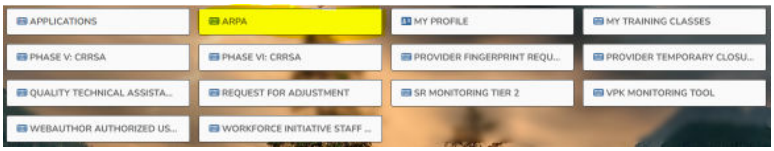
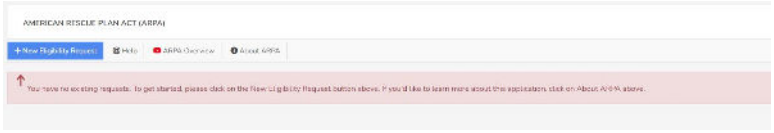
ARPA Module - Eligibility Request

Creating an Eligibility Request

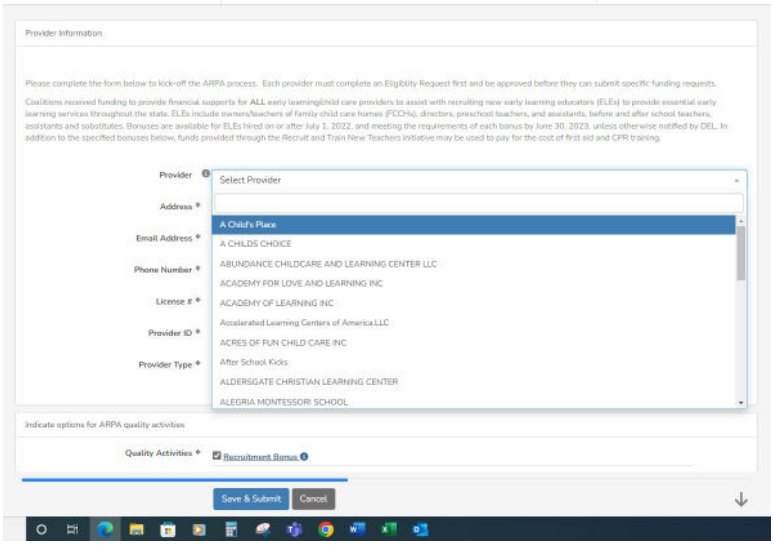
Log into WebAuthor Portal and click ARPA Module.



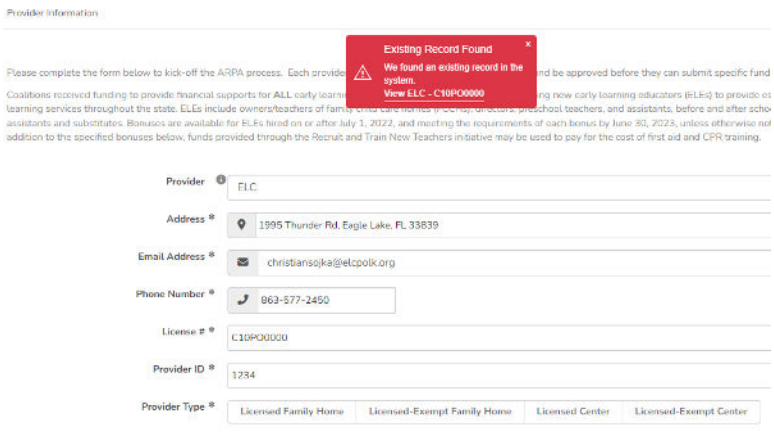
On this Main Page, select the blue button, +New Eligibility Request.



Select site from Provider field.



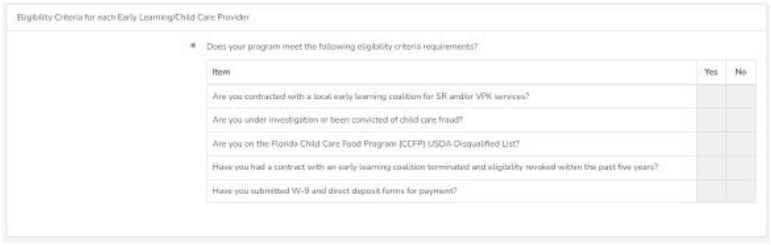
If you see the red box display Existing Record found. Skip creating Eligibilty Request.



Select Provider Type.

Select Quality Activities and Program Year.

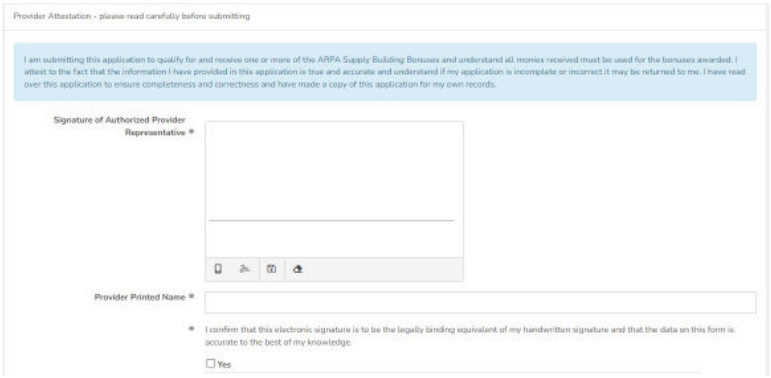
Select Yes/No to the following questions.



