Child Care Restoration Grants 2021

Technical Assistance Webinar

License Exempt Child Care Centers

Illinois Department of Human Services

Governor's Office of Early Childhood Development

inccra

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

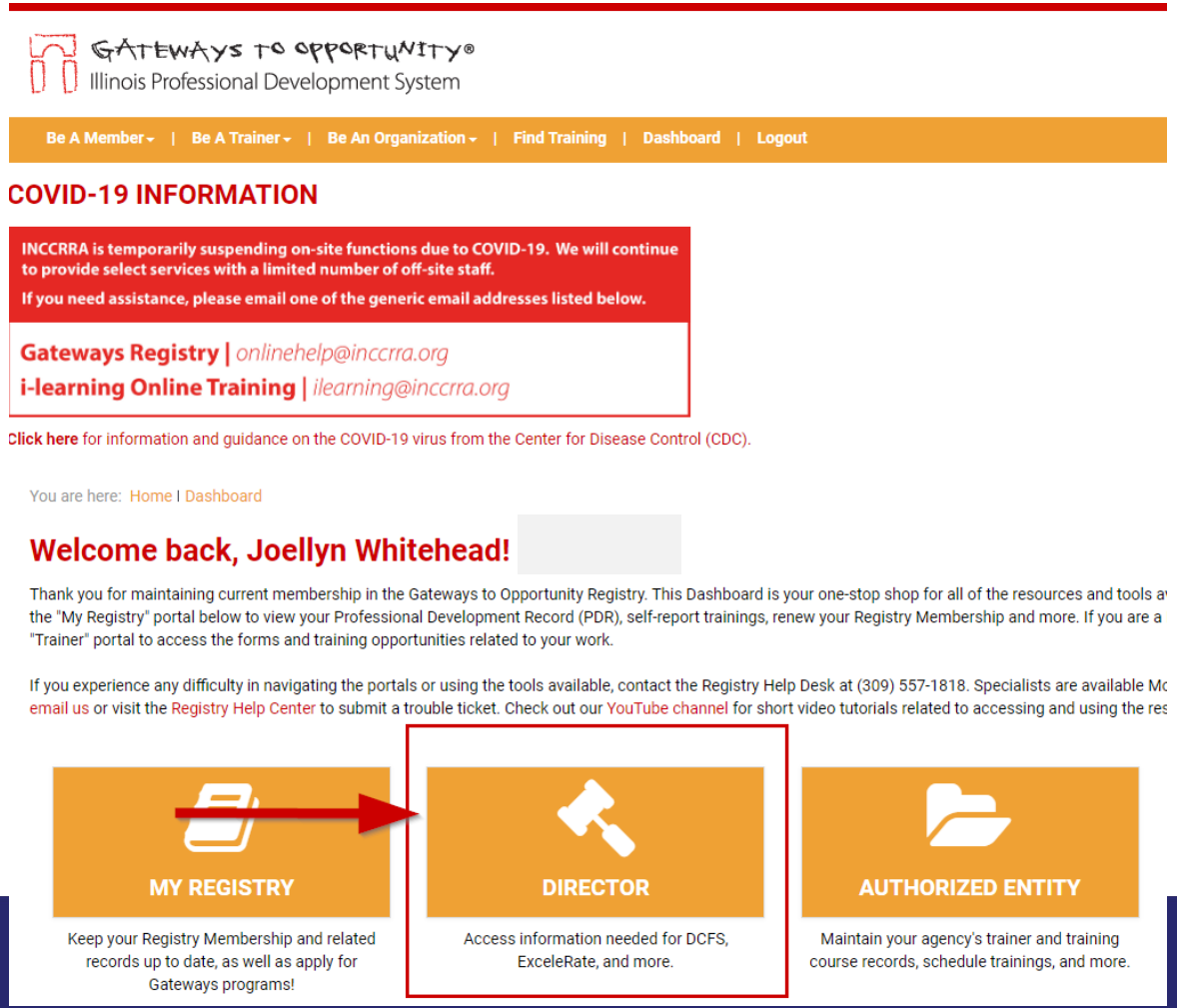
New Applicants: Application Walk-Through

