Child Care Restoration Grants 2021

Technical Assistance Webinar

Licensed Child Care Centers

IDHS
Illinois Department of Human Services

Governor's Office of Early Childhood Development

inccrra

Housekeeping & Introductions

- Audience for Today's Webinar is licensed child care centers
  - Licensed family child care homes and license-exempt centers are later this week

- Housekeeping Items
  - The audio recording of this webinar along with the slides will be posted on the CCRG webpage within 24 hours of this webinar for your reference

- Secretary of the Illinois Department of Human Services – Grace Hou.

Welcome

- Reflections on the past year of the COVID-19 pandemic at IDHS

- IDHS's Partnership with child care providers over the last year

- Child Care Restoration Grant program

- Thank you

Overview of the CCRG 2021

- The Child Care Restoration Grant Program 2021
  - Different than the CCRG 2020 in a few ways
  - Source and Framework of Federal Funding
- Goals, Structure and Timeline
- Eligible Populations
- Process

New Applicants: Application Walk-Through

Before You Begin

- Your **Gateways Registry membership** must be current

- You must have access to your program's **Director Portal**

- Gather your **W-9 form**

- Request a FREE **DUNS number**

- Get your **certificate of good standing** from the Secretary of State

Director Portal Access

- If you need access, complete an Authorized Program Contact request form

- https://registry.ilgateways.com

- Be a Member > Director Portal

W-9 Form

- Complete a W-9 Form for your program

- Forms can be downloaded from the IRS website

- Make sure the form is complete. An incomplete W-9 will cause a delay in processing your application.

https://www.irs.gov/pub/irs-pdf/fw9.pdf

DUNS Number

- Unique 9 character number to identify your business for federal funds

- FREE to get a DUNS #

- https://fedgov.dnb.com/webform/displayHomePage.do

- Please note a SAMs registration is not required.

Certificate of Good Standing

- Required unless you file your taxes and W-9 as a "sole-proprietor" with the Internal Revenue Service (IRS)
  - See Line 3 on the W-9

- www.ilsos.gov/corporatellc/

How to Apply

- The application is available online only through the Gateways Registry Director Portal

- You will fill out the application online and upload all required documentation electronically

1. Log in to the Gateways Registry and enter the Director Portal

2. Be sure you are working under the correct program. If you have access to multiple, click "Change" to work under a different program.

3. Then, click on the CCRG Application box

4. Click the "Apply Now" button

Note: If the application window is not open, you will see a message that says when the next window will be open

Child Care Restoration Grants 2021
Technical Assistance Webinar

5. Complete the application.

Program Details

- Greyed out boxes are read-only
  - Please confirm your program name/location – if incorrect contact the Help Desk immediately

- Enter the email address and phone number – this is where communication will be directed, primarily email

- Select your role from the drop-down

- Confirm your DCFS License Number is correct and is the one you held on March 1, 2021
  - If not, contact the Help Desk immediately

- Enter your 9-character DUNS #

GATEWAYS TO OPPORTUNITY
Illinois Professional Development System

Be A Member ▾ | Be A Trainer | Find Training | Dashboard | Logout

You are here: **Home** | **Dashboard** | **Director Portal** | **CCRG Application**

Child Care Restoration Grant (CCRG) Application

Program Details

First Name
Harry

Last Name
Potter

Gateways Registry ID

Email Address
test@test.test

Phone Number ❓
(555) 765-4321

Role
Owner

Program Name
Hogwarts School of Witchcraft and Wizardry

Street Address
123 Horizont Alley

City
Hogsmeade

State
Illinois

Zip
62442

DCFS License Number

D-U-N-S Number ❓
987654321

Program Funding Sources

- Enter the percentage of your program's funding that comes from each source listed

- Use March 1, 2020 as the reference point

- Percentages may be expressed to the nearest 0.5% if you wish

- Percentages must total 100%

Program Funding Sources

Enter the percentage of your program's funding that came from each source below. Use March 1, 2020 as your reference. ❓

Child Care Assistance Program or DCFS Payment	0.0	%
Head Start/Early Head Start	20.0	%
Prevention Initiative/Preschool for All	72.5	%
Other Public Funding Sources	0.0	%
Private Pay / Parent Fees	7.5	%
Other Private Funding Sources	0.0	%
Total	100.0	%

Grant Award Calculation

- Enter the date on which your program reopened **after** the March 20, 2020 closure of all child care centers and homes.
  - If you are a home provider and stayed open, enter March 21, 2020
  - If you are a center and remained open with an emergency license, enter March 21, 2020

- Your licensed capacity and program type as of come from DCFS, or from CCR&R if exempt
  - Please contact the Help Desk immediately if you believe these to be incorrect

- Current ExceleRate Illinois rating is pulled from the system

- Enter your current licensed/legal capacity

- Enter your current full-time equivalent enrollment
  - 2 children each enrolled part-time would be 1 full-time equivalent

