SMART START
WORKFORCE GRANTS



Steps to Complete and Submit Smart Start Workforce Grants Reporting

Before completing the Smart Start Workforce Grants quarterly report, please gather and prepare the following items:

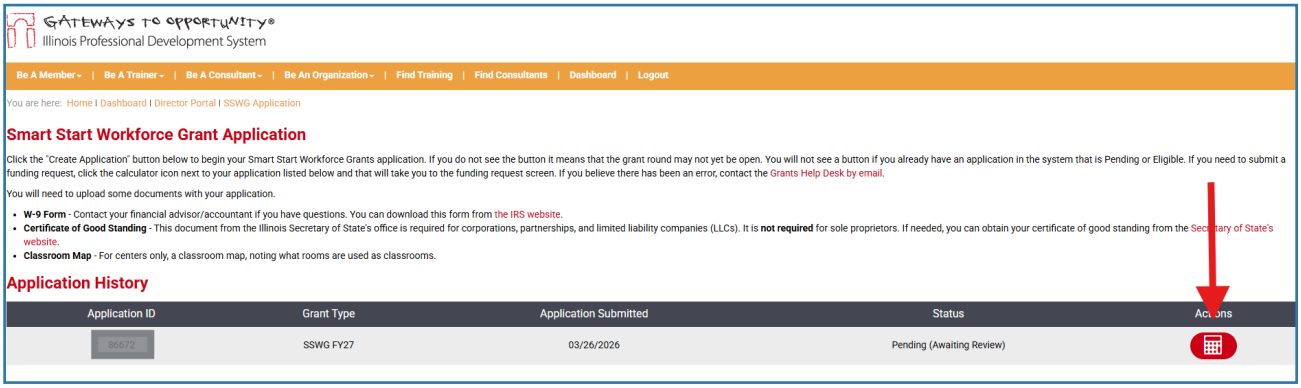
1. **Check that the Staff Listing card in your Director's Portal is up to date and accurate.** If the correct staff are not appearing on this, staff may need to update their employment. For more information, please visit the Staff Listing tip sheet: Smart Start Workforce Grants Staff Listing Tip Sheet - Spanish.
2. **Collect your payroll or paystub documentation that verifies all staff in grant-funded classrooms were paid the wage floor during the entire reporting period.** If your program is a Family or Family Group Child Care program that received additional funding for an assistant, you must also provide payroll or paystub documentation showing that the wage floor was met during the Use of Funds period. (Round 1 - July, August, September; Round 2 - October, November, December; Round 3 - January, February, March; Round 4 - April, May, June.)
3. **Prepare answers to Narrative Reporting.** Use this sample survey to gather information and be ready to complete your narrative survey online.

Definitions of terms and phrases used in quarterly reporting materials:

- **Teacher, Lead Teacher & Assistant Teacher:** Lead Teacher is the one staff that is ultimately in charge of the classroom. For example, if you have one teacher and one assistant. List the teacher as the lead teacher and the assistant as the assistant teacher. If you have 3 teachers in a classroom (2 teachers and one assistant), list one teacher as the lead teacher, the other teacher as teacher, and the assistant as an assistant teacher.
- **Hours Worked:** This describes the typical and total hours worked for a staff member or assistant (e.g., 40 hours per week). This will include hours worked in all classrooms by one staff member. For example, if a teacher splits 40 hours a week between two classrooms. You would list 40 hours worked on each classroom card.
- **The Funding Use Report:** This is the period for which the funds must be used and for which teaching staff in grant funded classrooms must be paid at least the required wage floor. For round 1 this is July, August, and September 2026.
- **The Narrative Report:** Reporting that will be completed in SurveyMonkey. Submitting the narrative report will take up to 72 hours to display back on the Director Portal screen.
- **Payroll or Paystub Reporting Documentation:** Payroll reporting or paystubs that include the following for each staff member in grant funded classrooms: full name, total hours worked, dates worked, gross pay, deductions (If applicable), net pay.
  - For Family & Family Group Child Care programs this is only required for assistants. Find additional information on acceptable reporting documentation, please visit the Meeting the Wage Floor tip sheet.
- **Receipt of Funding Letter:** Programs will be required to electronically acknowledge receipt of funding through the reporting system.