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

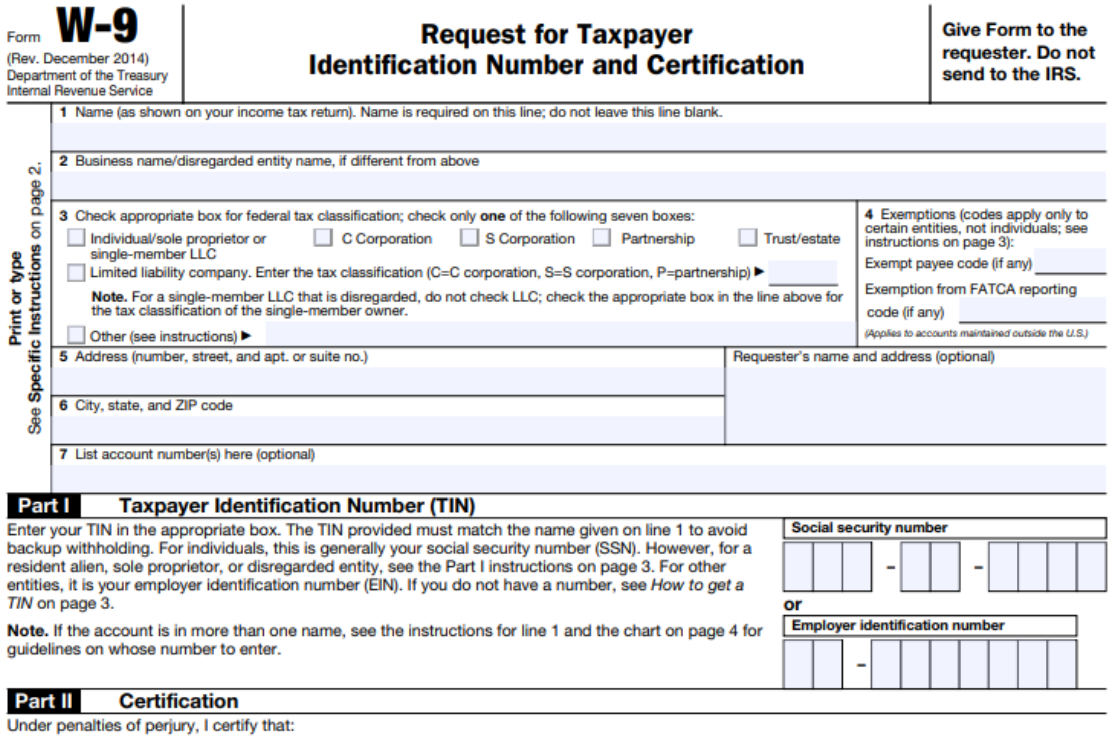
Director Portal Access

- If you need access, complete an Authorized Program Contact request form
- https://registry.ilgateways.com
- Be a Member > Director Portal



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.)

Print or type See Specific Instructions on page 2.

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

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (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/

