










Early Learning Educator/Director Bonus 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			

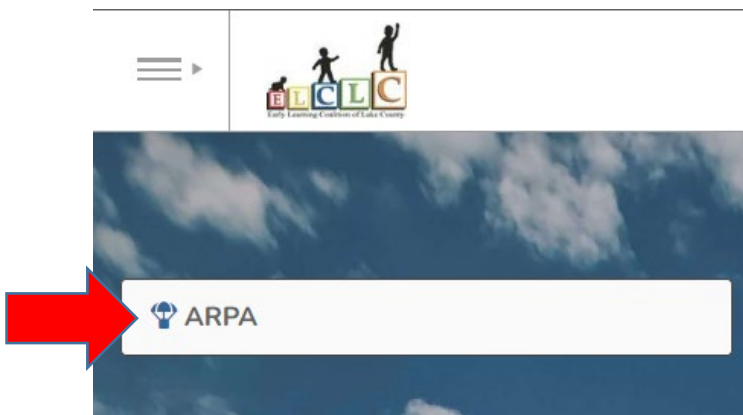
CLICK THE LINK BELOW to Log into the Online, Application, Approval and Management System.

Sign In
https://elclc.webauthor.com

Important: ONLY users who have an approved Provider Eligibility Application will be able to complete and submit an Educator Application.

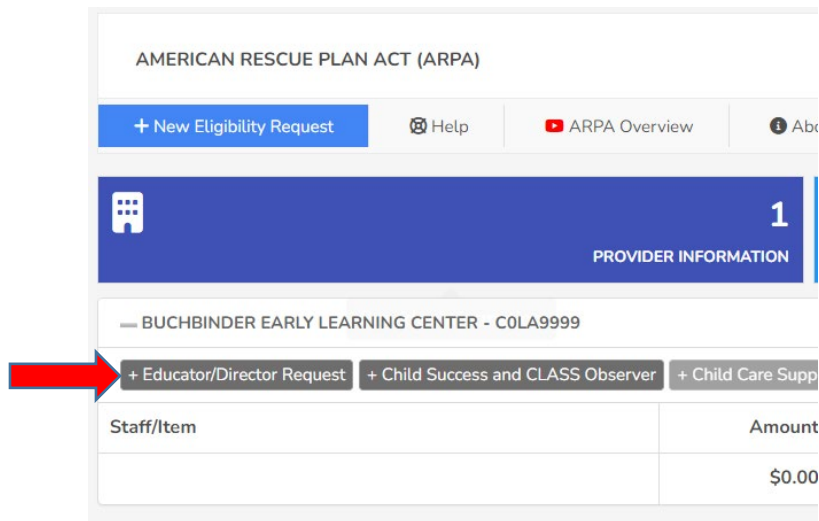
Once logged in you will see the ARPA Online Application button. If you do NOT see this button when you are logged into the portal than STOP and email arpfunds@elclc.org for assistance.

Step 1: To complete an application, click on **ARPA**



Program Guidance 240.21, COVID-19 Crisis
Appendix D, Attachment 1
American Rescue Plan Act (ARPA)

Step 2: Select “Educator/Director Request”



AMERICAN RESCUE PLAN ACT (ARPA)

