



## ARPA Provider Registration Process

To apply for the COVID–19 Crisis Emergency Funding Assistance for Early Learning/Child Care Providers American Recovery Plan (ARP) Act Supply Building Initiative, you must first register for an account in our Webauthor program. You may do so by navigating to the URL provided below:

[https://elcswfl.webauthor.com/go/fx\\_arpa/default.cfm?actionxm=RegisterSignIn](https://elcswfl.webauthor.com/go/fx_arpa/default.cfm?actionxm=RegisterSignIn)

Please bookmark this URL as this will also be where you sign in and update any necessary information.

A screenshot of a web registration form. At the top, a light gray box contains the text "To continue, please register below or sign in if you already have an account." Below this are two tabs: "Sign In" and "Register", with "Register" being the active tab. The main form area is dark gray and contains the following elements: a heading "Complete the form below to create an account on this website. If you've already created an account, click on Sign In above.", three input fields with labels "First Name", "Last Name", and "E-mail Address", and a blue "Register" button at the bottom.

**Once you fill out the information and click “Register,” you will be prompted to set up your password. After this step your account access is created, and you may begin the ARPA application process.**

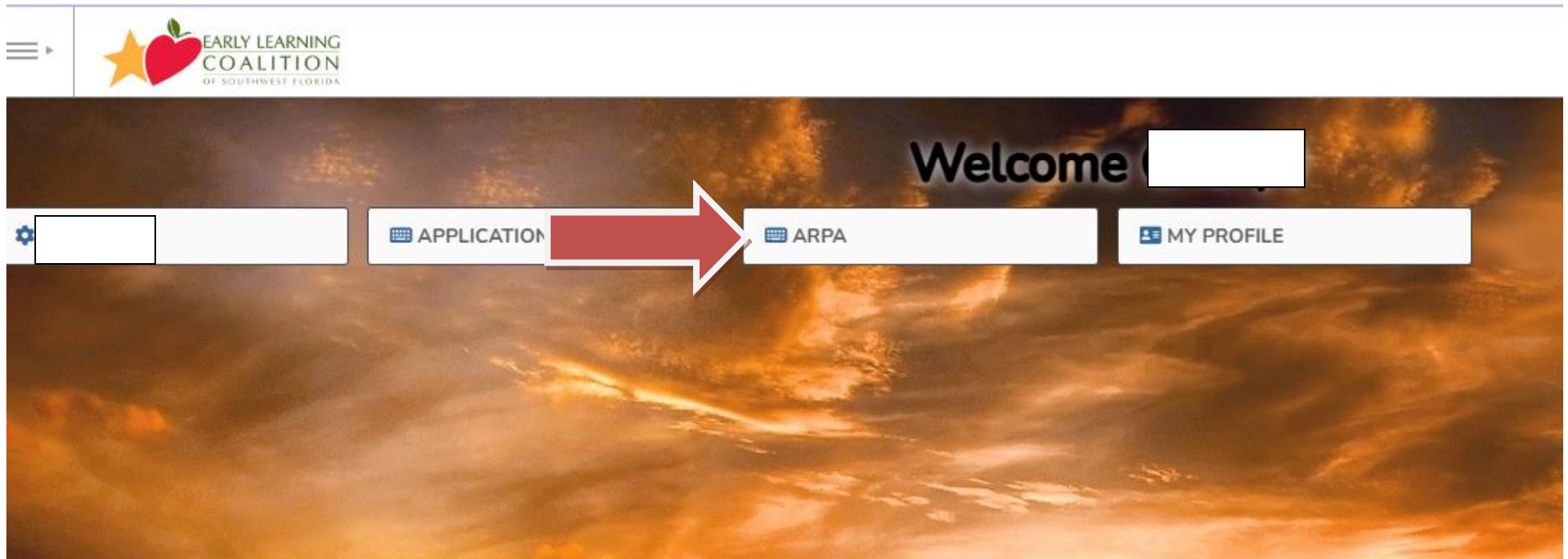
# Provider Eligibility Application Instructions



Once you have registered for an account in our Webauthor program, you can continue to apply for the COVID-19 Crisis Emergency Funding Assistance for Early Learning/Child Care Providers American Recovery Plan (ARP) Act Supply Building Initiative. Navigate and log into Webauthor here: [https://elcswfl.webauthor.com/go/fx\\_arpa/default.cfm](https://elcswfl.webauthor.com/go/fx_arpa/default.cfm)

**\*Please ensure you use the sign-in button, not register. You will only be allowed to register once.**

When you log into Webauthor, your home screen should look like the one below. Click on the button labeled **“ARPA”** to start your new application.