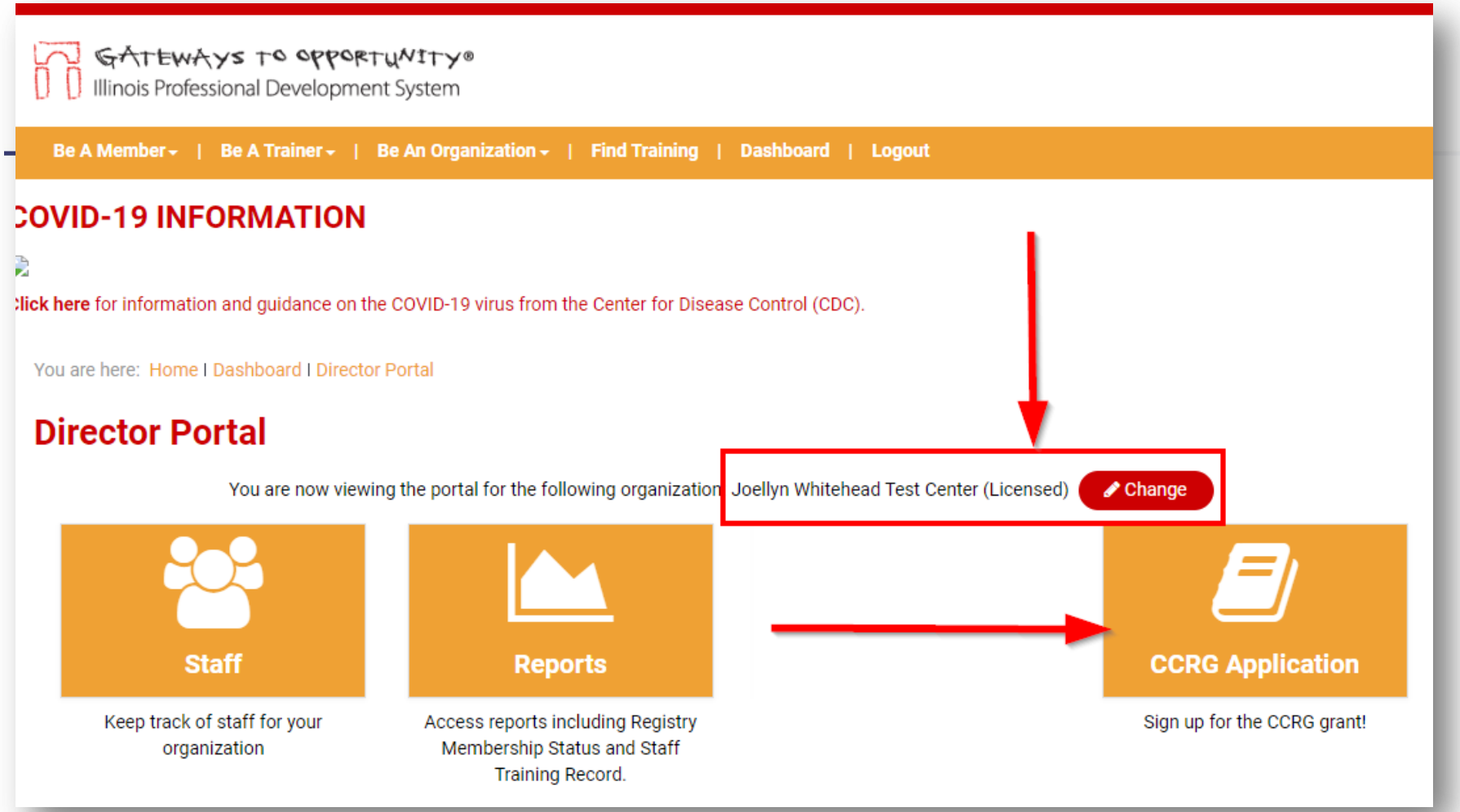
How to Apply

- 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

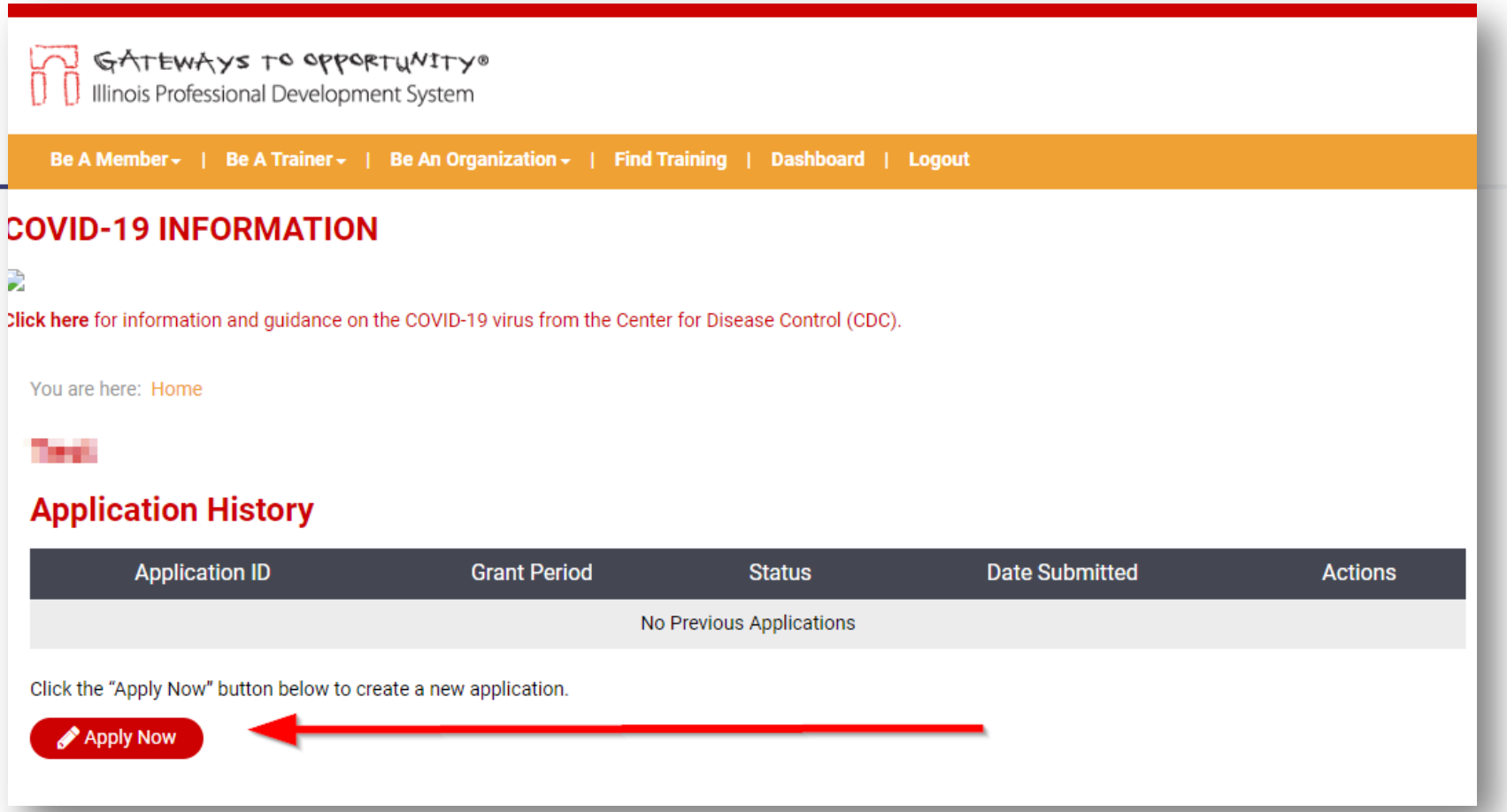
2. Be sure you are working under the correct program. If you have access to multiple, click “Change” to work under a different program.