+ New Eligibility Request Help ARPA Overview About

1 PROVIDER INFORMATION

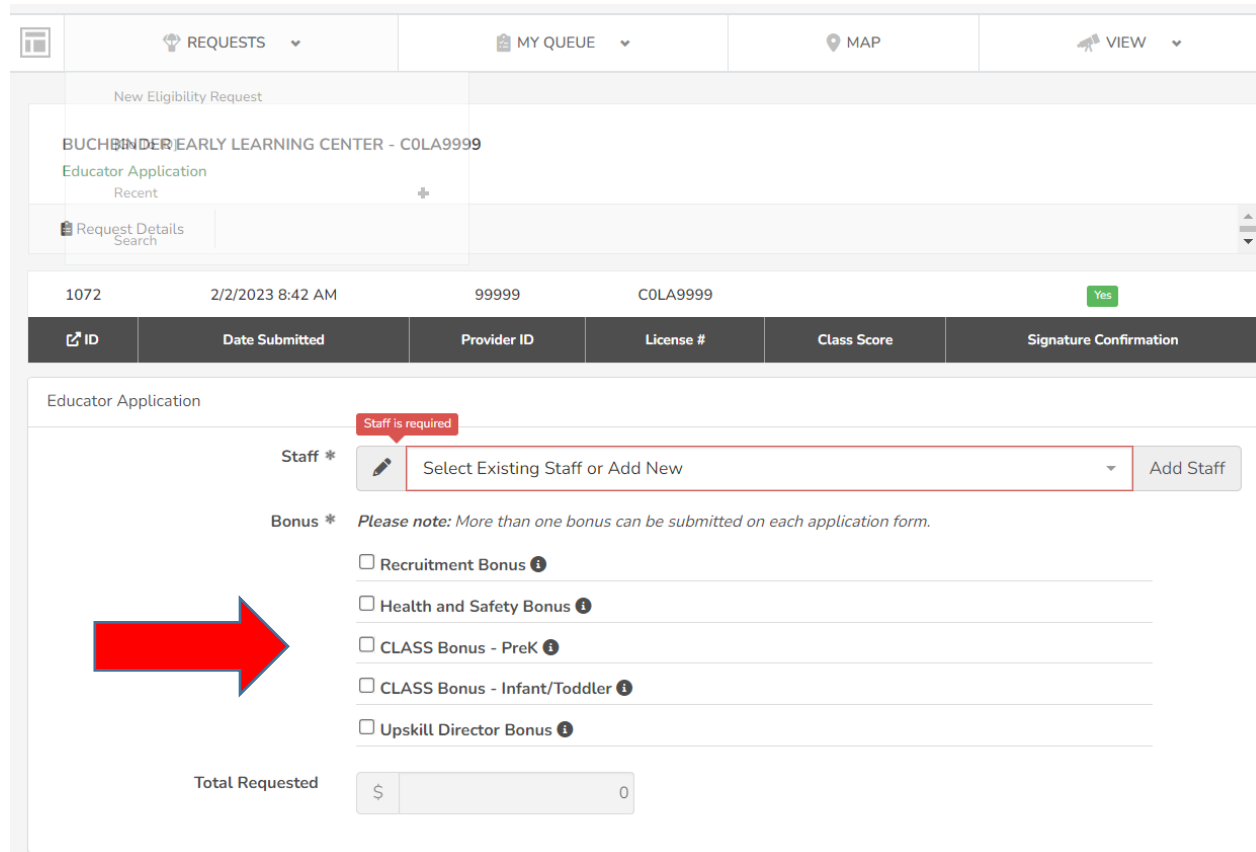
BUCHBINDER EARLY LEARNING CENTER - C0LA9999

+ Educator/Director Request + Child Success and CLASS Observer + Child Care Support

Staff/Item	Amount
	\$0.00

Step 3: Complete the Educator Application Section.

SELECT Staff Name. **SELECT** the requested bonus options. The total amount of the Educator Bonus will total as bonus options are selected. *Additional Educator Applications can be submitted when additional bonus requirements have been met.*



REQUESTS MY QUEUE MAP VIEW

New Eligibility Request

BUCHBINDER EARLY LEARNING CENTER - C0LA9999

Educator Application

Recent

Request Details Search

ID	Date Submitted	Provider ID	License #	Class Score	Signature Confirmation
1072	2/2/2023 8:42 AM	99999	C0LA9999	Yes	

Educator Application

Staff is required

Staff * Add Staff

Bonus * *Please note: More than one bonus can be submitted on each application form.*

- ☐ Recruitment Bonus
- ☐ Health and Safety Bonus
- ☐ CLASS Bonus - PreK
- ☐ CLASS Bonus - Infant/Toddler
- ☐ Upskill Director Bonus

Total Requested \$ 0

Important: Staff that have completed the Participating Staff Form will be listed in the dropdown selection. IF the staff person’s name is NOT listed you will be able to select Add Staff and select a staff member from the list of eligible staff (staff listed in QPS).

