

MA EEC

提供商-用户指南



目录

登录

申请提交 - 中心补助金

申请提交 - FCC 补助金

正在进行的申请

重新认证

需要支持?

申诉表格



登录



登录









LEAD - EEC Provider Licensing Portal

The LEAD Portal is for EEC Licensed and Funded Programs to apply for and renew their license, respond to visits and investigations, submit transactions, access their Child Care Search information, and apply for grant funding.

Login

* Username
Username

* Password

Password

Remember me

Login

Forgot Password?

Click the Support Ticket link if you are having a problem logging into your account.

Support Ticket

说明

访问 https://eeclead.force.com/EEC Login

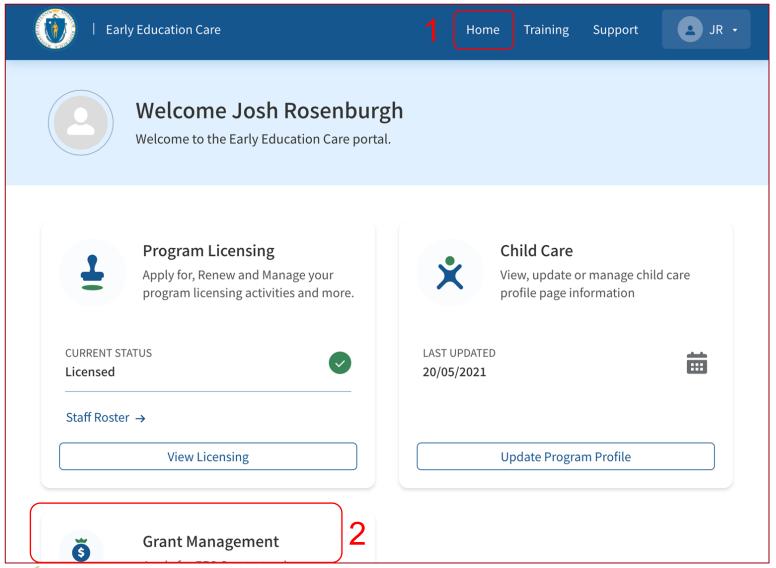
- 1. 输入您的 LEAD 用户名和密码
- 2. 单击 Login (登录)

要点

- 如果您忘记了密码,可以单击 Forgot Password?(忘记密码),按照以下步骤重新设置密码
- 如果您忘记了用户名,或者登录帐户时出现问题,请单击 Support Ticket (支持工单)



主页



说明

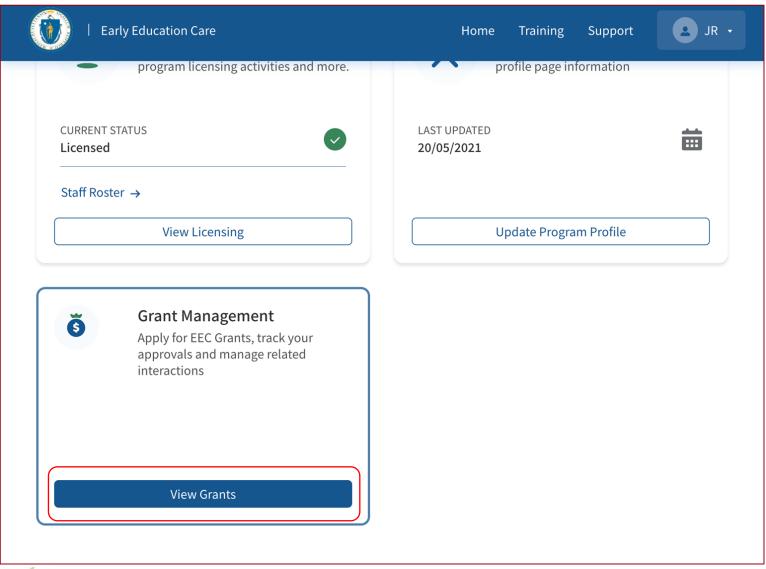
- 1. 登录后, 您将进入主页
- 2. 向下滚动,找到 Grants Management(补助金管理)卡