3. Then, click on the CCRG Application box



4. Click the “Apply Now” button

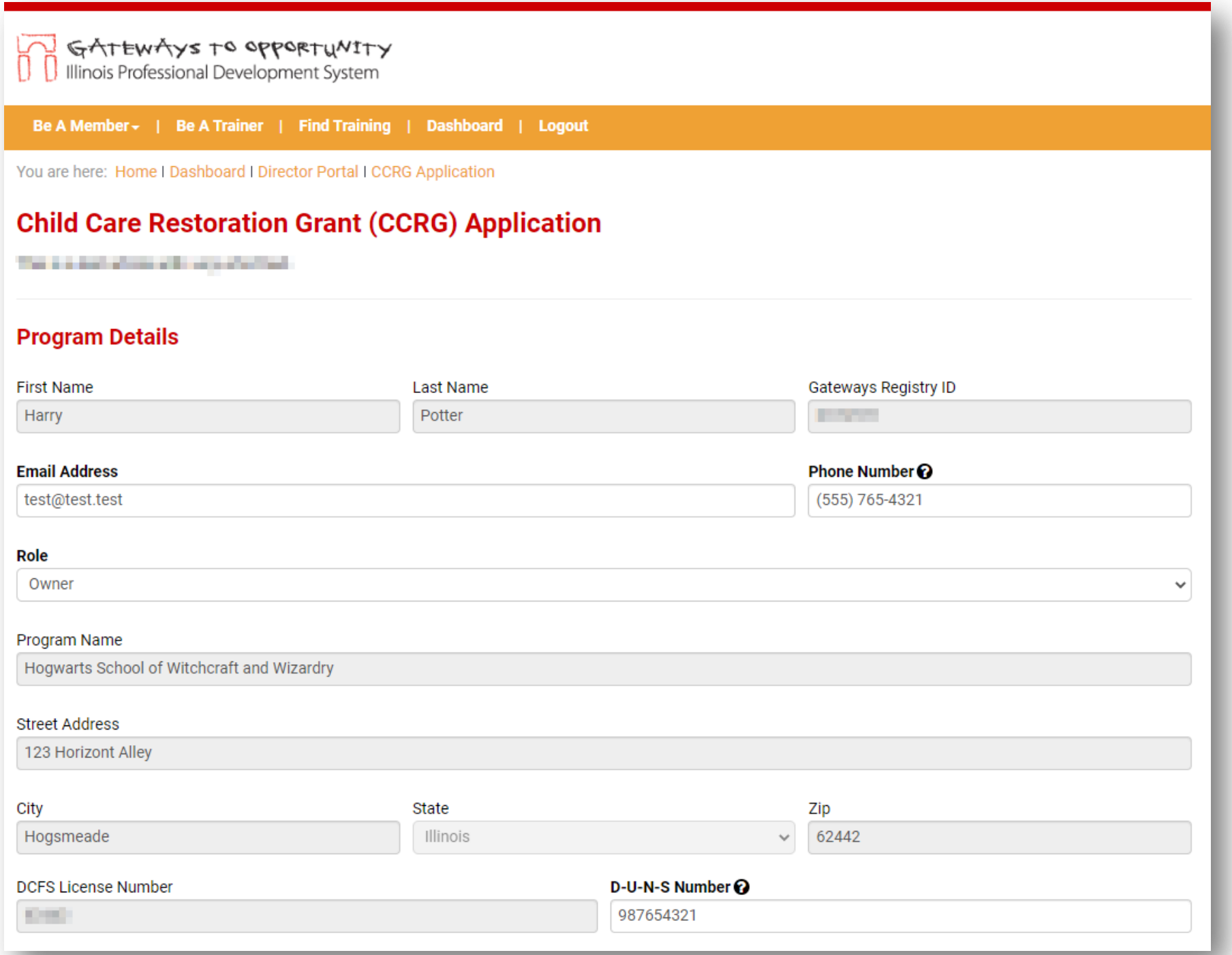
Note: If the application window is not open, you will see a message that says when the next window will be open



