

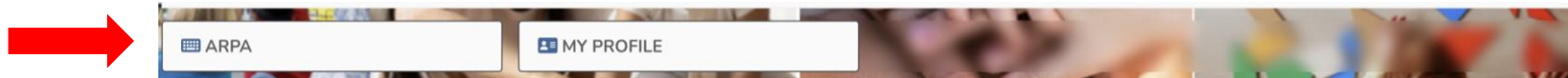
Early Learning Educator/Director Bonus Application Instructions

Once you have completed your application for the Provider Eligibility and have been approved by the coalition, you can begin your application for the Early Learning Bonuses. You can login to your WebAuthor account by navigating to the URL listed below.

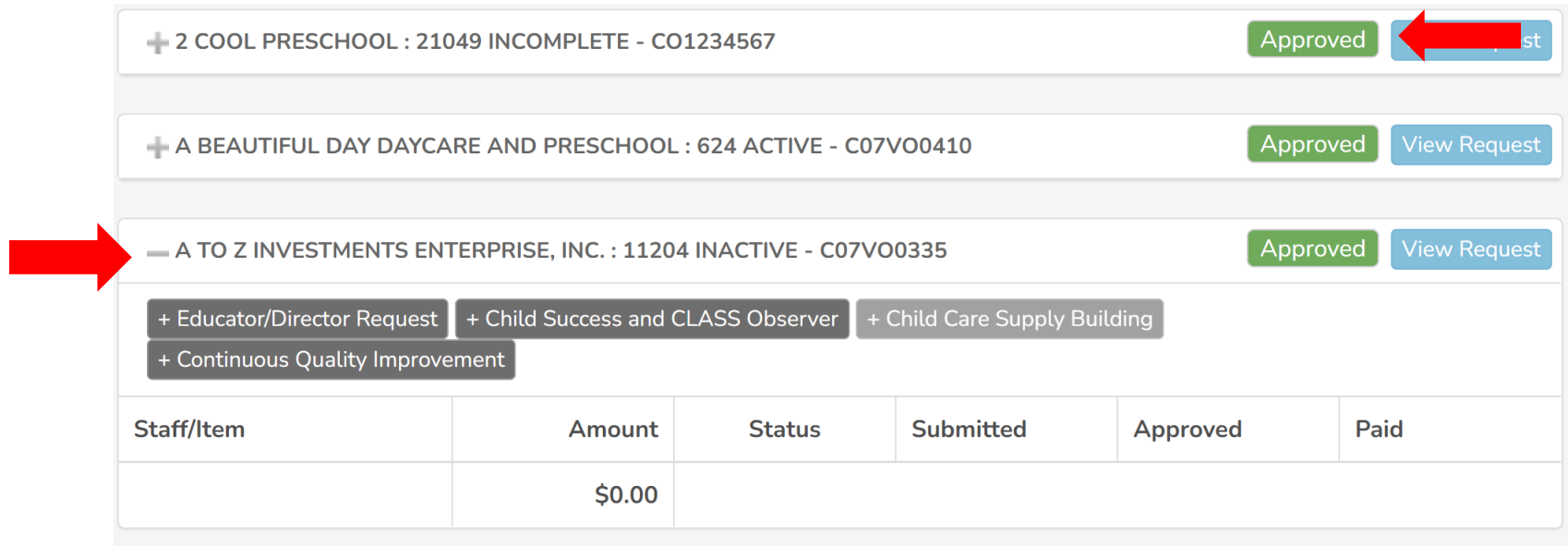
https://elcswfl.webauthor.com/go/fx_arpa/default.cfm

*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 view your submitted/approved applications.



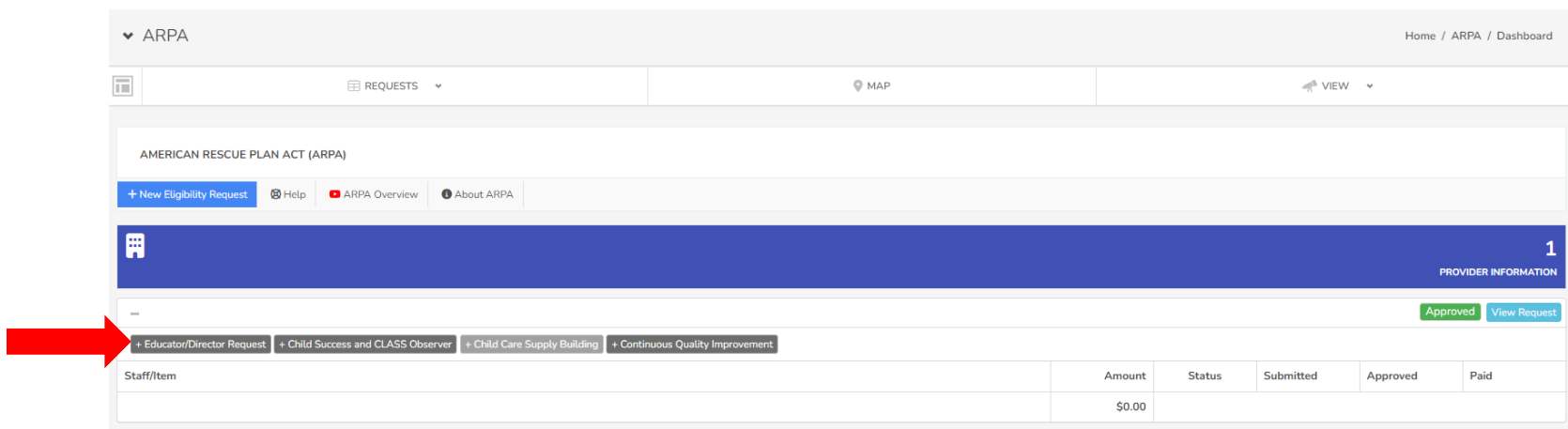
Once you see your applications you will be able to apply for funding on any of the applications that are showing approved in green on the right side of the screen. You can expand or minimize the information shown by the provider name, by clicking the plus or minus sign as shown below.



