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

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

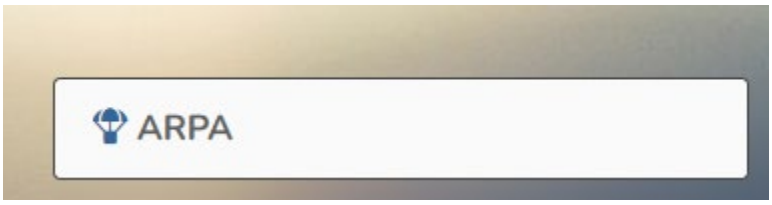
Who Qualifies			
Curriculum Expansion Grant	SR CONTRACTED	VPK CONTRACTED	NOT CONTRACTED
NO COMPOSITE SCORE	👍	👍	👎
COMPOSITE SCORE <5.00	👍	👍	👎
COMPOSITE SCORE =>5.00	👍	👍	👎

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.

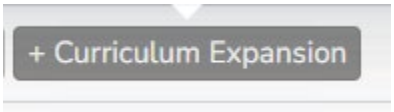
If a provider DOES have an approved Provider Eligibility Application and is interested in submitted a Curriculum Expansion Fund Request they should follow the steps below.

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

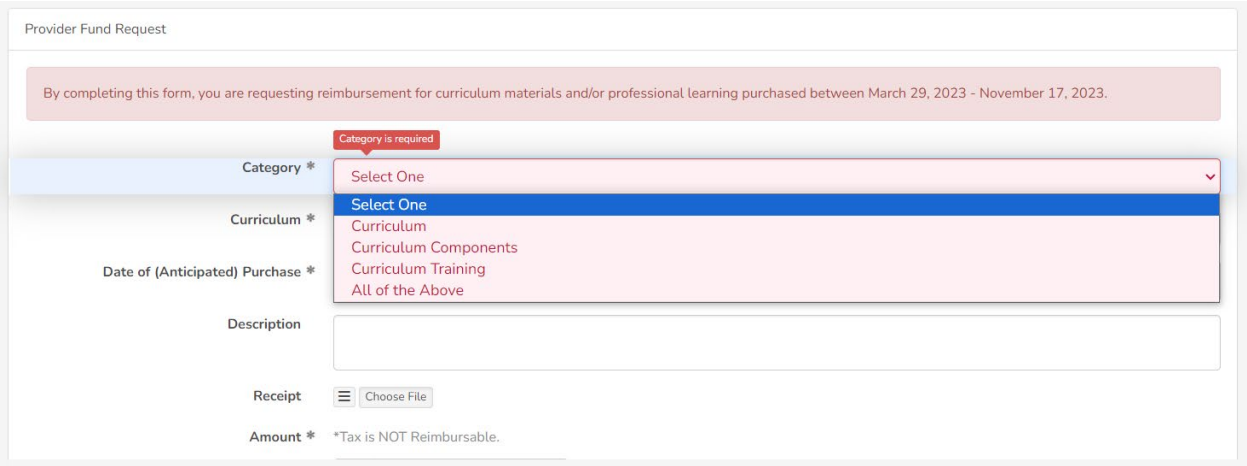


If you do NOT have this button on your WebAuthor Dashboard then you do NOT have an approved Provider Eligibility Application.

Step 2: Click on the Curriculum Expansion Button.