要点

单击 View Grants(查看补助金)按钮将打开 Grants Management(补助金管理)系统和仪 表板



主页



说明

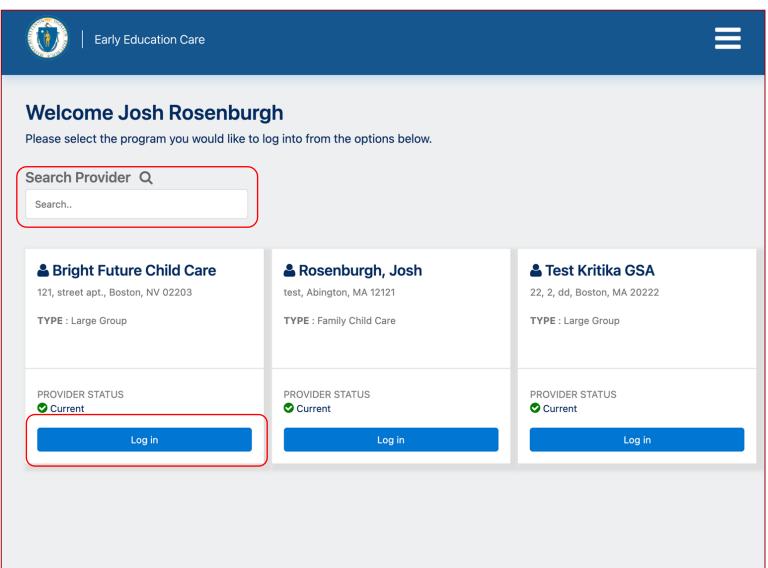
单击 Grants Management (补助金管理) 卡中的 View Grants (查看补助金) 按钮

要点

单击 View Grants(查看补助金)按钮将打开 Grants Management(补助金管理)系统和仪 表板



补助金页面



说明

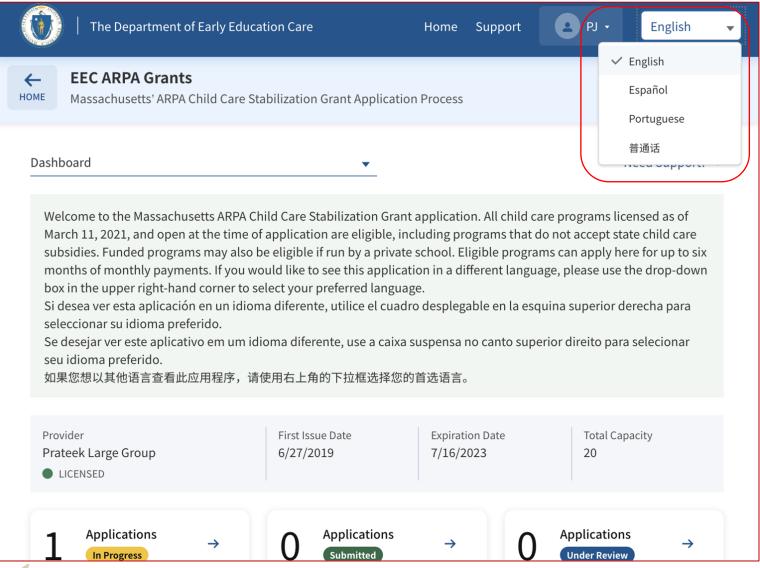
单击所需项目的 Log in (登录) 按钮, 您将被 重定向至其 EEC ARPA Grants (EEC ARPA 补助金) 页面

要点

如果您注册过许多项目,则可以使用搜索栏搜索提供商



仪表板 - 可用语言



说明

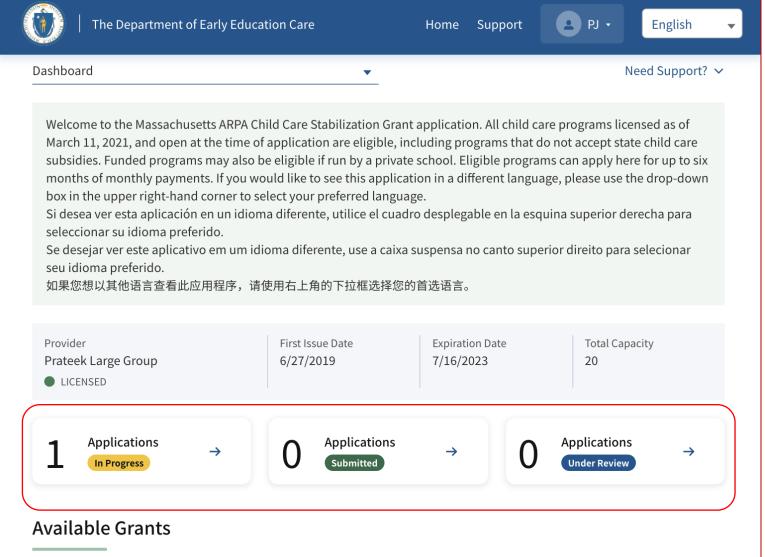
EEC ARPA 补助金申请提供英语、西班牙语、葡萄牙语和普通话四种版本。单击右上角的下拉框以选择您的首选语言

