

Child Care Restoration Grants 2021

Technical Assistance Webinar

Licensed Family Child Care and Group Family Child Care



Housekeeping & Introductions

- Audience for Today's Webinar is licensed family child care homes and group family child care homes
 - Licensed centers and license-exempt centers are covered in separate webinars also happening this week.
- Some Housekeeping Items
 - The audio recording of this webinar along with the PPT 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



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

COVID-19 INFORMATION

INCCRRA is temporarily suspending on-site functions due to COVID-19. We will continue to provide select services with a limited number of off-site staff.

If you need assistance, please email one of the generic email addresses listed below.

Gateways Registry | onlinehelp@incrra.org

i-learning Online Training | ilearning@incrra.org

Click [here](#) for information and guidance on the COVID-19 virus from the Center for Disease Control (CDC).

You are here: [Home](#) | [Dashboard](#)

Welcome back, Joellyn Whitehead!

Thank you for maintaining current membership in the Gateways to Opportunity Registry. This Dashboard is your one-stop shop for all of the resources and tools at the "My Registry" portal below to view your Professional Development Record (PDR), self-report trainings, renew your Registry Membership and more. If you are a "Trainer" portal to access the forms and training opportunities related to your work.

If you experience any difficulty in navigating the portals or using the tools available, contact the Registry Help Desk at (309) 557-1818. Specialists are available Monday through Friday, 9:00 AM to 5:00 PM. You can also email us or visit the [Registry Help Center](#) to submit a trouble ticket. Check out our [YouTube channel](#) for short video tutorials related to accessing and using the res



MY REGISTRY

Keep your Registry Membership and related records up to date, as well as apply for Gateways programs!



DIRECTOR

Access information needed for DCFS, ExceleRate, and more.



AUTHORIZED ENTITY

Maintain your agency's trainer and training course records, schedule trainings, and more.

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.

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC
☐ C Corporation
☐ S Corporation
☐ Partnership
☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.
Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
[] [] [] - [] [] - [] [] [] [] [] []

or
Employer identification number
[] [] - [] [] [] [] [] [] [] []

Part II Certification
Under penalties of perjury, I certify that:

<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/



The screenshot shows the official website of the Illinois Secretary of State, Jesse White. The header includes navigation links for Services, Publications/Forms, Departments, News, and Contact, along with the website address CYBERDRIVEILLINOIS.COM. The main banner features the text "OFFICE OF THE ILLINOIS SECRETARY OF STATE" and the Secretary's name and title. A search bar is present with the placeholder text "Search Cyberdriveillinois.com". The page title is "Corporation/LLC Search/Certificate of Good Standing". Under the heading "Type of Search", a paragraph explains that the database includes information on corporations, not-for-profit corporations, limited partnerships, and limited liability companies, and that the use of the website for bulk searches is prohibited. A disclaimer at the bottom states that the information is the property of the Office of the Secretary of State and that unauthorized use is prohibited.

Services Publications/Forms Departments News Contact CYBERDRIVEILLINOIS.COM

OFFICE OF THE ILLINOIS SECRETARY OF STATE

JESSE WHITE
SECRETARY OF STATE

Search Cyberdriveillinois.com

Corporation/LLC Search/Certificate of Good Standing

Type of Search

The Department of Business Services database includes information regarding corporations, not-for-profit corporations, limited partnerships, limited liability companies and limited liability partnerships, as well as, other business-related information. This database is provided to the public for "individual searches only". The use of this website or database to copy or download bulk searches or information is prohibited. Pursuant to statute, the Department of Business Services offers information for sale. For contract information, please contact the Department of Business Services at 217-782-6961.

Please be advised that the information contained in this database is the property of the Office of the Secretary of State for the State of Illinois. Any unauthorized use of the database, unauthorized access, removal of data, copying or

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



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Illinois Professional Development System

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COVID-19 INFORMATION

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Welcome back, ~~World Leader - Todd Dugan (10/1/2020)~~


Thank you for maintaining current membership in the Gateways to Opportunity Registry. This Dashboard is your one-stop shop for all of the resources and tools available to Registry Members and Trainers. Select the "My Registry" portal below to view your Professional Development Record (PDR), self-report trainings, renew your Registry Membership and more. If you are a Registry-Approved Trainer, you may enter the "Trainer" portal to access the forms and training opportunities related to your work.

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MY REGISTRY

Keep your Registry Membership and related records up to date, as well as apply for Gateways programs!



DIRECTOR

Access information needed for DCFS, ExceleRate, and more.

