SMART START
WORKFORCE GRANTS

Guide to Reporting:
CENTER-BASED PROGRAMS

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

Center-based programs 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.

- 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.

- **Payroll reporting** that includes for each staff member:
  - Name
  - Total hours worked
  - Dates worked
  - Gross pay
  - Deductions
  - Net pay

OR **Paystubs** showing the above information

Have more questions about reporting requirements for Center-based programs? Contact your local expert with questions.
Find your local expert here.

ILLINOIS DEPARTMENT OF EARLY CHILDHOOD

inccrra