SMART START
WORKFORCE GRANTS

ADDING/UPDATING CLASSROOMS IN THE DIRECTOR PORTAL

for Family Child Care & Family Group Child Care:

The Staff Listing within the Director Portal is a critical component. All the reports available through the portal pull information from the Staff Listing, so it is important to keep it updated. For Smart Start Workforce Grants, this is required.

Follow the steps below to access and update your Staff Listing for the Smart Start Workforce Grant application.

GETTING STARTED

Please note: Before making any additions or updates to your classroom, please ensure that appropriate staff roles are assigned in your employment record within the Registry. For Family Child Care and Family Group Child Care programs, accurately designating staff roles is crucial to ensure you receive the appropriate funding amount. Role designations will also impact which reporting materials will be required.

For programs with co-owners (e.g., a husband and wife), there are two options:

Base Grant Amount	Higher Grant Amount
• In the employment record within the Registry, list both owners as the provider ("8 - Family Child Care Provider" or "10 - Family Group Child Care Provider"). • You will then assign both providers to the classroom card. • This will allow the program to receive the base grant without requiring that the wage floor must be met, or that payroll documentation must be submitted.	• In the employment record within the Registry, choose one owner to list as an assistant ("9 – Family Child Care Asst" or "11 – Family Group Child Care Asst"). • The owner who lists themselves as an assistant must then change their role within the Registry membership employment record. • On the classroom card, list one owner as the provider and one as an assistant (with hours worked). • The system will then use the information to increase the grant amount, requiring that the program pay the assistant the wage floor, and provide payroll documentation as proof.

ACCESSING THE CLASSROOMS CARD

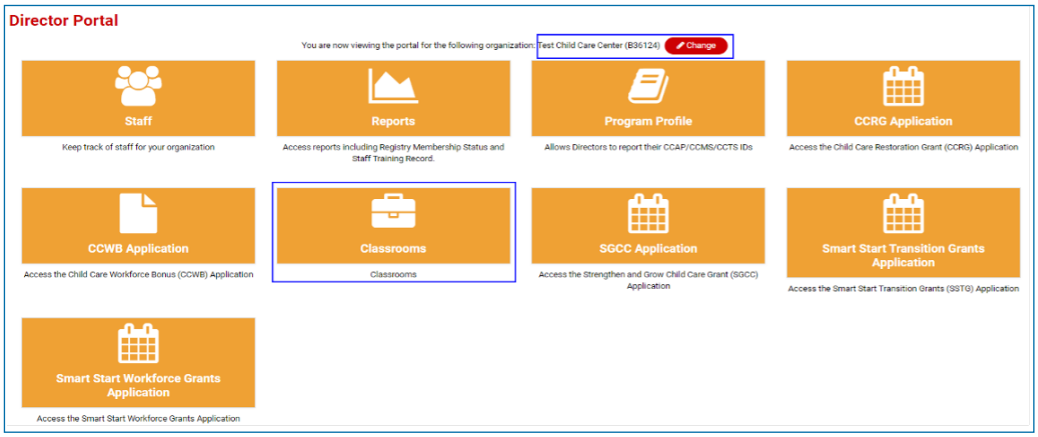
All programs will need to have classrooms set up before applying and requesting funding.

- For Family Child Care and Family Group Child Care – enter just one classroom record, using the "Mixed Ages (FCC)" designation.

STEP ❶: Go to http://registry.ilgateways.com

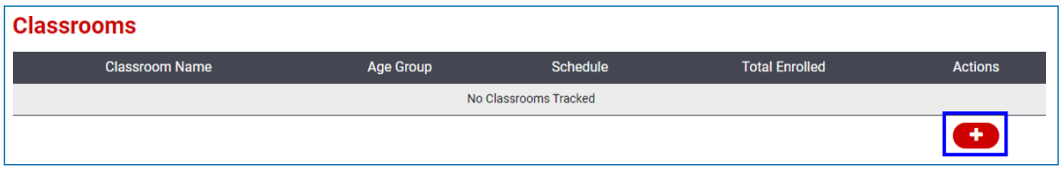
STEP ❷: Click the "Dashboard Login" menu item and log in with your username and password.