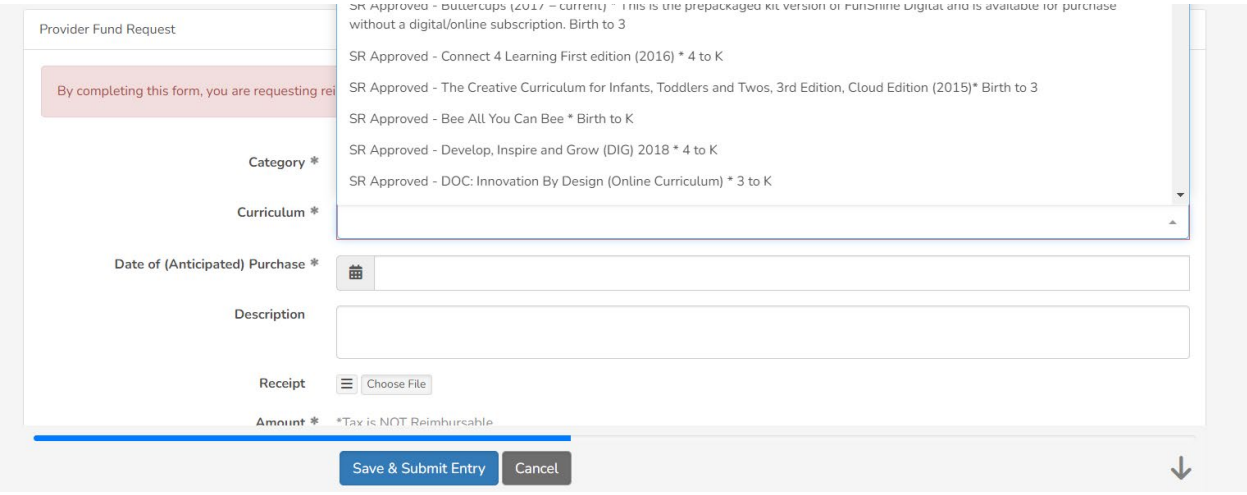


Step 3: Complete the Provider Fund Request. Select the Category.

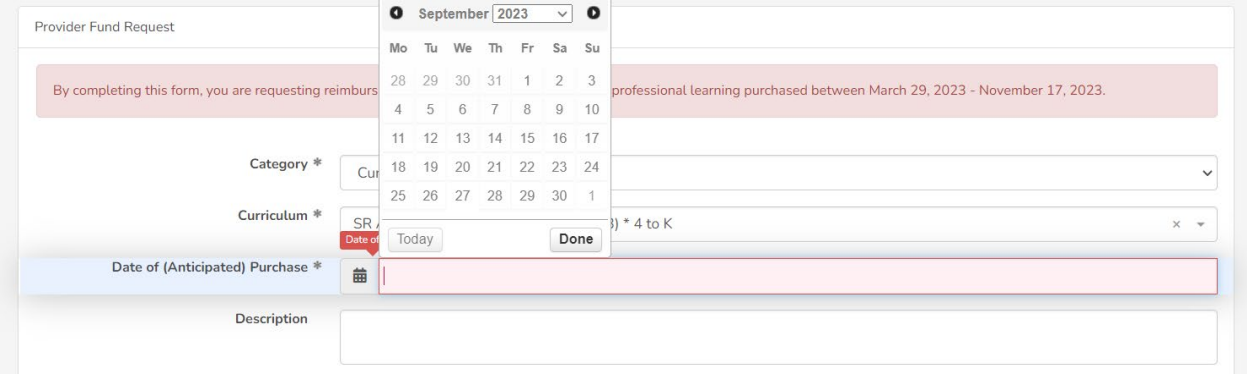


Note: For each category, the provider must select the curriculum in which is being purchased, supported or trained. The curriculum must be on the School Readiness Approved Curriculum List or on the VPK Providers on Probation Curriculum List.