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

The screenshot shows the 'GATEWAYS TO OPPORTUNITY® Illinois Professional Development System' website. The top navigation bar includes links: 'Be A Member', 'Be A Trainer', 'Be An Organization', 'Find Training', 'Dashboard', and 'Logout'. Below this is a 'COVID-19 INFORMATION' section with a link to CDC information. The breadcrumb trail reads 'You are here: Home | Dashboard | Director Portal'. The main heading is 'Director Portal', followed by the text 'You are now viewing the portal for the following organization: Joellyn Whitehead Test Center (Licensed)'. A red box highlights this text and a red 'Change' button with a pencil icon. Below this are three orange boxes: 'Staff' (with a group of people icon and description 'Keep track of staff for your organization'), 'Reports' (with a bar chart icon and description 'Access reports including Registry Membership Status and Staff Training Record.'), and 'CCRG Application' (with a document icon and description 'Sign up for the CCRG grant!'). A red arrow points from the 'Change' button to 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

The screenshot shows the homepage of the Gateways to Opportunity Illinois Professional Development System. The header includes the logo and navigation links: Be A Member, Be A Trainer, Be An Organization, Find Training, Dashboard, and Logout. Below the header is a section for COVID-19 information with a link to CDC resources. A breadcrumb trail shows 'You are here: Home'. The main content area is titled 'Application History' and contains a table with columns: Application ID, Grant Period, Status, Date Submitted, and Actions. The table is currently empty, displaying 'No Previous Applications'. Below the table, a message instructs the user to click the 'Apply Now' button to create a new application. A red arrow points directly to the 'Apply Now' button, which is a red pill-shaped button with a white pencil icon and the text 'Apply Now'.

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Application History

Application ID	Grant Period	Status	Date Submitted	Actions
No Previous Applications				


Click the “Apply Now” button below to create a new application.

[Apply Now](#)

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 #

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You are here: [Home](#) | [Dashboard](#) | [Director Portal](#) | [CCRG Application](#)

Child Care Restoration Grant (CCRG) Application



Program Details

First Name	Last Name	Gateways Registry ID
<input type="text" value="Harry"/>	<input type="text" value="Potter"/>	<input type="text" value=""/>

Email Address	Phone Number 
<input type="text" value="test@test.test"/>	<input type="text" value="(555) 765-4321"/>


Role

▾

Program Name

Street Address

City	State	Zip
<input type="text" value="Hogsmeade"/>	<input type="text" value="Illinois"/> ▾	<input type="text" value="62442"/>

DCFS License Number	D-U-N-S Number 
<input type="text" value=""/>	<input type="text" value="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	<input type="text" value="0.0"/>	%
Head Start/Early Head Start	<input type="text" value="20.0"/>	%
Prevention Initiative/Preschool for All	<input type="text" value="72.5"/>	%
Other Public Funding Sources	<input type="text" value="0.0"/>	%
Private Pay / Parent Fees	<input type="text" value="7.5"/>	%
Other Private Funding Sources	<input type="text" value="0.0"/>	%
Total	<input type="text" value="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 ▼