Program Guidance 240.21, COVID-19 Crisis
Appendix D, Attachment 1
American Rescue Plan Act (ARPA)

Step 4: Complete the Required Documentation and Attestation for each bones selected for payment. For more information, see Page 8.

Recruitment Bonus

Recruitment Confirmation *

By selecting "yes" this confirms that the requirements have been met and documentation of requirements are attached.


☐ Yes

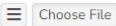
Health and Safety Bonus

ELEs may apply for a \$700 bonus upon completion of the Department of Children and Families (DCF) required health & safety training. ELE's will receive a completion certificate at the end of the training which must be provided with the bonus application.

Health and Safety Documentation *

Upload required documentation to demonstrate completion of requirements stated above.





Health and Safety Confirmation *

By selecting "yes" this confirms that the requirements have been met and documentation of requirements are attached.

☐ Yes

CLASS Bonus - PreK

PreK and/or Infant/Toddler ELEs may apply for a \$600 bonus upon completion of both CLASS Foundations for Teachers and MyTeachstone Learn Abouts. ELEs must complete all courses/videos for either PreK or Infant/Toddler described below to qualify for either the PreK or Infant/Toddler bonus.


CLASS® Foundations for Teachers provides a foundation of knowledge to support ELEs in understanding CLASS® and applying effective interactions in classrooms. MyTeachstone Learn About CLASS® includes online video examples to assist ELEs learn about specific dimensions. All trainings/videos listed under the PreK or Infant/Toddler subheadings must be completed to qualify for the CLASS® Bonus. Upon completion of each Teachstone training course with a passing grade, ELEs will receive a certificate which may be requested by the coalition/RCMA for verification.

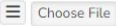
For CLASS Bonus - PreK (\$600) the following are the required uploads: CLASS® Foundation for Teachers Trainings (all 4 must be taken)

▼ READ MORE ▼

CLASS - PreK Documentation *

Upload required documentation to demonstrate completion of requirements stated above.





CLASS PreK Confirmation *

By selecting "yes" this confirms that the requirements have been met and documentation of requirements are attached.

☐ Yes

CLASS Bonus - Infant/Toddler

PreK and/or Infant/Toddler ELEs may apply for a \$600 bonus upon completion of both CLASS Foundations for Teachers and MyTeachstone Learn Abouts. ELEs must complete all courses/videos for either PreK or Infant/Toddler described below to qualify for either the PreK or Infant/Toddler bonus.


For CLASS Bonus - Infant/Toddler (\$600): CLASS® Foundation for Teachers Trainings (must complete a total of 21 hours)

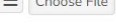
1. A CLASS® Primer for Teachers – 3 hours/0.3 CEUs
2. Thinking & Thriving: Interactions for Early Learning – 4 hours/0.4 CEUs
3. CLASS® Support Kits for Infant/Toddler Cognitive Social Emotional Transfer to Practice Webinar: Implementing the ideas in the support kits (2 hours per webinar, no CEUs)

▼ READ MORE ▼

CLASS - Infant/Toddler Documentation *

Upload required documentation to demonstrate completion of requirements stated above.





CLASS Infant/Toddler Confirmation *

By selecting "yes" this confirms that the requirements have been met and documentation of requirements are attached.

☐ Yes

Program Guidance 240.21, COVID-19 Crisis
Appendix D, Attachment 1
American Rescue Plan Act (ARPA)






Step 5: Obtain the signature of the Staff that is receiving the bonus. Review the application with the educator and use the text to sign feature to obtain their signature.