Step 4: Select the Curriculum Title

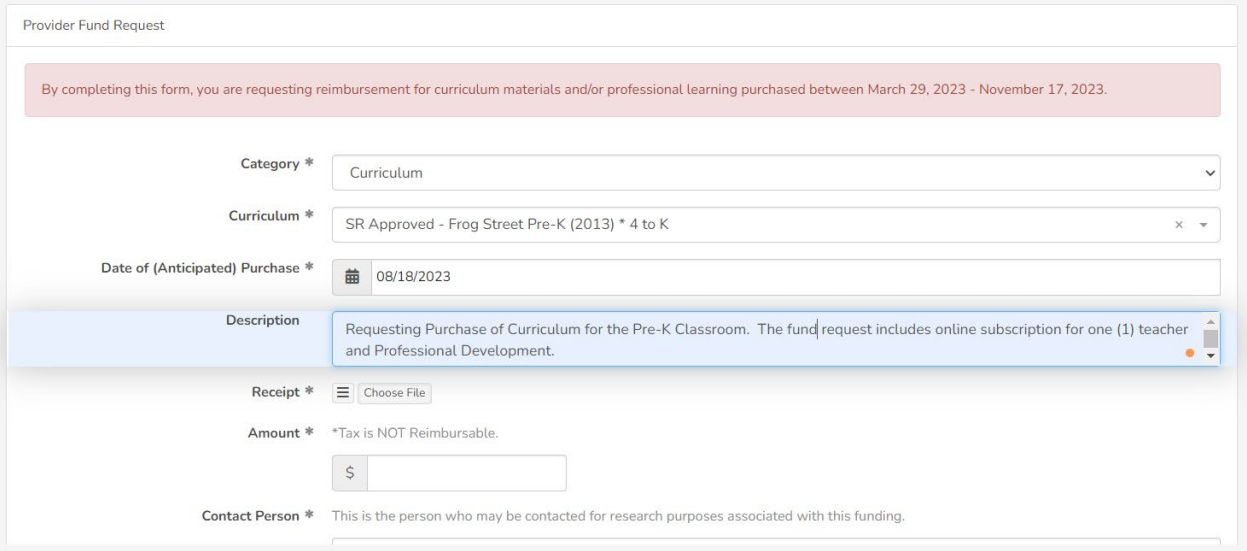


Step 5: Enter in the anticipated date of purchase

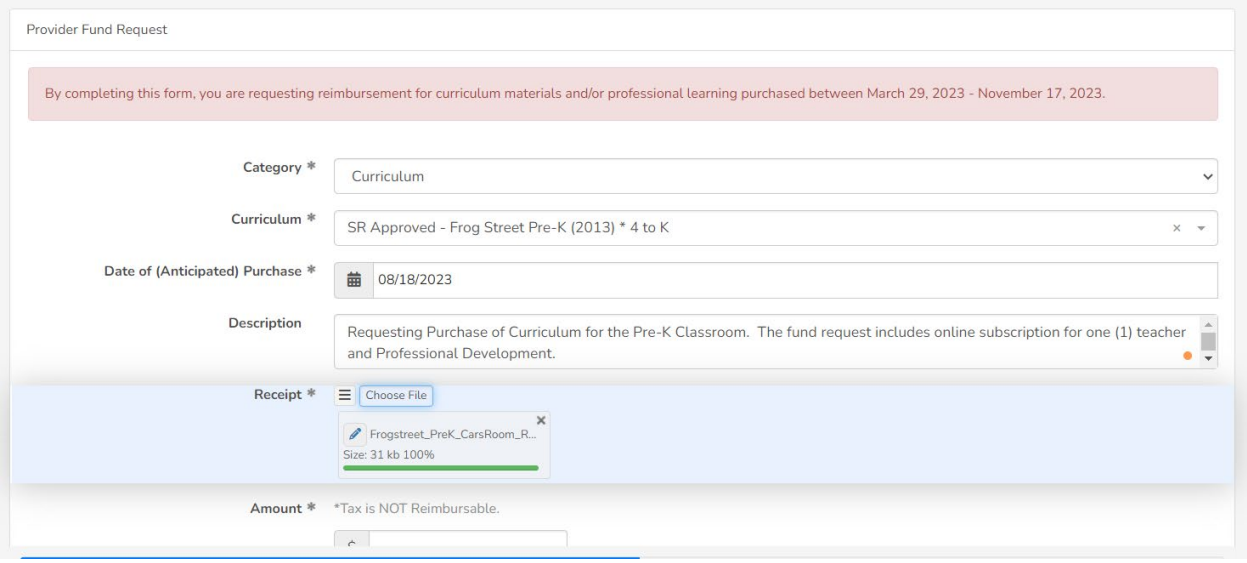


Note: To be eligible for reimbursement ALL Curriculum, Resources and Training must be purchased between **March 29, 2023 and November 17, 2023**. Tax cannot be reimbursed. Providers will be required to attach supporting documentation of proof of purchase for Curriculum, Resources and Training that has 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.