The screenshot shows a list of three applications. The first is '+ 2 COOL PRESCHOOL : 21049 INCOMPLETE - CO1234567' with an 'Approved' status and a 'View Request' button. The second is '+ A BEAUTIFUL DAY DAYCARE AND PRESCHOOL : 624 ACTIVE - C07VO0410' with an 'Approved' status and a 'View Request' button. The third is '- A TO Z INVESTMENTS ENTERPRISE, INC. : 11204 INACTIVE - C07VO0335' with an 'Approved' status and a 'View Request' button. Below the third application, there are four expandable buttons: '+ Educator/Director Request', '+ Child Success and CLASS Observer', '+ Child Care Supply Building', and '+ Continuous Quality Improvement'. A table below these buttons has columns for Staff/Item, Amount, Status, Submitted, Approved, and Paid, with a row showing \$0.00 under Amount.

Staff/Item	Amount	Status	Submitted	Approved	Paid
	\$0.00				

This overview is to help you apply for the Early Learning Educator/Director Bonus which you can access clicking the grey button labelled “Educator/Director Request”.



The screenshot shows the ARPA dashboard. At the top, there is a navigation bar with 'ARPA' and 'Home / ARPA / Dashboard'. Below that, there are tabs for 'REQUESTS', 'MAP', and 'VIEW'. The main content area is titled 'AMERICAN RESCUE PLAN ACT (ARPA)' and has buttons for '+ New Eligibility Request', 'Help', 'ARPA Overview', and 'About ARPA'. Below this, there is a blue header for 'PROVIDER INFORMATION' with a '1' icon. Below the header, there are four expandable buttons: '+ Educator/Director Request', '+ Child Success and CLASS Observer', '+ Child Care Supply Building', and '+ Continuous Quality Improvement'. A red arrow points to the '+ Educator/Director Request' button. Below these buttons, there is a table with columns for Staff/Item, Amount, Status, Submitted, Approved, and Paid, with a row showing \$0.00 under Amount.

Staff/Item	Amount	Status	Submitted	Approved	Paid
	\$0.00				

You will next fill out the Staff Information for each staff member that qualifies for any of the funding options available here. To do this you click on the “Add Staff” button and add the staff member’s information.

ID	Date Submitted	License #	Class Score	Provider ID	Signature Confirmation
Educator Application					
Staff * Staff is required					
<input type="text" value="Select Existing Staff or Add New"/>					Add Staff
Bonus * <i>Please note: More than one bonus can be submitted on each application form.</i>					
<input type="checkbox"/> Recruitment Bonus ⓘ					
<input type="checkbox"/> Health and Safety Bonus ⓘ					
<input type="checkbox"/> CLASS Bonus - PreK ⓘ					
<input type="checkbox"/> CLASS Bonus - Infant/Toddler ⓘ					
<input type="checkbox"/> Upskill Director Bonus ⓘ					
Total Requested		\$ <input type="text" value="0"/>			



Please ensure the information for each staff member is filled out accurately and upload a current W-9 form for each employee. For your convenience, a link to a blank W-9 form from the IRS is available for download. Once this is completed click on “Save Entry” at the bottom of the screen.

These steps can be repeated for each employee at anytime and you can always come back and update or edit any information as necessary. For example, if an employee’s address or phone number changes or you have new staff to add to your application, you can come back and update it in this section.

First Name *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
Date of Birth *	<input type="text"/>
SSN #	<input type="text"/>
Home Mailing Address *	<input type="text"/>
Email Address *	<input type="text"/>
Phone (Cell) *	<input type="text" value="000-000-0000"/>
Phone (Work)	<input type="text" value="000-000-0000"/>
Position Title *	Select One
Position Start Date *	<input type="text"/>
Age Groups Teaching *	<input type="checkbox"/> Infants (0-12 months) <input type="checkbox"/> Toddlers (13-36 months) <input type="checkbox"/> Preschool (37 months-PreK) <input type="checkbox"/> School age <input type="checkbox"/> N/A
Worked in Early Childhood Field *	<input type="checkbox"/> Less 2 years <input type="checkbox"/> 2 - 5 years <input type="checkbox"/> 6 - 10 years <input type="checkbox"/> +10 years
W-9 *	<input type="button" value="Choose File"/> <input type="button" value="Download from IRS"/>



After you have added your staff, you can begin selecting which bonuses the staff qualify for. When you have selected the bonuses the total section will calculate automatically, the total amount of funds requested.