Applicant's Affirmation Statement - please read carefully before submitting

I am applying to receive funds for each bonus selected and I understand I am responsible for completing the eligibility requirements for each bonus submitted for reimbursement. I attest to the fact that the information I have provided in this application is true and complete.

STOP. The immediate next signature and affirmation is required from the applicant (intended recipient). **DO NOT SIGN ON BEHALF** of that person.

Signature of Applicant *

* 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

After clicking on the mobile signature option, enter the phone number (XXX-XXX-XXXX) in which the staff is going to sign. **IMPORTANT:** DO NOT close the browser while waiting on the signature. You must wait for the signature to populate before finishing the form.

Enter Cell/Mobile Number

Enter your cell/mobile number to receive a link to sign. You **MUST** keep this browser tab open until your signature is recorded. Once recorded, your signature will appear here and you can then finish completing this form.

Program Guidance 240.21, COVID-19 Crisis
Appendix D, Attachment 1
American Rescue Plan Act (ARPA)

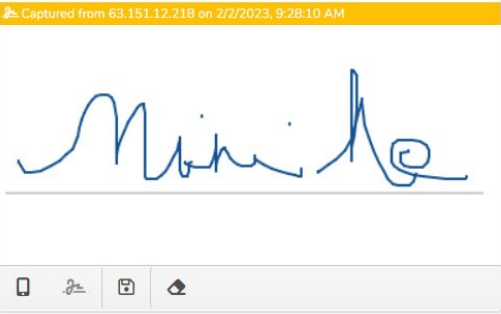
Once the signature is populated select the attestation button and proceed.

I am a **Search** to receive funds for each bonus selected and I understand I am responsible for completing the eligibility requirements for each bonus submitted for reimbursement. I attest to the fact that the information I have provided in this application is true and complete.

STOP. The immediate next signature and affirmation is required from the applicant (intended recipient). **DO NOT SIGN ON BEHALF** of that person.

Signature of Applicant *

Captured from 63.151.12.218 on 2/2/2023, 9:28:10 AM



* 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 6: Complete the Sponsoring Provider's Affirmation Statement

Sponsoring Provider's Affirmation Statement - please read carefully before submitting

* Does the applicant meet the following eligibility criteria requirement for all bonuses?

Item	Yes	No
Is applicant a Florida resident?		
Does applicant have the sponsorship of your early learning/child care program?		
Is the applicant still employed at your early learning/child care program?		

* Does the applicant meet the following eligibility criteria requirements for the Recruitment Bonus?

Item	Yes	No	N/A
Has the applicant completed a background screening?			
Has the applicant completed 120 hours of employment?			

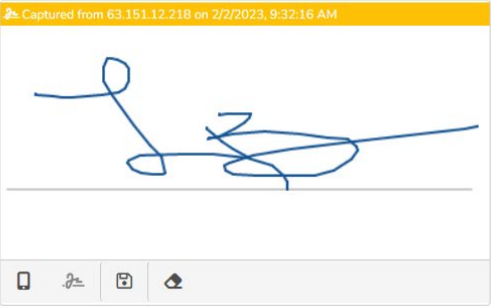
Program Guidance 240.21, COVID-19 Crisis
Appendix D, Attachment 1
American Rescue Plan Act (ARPA)

Step 7: Sign the form and select Save Entry. The fund request is now submitted to the Coalition for processing.

I am sponsoring this applicant to receive the selected bonuses and for confirming the eligibility requirements for each bonus submitted for reimbursement. *I understand all stipend monies received by me or my provider location will be given to the applicant* for completing the selected bonus(es). I attest to the fact that the information I have provided in this application is true and complete.

Signature of Authorized Provider Representative *


Captured from 63.151.12.218 on 2/2/2023, 9:32:16 AM



* 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

After Saving, Go To: Request Detail Page

 [Save Entry](#) [Cancel](#)

IMPORTANT: If you need to submit additional fund request for the same educator, you will need to **MODIFY** the entry.