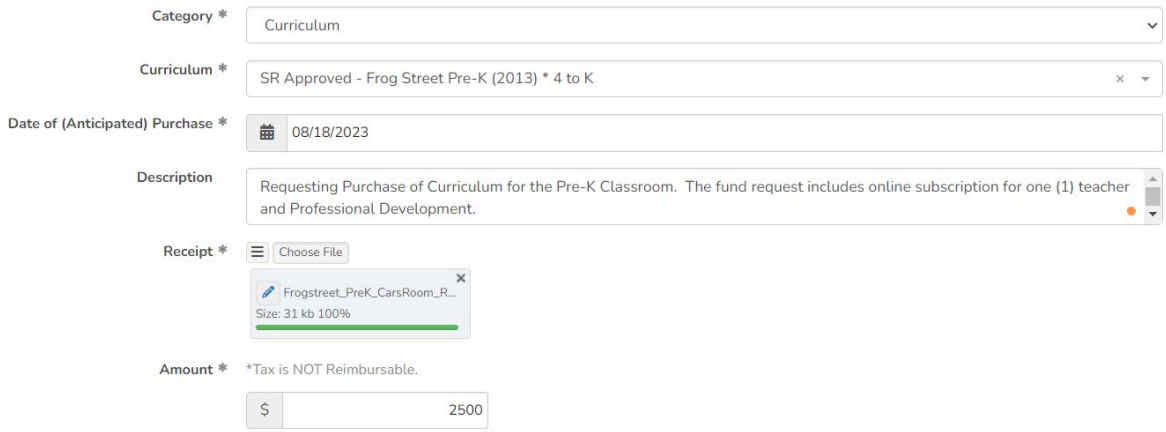
Step 6: Enter a Description for the Fund Request



Step 7: If required, attach proof of purchase.

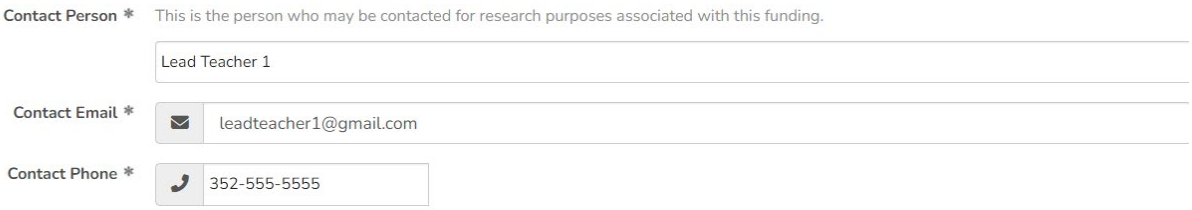


Step 8: Enter the amount of the purchase. Do not include sales tax.