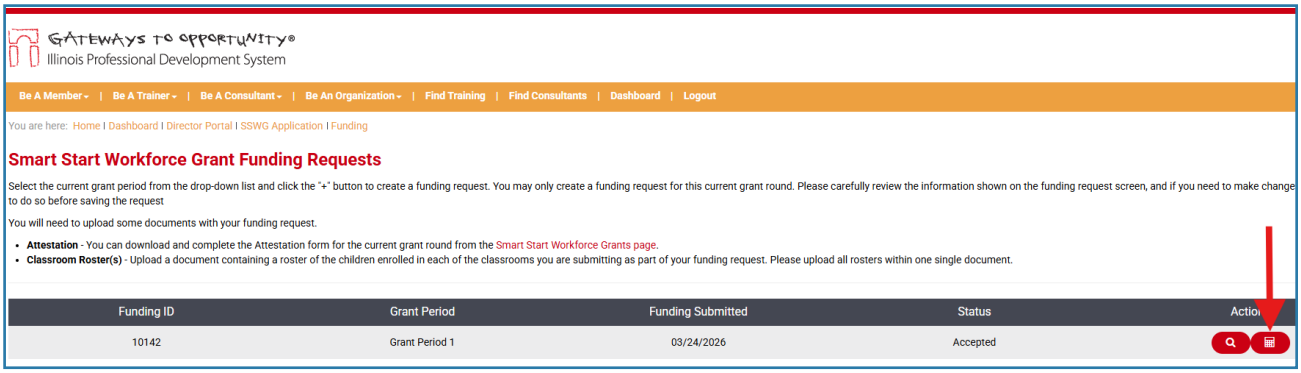
STEP 1: Log in to the Gateways Registry website and go into the Director Portal. Click Smart Start Workforce Grants Application card.

a. Next, click the calculator icon to open the Funding Request.



b. Once on the funding request page, select the calculator icon to open the reporting for that specific Grant Period's request.

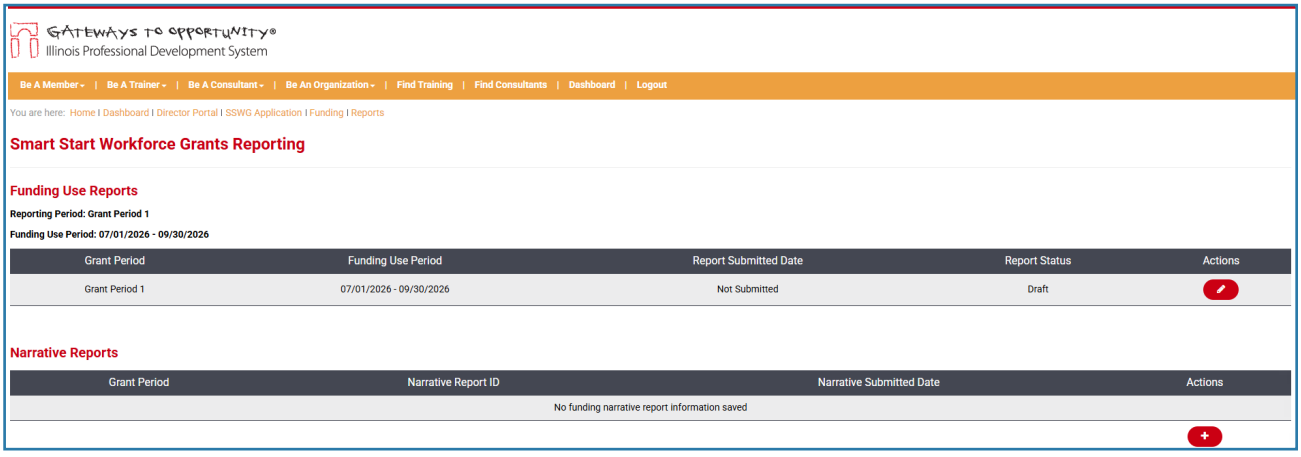
   i. It is very important to complete reporting for the correct Grant Period. Grant period 1 is for July, August, and September 2026.