- Click "Calculate Benefit" to view your estimated monthly grant amount

Grant Award Calculation

Program Re-Open Date ❓	03/23/2020
March 1, 2020 Licensed Capacity	171
Program Type	Child Care Center
ExceleRate Illinois Rating	Licensed Circle of Quality
Current Capacity Per Guidelines ❓	150
Current Full-Time Enrollment ❓	130.00
Estimated Monthly Award ❓	$ 45,315.00
	Calculate Benefit

Payment Details

- It is **critical** that the first 4 items match what is listed on your W-9

  - Enter the Check Payable To name, to match what to put on the W-9
  - Select if your Taxpayer Identification Number (TIN) is a SSN or a FEIN
  - Enter your TIN
  - Select what you check on Line 3 of the W-9

- Enter the mailing address – this is where payments will be sent

Payment Details

Check Payable To ❓

Taxpayer Identification Number Type

SSN

Taxpayer Identification Number ❓

###-##-####

Line 3 of W-9

- Select One -

Mailing Address

123 Horizont Alley

City

Hogsmeade

State

Illinois

Zip

62442

Documentation

- Click the "Choose File" button

- Find where you saved the document or picture of the document on your computer

- Double click on the file to add it to the application

Submit or Save & Quit

- If you need to do more work on the application, you can click "Save & Quit" to come back later

- If it is all ready to go, click the "Submit" button
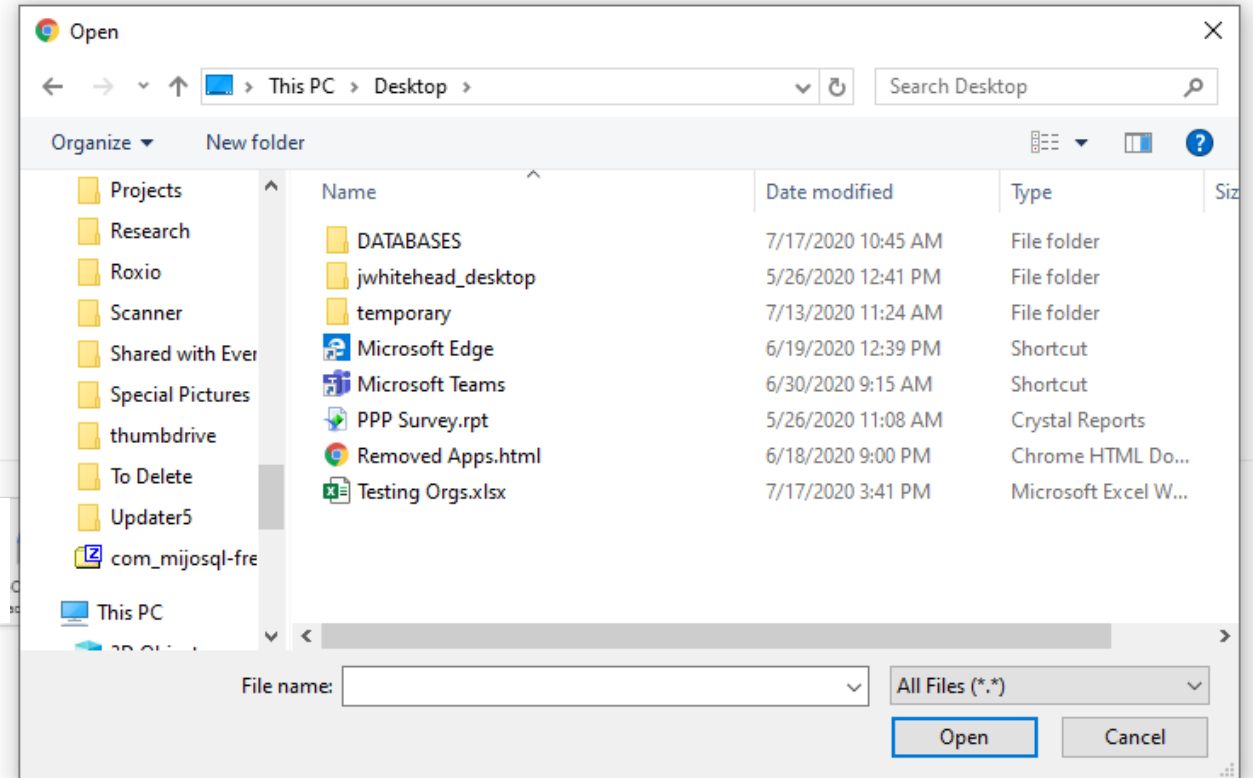
What to Expect

- Applications will be reviewed in the order received

- INCCRRA will email you to let you know:
    - If your application is incomplete or clearer documentation needs to be uploaded
    - If your application has been found eligible and you will receive payment
    - When your payment has been mailed

- If you need to submit clearer documentation, you will have 2 weeks to do so from the date your application was submitted.

- If your application is eligible, and you receive an email with a date your check is mailed, please allow 21 days to receive the check.