If Yes is selected for W-9 being submitted, input Date W-9 Submitted.

If No is selected for W-9 being submitted, upload W-9. Only PDF files are accepted.

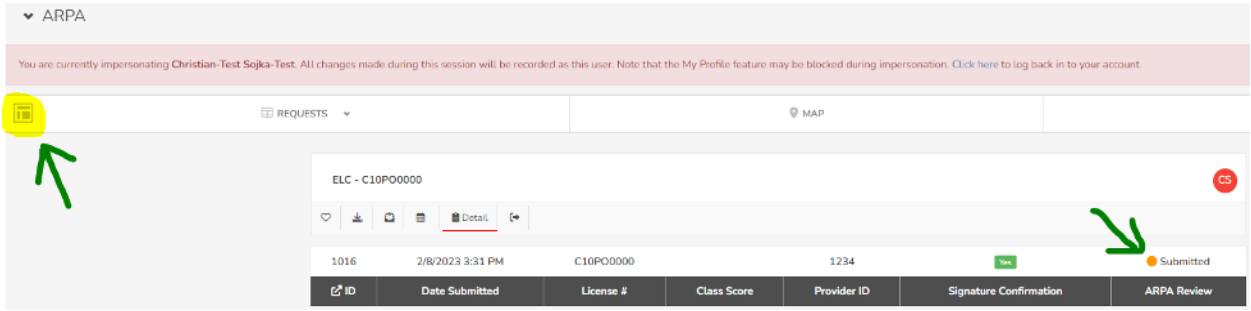
In the Provider Attestation Section, input Signature of Authorized Provider Representative, Provider Printed Name and select confirmation field (Yes).



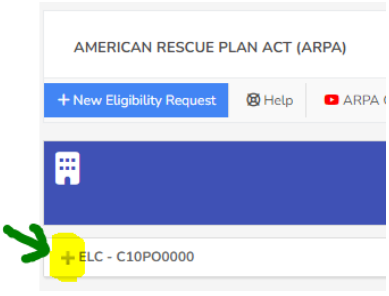
Click Save and Submit.

You will be redirected to the Record Details Screen shown below. Form will show what status it is in. It is currently “Submitted”.

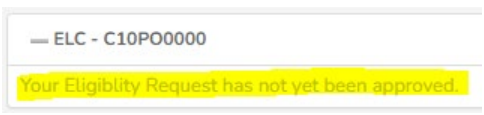
Click the highlighted (Dashboard) button to the left in Picture to return to Main Page.



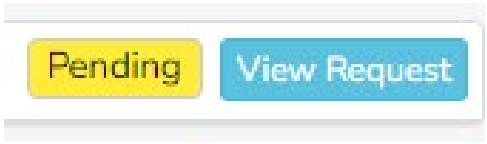
Press plus (“+”) symbol next to site name.



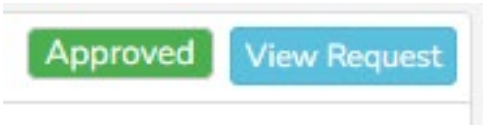
If you see this, your Request is being Reviewed.



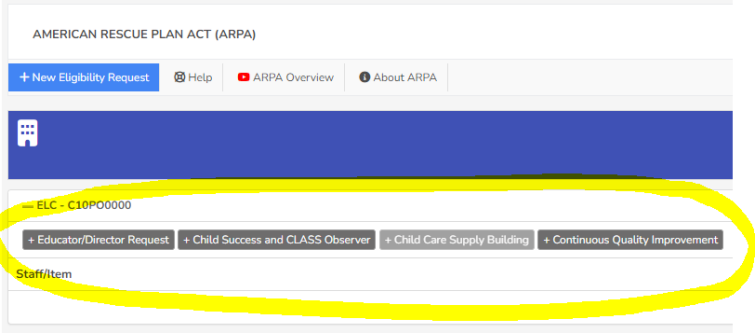
You will also see the status of your request to the right of your site. View Request takes you back to Record Details seen previously.



When status is “Approved”



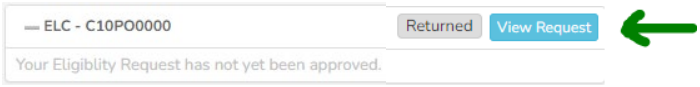
You may see the following options available, Educator/Director Request, Child Success and Class Observer, Child Care Supply Building and Continuous Quality Improvement.



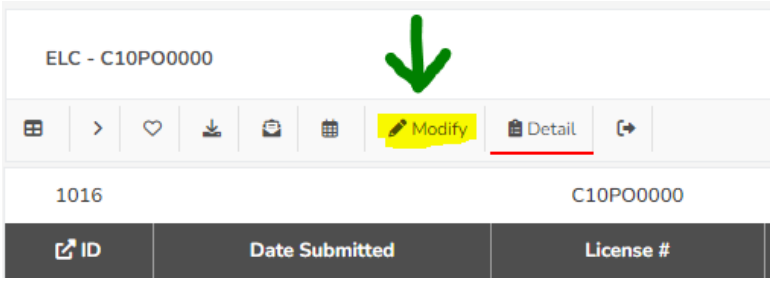
Please reference next instructions based on the option you pick.