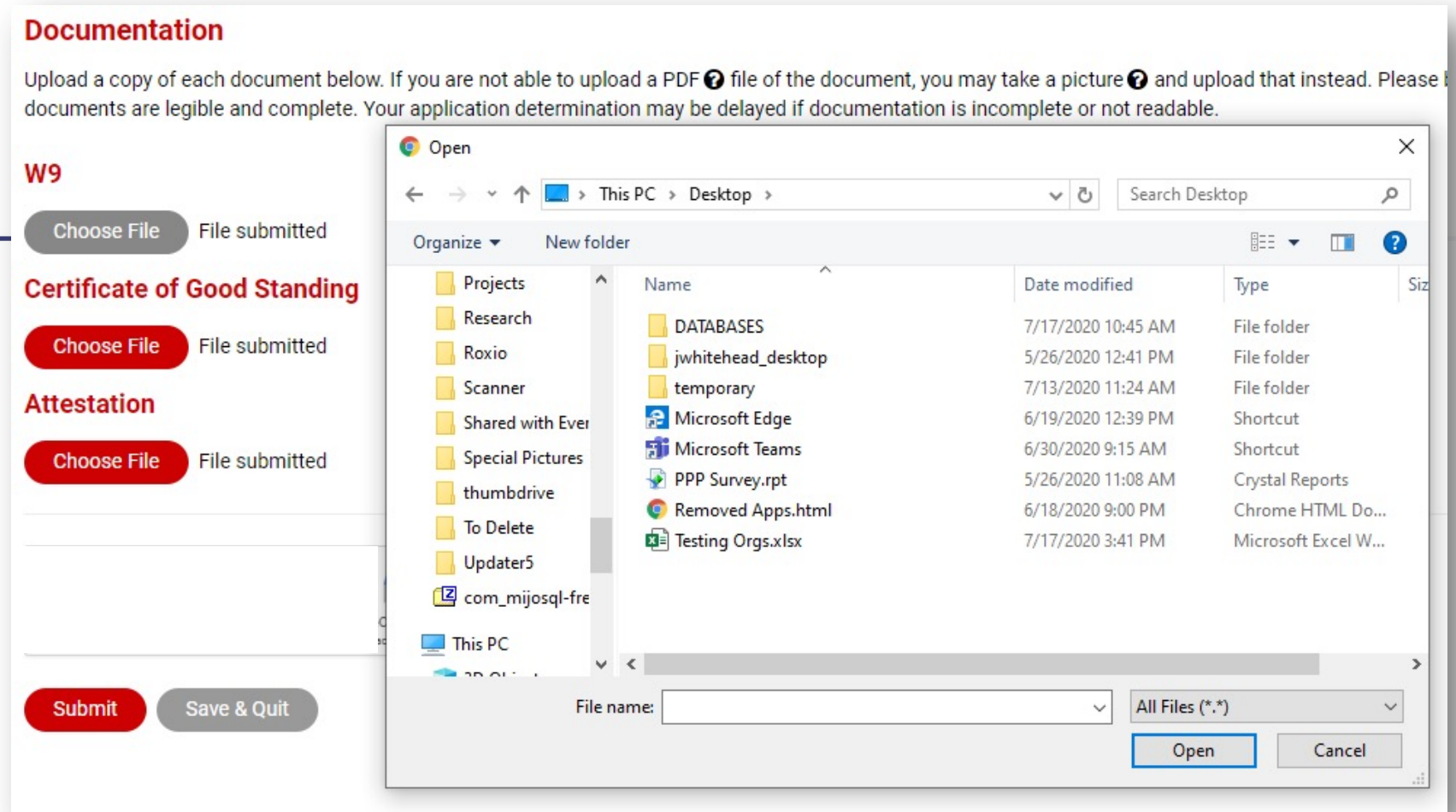
Zip
62442

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


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Application History

Application ID	Grant Period	Status	Date Submitted	Actions
12600	Grant Period 1	Pending (Information Required)		

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 Payments




Payment Acceptance Process

- You must **opt-in** 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 18-31 for January-March 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

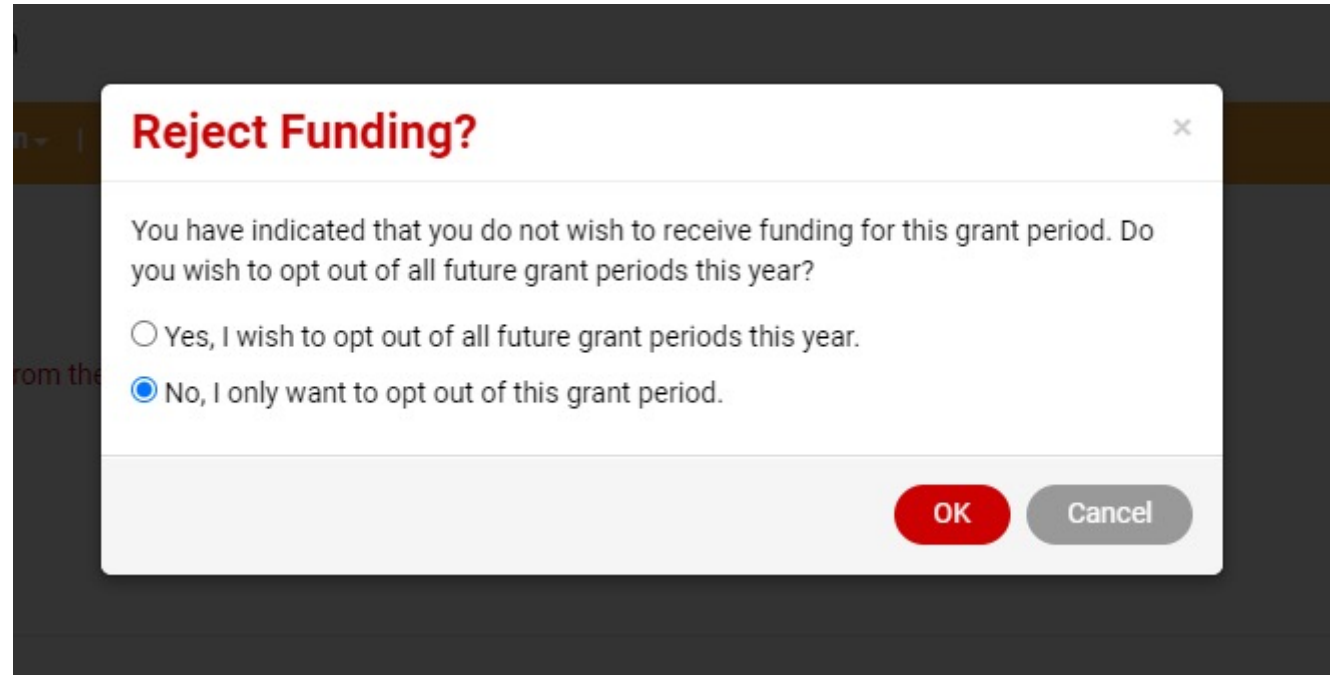
Funding Covers: January - March, 2021

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



Reject Funding?

You have indicated that you do not wish to receive funding for this grant period. Do you wish to opt out of all future grant periods this year?

☐ Yes, I wish to opt out of all future grant periods this year.

☒ No, I only want to opt out of this grant period.

OK Cancel

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!

