Completing Your Child Care Stabilization Grant Program

Application: A How-to Guide for Child Care Programs
Logging In
Logging In

Enter your Username and Password
Click Log In
Or
Click Don’t have an account? Register here
Logging In

Instructions

Enter your information

Click Sign Up

Key Points

All fields marked with an * are required.

You must have an email address to create an account.
Logging In

You will be sent an email that contains a link to set your password.

Make sure you check your spam folder!
Logging In

Once logged in, you can change the language displayed by clicking the **Language Menu** in the upper right of the screen.

**Key Points**

The application is available in English, Spanish, Korean, Vietnamese, Arabic, and simple and traditional Chinese.
Applying for a Grant
Welcome!

Review the information provided. Click Provider Portal to connect your user account to your facility record.

Note the contact email and phone number to the right if you need assistance while completing our application. It will also appear at the bottom of your screen in the footer as you complete the application.
Provider Verification

Select the **Provider Type** from the drop-down menu.
Provider Verification

Instructions

Enter your **Facility ID** and click **Search Provider**.

Once you have applied, you can select that existing application from the drop-down menu on the right and click **Next** to view the status of the application.

Key Points

Programs licensed or regulated by VDOE can find their facility ID using the [Child Care Search Tool](#).

Any provider who needs help identifying their Facility Type and ID can email childcaregrants@doe.virginia.gov for assistance.
Provider Verification

Welcome to the Child Care Stabilization Grant Application Portal. Search for your facility or find a previously submitted application below.

Note: Your user account must be linked to a facility to access the application.

Facility Type:
Licensed family day home (FDH)

Facility ID:

Your facility ID can be found on your grant eligibility notification letter.

Providers licensed or regulated by the Virginia Department of Education can also find their Facility ID using the provider search tool at https://www.vdes.virginia.gov/EarlyChildhood/ChildCare/.

Unlicensed family day homes approved by local ordinance and unlicensed family day homes approved by a licensed family day care system can contact childcaregrants@doe.virginia.gov for help finding their Facility ID.

Please select your program and click next.

When you click “Submit,” a one-time security code will be sent to the email associated with the facility record in the child care licensing database. (the locality in which you are approved). If you don’t see your facility or have confirmed that your facility ID is correct, please contact childcaregrants@doe.virginia.gov for support.

Instructions

The provider information will appear below the search tool. Verify the Provider information is correct and click Select.

Key Points

If you can’t find your program and have confirmed that your facility type and ID are correct, please contact childcaregrants@doe.virginia.gov for support.
Provider Verification

Welcome to the Child Care Stabilization Grant Application Portal.

Search for your facility or find a previously submitted application below:

NOTE: Your user account must be linked to a facility to access the application.

Provider Verification

Click Next.

Key Points

Note the Facility Contact name in the provider information box. Once you click next, an email will be sent to the Facility Contact email address on file.
Provider Verification Security Code

An email will be sent to the Facility Contact email address with a passcode.

Enter the passcode and click **Next**. This will connect your account with the facility record.

The passcode will expire after 24 hours. You can request a maximum of five passcodes.

If you haven’t received the email or think the email on file may be incorrect, please contact childcaregrants@doe.virginia.gov.

You only have to connect your account to a facility record one time.
Child Care Stabilization Grant Eligibility

Welcome Keith,
Child Care Stabilization Grant Eligibility

Available Grants

<table>
<thead>
<tr>
<th>Provider Name</th>
<th>Facility ID</th>
<th>Facility Type</th>
<th>Current Grant Eligibility</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Facility</td>
<td>112345678</td>
<td>FDM</td>
<td>Eligible</td>
<td>Apply</td>
</tr>
</tbody>
</table>

Contact and support

Phone: 1-855-873-1234
Email: childcaregrants@多吃健康.com

Instructions

Click **Apply** to start the application.