STEP 3: Click the "Director" card to access the Director Portal, checking that the program listed is correct, and then click the "Classrooms" card.



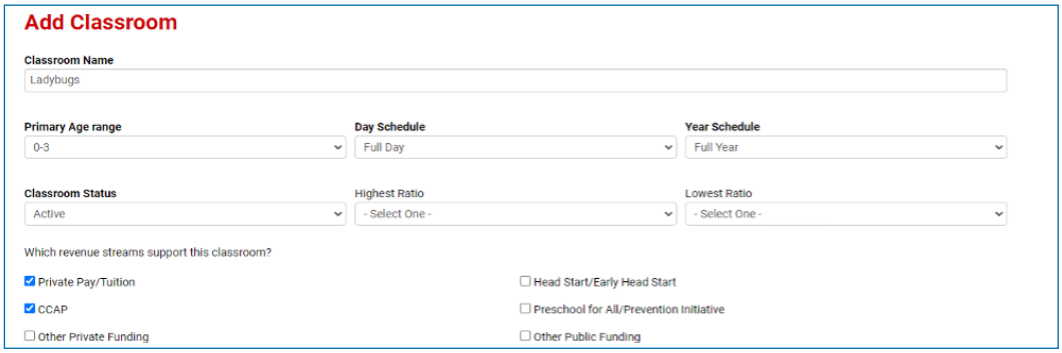
ADD CLASSROOMS

STEP 1: Click the "+" button to add a new classroom



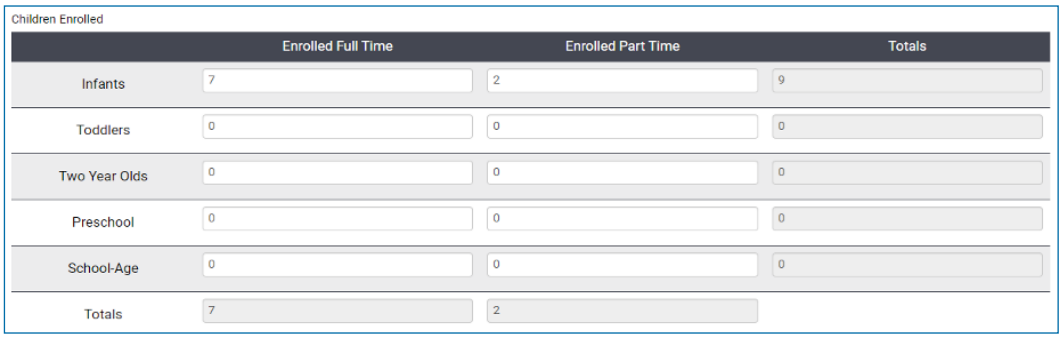
STEP 2: Next, complete the main classroom information

- Enter the information into all fields with **bold labels**
- Follow this guidance when selecting the **Primary Age Group**:
  - Family & Family Group Child Care – Please select the "Mixed Ages (FCC)" option.



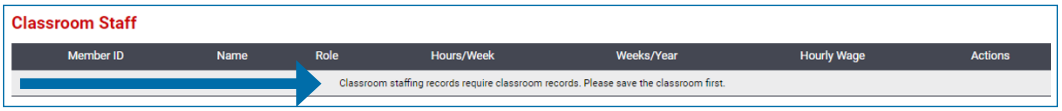
STEP 3: Enter current enrollment, including both the number of children enrolled full-time and enrolled part-time for each age group.

STEP 4: Save, then select "Edit Classroom"



- Note: **This step is only necessary when adding a brand-new classroom**. If editing/updating an *existing* classroom, skip to **step 5**.

