










Early Learning/Child Care Provider Curriculum Expansion & Implementation Study Provider Fund Request

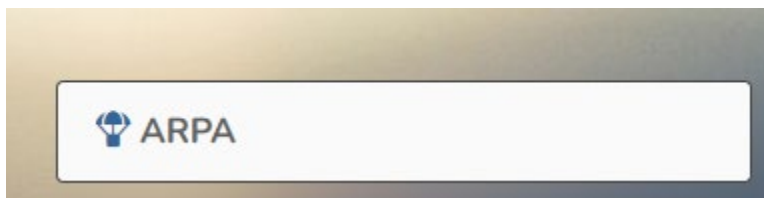
Who Qualifies			
Curriculum Expansion Grant	SR CONTRACTED	VPK CONTRACTED	NOT CONTRACTED
NO COMPOSITE SCORE			
COMPOSITE SCORE <5.00			
COMPOSITE SCORE =>5.00			

IMPORTANT NOTE: In order to submit a Curriculum Expansion Provider Fund Request, providers must already have an approved Provider Eligibility Application.

If a provider DOES NOT have an approved Provider Eligibility Application the provider must first complete the Provider Eligibility Application and then complete the Provider Fund Request. [CLICK HERE](#) for instructions on completing the Provider Eligibility Application.

If a provider DOES have an approved Provider Eligibility Application and is interested in submitted a Curriculum Expansion Fund Request they should follow the steps below.

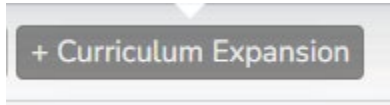
Step 1: Log in to the WebAuthor Portal and SELECT ARPA.



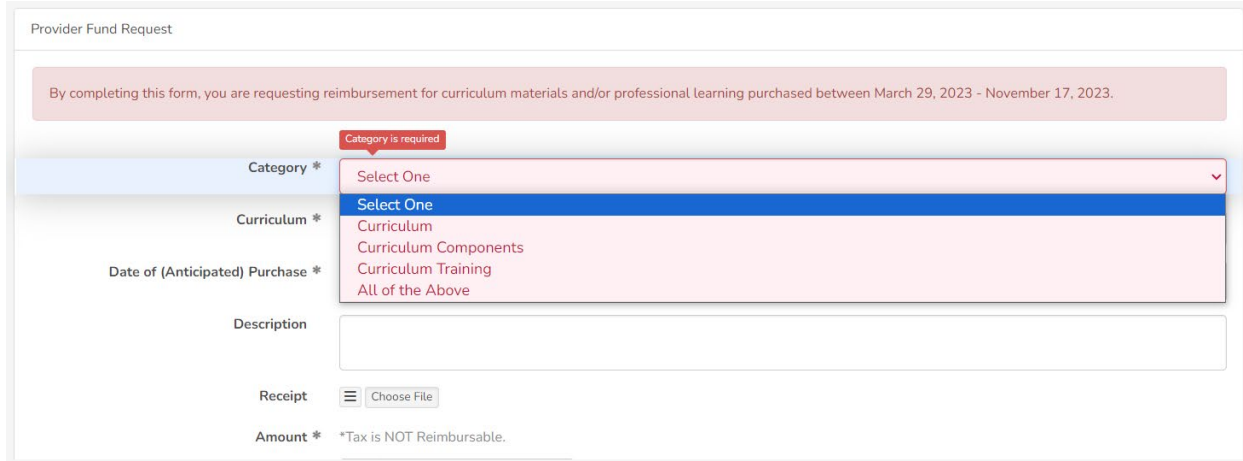
If you do NOT have this button on your WebAuthor Dashboard then you do NOT have an approved Provider Eligibility Application.

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Appendix D, Attachment 2
American Rescue Plan Act (ARPA)**

Step 2: Click on the Curriculum Expansion Button.



Step 3: Complete the Provider Fund Request. Select the Category.



Provider Fund Request

By completing this form, you are requesting reimbursement for curriculum materials and/or professional learning purchased between March 29, 2023 - November 17, 2023.