Key Points

Please note: Once the application has been started it cannot be saved and must be completed in a single session.
Overview

Virginia is excited to offer additional support to the child care sector through the American Rescue Plan Act (ARPA) Child Care Stabilization Grant Program. For more information about the Child Care Stabilization Grant Program, including program eligibility, grant rates, and frequently asked questions, please visit [www.childcareva.care]. We strongly encourage you to review the available resources before submitting your application.

Eligible child care providers will receive up to three payments on a quarterly basis over a 12-month period.

Once you have successfully submitted an application, the next quarter’s grant payment will be issued to you automatically. You do not have to reapply. Someone from the Virginia Department of Education (VDOE) will reach out to you if you need more information to process your next grant payment.

Note: The VDOE is working with the Virginia Early Childhood Foundation (VECF) to issue grants. Checks or electronic payments will come from VECF through BILL.COM.

Completing the application

What? The application must be submitted by the facility contact (as identified in the state licensing database) or by an appropriate designee who can act as the primary point of contact about your facility’s application.

When? For your convenience, portions of the application have been pre-filled with information from the child care licensing database. To verify and submit the remaining required application fields, you must follow the following steps:

- Information about your facility, including your facility ID, program type, the name and contact information of the facility administrator, your facility address, and the number of children you are authorized to serve.
- Your facility’s operational status, including whether you are open or temporarily closed, whether you are a Head Start grantees or delegates, and the number of hours you operate each year.
- Your facility’s tax information.
- How your facility would like to be paid (cash/cheque or direct deposit):
  - Note: All providers that receive a payment in the first quarter will be paid via check. This information will be used to issue second and third quarter payments.
- Demographic information about your facility’s operator or administrator/director (the person who is responsible for overseeing the day-to-day activities at your facility).
- Note: This section is optional, but will help VDOE track our goals of equitably distributing grant payments to providers across the Commonwealth.
- When? The application must be completed in one sitting and will take approximately 15-25 minutes to complete. For security reasons, after 30 minutes of inactivity, your session will expire and all data will be lost. Please only use the PREVIOUS and NEXT buttons to navigate through the application.
- Note: All applications must be submitted electronically using the application portal.

- www.childcareva.care
- [www.childcareva.care]
Overview

Carefully review the overview page and make sure you have the necessary information to complete the application in one sitting.

Click Next

Key Points

Before you begin, you may want to have your license, registration, certificate, or permit showing authorized capacity and W9 Form showing provider’s legal name and FEIN or Social Security Number handy.
Information about You and Your Facility

Review the pre-filled information and verify that it is correct.

Some information in this section has been pre-populated from state or local databases for your convenience.
Information about You and Your Facility

Complete the information about you, including the best way to reach out with questions about your application.

Click Next

You will receive automated emails with information about your application status at the email address associated with your user account. If you’d like to receive text notifications as well, you can indicate so here.
Follow the prompts and select your responses.

Click Next

If you aren’t sure how to answer questions about your operating status, please contact childcaregrants@doe.virginia.gov and someone on the grants team can assist you.
Tax Information

Follow the prompts and select your responses.

These questions directly reflect the IRS W9 Form and are required to issue payment. If you have questions about how to fill out this section of the application, please refer to the IRS W9 form link at the top of the page for instructions from the IRS.
Follow the prompts and select your responses

Click Next

These questions directly reflect the IRS W9 Form and are required to issue payment. If you have questions about how to fill out this section of the application, please refer to the IRS W9 form link at the top of the page for instructions from the IRS.
Method of Payment

Select your **Method of Payment**

Click **Next**

**Key Points**

Everyone will receive first quarter payments via paper check to avoid processing delays. Paper checks will be mailed to the address provided on the W9 form.

If you elect to receive direct deposit, future payments will be issued accordingly. You will be prompted to provide an email address if you select this option. Additional steps are required to sign up for direct deposit.
Demographic Information about Your Facility Leader

Follow the prompts and select your responses.