STEP 2: Start the Funding Use Report

a. Double check you are reporting for the correct grant period. The "Funding Use Period" shown on this screen will indicate the dates that funding was to be used.

b. Click the "+" button just under the first grid to start a Funding Use Report for the specified grant period.

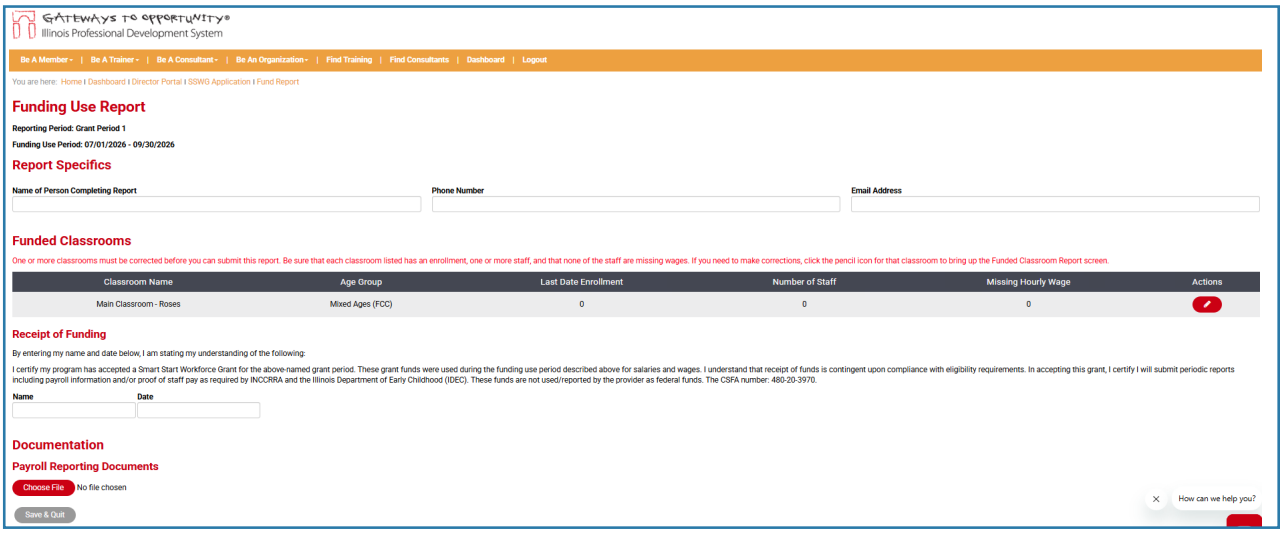


c. In the above picture, the **Funding Use Report** is in **"Draft"** status, which is shown as a pencil icon rather than a "+" button.

The Funding Use Report has four sections: **Report Specifics, Funded Classrooms, Receipt of Funding, and Documentation.**

a. You can click the "Save & Quit" button at the bottom to save your progress at any time.
b. Click the submit button once you are done with all sections. The button may not show up if there are errors in a section.

Under **Report Specifics**, enter the name of the person completing the report, their phone number, and email address. This is the contact information INCCRRA will use if there are any questions.