要点

此信息也以多种语言显示,有助于申请人知道 他们可以在需要时切换语言。从下拉列表中, 您可以选择英语、西班牙语、葡萄牙语和普通 话



仪表板



说明

在仪表板上, 您将看到:

- 正在进行的申请 已启动和保存但未提交的申请
- 已提交的申请 已经提交的申请
- 正在审核的申请 已提交并正在审核的申请

要点

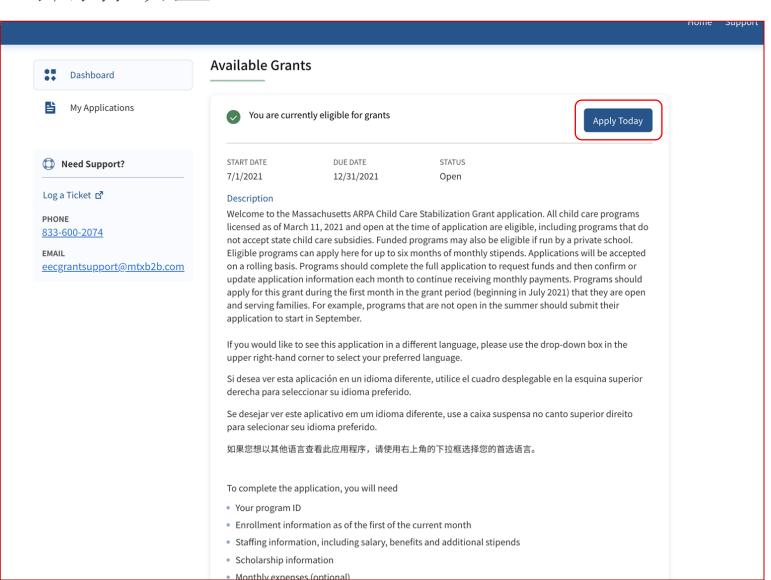
补助金仪表板将显示正在进行、已提交或正在审查 的补助金申请数量



申请提交(中心补助金)



可用补助金



说明

从 Available Grants(可用补助金)部分单击 Apply Today(立即申请)



要点

请注意,启动一项申请后,"apply today"(立即申请)按钮将被禁用,但如果向下滚动到屏幕底部,您将能够看到正在进行的任何申请,然后可以通过单击"continue"(继续)返回到这些申请



说明

← ARPA DASHBOARD

EEC ARPA Grants

EEC ARPA Child Care Stabilization Funding Application

Instructions

2 Program Information

3 Operation Hours

4 Capacity Information

5 Staff Information

6 Equity Adjustment

7) Attestation

8 Banking Information

9 W9 Details

10 Review and Summary

Instructions

Welcome to the Massachusetts' ARPA Child Care Stabilization Grant Funding Application. Eligible programs can apply here for up to 6 months of monthly funding. All licensed programs licensed as of March 11, 2021 and open at the time of application are eligible, including programs that do not accept state child care subsidies. Funded programs may also be eligible if run by a private school. If you would like to review the application process before completing the full application, a summary can be found here.

Getting started with your grant application

Each program site must complete an individual application to be considered for funding. Multi-site agencies are able to use their existing LEAD logins to submit program applications, but an application must be completed for each individual program site.

Programs should complete the full application to request funds and then must confirm application information each month to continue receiving monthly payments for the duration of the grant period. Programs are able to update information on a monthly basis as needed and monthly funding may be adjusted based on new information provided.

If you have trouble completing the application, please contact support.

Who is Eligible for the EEC ARPA Child Care Stabilization Grants?

- All programs licensed by EEC as of March 11, 2021 and open to serve children at the time of the
 application are eligible for this funding. Programs will not be penalized for a temporary COVIDrelated emergency closure that occurs during the grant period. Programs that do not offer services
 for families over the summer will be eligible during the month they open for services.
- Funded programs approved by EEC by March 11, 2021 and run by private schools that otherwise
 meet the conditions above will also be eligible for this funding.

