

Child Care Restoration Grants 2021

Technical Assistance Webinar

License Exempt Child Care Centers



Housekeeping & Introductions

- Audience for Today's Webinar is License Exempt Centers
 - Licensed centers and licensed family child care homes 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. Please 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 URL 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', there is a paragraph explaining that 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. It states that the database is provided to the public for "individual searches only" and that the use of this website or database to copy or download bulk searches or information is prohibited. It also mentions that pursuant to statute, the Department of Business Services offers information for sale and provides a contact number for contract information. A disclaimer at the bottom states that the information contained in the database is the property of the Office of the Secretary of State for the State of Illinois and that 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

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

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

Welcome back, ~~World Leader - Todd Gagliardi (1970-2000)~~

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.

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-Friday from 8:00am-4:00pm. 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 resources on this site.



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DIRECTOR

Access information needed for DCFS, ExceleRate, and more.

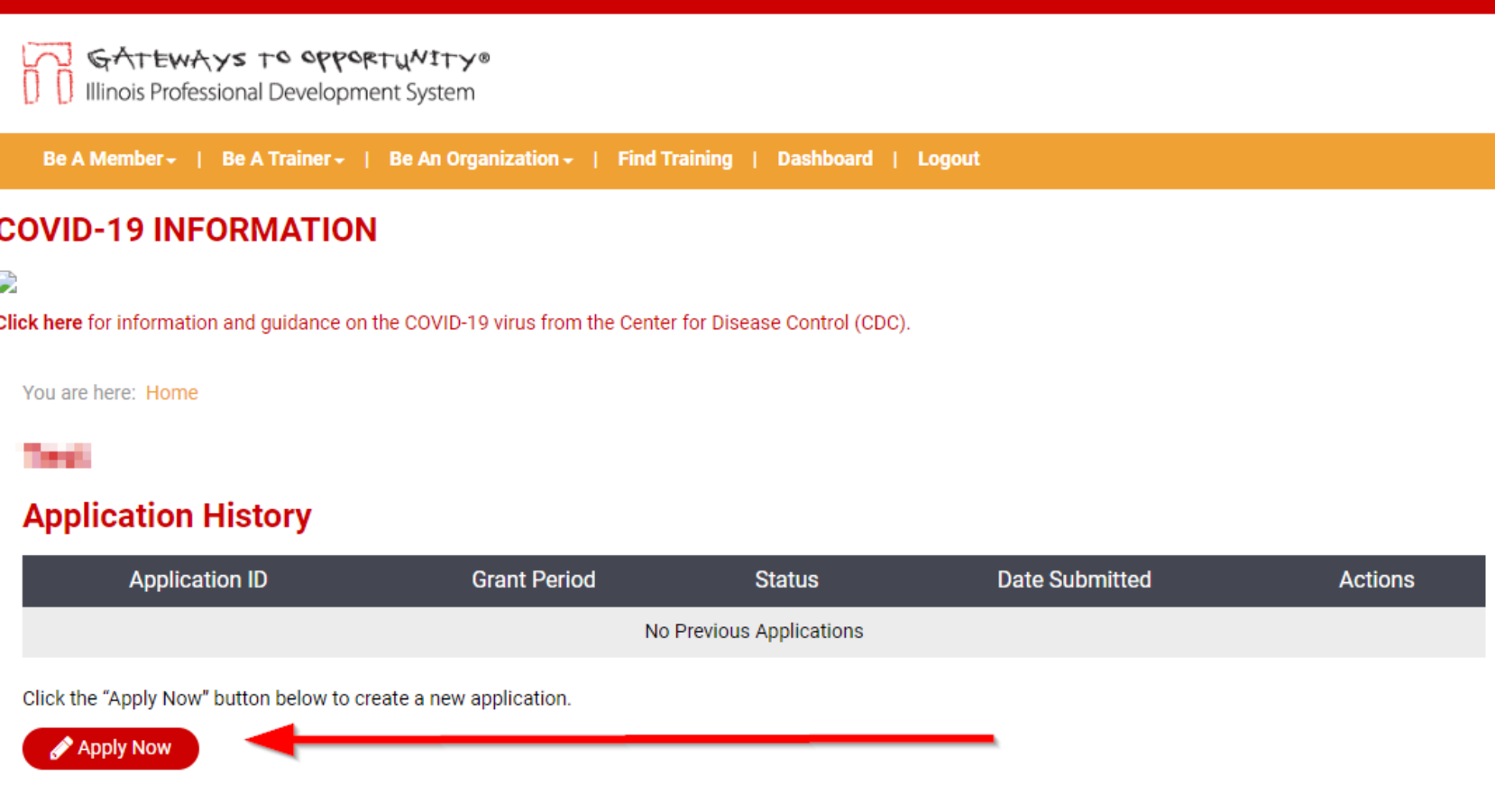
2. Be sure you are working under the correct program. If you have access to multiple, click “Change” to work under a different program.

