

Great START Supplement Application

For questions and additional information about the Great START Wage Supplement Program, please call 866.697.8278 or visit us at www.ilgateways.com. Please complete in blue or black ink.

Name: _____

SSN: _____ - _____ - _____

Registry Member ID: _____

If you have applied for Great START within the past six months, have you completed any additional coursework in that time that may move you up the Great START wage supplement scale?

No If yes, please send your official transcript

How did you first learn about Great START? (check only one)

- Center Director Local Child Care Resource & Referral Conference/Presentation
 Mailing Co-Worker Professional Development Advisor
 Provider Association Website/Social Networking Other _____

APPLICANT SIGNATURE

I verify that I have read, and understood this paragraph and that all information and documentation provided is true and accurate. I understand that any false or misleading statements, information, documentation, manipulation of wages, refusal of wage increases or bonuses in order to become eligible or maintain eligibility for the Great START Program (GS) may constitute grounds for denial in this and any INCCRRA administered programs, and may require me to pay back any GS funds received. I agree to notify INCCRRA of any leaves of absence beyond a 6-week period. In addition, INCCRRA will report all payments made to individuals over \$600 (total) to the Internal Revenue Service.

By signing below I understand that the Illinois Department of Human Services (IDHS) and INCCRRA will use my signature as authorization to verify any information and documents I have submitted, and that IDHS may use my name and application information for research/evaluation purposes.

Print Name: _____

Applicant Signature: _____ Date: _____

ADDITIONAL PROGRAM INFORMATION (TO BE COMPLETED BY PROGRAM DIRECTOR OR OWNER)

Director/Owner Name: _____

Current Enrollment: _____ # IDHS CCAP children currently in care: _____

Program is: (check all that apply)

- Full Day (8 or more consecutive hours serving children)
- Full Year (program must serve children at least 47 weeks)
- School Year Only
- Caring for children in programs serving teen mothers (operating a full school year)

Hours of Operation: ____:____am/pm ____:____am/pm

Applicant Information (COMPLETED BY DIRECTOR):

Great START Applicant's Job Title/Position: _____

Hourly Pay/Salary: \$ _____ per hour/per year (circle one)

Employee Start Date: _____

Hours worked per week: _____ Weeks worked Per year: _____

Percentage of time in the classroom working with children

- 0%
- 50%
- 100%
- Other _____ %

Has the employee taken any unpaid time off in the last year? No Yes

If yes, please fill out the following information:

| REASON FOR ABSENCE | EXACT DATE OF ABSENCE |
|--------------------|-----------------------|
| | |
| | |
| | |

EMPLOYER SIGNATURE

I verify that I have read and understood this paragraph and that all employer and employee information, and documentation provided herein is true and accurate. Additionally, I verify that I have not manipulated employee job titles and wages, or withheld, withdrew, or deducted salary increases or bonuses, in order for the named employee to become eligible for or to maintain eligibility in the Great START Program. By signing below, I understand that the Illinois Department of Human Services (IDHS) and INCCRRA will use my signature as authorization to review the employer financial records, employee personnel records and any other applicable files and records. IDHS may ban employer participation and all employees if an employer has submitted false or misleading information and documentation or manipulated employee wages in any manner.

Print Name: _____

Employer Signature: _____ **Date:** _____

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Mail completed application and required documentation to: INCCRRA/Applications • 1226 Towanda Ave • Bloomington, IL 61701

Information Update Form

SECTION 1 - CONTACT / PERSONAL INFORMATION

The Information Update form is used to update your information. Please fill out the Information Update Form and the corresponding program supplement to participate in a Gateways program. For questions and additional information please call (866) 697-8278 or visit us at www.ilgateways.com.

First Name: _____ Middle Initial: _____

Last Name: _____

Has your name changed in the last 12 months? Yes No If yes, list previous name: _____

Person ID/Registry Member ID: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

County: _____ Home Phone: _____ Cell Phone: _____

E-mail Address: _____

Please contact me at my: Home Address/Phone Work Address/Phone (if completing section 2)

SECTION 2 – CURRENT EMPLOYMENT

Please complete this section only if you are currently in part-time or full-time paid employment in the fields of Early Care and Education, School-Age, Youth Development, or Early Childhood Family Support. **If this does not apply to you, please skip this section.**

Employer Business Name: _____

Work Site Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

County: _____

Work Phone: _____ Work Fax: _____

Type of Program: (check only one)