Completing the application

Prior to completing the full application we recommend you ensure you have the necessary information available.

This includes:

说明

Home Support

- 1. 单击 Apply Today (立即申请)后,您将被 重定向到 Instructions (说明)页面
- 2. 阅读所有说明,这将有助于开始您的补助金申请



要点

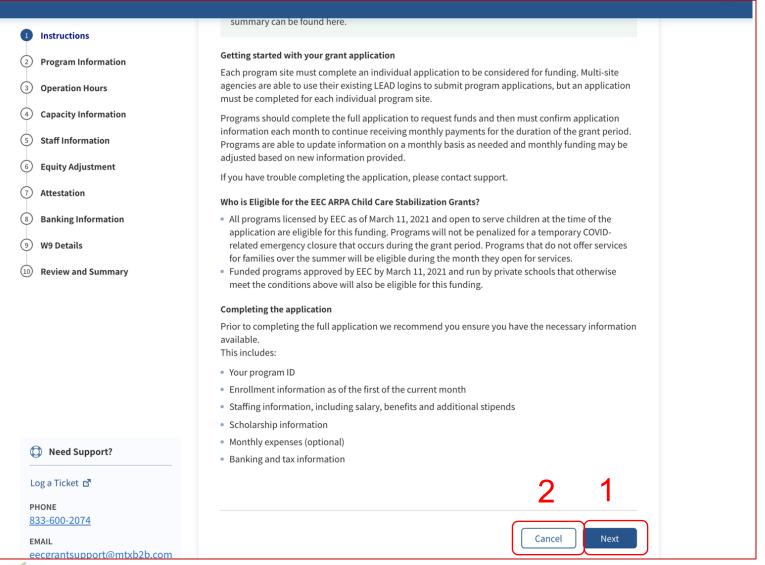
您可以阅读说明,了解补助金项目的基本情况 以及填写申请所需的内容



Log a Ticket ♂



说明



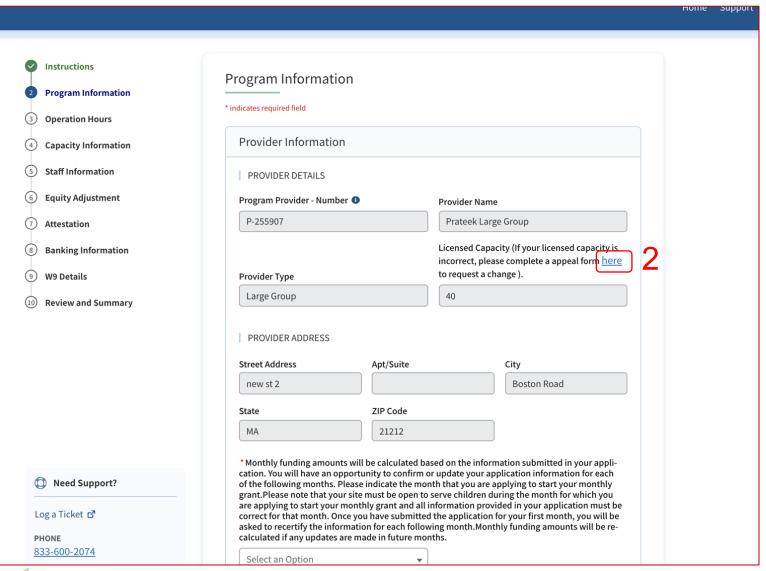
说明

- 1. 单击 Next (下一步) 以继续
 - 或-
- 1. 单击 Cancel (取消) 以取消申请过程



无要点





说明

以下只读字段已根据从 LEAD 收到的信息自动填充:

