

SMART START WORKFORCE GRANTS



Guide to Reporting: FAMILY & FAMILY GROUP CHILD CARE

Reporting will be due quarterly by the 15th of the month following a grant period. For example, Smart Start Workforce Grants State Fiscal Year 2025 round one funding covers October 2024 - December 2024. The first round of reporting will be due by January 15, 2025. If the reporting is not completed by the deadline, it will affect future grant payments.

| Application Round | Application/ Opt-In Period | Deadline for Documentation | Funding Released | Funding Use Period | Quarterly Reporting Deadline |
|-------------------|--------------------------------------|----------------------------|------------------|------------------------------|------------------------------|
| Round 1 | July 1, 2024 – July 31, 2024 | August 21, 2024 | September 2024 | October 2024 – December 2024 | January 31, 2025 |
| Round 2 | November 6, 2024 – November 20, 2024 | November 25, 2024 | December 2024 | January 2025 – March 2025 | April 15, 2025 |
| Round 3 | January 2, 2025 – January 31, 2025 | February 14, 2025 | March 2025 | April 2025 – June 2025 | July 15, 2025 |

Programs with Assistants will be required to submit the following quarterly:

| | |
|--------------------------------|---|
| Receipt of Funding Letter | Demonstrates program approval and funding receipt for Smart Start Workforce Grants. |
| Narrative Report | Current student enrollment and staffing. |
| Payroll Reporting or Paystubs* | Demonstrates programs paid employees the wage floor to required assistants. |

* Family Child Care without assistants do not need to submit payroll reports or paystubs.

What else will be required for reporting?

| Family Child Care and Family Group Child Care with Assistants | Family Child Care and Family Group Child Care without Assistants |
|---|---|
| <p>Payroll reporting that includes for each staff member:</p> <ul style="list-style-type: none"> Name Total hours worked Gross pay Deductions Net pay <p>OR</p> <p>Paystubs showing the above information.</p> | <ul style="list-style-type: none"> A narrative report detailing the impact on their program, including enrollment and staffing questions. Complete and upload a receipt of funding letter for each round. These are provided by INCCRRA when checks are mailed. |

- Each quarter, programs must also complete a narrative report about the impact on their program, including enrollment and staffing questions. This narrative report will be similar to the narrative required under Smart Start Transition Grants and is designed to help INCCRRA and IDHS-DEC to understand the impact and success of the Smart Start Workforce Grant program.
- Each quarter, programs will also be required to complete and upload a receipt of funding letter that is provided by INCCRRA when their check is mailed. This confirms that they are accepting the grant funding.

Have more questions about reporting requirements for Family Child Care and Family Group Child Care programs? Contact your local expert with questions. [Find your local expert here.](#)

How do I prove I paid my assistant the Wage Floor?

All participating Family and Family Group Child Care programs will be required to show proof that they paid their assistants *at least* the wage floor, throughout the entire funding use period. For Smart Start Workforce Grants Round 1, this would be **October 1 - December 31, 2024.**

For additional information on acceptable forms of proof for meeting the Wage Floor, visit the Proof of Meeting the Wage Floor tip sheet.