5. Complete the application.

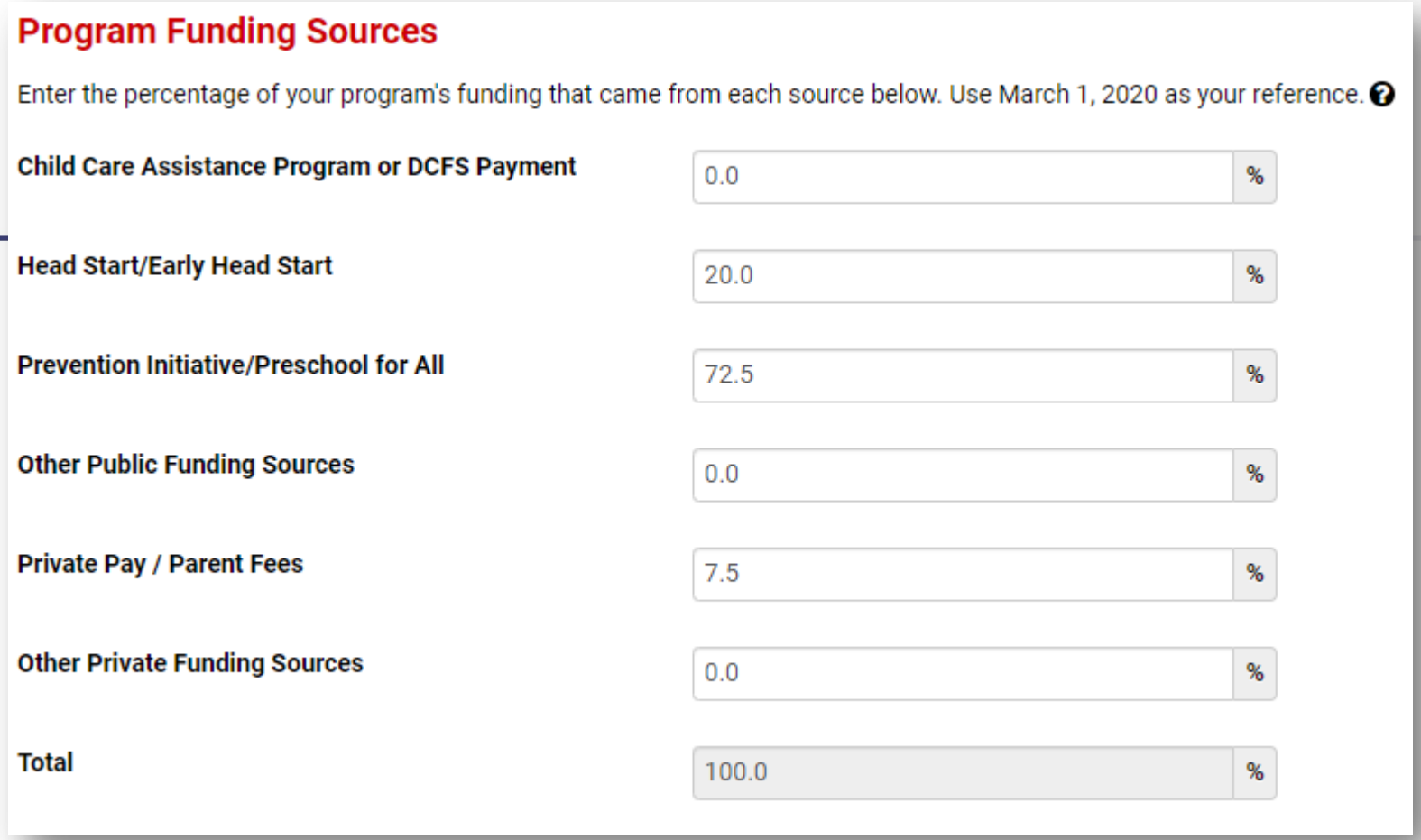
Program Details

- 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 #



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%



Grant Award Calculation

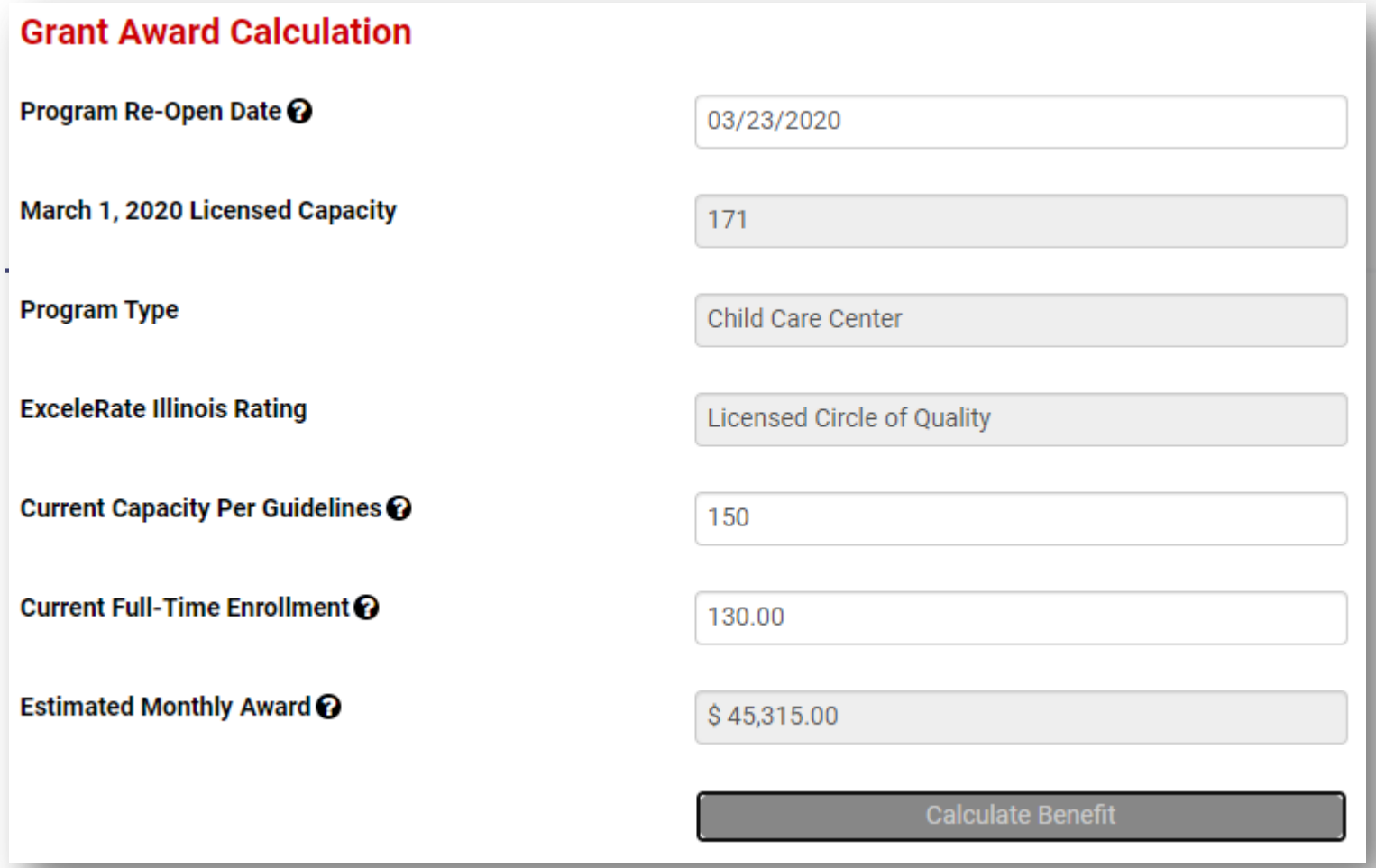
- Enter the date on which your program reopened **after** the March 20, 2020 closure of all child care centers and homes.
  - If you are a home provider and stayed open, enter March 21, 2020
  - If you are a center and remained open with an emergency license, enter March 21, 2020

