

COVID-19 Provider Mini-Grant Instructions

Step 1

Log in using your credentials

The screenshot shows the ELC Provider Portal login page. At the top left is the logo for the Early Learning Coalition of Miami Dade/Monroe with the tagline "Early education. Lifelong success." and a photo of children. The main content area is split into two columns. The left column has a white background and contains a section titled "Important Time Sensitive Announcements" followed by "Updates and News" with several links: "FOEL Guidance_SR/VPK Attendance and Payment Validation", "Parental Authorization Form", "Overview of Sign In and Out Requirements", "Sign In and Out Reference Guide for Providers", "Updated Provider Relationship Specialist Assignments", "School Readiness Enrollment Correction Form", "Updated Provider Payments Department Caseloads Assignment and Org Chart_01302020", and "Performance Funding" with a link for "Miami-Dade Providers only -Performance Funding Provider Orientation". The right column has a blue background and is titled "Welcome to ELC Provider Portal". It includes a note: "Do not Register again if you have previously used the site, use the Reset Password link in the Login panel if you need to Reset your Password". Below this are two buttons: "LOGIN" and "REGISTER". There are input fields for "Email" (containing "ELCTestProv7") and "Password" (with masked characters). A "Reset Password" link is located below the password field. At the bottom of the right column is a red "Log In" button.

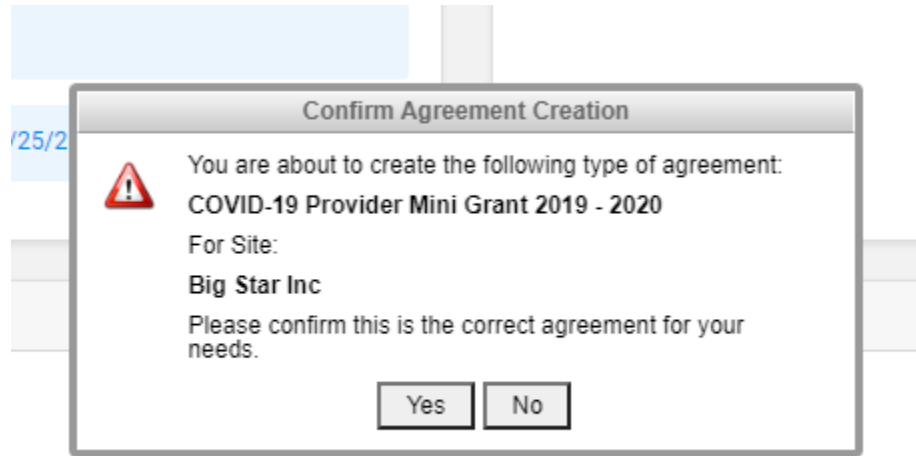
Step 2

Click on the “create a new COVID-19 Provider Mini-Grant”

The screenshot shows a user dashboard for "Site: Big Star Inc" with an "Add Another Site" button. The dashboard is divided into several sections. The "Next Actions" section on the left contains three items: "Update your COVID-19 status..." with "Current Status: Closed", "Please don't forget to submit your attendance sheet(s).", and "Visit the Document Library... [0 new document(s) since 5/25/2020]". The "Message Center" on the right shows "You have 1 unread message(s)!". Below these is the "WELS Portal" section with a logo for "The Children's Trust Thrive by 5". At the bottom, there are two panels for mini-grants. The left panel is titled "COVID-19 Provider Mini Grant" and has a blue button that says "+ Create a new COVID-19 Provider Mini Grant 2019 - 2020 Agreement". A red arrow points to this button, with the text "click here to create a new mini-grant application" above it. The right panel is titled "COVID-19 Professional Development Mini Grant" and has a blue button that says "+ Create a new COVID-19 Professional Development Mini Grant 2019 - 2020 Agreement".

Step 3

Once you click, this box will pop-up. Click yes.



Step 4

Click on COVID-19 Provider Mini-Grant

AGREEMENT DETAILS

Unread: 0 / Read: 0 Messages

Forms
COVID-19 Provider Mini Grant 2019 - 2020 Status : Creating

[Submit Agreement](#)

The Agreement must be submitted to be processed by the ELC.

[click here](#)

Contract: PMG2019-22339

Form	Complete?	Last Modified
COVID-19 Provider Mini Grant	No	5/31/2020 4:12:46 PM

Step 5

Fill out the entire application

[Dashboard](#) » [COVID-19 Provider Mini Grant 2019 - 2020](#) » COVID-19 Provider Mini Grant

AGREEMENT FORM COVID-19 Provider Mini Grant

your program name will appear here → Big Star Inc


Cancel Edit Save Changes Download as a PDF

you will need to fully fill out this application

Page 1 of 2

EDIT MODE

Program Guidance 240.20 Tracking Disaster Costs
Attachment 1 - Appendices A, B, C

 OFFICE OF Early Learning
LEARN EARLY. LEARN FOR LIFE.

