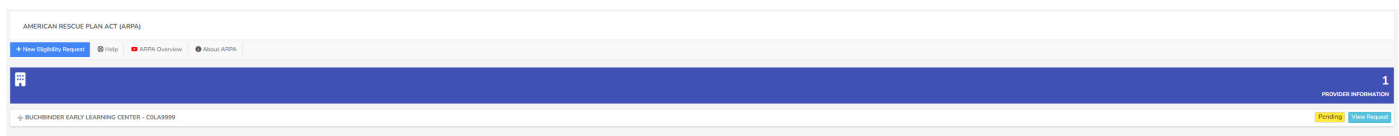
Log IN
https://elclc.webauthor.com/

Click on the ARPA Application Link

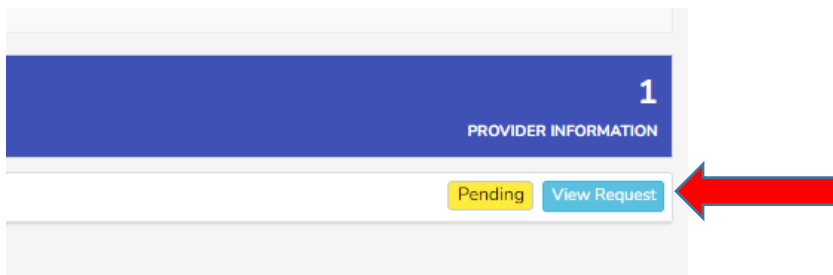


Select Provider Information

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



To view the request, click View Request:



Program Guidance 240.21, COVID-19 Crisis
Appendix D, Attachment 2
American Rescue Plan Act (ARPA)

BUCHBINDER EARLY LEARNING CENTER - C0LA9999

Detail

1003

1/4/2023 7:39 PM

C0LA9999

99999

Yes

Submitted

ID	Date Submitted	License #	Class Score	Provider ID	Signature Confirmation	ARPA Review
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Provider Information

Created By

Ann Buchbinder

Modified By

Ann Buchbinder

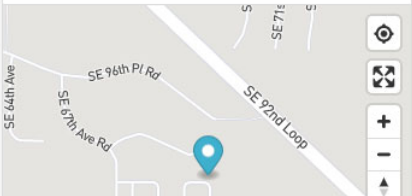
Locked

Yes

Date Submitted

1/4/2023 7:39 PM

MAP



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.

Congratulations! You have completed the FIRST step in the application process for ARPA Building a World CLASS Workforce Initiatives. Please allow up to two weeks for your application to be reviewed and processed. You can log into the Online Portal at any time to check on the status of your application.

Please click the link below to access our *Participating Staff Form*. When completing the form, please list all educators that will be participating in ARPA Building a World CLASS Workforce Initiatives.

[Participating Staff Form](#)

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.

If you have questions, please email arpfunds@elclc.org

Sincerely,

Your ELC Lake ARPA Funds Team

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

[Participating Staff Form](#)

Step 2. Complete the Provider Staff section of the form. First, Enter your Provider ID# and CONFIRM the Provider Name is correct.



The screenshot shows a web form titled "Provider Staff". It contains two input fields. The first field is labeled "Provider ID" and has a text prompt: "Please enter your provider ID below. If you don't know your ID, you may email us at: ARPFunds@elclc.org". Below this prompt is a text input box with the placeholder text "Enter Provider ID". The second field is labeled "Provider *" and has a dropdown menu with the placeholder text "Select Provider". A large red arrow points from the left towards the "Provider ID" input field.

Program Guidance 240.21, COVID-19 Crisis
Appendix D, Attachment 2
American Rescue Plan Act (ARPA)

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.

First Name *

Middle Name

Last Name *

Date of Birth *

SSN *

Home Mailing Address *

Email Address *

Phone (Cell)

Phone (Work)

Position Title *

Position Start Date *

Age Groups Teaching *

Worked in Early Childhood Field *

Quality Activities *

W9 *

Signature *

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.

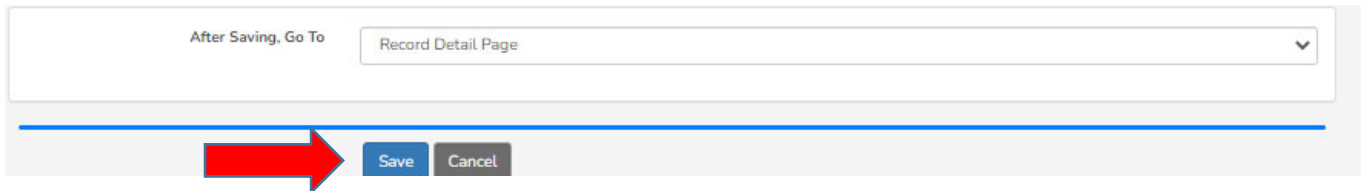
Save Cancel

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.



The screenshot shows a web form interface. At the top, there is a section labeled "After Saving, Go To" with a dropdown menu currently set to "Record Detail Page". Below this, a horizontal blue line separates the header from the main content area. In the main content area, there are two buttons: "Save" (in blue) and "Cancel" (in grey). A large red arrow points directly to the "Save" button.