Resubmitting if Request is Returned/Rejected

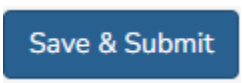
On ARPA main page click View Request



Click Modify



Edit information as needed and click Save & Submit

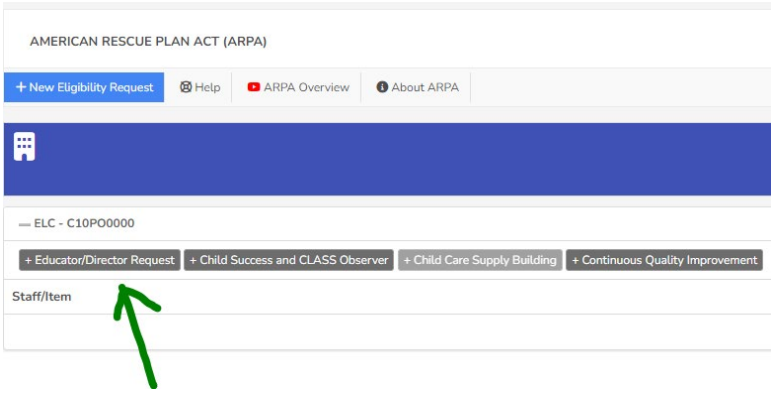


ARPA – Educator/Director Request

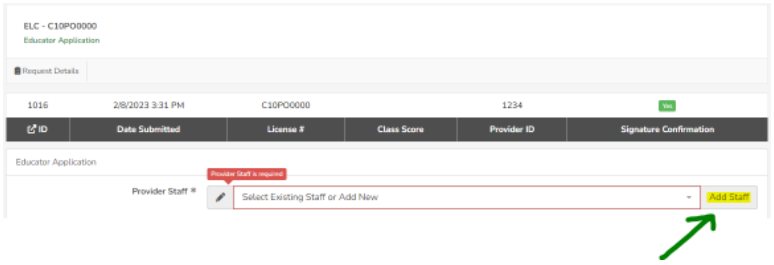
Please reference Eligibility Request Instructions first if you haven't created one yet.

Creating an Educator/Director Request

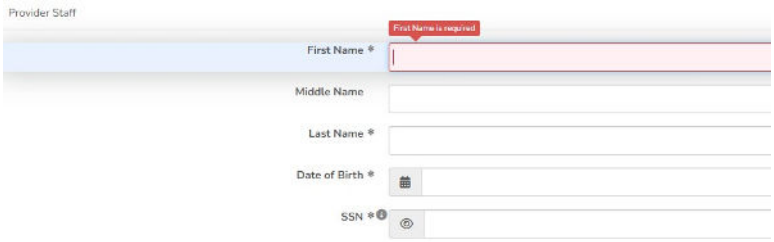
Select the +Educator/Director Request button.



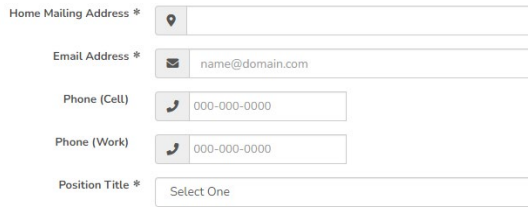
Click "Add Staff".



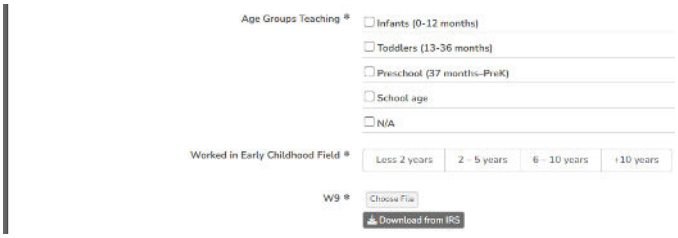
Complete Provider Staff Section. Input First Name, Middle Name, Last Name, Date of Birth and SSN.



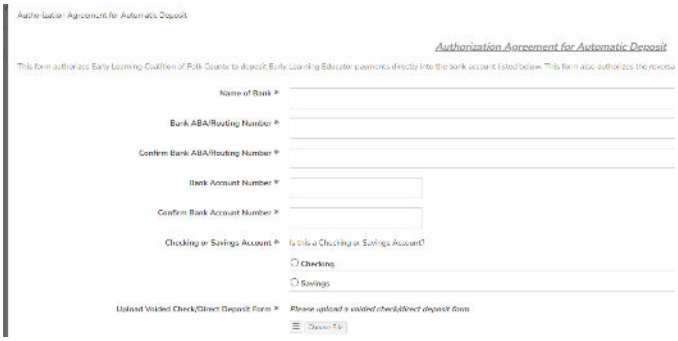
Input Home Mailing Address, Email Address, Phone (Cell), Phone (Work) and select Position Title.