Early Learning/Child Care Provider Eligibility Form

Program Year 2019 - 2020 Indicate options for emergency/enhanced quality activities

Please fill out completely.

a. Health/Safety Cleaning Supplies
 b. Consumable support/welfare infant/toddler supplies
 c. Provider Infrastructure/Operating costs
 d. Professional Development Training Stipends*
 e. Other _____

**A separate eligibility form is needed for each staff member/teacher.*

Early Learning/Child Care Provider

1. Provider Information

Step 6

Check the boxes you wish to apply for. B and E are not available

Program Guidance 240.20 Tracking Disaster Costs
Attachment 1 - Appendices A, B, C



Early Learning/Child Care Provider Eligibility Form

Program Year 2019 - 2020

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- a. Health/Safety Cleaning Supplies
 b. Consumable support/welfare infant/toddler supplies
 c. Provider Infrastructure/Operating costs
 d. Professional Development Training Stipends*
 e. Other _____

**A separate eligibility form is needed for each staff member/teacher.*

Step 7

Fill out all the fields under provider information. Some information will be pre-filled (ex. name, address, DCF license number). If it's incorrect you can change it.

Early Learning/Child Care Provider

1. Provider Information

Legal Name of Provider and d/b/a
Name:

P.O. Box/Mailing Address:

City: , FL Zip County

Phone #1 Phone #2 Fax #

License # Is the provider Gold Seal accredited? Yes No

Provider email address Contact Person

Provider Type : Child Care Facility Family Child Care Home Public School
 Private School

Please check all forms of funding your location receives:

Head Start Early Head Start State Head Start VPK None
 Title I IDEA State Subsidies: contracts CCAMPIS
(School Readiness)

Step 8

Fill out all the fields under eligibility criteria. Read the questions carefully.

2. Eligibility Criteria for each Early Learning/Child Care Provider

Does this provider meet the following eligibility criteria requirements?

Yes No Current School Readiness (SR) or Voluntary Prekindergarten (VPK) contract?

Yes No Operating without a pending/open provider **contract-related** Corrective Action Plans (CAPs) or Probation notice in effect?*

Yes No Provider is currently providing early learning services (i.e. open for business) OR Provider is currently working to re-open for business within 10 business days?¹
(e.g., Application should not be submitted sooner than 10 days prior to re-opening date)

*Criteria does not include (1) VPK readiness rate improvement plans or (2) Quality Improvement Plans (QIP).
¹Criteria is not required to receive professional development training stipends per Appendix A.

If all responses are yes, provider is eligible for any/all above-listed emergency quality activities.

Step 9

Fill out the information below attesting to all the information you have provided on the application.

Early Learning/Child Care Provider Attestations

I am submitting this application to qualify for and receive one or more of the above-listed emergency/enhanced quality activities and understand all monies received must be used for the items/activities noted. I attest to the fact that the information I have provided in this application is true and accurate and understand if my application is incomplete or incorrect it will be returned to me. I have read over this application to ensure completeness and correctness and have made a copy of this application for my own records.

Signature of Authorized Provider Representative

Name _____ Date _____

Contact Phone _____ Email _____

I confirm that this electronic signature is to be the legally binding equivalent of my handwritten signature and that the data on this form is accurate to the best of my knowledge.

Step 10

This section is only for the ELC.

Sections below – for ELC/RCMA use only

3. Application Information Provided to/Processed by – **completed by ELC/RCMA staff**

Yes No Is this application form complete?

Yes No Does the sponsoring provider meet the listed eligibility criteria?

If all above responses are yes, this application form can be accepted.

Name _____ Date _____

Contact Phone _____ Email _____

Contact Entity Early Learning Coalition RCMA Other _____

Grant Amount _____

Step 11

Click “save changes”



Step 12

Click “submit agreement”

[Dashboard](#) » COVID-19 Provider Mini Grant 2019 - 2020

AGREEMENT DETAILS

› Unread: 0 / Read: 0 Messages

Forms

COVID-19 Provider Mini Grant 2019 - 2020 Status: Creating

Submit Agreement ← **submit agreement if you have completed everything on this application. You will not be able to make changes once it has been submitted.**

The Agreement must be submitted to be processed by the ELC.

Contract: PMG2019-22339

Form	Complete?	Last Modified
COVID-19 Provider Mini Grant	Yes	5/31/2020 4:32

Step 13

Wait to hear back from ELC. If you have questions email us at QualityInitiatives@elcmdm.org .