After logging in, you will need to submit a new application. Click **on the blue button labeled “New Eligibility Request.”**


ARPA Home / ARPA / Dashboard

REQUESTS MAP VIEW

AMERICAN RESCUE PLAN ACT (ARPA)

[+ New Eligibility Request](#) [Help](#) [ARPA Overview](#) [About ARPA](#)

↑ You have no existing requests. To get started, please click on the New Eligibility Request button above. If you'd like to learn more about this application, click on About ARPA above.



Next, you will complete the Provider Information section. Please ensure all the information is correct and select the correct provider type for your location.

\*If you cannot find your provider in the drop-down menu, please reach out to us via the help form Cheryl.Carpenter@elcofswfl.org

Provider Information

Please complete the form below to kick-off the ARPA process. Each provider must complete an Eligibility Request first and be approved before they can submit specific funding requests.

Coalitions received funding to provide financial supports for ALL early learning/child care providers to assist with recruiting new early learning educators (ELEs) to provide essential early learning services throughout the state. ELEs include owners/teachers of family child care homes (FCCHs), directors, preschool teachers, and assistants, before and after school teachers, assistants and substitutes. Bonuses are available for ELEs hired on or after July 1, 2022, and meeting the requirements of each bonus by June 30, 2023, unless otherwise notified by DEL. In addition to the specified bonuses below, funds provided through the Recruit and Train New Teachers initiative may be used to pay for the cost of first aid and CPR training.

Provider <sup>i</sup>

Address \*

Email Address \*

Phone Number \*

License # \*

Provider ID \*

Provider Type \*

By default, all the ARPA quality activities are selected. Please deselect any of the Quality Activities that you are NOT interested in participating in. Next you will answer the eligibility criteria questions, then sign and check the box to confirm your electronic signature.

Indicate options for ARPA quality activities

Quality Activities \*  Recruitment Bonus ⓘ  
 Health and Safety Bonus ⓘ  
 CLASS Bonus - PreK ⓘ  
 CLASS Bonus - Infant/Toddler ⓘ  
 Upskill Director Bonus ⓘ

Program Year \* 2022-2023

Eligibility Criteria for each Early Learning/Child Care Provider

\* Does your program meet the following eligibility criteria requirements?

Item	Yes	No
Are you contracted with a local early learning coalition for SR and/or VPK services?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are you under investigation or been convicted of child care fraud?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are you on the Florida Child Care Food Program (CCFP) USDA Disqualified List?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have you had a contract with an early learning coalition terminated and eligibility revoked within the past five years?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have you submitted W-9 and direct deposit forms for payment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Provider Attestation - please read carefully before submitting

I am submitting this application to qualify for and receive one or more of the ARPA Supply Building Bonuses and understand all monies received must be used for the bonuses awarded. 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 may 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 \*

Yes

\* 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.

Save Cancel

Once you have verified all information is correct and you have no errors, you will click Save at the bottom of the page. This will submit your Eligibility Application for review and bring you to the record detail view, where you can verify your application status.

The screenshot displays a record detail view for an eligibility application. At the top, there is a navigation bar with icons for home, download, print, calendar, and a 'Detail' tab. Below this, the record information is shown in a table-like format:

1004	1/5/2023 9:28 PM	C07V00410	624	Yes	Submitted
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Below the record information is a table with the following columns: ID, Date Submitted, License #, Class Score, Provider ID, Signature Confirmation, and ARPA Review. The 'ARPA Review' column contains the value 'Submitted'. A red arrow points to this 'Submitted' status.

Underneath the table is a section titled 'Provider Information' with the following details:

- Created By: Test Provider
- Modified By: Test Provider
- Locked: Yes
- Date Submitted: 1/5/2023 9:28 PM

On the right side of the record detail view, there is a map showing the location of Lake Helen, Florida. The map includes street names like Garden St, Summit Ave, N Volusia Ave, and King St, and a location pin on Lake Helen.

Please allow two weeks for the processing of your application. Once your application has been reviewed, you will receive an email with the next steps for you to continue requesting ARPA Funding.