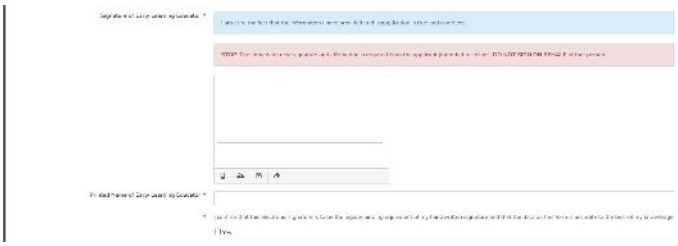
Input Position Start Date, Select Age Groups Teaching, Worked in Early Childhood Field, and Upload W9 .



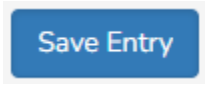
Complete Authorization Agreement for Automatic Deposit Form section. Input Name of Bank, Bank ABA/Routing Number, Confirm Bank ABA/Routing Number, Bank Account Number, Confirm Bank Account Number. Select checking or Savings Account, Upload a Voided Check/Direct Deposit Form.



Have Staff/Educator/Director input Signature of Early Learning Educator, Printed Name of Early Learning Educator and select Yes if information is accurate.



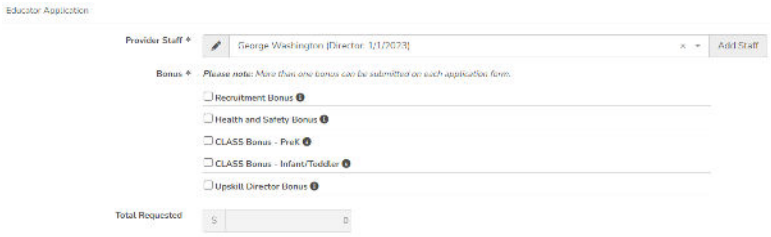
Click Save Entry.



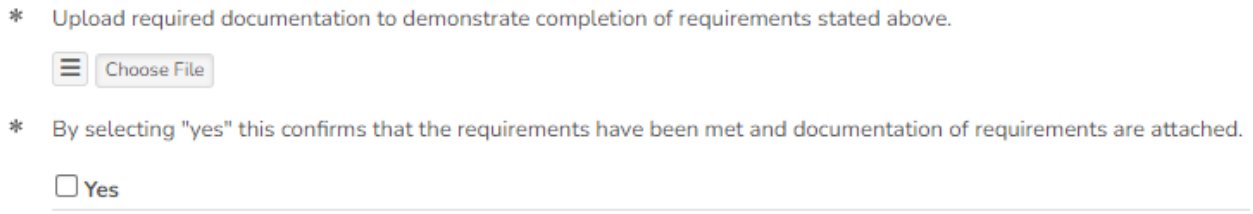
Add more staff as necessary. *Depending on information filled out for staff, some options may or may not be available further into **ANY** of the Forms available.

Select staff from dropdown.

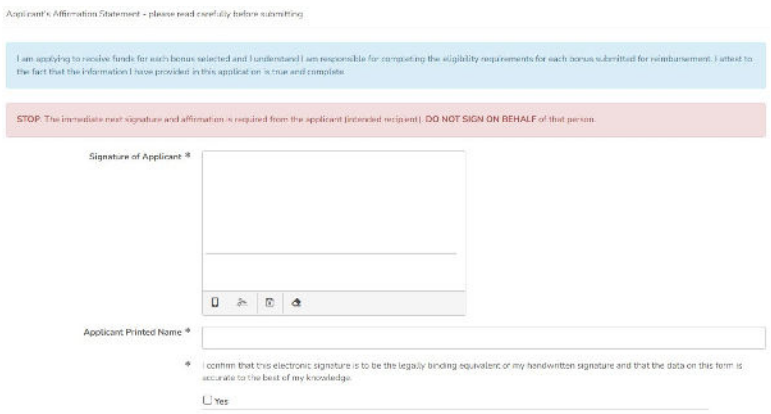
Select Bonuses.



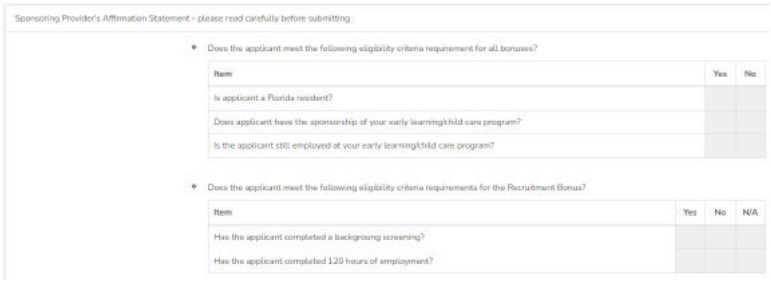
Sections will appear for you to Upload documentation for each of the above items selected in Bonuses.