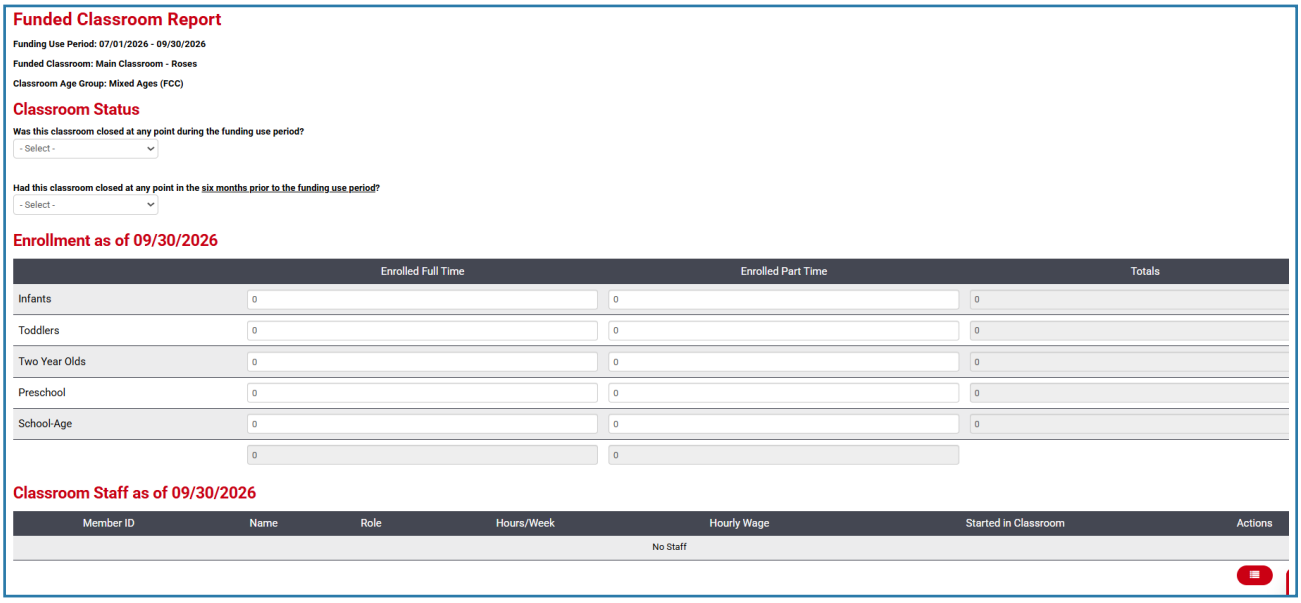


Note: Funded Classrooms will always have default values as Zero. Programs need to edit this and enter values by clicking on the pencil icon under **Actions**.

Next, you will see the **Funded Classrooms** section. Each of the classrooms you received funding for during the grant period will be listed here.

a. Click the pencil icon next to the first classroom to enter the required information about that classroom. You will repeat this process for each classroom listed.

Funded Classroom Details screen has three sections: **Classroom Status, Enrollment, and Classroom Staff**. You can click



the "Save" button at the bottom to save your progress at any time.

Under **Classroom Status**, you will answer two questions with a **"Yes/No"** drop down option

a. Depending on your response(s) to the **Classroom Status** questions additional questions may be asked. Complete the prompted questions and proceed to the next section.

The **Enrollment** section should be completed by entering the number of children enrolled full-time and part-time, by age, on the last day the classroom was open.

The **Classroom Staff** section should be completed by entering information about the teacher(s) and assistant teacher(s) working in the classroom on the last day the classroom was open.

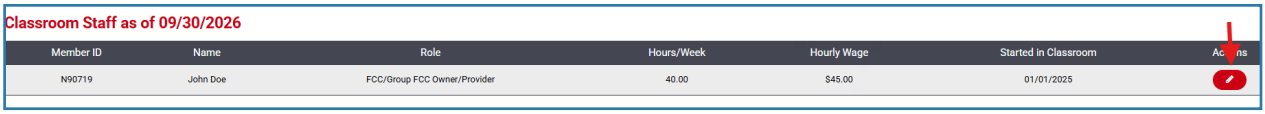
a. By default, no staff will be displayed. When you click on the button under Actions, the list of Staff will display.