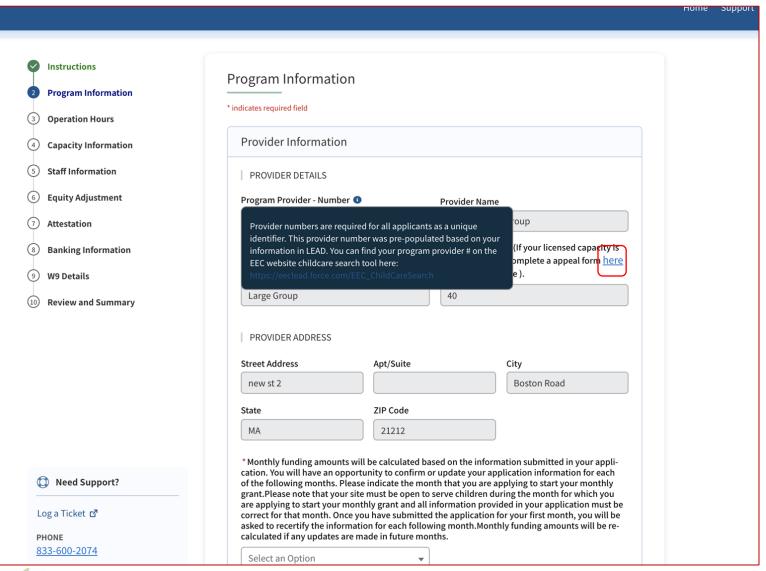
- 提供商详情
- 按年龄组别划分的许可资格
- 提供商地址



要点

- 如果您的许可资格不正确,请单击 'Licensed Capacity'(许可资格)字段上 方带下划线的链接(即"here"[此处]),以 重定向至申诉表格
- 所有带*的字段为必填字段





说明

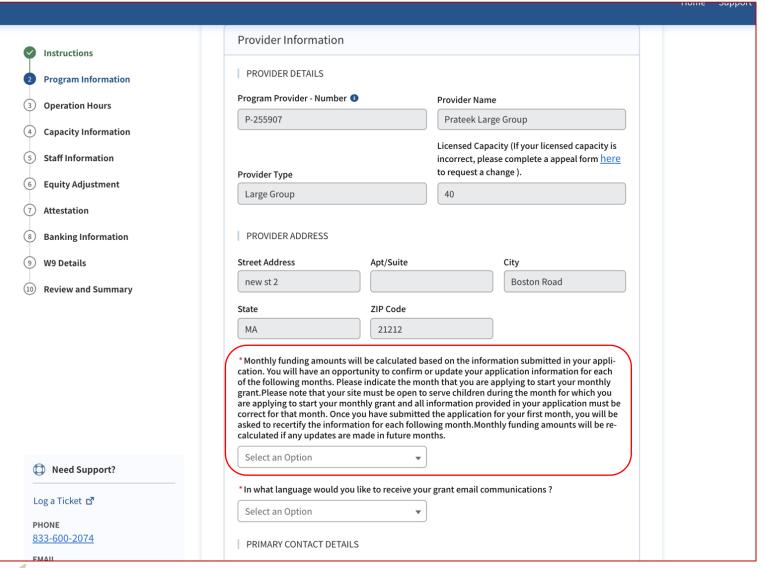
在整个申请过程中,请注意带有蓝色字母"i"的图标。如果您将鼠标悬停在这些图标上,您可以看到有关如何填写特定申请问题的更多信息

要点

项目提供商编号是唯一标识符。单击以下链接 查找您的项目提供商编号:

https://eeclead.force.com/EEC ChildCareSear ch





说明

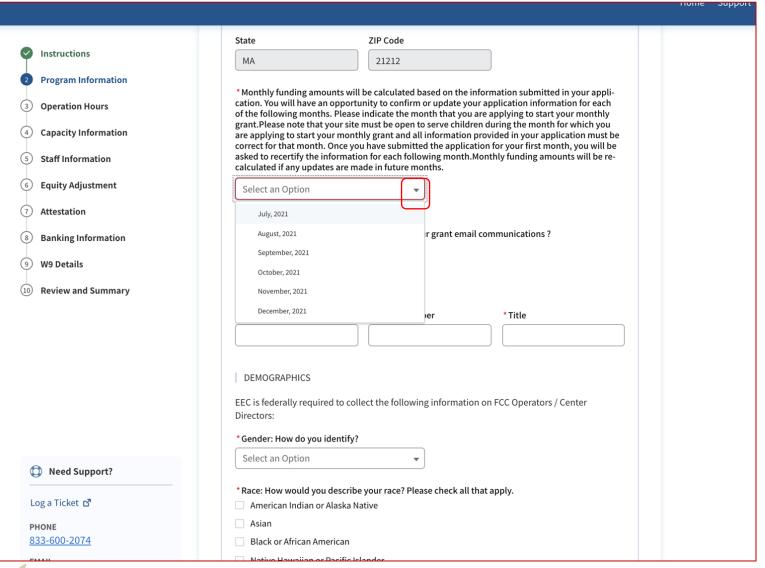
您需要选择的第一个字段是您申请的月份。注明 您填写初始补助金申请的月份。初始申请后的每 个月,您都需要进行重新认证或更新您在第一个 月的补助金申请中提交的信息