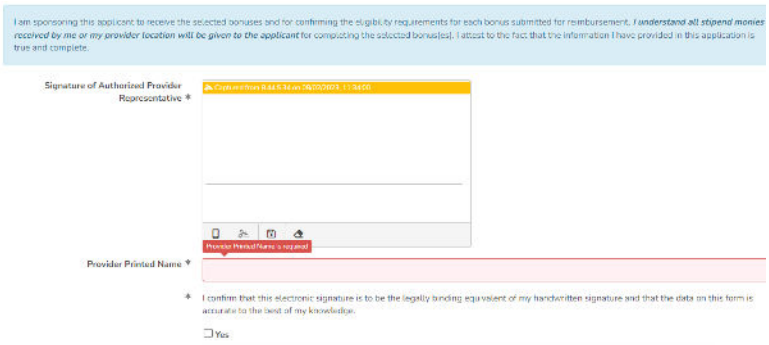
Have the Staff person selected input Signature and Applicant Printed Name. Click “Yes” if information is accurate.



Provider completes Sponsoring Provider’s Affirmation Statement Section. Click Yes/No or N/A as appropriate to questions seen.



Input Signature of Authorized Provider Representative, Provider Printed Name. Click “Yes” if information is accurate.



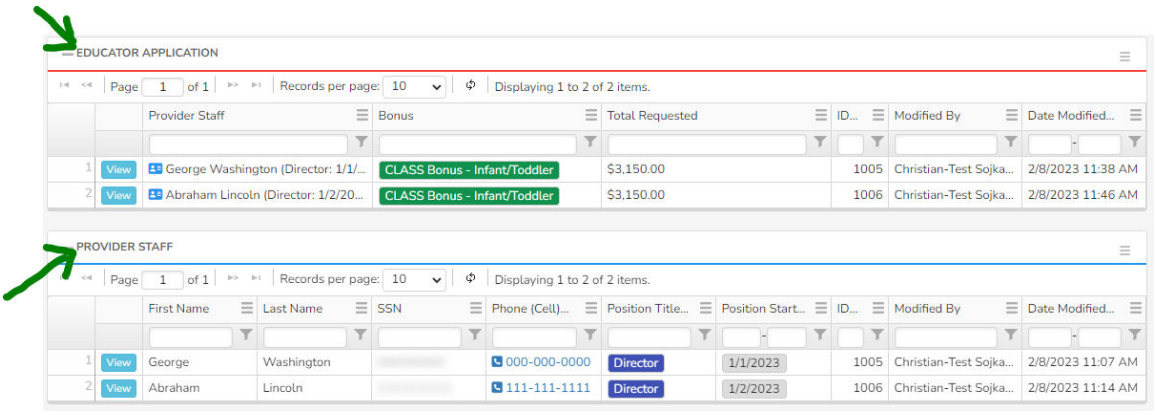
Click Save Entry.

Modify Staff or Application for Educators/Directors

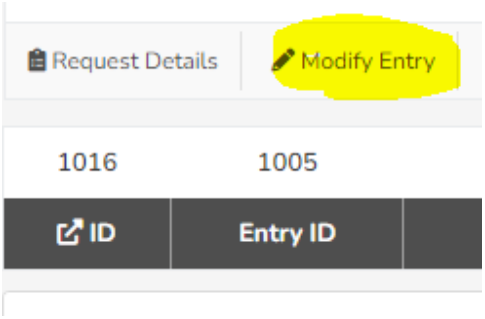
On ARPA Main Page click View Request.

Click View.

Scroll to bottom of page. Click View for either the Staff’s Application for Bonuses or to edit the Staff’s Personal information details via Provider Staff.



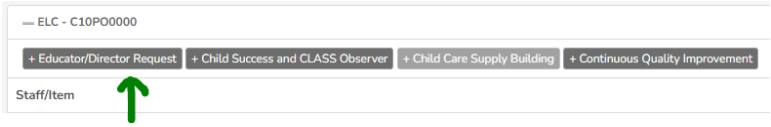
Click Modify Entry.



Edit record/form as necessary and click Save Entry.

Add Application for additional Staff/Educators/Directors

On ARPA Main Page click +Educator/Director Request



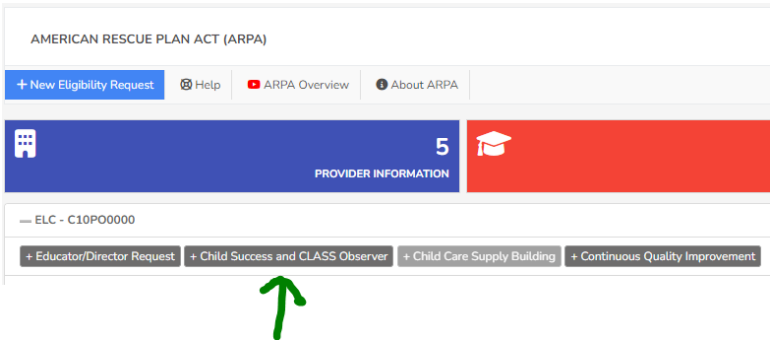
Select Provider Staff and continue with **Creating an Educator/Director Request (Page 5)**

ARPA – Child Success and CLASS Observer

Please reference Eligibility Request Instructions first if you haven't created one yet.
Please note: Creating a Child Success and CLASS Observer record prevents future ability to create a Continuous Quality Improvement record, you **cannot** create both.