- 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

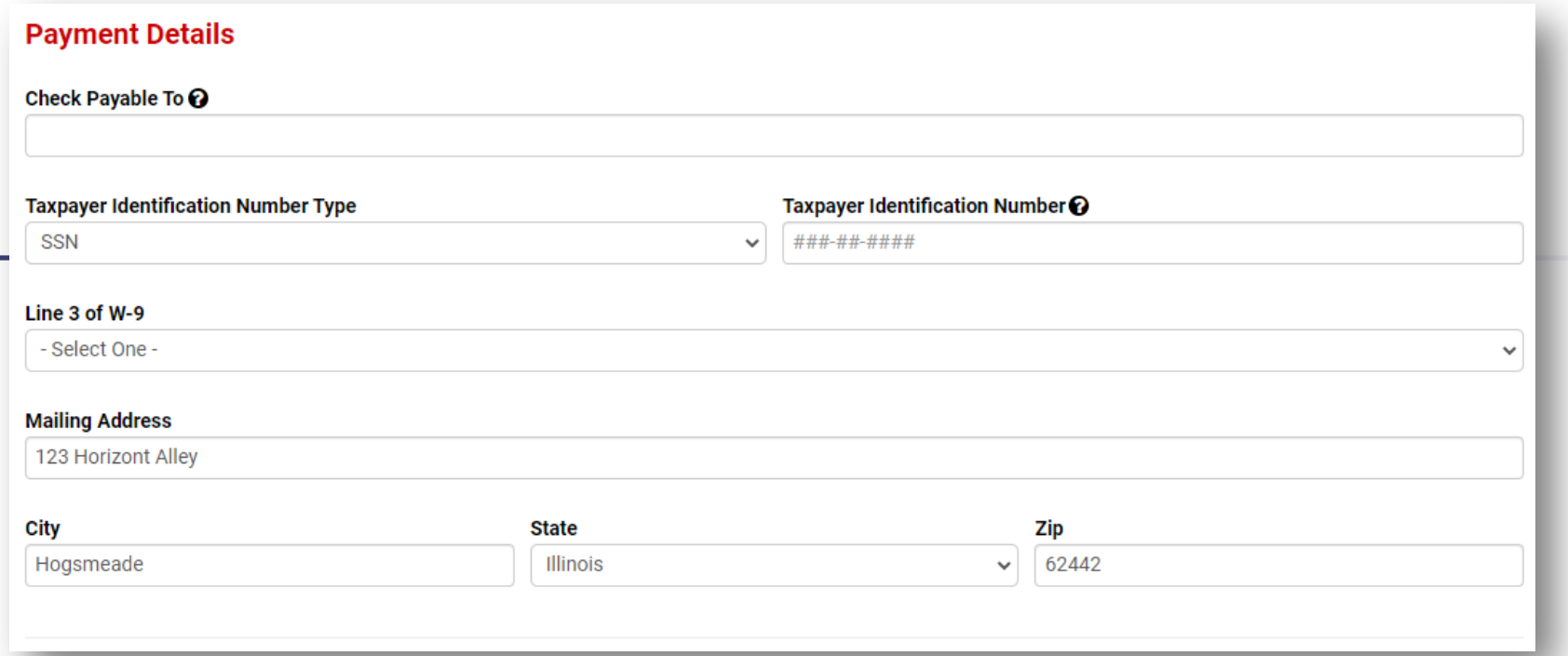
- Enter your current full-time equivalent enrollment
  - 2 children each enrolled part-time would be 1 full-time equivalent