Checking Your Application's Status

Status Meanings

- Pending (Online Submission)
  - You've saved your application but still need to finish it and click "Submit"
- Pending (Awaiting Review)
  - You've submitted your application and it is in the queue to be reviewed
- Pending (Information Required)
  - Your application is being reviewed and requires some information from you (please check your email for details)
- Eligible
  - Your application is approved and you will receive payment
- Ineligible
  - Your program does not meet eligibility guidelines (e.g., not a full-time program, has 100% of funding from Head Start) or did not submit required information within the deadline

Accepting Quarterly Payments

Payment Acceptance Process

- You must **opt-in each quarter** to accept or reject your grant payment for the quarter

- You will receive an email reminder when the window opens to opt-in

- The opt-in schedule is:
  - March 16-31 for January-March quarterly payment
  - April 1-June 30 for April-June quarterly payment
  - July 1-September 30 for July-September quarterly payment

- You may choose to reject a grant payment, if needed

- **When a new grant period opens, check the application screen again**
- **A star icon will appear to let you know an action is required**
- **Click the star icon**

Child Care Restoration Grant (CCRG) Application

Application History

Application ID	Grant Type	Applied During	Status	Date Submitted	Actions
12920	Unknown	Grant Period 1	Eligible	08/31/2020	🖩
13043	CCRG 2021	Grant Period 1	Eligible	Unknown	🖩 ⭐

- **Review the information about the months the grant period covers**
- **Click either the "Accept Funding" or "Reject Funding" button**

CCRG Funding Acceptance

You are eligible to receive grant funds during this grant period. Please review the funding details below and indicate whether you wish to accept these funds, or if you wish to reject them.
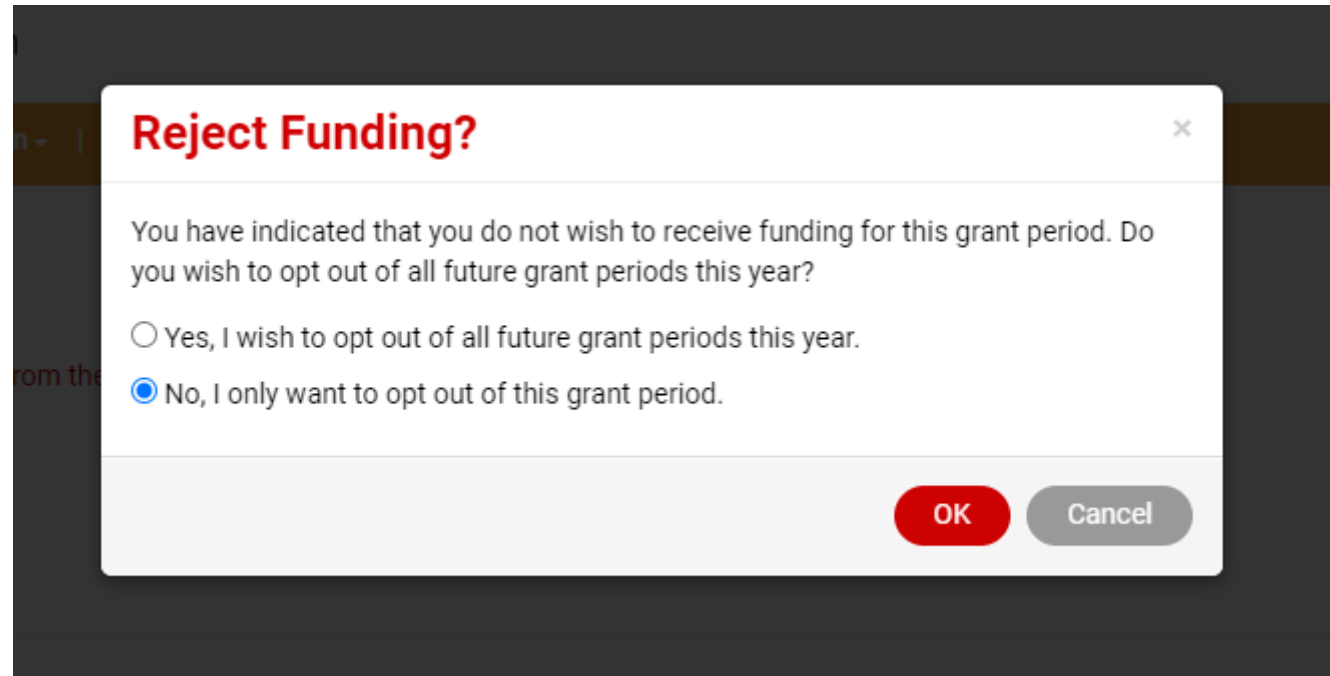
CCRG 2021 Grant Period 1

Funding Covers: January - March, 2021

[Accept Funding]   [Reject Funding]   [Cancel]

- **If you choose to reject funding, you can opt out of just the one grant period, or opt out of all future grant periods**

Getting Help
and Timeline

Timeline

- Applications will be processed within 7 business days of submission.

- If documentation is missing or needs further detail you will have 2 weeks from submission date of application to provide.

- Checks will be mailed on a rolling basis.

- Monthly reports will be required – additional information will be shared soon.

Getting Help

- Our CCRG Help Desk team is available M-F, 8:00am – 4:00pm

- Email us at ccrg@inccrra.org
  - This is the best way to get in touch and get the fastest response!

- Call toll-free 1-855-939-4858

Thank You!