Creating a Child Success and CLASS Observer Record

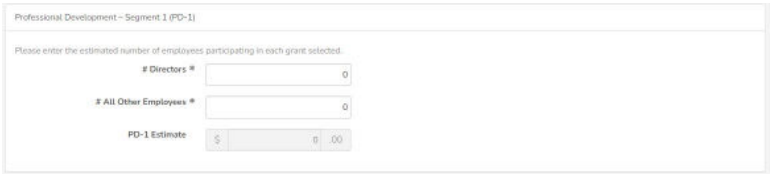
Click the +Child Success and CLASS Observer button.



Select CLASS Score.

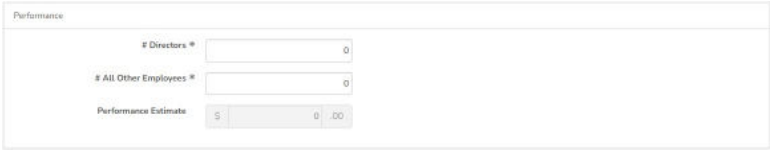
Select Grant Options.

In the Professional Development – Segment 1 section, input Number of Directors and Number of All Other Employees.

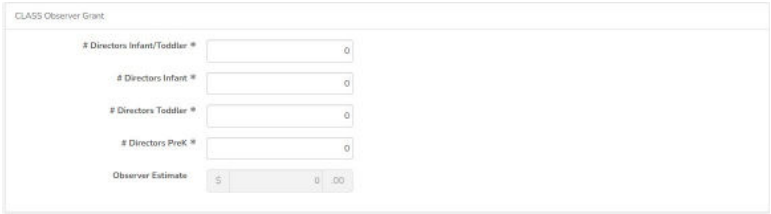


Repeat for Professional Development – Segment 2 section.

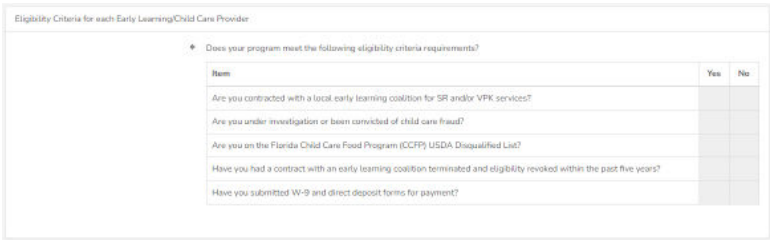
Repeat for Performance section.



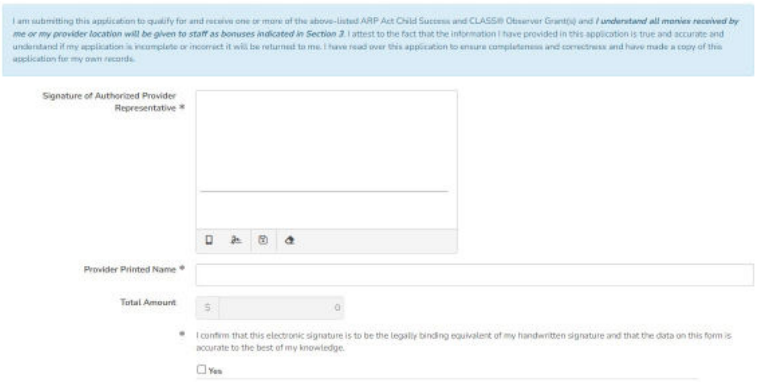
In the CLASS Observer Grant section, input Number of Directors Infant/Toddler, Number of Directors Infant, Number of Directors Toddler and Number of Directors PreK.



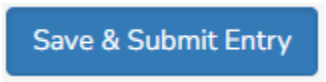
Select Yes/No for following questions in Eligibility Criteria for each Early Learning/Child Care Provider section.



Input Signature of Authorized Provider Representative, Provider Printed Name and click Yes if information is accurate.

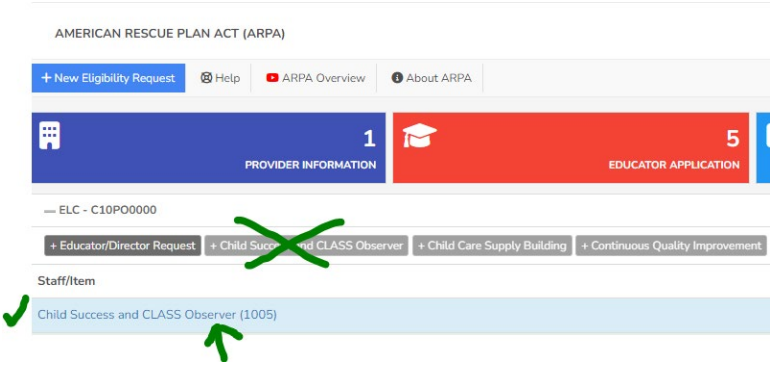


Click Save & Submit Entry.