Click Next.

This section is optional, but will help VDOE track our progress toward our equity goals and help us meet federal reporting requirements.

If you choose to complete these questions, please consider the person that oversees the day-to-day operations of your program.
Planned Uses of Funds

Follow the prompts and select your responses.

Click **Next**

Please note that this question is for informational purposes only. Your answer is not binding. You must check at least one item here, but it's ok if you end up spending your funds on another allowable cost after you receive them.
Award Calculation

Grant awards will be distributed on a quarterly basis beginning November 2022. Please review the award website at www.childcaregrants.doe.virginia.gov for more information about application deadlines and timelines for payment.

The table below reflects the tentative grant award based on current conditions indicated in your application, subject to verification and approval. Note that the total grant award generated before bonuses are awarded at the end of the first quarter and all three payments are issued with no changes in status that would affect your grant award. However, total grant award value will be prorated based on when you apply. Providers that apply in the second quarter will receive two payments. Providers that apply in the third quarter will receive one payment.

Changes in the number of children you are authorized to serve, your operating status, and/or your facility location may impact the amount of future payments. If you are not currently an approved Child Care Subsidy Program vendor but became approved prior to March 1, 2023, your one-time subsidy vendor bonus will be included in the following grant award.

<table>
<thead>
<tr>
<th>Data Point</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved capacity</td>
<td>12</td>
</tr>
<tr>
<td>Part-time operator</td>
<td>No</td>
</tr>
<tr>
<td>Operating status (open or closed)</td>
<td>Open and serving children on-pauser</td>
</tr>
<tr>
<td>Location in a high need community</td>
<td>Yes</td>
</tr>
<tr>
<td>Total Grant Amount</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>Payment per quarter, pending no change to facility status</td>
<td>$16,666.67</td>
</tr>
<tr>
<td>Child Care Subsidy Program (CCSP) participation</td>
<td>Approved vendor?</td>
</tr>
<tr>
<td>Subsidy vendor bonus</td>
<td>$10,000.00</td>
</tr>
</tbody>
</table>

Award Calculation

If you have questions about how your award is calculated, please contact childcaregrants@doe.virginia.gov.

If you believe your award isn’t calculating correctly, please submit your application and contact childcaregrants@doe.virginia.gov with your application number in the subject line.
Award Calculation

Review the Award Calculation

Click Next

If you have questions about how your award is calculated, please contact childcaregrants@doe.virginia.gov.

If you believe your award isn’t calculating correctly, please submit your application and contact childcaregrants@doe.virginia.gov with your application number in the subject line.
Certification and Electronic Signature

Carefully review the Certification. Enter your full name and click the certification checkbox.

Click Next.

By signing the application and checking the certification box, you indicate that you agree to meet the conditions on this page, and that the information you are submitting is accurate to the best of your knowledge.

If you need more information about the grant conditions, visit www.doe.virginia.gov/childcaregrants.
Review your application information carefully. Click the “edit” button over any section if you need to make a correction.
Review Application

Instructions

Review your application information carefully. Click the “edit” button over any section if you need to make a correction.

Click Submit.

Key Points

Clicking Submit will formally submit your application and lock it for editing.
Applying for a Grant

You may download the application by clicking the Download Application button; otherwise click I’m Done.

Success! Your application has been submitted. You will receive an email confirmation indicating that your application is under review. You can check the status of your application at any time in the provider portal.
Applying for a Grant

Your completed applications will display in the Submitted Applications section and can be downloaded at any time. If you are approved for payment, your grant award letter will appear here with the anticipated payment schedule and amounts.

If you need to update your tax information, you can do so by clicking Edit W-9.

The status of your application will automatically update as it proceeds through the process.

Email childcaregrants@doe.virginia.gov if you need to update any information about your facility after you submit. Changes to your address or Facility Contact information should be reported to your licensing inspector or local regulatory contact.
THANK YOU