Category * Category is required

Curriculum *

Date of (Anticipated) Purchase *

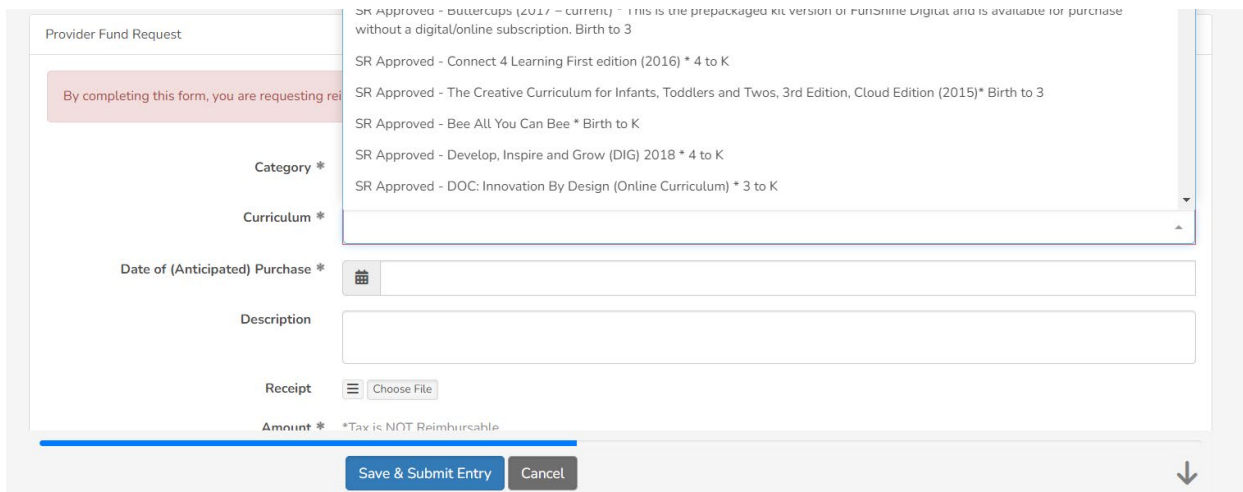
Description

Receipt

Amount * *Tax is NOT Reimbursable.

Note: For each category, the provider must select the curriculum in which is being purchased, supported or trained. The curriculum must be on the School Readiness Approved Curriculum List or on the VPK Providers on Probation Curriculum List.

Step 4: Select the Curriculum Title



Provider Fund Request

By completing this form, you are requesting reimbursement for curriculum materials and/or professional learning purchased between March 29, 2023 - November 17, 2023.

Category *

Curriculum *

Date of (Anticipated) Purchase *

Description

Receipt

Amount * *Tax is NOT Reimbursable.

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Step 5: Enter in the anticipated date of purchase

The screenshot shows the 'Provider Fund Request' form with a calendar pop-up for September 2023. The calendar is open to the 18th. The form fields are: Category * (Curriculum), Curriculum * (SR Approved - Frog Street Pre-K (2013) * 4 to K), Date of (Anticipated) Purchase * (Today), and Description. A red banner at the top reads: 'By completing this form, you are requesting reimbursement for curriculum materials and/or professional learning purchased between March 29, 2023 - November 17, 2023.'

Note: To be eligible for reimbursement ALL Curriculum, Resources and Training must be purchased between **March 29, 2023 and November 17, 2023**. Tax cannot be reimbursed. Providers will be required to attach supporting documentation of proof of purchase for Curriculum, Resources and Training that has already been purchased. Providers cannot request reimbursement for Curriculum, Resources and Training that has been paid for with ARPA Stabilization Grant Funds, CQI Funds or any other funding provided by the Coalition that is tied to ARPA Initiatives.

Step 6: Enter a Description for the Fund Request

The screenshot shows the 'Provider Fund Request' form with the following fields filled: Category * (Curriculum), Curriculum * (SR Approved - Frog Street Pre-K (2013) * 4 to K), Date of (Anticipated) Purchase * (08/18/2023), and Description (Requesting Purchase of Curriculum for the Pre-K Classroom. The fund request includes online subscription for one (1) teacher and Professional Development). The Description field is highlighted in blue. Below the description are fields for Receipt * (Choose File), Amount * (*Tax is NOT Reimbursable), and Contact Person * (This is the person who may be contacted for research purposes associated with this funding.). A red banner at the top reads: 'By completing this form, you are requesting reimbursement for curriculum materials and/or professional learning purchased between March 29, 2023 - November 17, 2023.'

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Step 7: If required, attach proof of purchase.

Provider Fund Request

By completing this form, you are requesting reimbursement for curriculum materials and/or professional learning purchased between March 29, 2023 - November 17, 2023.

Category * Curriculum

Curriculum * SR Approved - Frog Street Pre-K (2013) * 4 to K

Date of (Anticipated) Purchase * 08/18/2023

Description Requesting Purchase of Curriculum for the Pre-K Classroom. The fund request includes online subscription for one (1) teacher and Professional Development.

Receipt * Choose File
Frogstreet_PreK_CarsRoom_R...
Size: 31 kb 100%

Amount * *Tax is NOT Reimbursable.

Step 8: Enter the amount of the purchase. Do not include sales tax.

Category * Curriculum

Curriculum * SR Approved - Frog Street Pre-K (2013) * 4 to K

Date of (Anticipated) Purchase * 08/18/2023

Description Requesting Purchase of Curriculum for the Pre-K Classroom. The fund request includes online subscription for one (1) teacher and Professional Development.