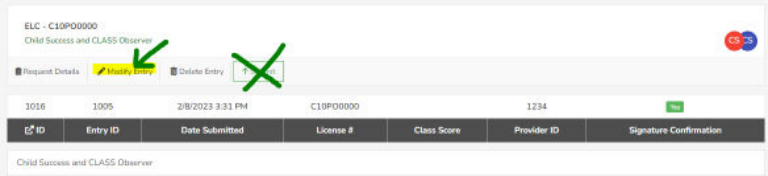


Resubmitting if Form is Returned/Rejected

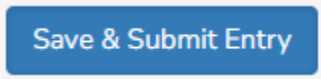
On ARPA main page, click Child Success and CLASS Observer link.



Click Modify Entry.



Edit information as necessary and click Save & Submit Entry.

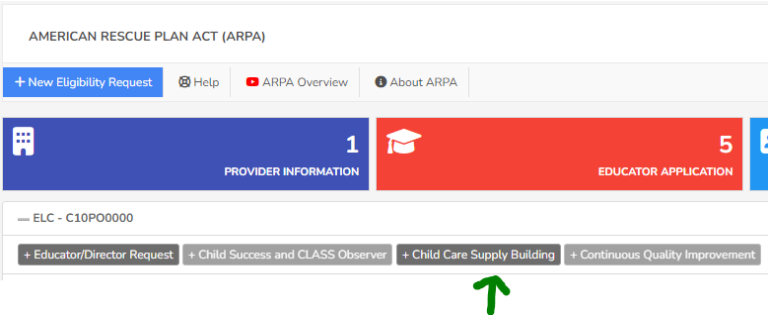


ARPA – Child Care Supply Building

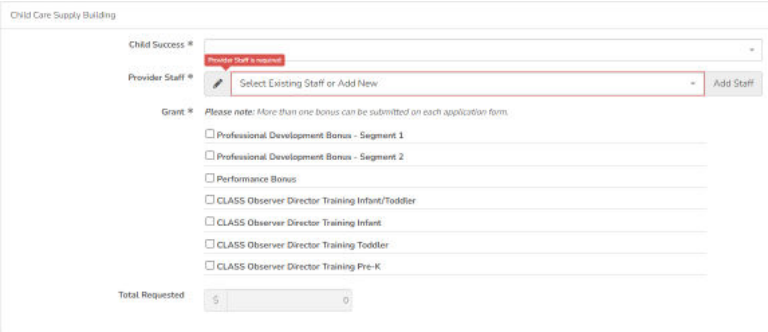
Please reference Eligibility Request Instructions first if you haven't created one yet. *You will not be able to create a Child Care Supply Building record if you haven't completed the Child Success and CLASS Observer form yet.

Creating a Child Care Supply Building Record

On ARPA main page, click the +Child Care Supply Building button.



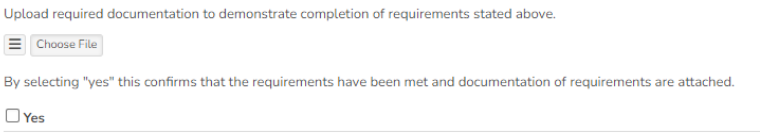
In the Child Care Supply Building Section, select options from Child Success, Provider Staff, and Grants.



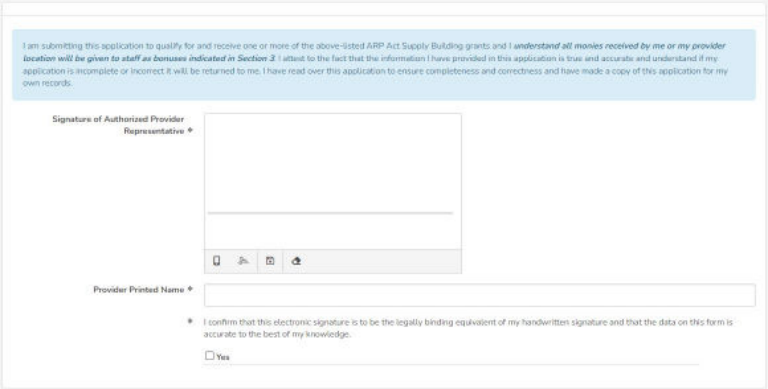
Sections will appear below for each of the above items selected in Grants.

*Please note that some Grants may or may not be available depending on information filled out for selected Provider Staff previously.

Upload Documentation and input Confirmation for each section.



Input Signature of Authorized Provider Representative, Provider Printed Name and click yes if information is accurate.



Click Save Entry.

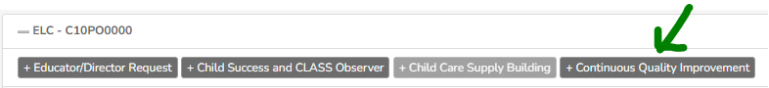
Repeat steps for each Provider Staff as needed.

ARPA – Continuous Quality Improvement

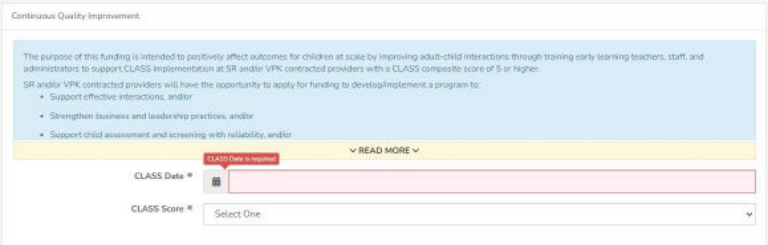
Please reference Eligibility Request Instructions first if you haven't created one yet.
Please note: Creating a Continuous Quality Improvement record prevents future ability to create a Child Success and CLASS Observer record, you **cannot** create both.