- | | |
|--|---|
| <input type="radio"/> Child Care Center | <input type="radio"/> School-Age/Youth Development Program Only |
| <input type="radio"/> Family Child Care Home | <input type="radio"/> Public or Private School |
| <input type="radio"/> Group Family Child Care Home | <input type="radio"/> Child Care Resource & Referral (CCR&R) |
| <input type="radio"/> Head Start | <input type="radio"/> Other _____ |

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This program is: Licensed by Illinois Department of Children and Family Services* License-Exempt N/A

*If Licensed, License ID number: _____ Licensed Capacity: _____

Date Employment Began: *(with this employer)* _____

Current Position Title: _____ Position Code: _____

Current Position Start Date: _____ *(refer to below)*

Hours worked per week: _____ Weeks worked per year: _____

Position Codes *(to be used above)*

Direct Services to Children

- | | |
|---|---|
| 1. Director and/or Administrator (one-site) | 10. Group Family Child Care Provider |
| 2. Assistant Director | 11. Group Family Child Care Assistant |
| 3. Director/Teacher | 12. School-Age Child Care Teacher |
| 4. Teacher | 13. School-Age Child Care Assistant |
| 5. Assistant Teacher | 14. Youth Development Practitioner |
| 6. Teacher Aide (Preschool for All) | 15. Other Direct Service |
| 7. Substitute/Floater | 23. Home Visitors |
| 8. Family Child Care Provider | 24. Home Visitor Supervisor |
| 9. Family Child Care Assistant | 25. Family, Friend, or Neighbor Caregiver |

Indirect Services

- | | |
|---|--------------------------------------|
| 16. Director/Administrator (multi-site) | 20. Education/Curriculum Coordinator |
| 17. CCR&R Staff | 21. Consultant |
| 18. Higher Education Faculty/Staff | 22. Other Indirect Services |
| 19. Trainer | |

Ages of Children You Currently Work With *(Family Child Care check all that apply, others check only one.)*

- | | |
|--|---|
| <input type="radio"/> Infant (6 wks-14 months) | <input type="radio"/> School-Age (K-12 years) |
| <input type="radio"/> Toddler (15-23 months) | <input type="radio"/> Youth (13-21 years) |
| <input type="radio"/> Twos (24-35 months) | <input type="radio"/> Not Applicable (N/A) |
| <input type="radio"/> Preschool (3-5 years) | |

SECTION 3 – APPLICANT SIGNATURE

I verify that all information provided is true and accurate. I understand that INCCRRA or the Illinois Department of Human Services may use my information for research/evaluation purposes. For more information, please view the Privacy Policy at: www.ilgateways.com. I also understand that I will become a member of the Gateways to Opportunity Registry. I understand that periodically a **limited** amount of my Registry record information may be released to IDCFS, IDHS and/or my program administrator in order to verify compliance with State requirements and/or ExceleRate Illinois standards. This information would be related to my Registry membership being current; number of training hours completed; and/or status or completion of certain training, formal education or credentials as required by the State and/or ExceleRate.

Print Name: _____

Applicant Signature: _____ **Date:** _____

If applicant is under the age of 18, a parent or legal guardian signature is required below.

Print Name: _____

Parent/Legal Guardian: _____ **Date:** _____

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Great START Supplement Application Checklist and Required Documentation

Please use the checklist provided to ensure that you have submitted all of the necessary documents needed to successfully complete your application. Gateways staff will verify the status of current program IDCFS license via the Sunshine Project website. **Any missing documentation will delay the application process and could lead to ineligibility to participate in the program.**

Upon review of your application, **additional documentation may be required.**

Required Documentation

Enclosed On File at INCCRRA

All Applicants

- Completed and signed Gateways Registry Membership Form
(If on file, submit Information Update Form.)
- Completed and signed Great START Supplement Application
- Updated official transcripts and/or any certificates or credentials earned.
(Please include official transcript(s) in a sealed envelope from the college or university, or request official electronic transcripts to be sent from your college or university to transcripts@inccrra.org.)
- Signed W-9 (IRS Form) with applicant's personal information
(If this form has been submitted previously, a new one is needed only if something has changed.)

Center Staff and Family/Group Child Care Home Assistant Applicants

- Four weeks of most recent pay stubs
- W-2 (IRS Form) from previous tax year with final pay stub received in that tax year

Family/Group Child Care Home Owner/Director

- Most recent verification of children currently being served (*proof of care form OR completed IDHS child care assistance billing certificates/program verification*)
 - Most recent Schedule C (IRS Form)
 - Most recent Form 8829 (IRS Form) with line 4 completed
- OR**
- Current parent handbook (*must be submitted if Form 8829 is not enclosed*) including hours and days of operation, vacation and holiday time taken.