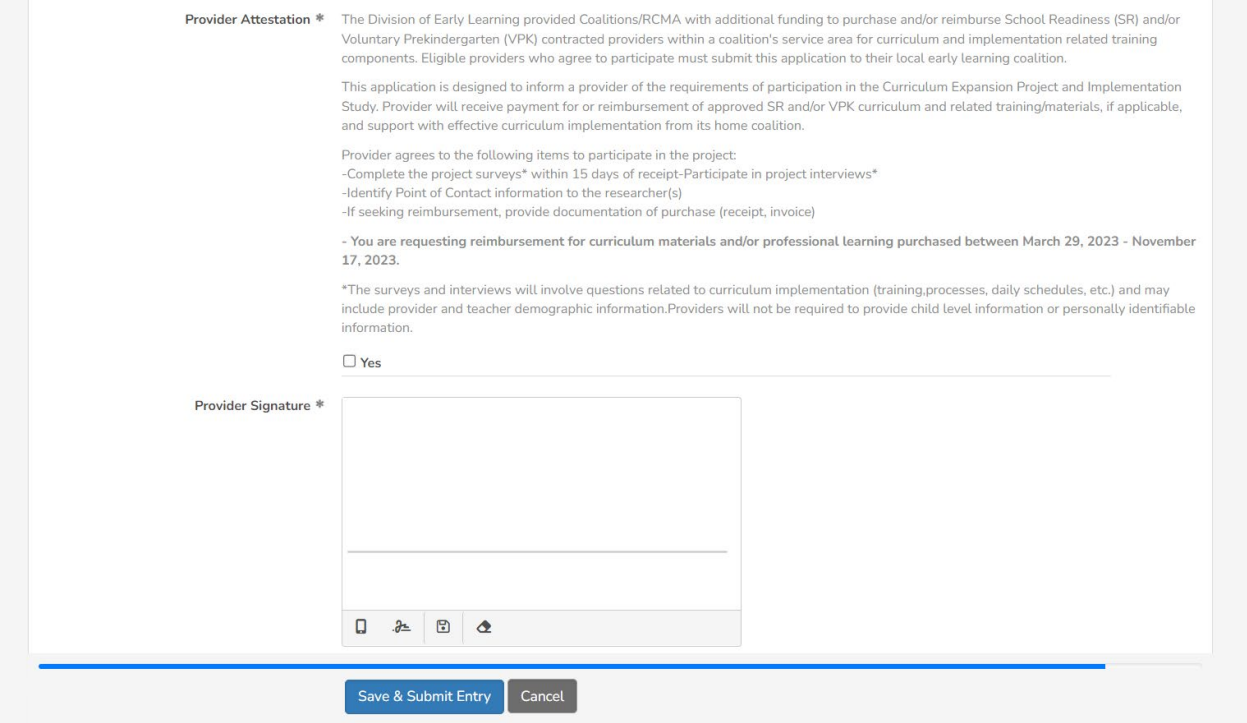


Note: The targeted amount of dollars per provider is **$5,000.00**

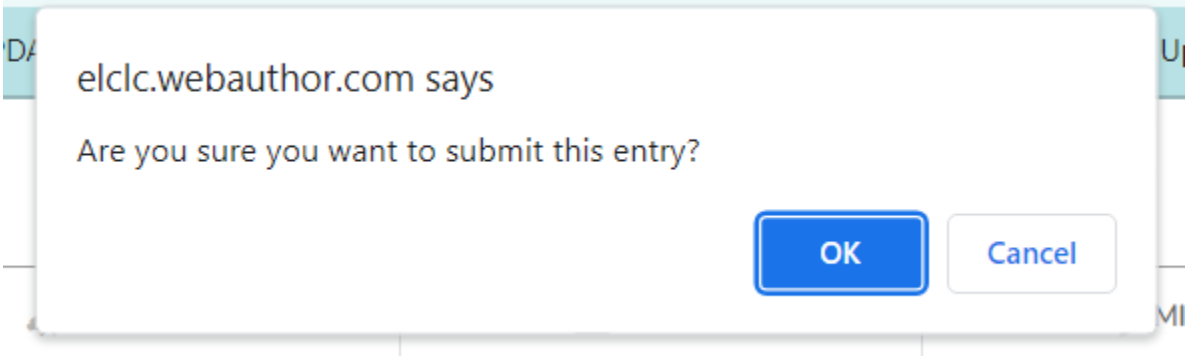
Step 9: Enter the Contact Name, Email and Phone Number of the person that will be responsible for participating in the Research Study.



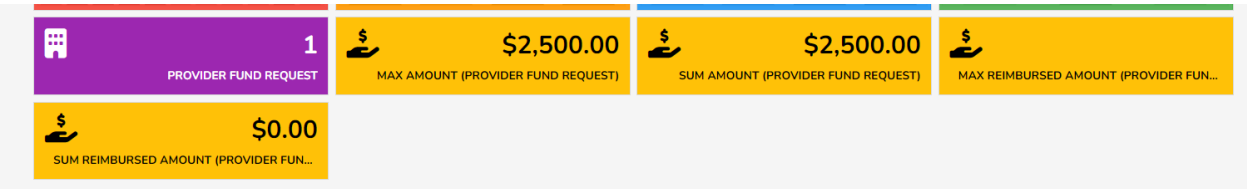
Step 10: Read the Attestation, select "Yes", sign and submit.



Step 11. Select OK



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



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

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.