Creating a Continuous Quality Improvement Record

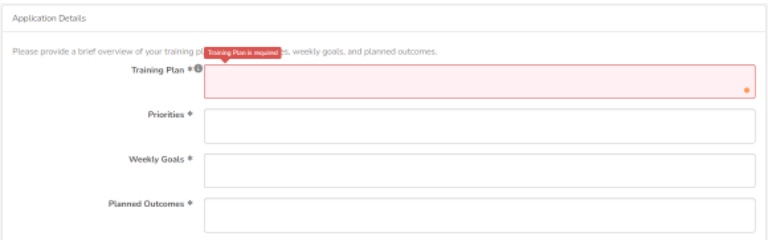
On ARPA main page, click the +Continuous Quality Improvement button.



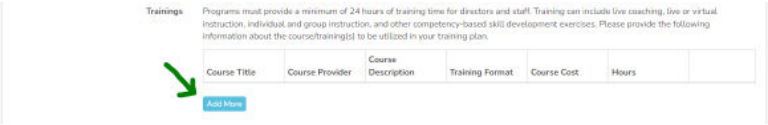
In Continuous Quality Improvement section, input CLASS Date and select CLASS Score.



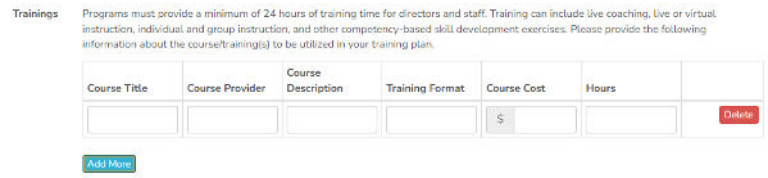
In Application Details section, input Training Plan, Priorities, Weekly Goals and Planned Outcomes.



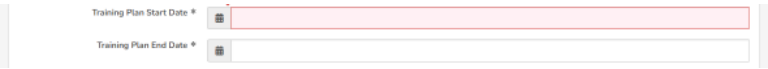
Click Add More button to input Trainings details.



Input Course Title, Course Provider, Course Description, Training Format, Course Cost and Hours.



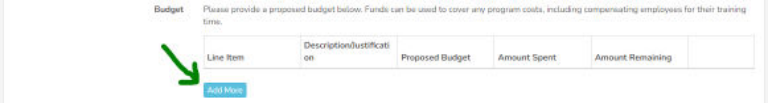
Input Training Plan Start Date and Training Plan End Date



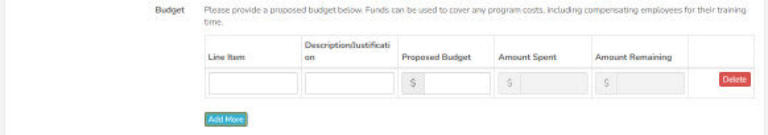
Click Add More button to input Training Participant Details.

Input Participant Name and select Position.

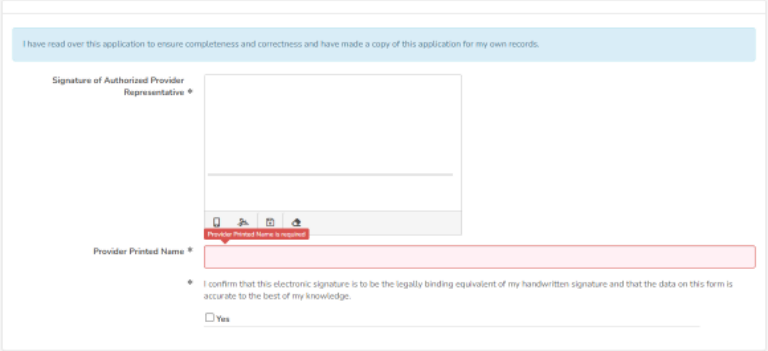
Click Add More button to input Budget Details.



Input Line Item, Description/Justification and Proposed Budget.



Input Signature of Authorized Provider Representative, Provider Printed Name and click Yes if information is accurate.

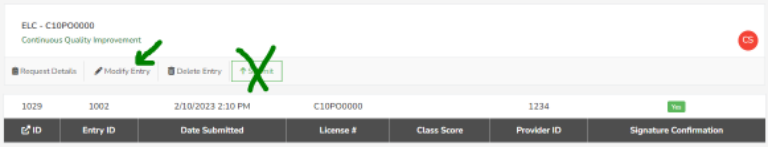
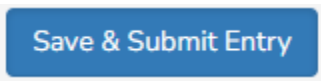


Click Save & Submit Entry.

Resubmitting a Rejected/Returned Form

On ARPA main page, click the Continuous Quality Improvement Link.

Click Modify Entry.



Edit information in record as necessary and click Save & Submit Entry.