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Great START Wage Supplement Scale

Great START is available to Assistants, Teachers, Family Child Care Providers, Family Group Child Care Providers, and Directors.

Job Category Key

A = Assistant
 FCC = Family Child Care Provider
 G = Family Group Provider
 T = Teacher
 D = Director

| Level | Option | Education | Eligibility ¹ | Supp. ² |
|-------|--------|--|--------------------------|--------------------|
| 1 | A | 6 semester (9 qtr) hrs in Early Childhood Education (ECE)/Child Development (CD) | A/FCC | \$150 |
| 2 | A | Child Development Associate (CDA) | A/FCC | \$225 |
| 2 | B | Certified Childcare Professional (CCP) | A/FCC | \$225 |
| 2 | C | Montessori Credential (AMS or AMI credentials only)* | A/FCC | \$225 |
| 2 | D | 12 sem hrs (18 qtr) hrs toward a degree (9 sem hrs in ECE/CD) | A/FCC | \$225 |
| 2 | E | FCC Level 2, SAYD Level 2 | A/FCC | \$225 |
| 3 | A | 24 sem (36 qtr) hrs toward an Associates Degree in ECE/CD | A/FCC/G | \$375 |
| 3 | B | 24 sem (36 qtr) hrs related field (9 sem hrs ECE/CD) | A/FCC/G | \$375 |
| 3 | C | CDA/CCP/Montessori Credential + 12 sem (18 qtr) hrs toward a degree | A/FCC/G/T | \$375 |
| 3 | D | ECE Level 2, FCC Level 3, SAYD Level 3 | A/FCC/G | \$375 |
| 4 | A | Approved Community College Early Childhood Certificate | A/FCC/G | \$525 |
| 4 | B | 36 sem (54 qtr) hrs toward Associates Degree in ECE/CD | A/FCC/G | \$525 |
| 4 | C | 36 sem (54 qtr) hrs toward a degree in related field (12 sem hrs in ECE/CD) | A/FCC/G | \$525 |
| 4 | D | ECE Level 3, ITC Level 2, SAYD Level 4, ESL/B 2 | A/FCC/G | \$525 |
| 5 | A | 48 sem (72 qtr) hrs toward Associates Degree in ECE/CD | A/FCC/G | \$675 |
| 5 | B | 48 sem (72 qtr) hrs toward a degree in related field (15 sem hrs in ECE/CD) | A/FCC/G | \$675 |
| 5 | C | Associates Degree with non ECE/CD major (15 sem (22 qtr) hrs in ECE/CD) | A/FCC/G/T | \$675 |
| 5 | D | 60 sem (90 qtr) hrs toward a degree in unrelated field (15 sem hrs in ECE/CD) | A/FCC/G/T | \$675 |
| 5 | E | ITC Level 3, FCC Level 4, ESL/B 3 | A/FCC/G/T | \$675 |
| 6 | A | Associates Degree in ECE/CD | A/FCC/G/T/D | \$825 |
| 6 | B | Associates Degree in any field with 18 sem (27 qtr) hrs in ECE/CD (21 sem hrs for Dir) | A/FCC/G/T/D | \$825 |
| 6 | C | 60 sem (90 qtr) hrs toward a degree in unrelated field (15 sem hrs in ECE/CD; 21 sem hrs for Dir) | A/FCC/G/T/D | \$825 |
| 6 | D | 90 sem (134 qtr) hrs toward a degree in an unrelated field (15 sem hrs in ECE/CD; 21 sem hrs for Dir) | A/FCC/G/T/D | \$825 |
| 7 | A | 72 sem (107 qtr) hrs toward Bachelors Degree in ECE/CD | A/FCC/G/T/D | \$975 |
| 7 | B | 90 sem (134 qtr) hrs toward Bachelors Degree in related field (18 sem hrs in ECE/CD; 21 sem hrs for Dir) | A/FCC/G/T/D | \$975 |
| 7 | C | Bachelors Degree in unrelated field (18 sem (27 qtr) hrs in ECE/CD; 21 sem hrs for Dir) | A/FCC/G/T/D | \$975 |
| 7 | D | ECE Level 4 | A/FCC/G/T/D | \$975 |
| 8 | A | 90 sem (134 qtr) hrs toward a Bachelors Degree in ECE/CD | A/FCC/G/T/D | \$1200 |
| 8 | B | Bachelors Degree in related field (24 sem hrs (36 qtr) in ECE/CD) | A/FCC/G/T/D | \$1200 |
| 8 | C | Bachelors Degree in unrelated field (30 sem hrs (45 qtr) in ECE/CD) | A/FCC/G/T/D | \$1200 |
| 8 | D | ITC Level 4, SAYD Level 5, IDC Level I, ESL/B 4 | A/FCC/G/T/D | \$1200 |
| 9 | A | Bachelors Degree in ECE/CD | A/FCC/G/T/D | \$1,575 |
| 9 | B | Masters Degree in unrelated field (30 sem (45 qtr) hrs in ECE/CD) | A/FCC/G/T/D | \$1,575 |
| 9 | C | FCC Level 5 | A/FCC/G/T/D | \$1,575 |
| 10 | A | Masters Degree in ECE/CD, ECE Level 5, IDC Level II, ITC Level 5 | A/FCC/G/T/D | \$1,950 |
| 10 | B | IDC III, ECE Level 6, ITC Level 6 | A/FCC/G/T/D | \$1,950 |