When any bonuses are being requested here, the documentation is also going to be required. You can come back after completion of any of the requested bonuses when you have the documentation for it and add another later if you don't have the documentation at that time.

ID	Date Submitted	License #	Class Score	Provider ID	Signature Confirmation
Educator Application					
Staff is required					
Staff * <input type="text" value="Select Existing Staff or Add New"/> Add Staff					
Bonus * <i>Please note: More than one bonus can be submitted on each application form.</i>					
<input type="checkbox"/> Recruitment Bonus ⓘ					
<input type="checkbox"/> Health and Safety Bonus ⓘ					
<input type="checkbox"/> CLASS Bonus - PreK ⓘ					
<input type="checkbox"/> CLASS Bonus - Infant/Toddler ⓘ					
<input type="checkbox"/> Upskill Director Bonus ⓘ					
Total Requested \$ <input type="text" value="0"/>					



The staff member that you are requesting funds for MUST be the one signing the application in the space called signature for applicant.

You cannot sign on their behalf. If the staff member is not physically present with you when you are filling out this application for them, you have the option to request their signature via text.


However, they must sign via text before you can click "Save Entry" at the bottom of the screen. Therefore, you will not use this feature unless the staff member is available immediately to sign from their phone wherever they are.

Applicant's Affirmation Statement - please read carefully before submitting

I am applying to receive funds for each bonus selected and I understand I am responsible for completing the eligibility requirements for each bonus submitted for reimbursement. I attest to the fact that the information I have provided in this application is true and complete.

STOP. The immediate next signature and affirmation is required from the applicant (intended recipient). **DO NOT SIGN ON BEHALF** of that person.

Signature of Applicant *



* 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.

Yes

Below the staff members' signature you will need to do the provider attestation section. You will answer the following questions regarding the individual staff member on the application. Next you will sign off on the provider portion.

Sponsoring Provider's Affirmation Statement - please read carefully before submitting

* Does the applicant meet the following eligibility criteria requirement for all bonuses?

Item	Yes	No
Is applicant a Florida resident?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does applicant have the sponsorship of your early learning/child care program?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the applicant still employed at your early learning/child care program?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

* Does the applicant meet the following eligibility criteria requirements for the Recruitment Bonus?

Item	Yes	No	N/A
Has the applicant completed a background screening?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the applicant completed 120 hours of employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I am sponsoring this applicant to receive the selected bonuses and for confirming the eligibility requirements for each bonus submitted for reimbursement. *I understand all stipend monies received by me or my provider location will be given to the applicant* for completing the selected bonus(es). I attest to the fact that the information I have provided in this application is true and complete.

Signature of Authorized Provider Representative *

* 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.

Yes

After signing you will select the Save Entry button.

NOTES

You will then be directed back to the detail view of your organization's submitted requests.

Here is where you can scroll to the bottom and view your entered staff, requested funds, and applications. If you need to modify the staff information you can click on their name in this view or by going back to the home screen and clicking the educator/director request again and finding that staff name from the drop down and clicking the pencil.

You can get back to your dashboard and continue submitting requests for your staff by clicking the top left button that looks like a newspaper cover.

If you need to go in and modify or add bonus requests to your staff, you will go to the Dashboard again, and click on the "View Educator/Director Request" next to the staff name that you want to change.

Staff/Item	Amount	Status	Submitted	Approved	Paid
+ fdsjknVVKlvjKL VNDSKLFJVKSL (Educator: 6/29/2022)	\$600.00				
	\$600.00				

Then you click on the modify button and add any additional bonuses.

REQUESTS MAP VIEW

A TO Z INVESTMENTS ENTERPRISE, INC. : 11204 INACTIVE - C07VO0335
Educator Application

Request Details **Modify Entry**

1009	1007	1/9/2023 9:37 PM	C07VO0335	11204	Yes	
ID	Entry ID	Date Submitted	License #	Class Score	Provider ID	Signature Confirmation

Educator Application

Locked

On a final note, if you would like to review what applications have been submitted and what their status is for each employee or for your location you can look at the dashboard and hit the plus or minus sign next to each employee's name.

ABC LEARNING ACADEMY LLC : 23667 INACTIVE - C07VO0523 Approved View Request

+ Educator/Director Request + Child Success and CLASS Observer + Child Care Supply Building + Continuous Quality Improvement

Staff/Item	Amount	Status	Submitted	Approved	Paid
+ Jane Doe (Educator: 7/25/2022)	\$1,800.00	View Educator/Director Request			
- John Doe (Educator: 11/1/2022)	\$1,800.00	View Educator/Director Request			
CLASS Bonus - PreK	\$600.00	Reviewing	1/10/2023		
Health and Safety Bonus	\$700.00	Reviewing	1/10/2023		
Recruitment Bonus	\$500.00	Reviewing	1/10/2023		
	\$3,600.00				