Receipt * Choose File
Frogstreet_PreK_CarsRoom_R...
Size: 31 kb 100%

Amount * *Tax is NOT Reimbursable.
\$ 2500

Note: The targeted amount of dollars per provider is **\$5,000.00**

Step 9: Enter the Contact Name, Email and Phone Number of the person that will be responsible for participating in the Research Study.

Contact Person * This is the person who may be contacted for research purposes associated with this funding.
Lead Teacher 1

Contact Email * leadteacher1@gmail.com

Contact Phone * 352-555-5555

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Step 10: Read the Attestation, select “Yes”, sign and submit.

Provider Attestation * The Division of Early Learning provided Coalitions/RCMA with additional funding to purchase and/or reimburse School Readiness (SR) and/or Voluntary Prekindergarten (VPK) contracted providers within a coalition's service area for curriculum and implementation related training components. Eligible providers who agree to participate must submit this application to their local early learning coalition.

This application is designed to inform a provider of the requirements of participation in the Curriculum Expansion Project and Implementation Study. Provider will receive payment for or reimbursement of approved SR and/or VPK curriculum and related training/materials, if applicable, and support with effective curriculum implementation from its home coalition.

Provider agrees to the following items to participate in the project:

- Complete the project surveys* within 15 days of receipt-Participate in project interviews*
- Identify Point of Contact information to the researcher(s)
- If seeking reimbursement, provide documentation of purchase (receipt, invoice)

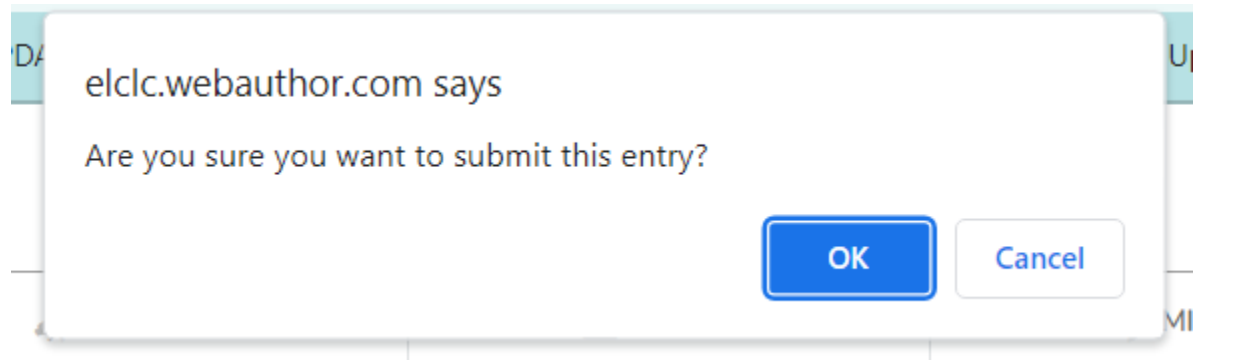
- You are requesting reimbursement for curriculum materials and/or professional learning purchased between March 29, 2023 - November 17, 2023.

*The surveys and interviews will involve questions related to curriculum implementation (training, processes, daily schedules, etc.) and may include provider and teacher demographic information. Providers will not be required to provide child level information or personally identifiable information.

Yes

Provider Signature *

Step 11. Select OK



Once submitted, the Provider Fund Request will show on the provider dashboard.

1 PROVIDER FUND REQUEST	\$2,500.00 MAX AMOUNT (PROVIDER FUND REQUEST)	\$2,500.00 SUM AMOUNT (PROVIDER FUND REQUEST)	\$ MAX REIMBURSED AMOUNT (PROVIDER FUN...
\$0.00 SUM REIMBURSED AMOUNT (PROVIDER FUN...			

Note: Fund Requests submitted by eligible providers will be considered until funding is exhausted.

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Next Steps:

Once submitted, Coalition Staff will review the Provider Fund Request. Once submitted the fund request will be reviewed to determine if changes are needed, if the request can be approved or if the request will be denied.

Changes Needed: If changes are needed the Fund Request will be returned back to the provider with instructions.

Curriculum Already Purchased: If the curriculum, resources and training has already been purchased and the fund request is approved, the Coalition will process the reimbursement to the provider.

Curriculum NOT Already Purchased: If the curriculum, resources and training has NOT been purchased and the fund request is approved the fund request will be moved to an Approved Status, Pending Documentation submission. Once the curriculum is purchased and the supporting documentation is submitted then the Coalition will process the reimbursement to the provider.

Denied: If the provider or the curriculum, resources or training does not meet the eligibility requirements the fund request will be denied. This may occur if the purchase was made **PRIOR** to March 29, 2023 or **AFTER** November 17, 2023.