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 the 'Change' button next to the organization name. 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 line graph 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 COVID-19 information section with a link to CDC resources. The main content area features an 'Application History' section with a table that currently shows 'No Previous Applications'. At the bottom, a red button labeled 'Apply Now' is highlighted with a red arrow pointing to it.

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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
 - It will be blank if you are license exempt
- Enter your 9-character DUNS #

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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	<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 come from DCFS, or from CCR&R if exempt
 - Please contact the Help Desk immediately if you believe these to be incorrect
- 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

Documentation

Upload a copy of each document below. If you are not able to upload a PDF  file of the document, you may take a picture  and upload that instead. Please ensure all documents are legible and complete. Your application determination may be delayed if documentation is incomplete or not readable.

W9

Choose File File submitted

Certificate of Good Standing

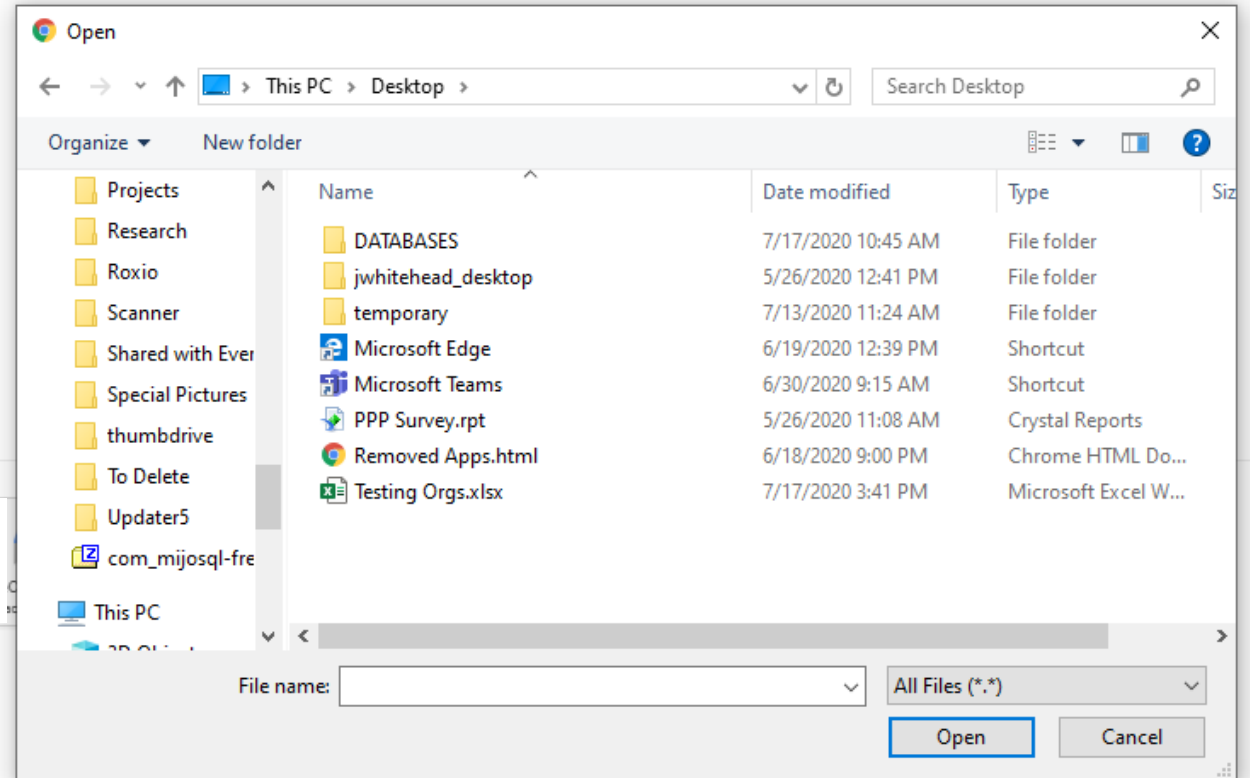
Choose File File submitted

Attestation

Choose File File submitted

Submit


Save & Quit



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

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!