- Click “Calculate Benefit” to view your estimated monthly grant amount



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

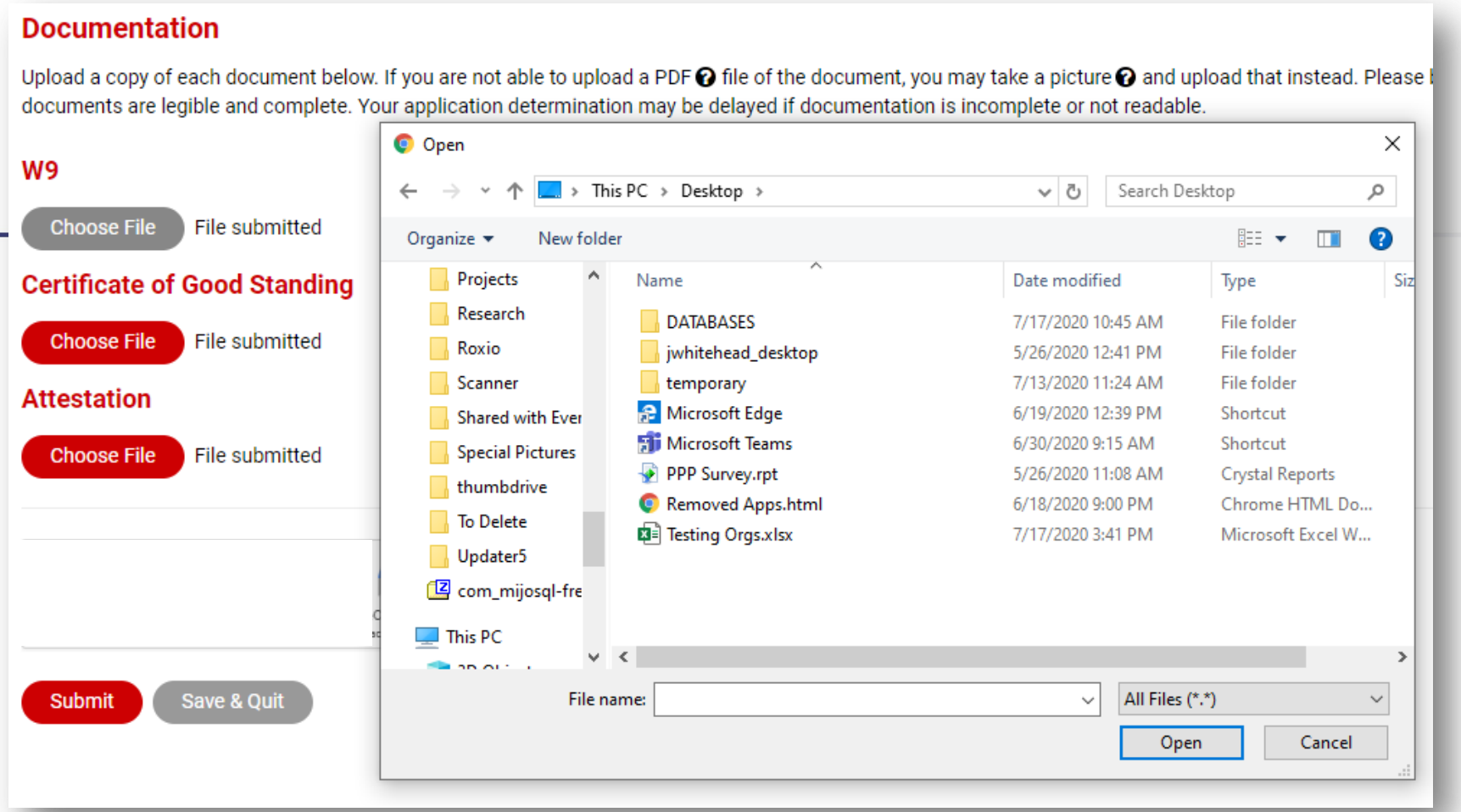


Documentation

- 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

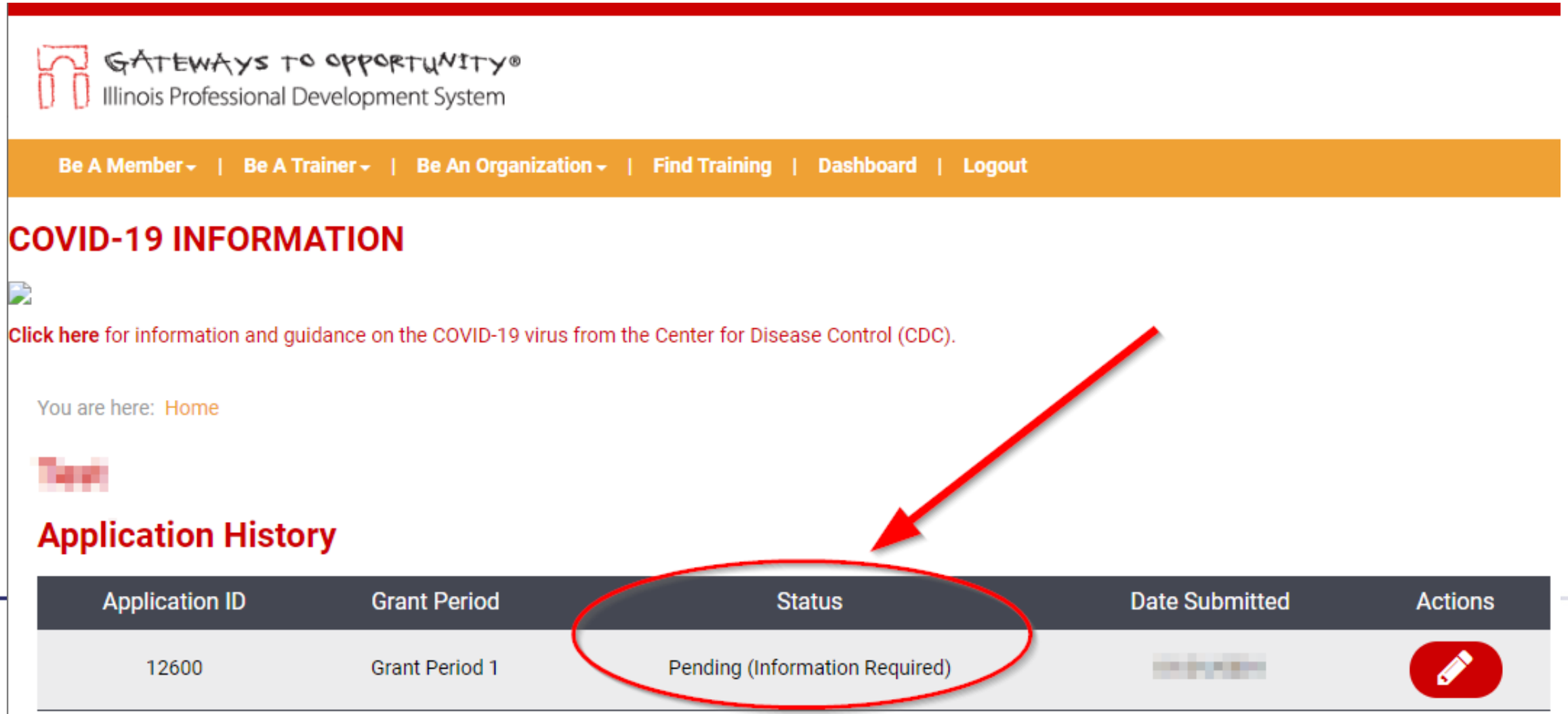
- If you need to do more work on the application, you can click “Save & Quit” to come back later
- If it is all ready to go, click the “Submit” button



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

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!

IDHS Illinois Department of Human Services

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