To **MODIFY** an existing **RECORD** select **View Educator/Director Request**

New Eligibility Request

AMERICAN RESCUE PLAN ACT (ARPA)

[+ New Eligibility Request](#) [Help](#) [ARPA Overview](#) [About ARPA](#)


Search

1 PROVIDER INFORMATION **1** EDUCATOR APPLICATION **1** STAFF **1** FUND REQUEST

— BUCHBINDER EARLY LEARNING CENTER - COLA9999 [Approved](#) [View Request](#)

[+ Educator/Director Request](#) [+ Child Success and CLASS Observer](#) [+ Child Care Supply Building](#)

Staff/Item	Amount	Status	Submitted	Approved	Paid
+ Minnie Mouse (Educator: 12/8/2022)	\$500.00	View Educator/Director Request			
	\$500.00				



Program Guidance 240.21, COVID-19 Crisis
Appendix D, Attachment 1
American Rescue Plan Act (ARPA)

Then select **Modify Entry**

Request Details

Modify Entry

1072

1012

2/2/2023 8:42 AM

99999

COLA9999

Yes

ID	Entry ID	Date Submitted	Provider ID	License #	Class Score	Signature Confirmation
Educator Application						
Locked						
Staff		Minnie Mouse (Educator: 12/8/2022)				
Bonus		Recruitment Bonus				
Total Requested		\$500.00				
Recruitment Bonus						
Recruitment Confirmation		Yes				

Once you select **Modify Entry**, Repeat **STEPS 1-7** for the additional **Educator/Director Bonus**.

BUCHBINDER EARLY LEARNING CENTER - COLA9999

Educator Application

Request Details

1072

2/2/2023 8:42 AM

99999

COLA9999

Yes

ID	Date Submitted	Provider ID	License #	Class Score	Signature Confirmation
Educator Application					
Staff * Minnie Mouse (Educator: 12/8/2022) x Add Staff					
Bonus * <i>Please note: More than one bonus can be submitted on each application form.</i>					
<input checked="" type="checkbox"/> Recruitment Bonus					
<input type="checkbox"/> Health and Safety Bonus					
<input type="checkbox"/> CLASS Bonus - PreK					
<input type="checkbox"/> CLASS Bonus - Infant/Toddler					
<input type="checkbox"/> Upskill Director Bonus					
Total Requested		\$ 500			

IMPORTANT: You will **ONLY** be able to select bonus options that have NOT yet been selected. Upskill Director Bonus is Facility Directors and Assistant Directors **ONLY**. If a staff person has the designation of Educator, they will NOT be able to participate in the Upskill Director Bonus.

SUPPORTING DOCUMENTATION FOR EDUCATOR BONUSES

<u>Bonus Type</u>	<u>Requirement</u>	<u>Supporting Documentation</u>
Recruitment	<ul style="list-style-type: none"> Hired on or after 7/1/2022 Background Screening Completion of 120 Hours of Employment 	Proof of Background Screening and Payroll Records/Timesheets, etc. will need to be submitted as part of the monitoring process.
Health & Safety	<ul style="list-style-type: none"> Hired on or after 7/1/2022 Completion of Health & Safety Courses 	<p>Licensed Facilities and Licensed Homes</p> <ul style="list-style-type: none"> DCF Introductory Training and an Early Literacy Course. Copy of Educator Transcript <p>Licensed Exempt Facilities</p> <ul style="list-style-type: none"> Part I of DCF Introductory Training, excluding Rules and Regulation Course <i>or</i> DEL SR Health and Safety Courses Copy of Educator Transcript
CLASS Bonus Infant/Toddler	Completion of Required Teachstone Courses	Copy of Completion Certificates
CLASS Bonus Pre-K	Completion of Required Teachstone Courses	Copy of Completion Certificates
Upskill Director Bonus	Completion of Required Teachstone and/or ELCLC Trainings	Copy of Completion Certificates