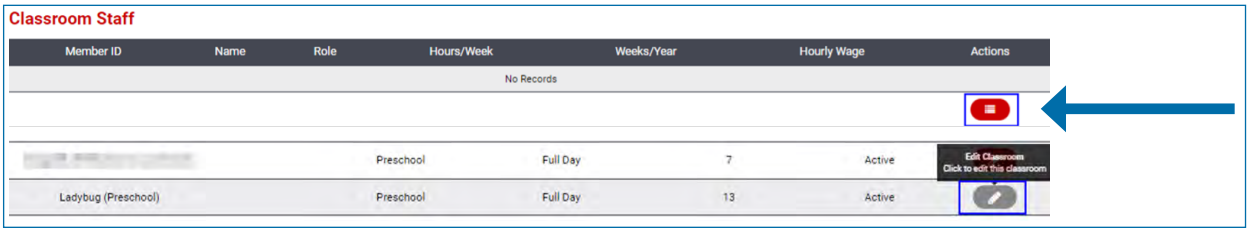
- When you first add a classroom, you will see that the record must be saved before you can select the staff.



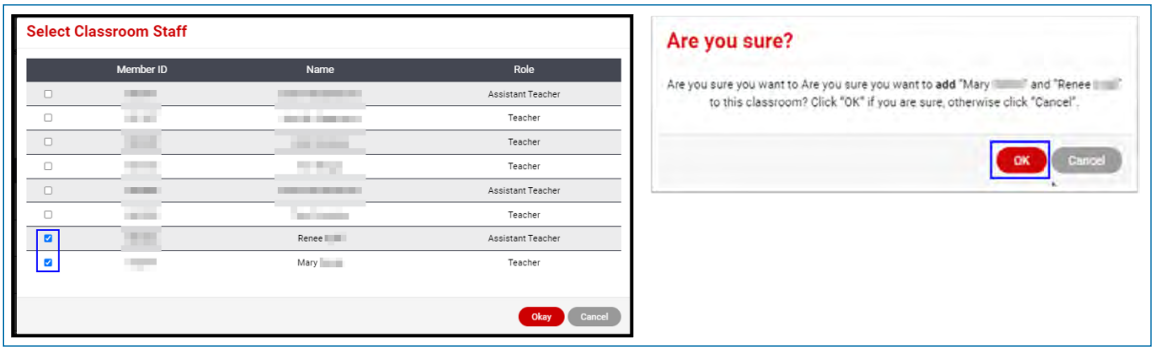
- Save the classroom by clicking the "Submit" button, then click the pencil icon to edit the classroom so you can add the staff.

STEP 5: Select the Classroom Staff

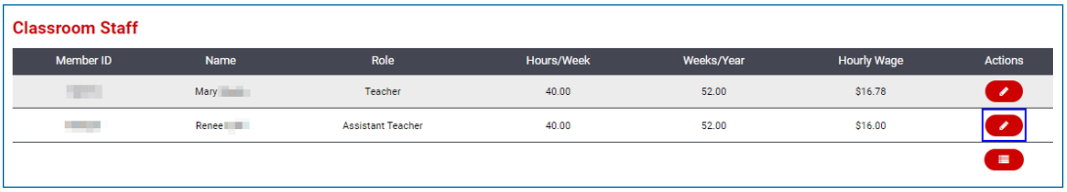
- You can add/change classroom staff by clicking the list button. This information should be updated and accurate before you submit a funding request for each grant round.

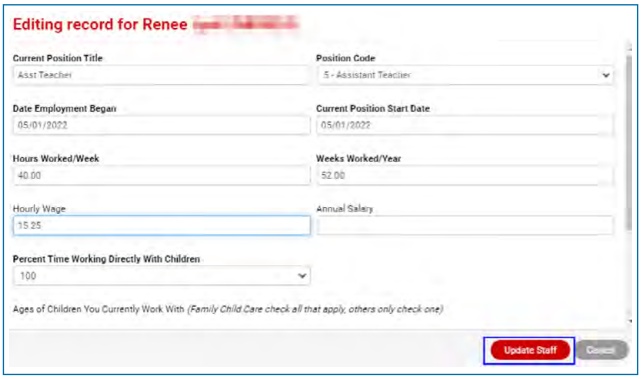


- Check the box(es) for the staff working in that classroom and confirm the prompt. To remove staff from a classroom, simply uncheck the box and confirm the prompt.



- If some information about a staff person's job is not correct, you can edit it by clicking the pencil icon. Then, edit the information needed and click the "Update Staff" button to save your changes.





STEP 6: Once everything is entered and you have confirmed its accuracy, enter the date in the "As of Date" field and click "Submit" to save the classroom.

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