1. Courses are evaluated with the Gateways Basic Transcript Review
2. All ECE/CD courses must be passed with a "C" or higher
3. Wage Supplements are paid and shown in 6-month increments
4. Wage Supplements will be pro-rated if you work 15-29 hours per week.
5. *Montessori Credentials from American Montessori Society or Association Montessori International
6. Credentials other than those listed may be evaluated to determine eligibility

Gateways Great START Program Flowchart

Here is what you can expect when applying for the Great START Program, from beginning to end. Remember, this varies by applicant. The best way to move the process forward is to ensure that you complete the application in its entirety, and that you promptly submit all other required documentation.

1. Research

Suggested Time: 1 week (*varies by applicant*)

Your Role: Research the Great START program on the Gateways to Opportunity website at www.ilgateways.com/financial-opportunities/great-start. Review specific information about applying, eligibility requirements, and the additional documentation and forms you will need to submit.

2. Register

Suggested Time: 1 day

Your Role: Become a Gateways Registry Member. Visit the Gateways Registry for quick and easy access.

- Save the log in page to your bookmarks.

Gateways' Role: You will receive an email that welcomes you to the Gateways Registry.

3. Apply

Suggested Time: 1-2 weeks (*varies by applicant*)

Your Role:

- Download the Great START Supplement Application and Information Update Form at www.ilgateways.com/docman-docs/financial-opportunities/great-start/831-great-start-application/file or apply online through the Gateways Registry at registry.ilgateways.com/component/wsuser/login.
- Complete the Great START Supplement Application and Information Update Form.
Note: If applying online, you will need to submit your Online Application Packet, which will appear once you have submitted your online application. Print this packet, sign it, and have your director sign it.
- Read the list of required documents included in either the Great START Supplement Application or the Online Application Packet.
- Gather and mail or email all required documents (including the Online Application Packet if you applied online) to gstart@inccrra.org or mail to:

Gateways/Applications
1226 Towanda Plaza
Bloomington, IL 61701

4. Application Processed

Suggested Time: This varies by applicant and the number of pending applications. All applications are processed in the order they are received.

Gateways' Role: After receiving all required application documents, Gateways will begin to process your application.

- Once all documentation and official transcripts have been reviewed, you will receive notification of status.
 - If you are eligible for a Great START supplement, an email will be sent. The status of a Great START application can also be tracked via the Registry portal.
 - If you do not meet Great START requirements, an email that includes the reason for ineligibility will be sent.
 - If additional documentation is needed to process the Great START application, an email will be sent. This email will note what documentation is needed to continue processing, as well as a due date for these items.

5. Supplement Awarded

Suggested Time: Varies by applicant

Your Role: Check your email for notification of your Great START eligibility.

Gateways' Role: A Great START supplement will be awarded once all eligibility requirements have been met. The supplement check is typically mailed the month following an eligibility decision, as funds are available.

For example, if an applicant is eligible for Great START in January, a supplement check will typically be mailed in February.

Tips and things to know:

- Check your Registry membership.
 - Ensure that your email address is accurate and working.
 - Check your email filters. Gateways emails often have attachments, so they can end up in junk or clutter folders. Add Gateways to your approved contact list to ensure that future emails end up in your inbox.
 - Ensure that your phone number and place of employment is current.
 - Ensure that your preferred address is correct. This is where the supplement check will be sent if eligible.
- Great START supplements may be awarded every six months. In order to continue receiving a supplement, applicants must continue to meet all eligibility requirements, and must also submit a renewal application with required documents every six months.
 - If anything changes, update your registry information as soon as possible to ensure that Gateways can continue to help you.



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