

# 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 July 2025 - September 2025. The first round of reporting will be due by October 31, 2025. If the reporting is not completed by the deadline, it will affect future grant payments.

### Fiscal Year 2026 July 1, 2025 – June 30, 2026

Application Round	Application Period	Documentation Deadline/ Funding Request	Funding Released:	Funding Use Period:	Quarterly Reporting Deadline:
Round 1	April 1, 2025 - April 29, 2025	May 14, 2025	Two Payments June 2025 & July 2025	July 2025 - September 2025	October 31, 2025
Round 2	July 1, 2025 – July 31, 2025	August 14, 2025	September 2025	October 2025 - December 2025	January 30, 2026
Round 3	October 1, 2025 – October 31, 2025	November 14, 2025	December 2025	January 2026 – March 2026	April 30, 2026
Round 4	January 2, 2026 – January 30, 2026	February 13, 2026	March 2026	April 2026 – June 2026	July 31, 2026

### 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><b>Payroll reporting</b> that includes for each staff member:</p> <ul style="list-style-type: none"> <li>Name</li> <li>Total hours worked</li> <li>Dates Worked</li> <li>Gross pay</li> <li>Deductions</li> <li>Net pay</li> </ul> <p>OR</p> <p><b>Paystubs</b> showing the above information.</p>	<ul style="list-style-type: none"> <li>A <b>narrative report</b> detailing the impact on their program, including enrollment and staffing questions.</li> <li>Complete and upload a <b>receipt of funding letter</b> for each round. These are provided by INCCRRA when checks are mailed.</li> </ul>

- 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 that employ assistants 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.**

### Accepted examples of payroll or pay stub documentation include:

Report from an Accountant	✓ Accepted
Payroll Documentation/Report	✓ Accepted
Copy of an Employee's Paystub	✓ Accepted
Copy of a Check from a Business Account	✓ Accepted
Copy of a Check from a Personal Account	✓ Accepted
Venmo, PayPal, Cash App (or other forms of pay transactions.)	✓ Accepted

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