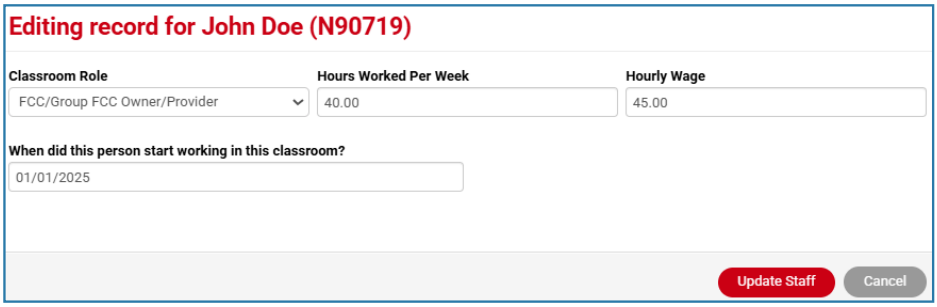


b. Select the appropriate staff working in that classroom. Then click **"Okay"**. You should then be able to see your staff listed under **"Funded Classroom Report"**.



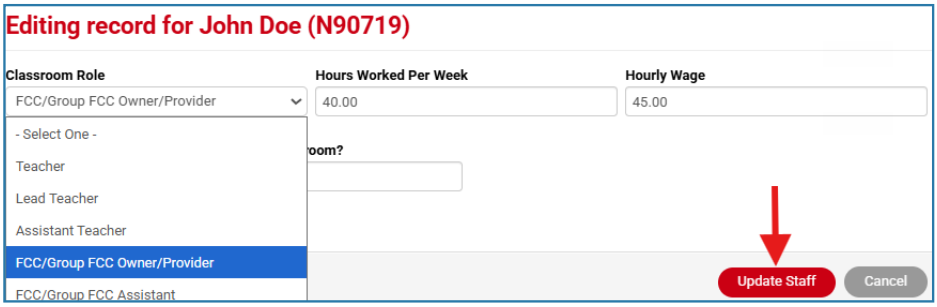
c. Select the appropriate staff working in that classroom. Then click **"Okay"**. You should then be able to see your staff listed under **"Funded Classroom Report"**





d. Enter the **"Classroom Role"** for each staff member through the drop down.

Note: The "Classroom Role" field is not the typical list of positions in the Gateways Registry. We are asking about 5 classroom roles. Lead Teacher and Teacher must be paid the wage floor for teachers. Assistant Teachers must be paid the wage floor for assistant teachers. The FCC/Group Assistant must be paid the wage floor for FCC and Family Group Child Care Assistants. The FCC/Group Provider will also be an option for data collection purposes but does not have a required wage floor



e. Click "Update Staff" to save.

Repeat this Funded Classroom Detail process for each of the classrooms listed.

a. After completing the Report Specifics and Funded Classrooms sections, be sure to acknowledge **Receipt of Funding**, and upload the required **documentation**.

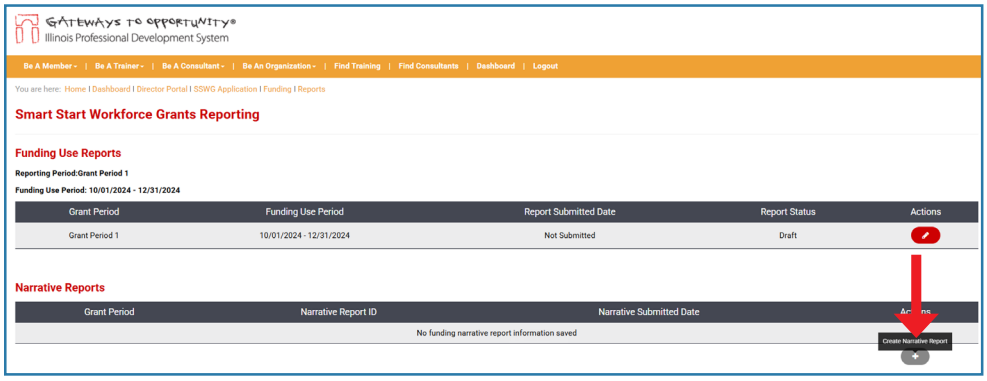
   i. Payroll Reporting Documentation

   Note: Only one file can be uploaded for payroll documentation, and it must contain all payroll or pay stubs covering the funding use period for the grant round you are reporting on.

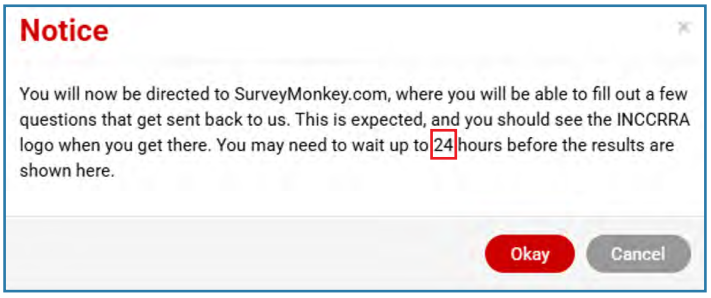
b. Click the **"Submit"** button to submit the completed Funding Use Report.

STEP ❸: Complete the Narrative Report.

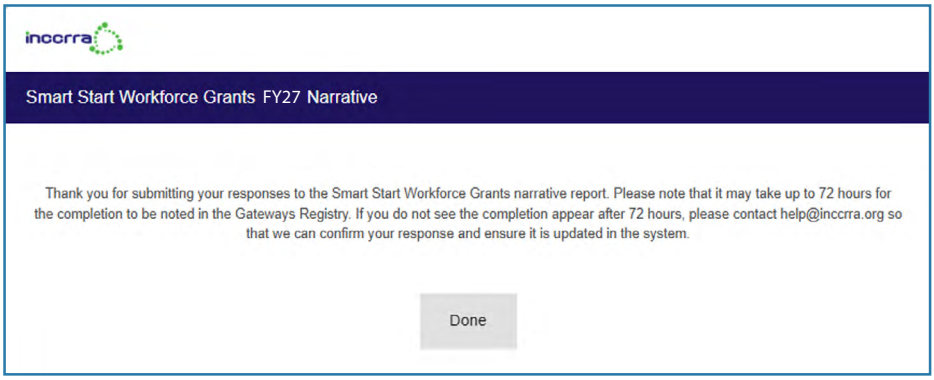
a. The **Narrative Report** can be accessed on the Smart Start Workforce Grants Reporting page, below the Funding Use Reports area.



b. To access the Narrative Report, click on the "+" button.



c. When the above Notice screen appears, click **"Okay"** to access and complete the Smart Start Workforce Grants FY27 Narrative form.



d. Once you have completed the Narrative Report and the above screen appears, click "Done" to close the page.

   i. Please allow up to 72 hours for the **Narrative Report** to show as completed in the registry. If you do not see the completion appear after 72 hours, please contact help@inccrra.org

Troubleshooting:

1. Provider/Owner does not see a Director Portal card:
    a. Complete the access request form and submit to onlinehelp@inccrra.org, so access can get renewed.
2. Provider/Owner clicks the Smart Start Workforce Grants Application card, but no application is listed:
    a. If the provider/owner recently got a new license, their application may be under their prior license/Org ID. Have them click the select button on their Director Portal main page and select their prior Org ID.
3. Application is listed, but the Funding Request does not appear for the correct Grant Period:
    a. As above, the provider/owner may have had a prior license/Org ID they applied under and were funded for a grant period or two. They should select their prior Org ID.

Getting Help:

1. Providers/Owners can contact the Registry Help Desk (onlinehelp@inccrra.org) or Grants Help Desk (grants@inccrra.org) if they need help logging in, if they do not see their Director Portal, etc.
2. Providers/Owners are highly encouraged to view the Smart Start Workforce Grants Reporting recorded webinar, specific to their program type. These recordings can be found on the Smart Start Workforce Grants webpage, under the Reporting Requirements section: (Link)

For additional information and local technical assistance through the Child Care Resource and Referral (CCR&R) system, please contact your Smart Start Workforce Grants Local Expert. For any further questions or assistance, you can reach out to INCCRRA's Grants Help Desk at grants@inccrra.org.

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