要点

您必须在您提交初始补助金申请的月份**开放**项目 ,为儿童提供服务,以申请补助金资金,并且提 供的所有信息必须与您申请月份提交的信息相符 。已经开放且符合资格标准的提供商可以从**7**月 份开始申请补助金资金





说明

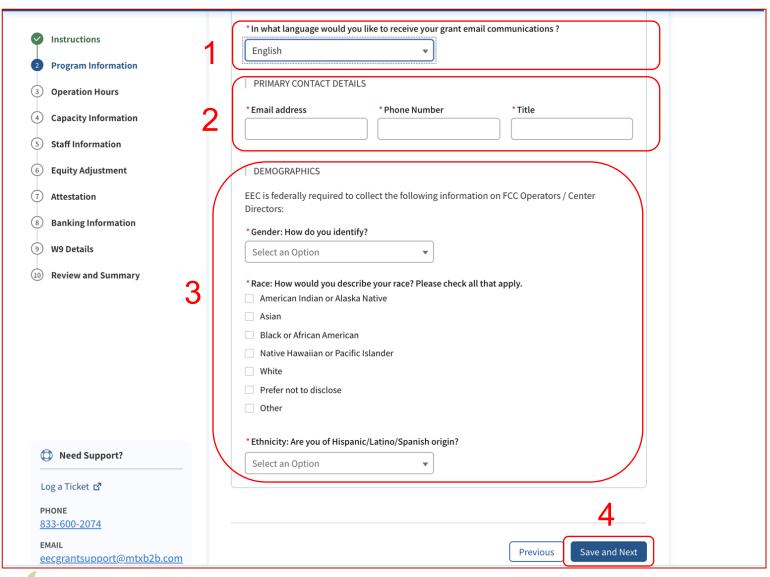
- 1. 单击下拉列表,选择您在初始拨款申请中申请的第 一个月的资金
- 2. 项目应在补助金发放期已经开放并为家庭服务的第
 - 一个月(2021年7月)内申请此项补助金。例如
 - , 夏季未开放的项目应在9月份开始提交申请

要点

有资格的申请人可以在**7**月开始申请最多六个 月的资金

有资格从 7 月份开始申请资金的申请人应选择 7 月份作为其补助金申请的第一个月





说明

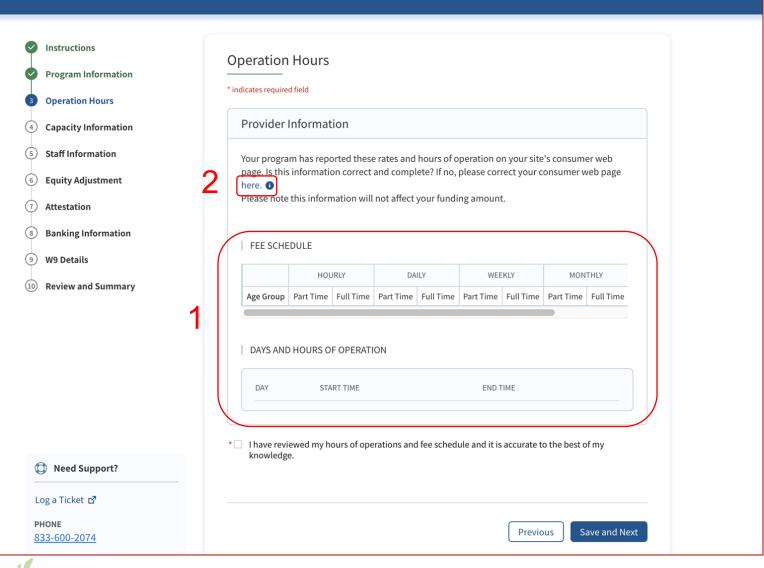
- 1. 选择您的首选语言
- 2. 输入主要联系详情
- 3. 输入所有必需信息
- 4. 单击 Save and Next (保存和下一步) 以继续

要点

要返回上一页,请单击 Previous(上一步)(这适用于整个申请过程)。通过单击屏幕左上角的步骤编号 "Previous"(上一步)或屏幕底部的 "Save and Next"(保存和下一步)来浏览申请过程的各个部分。单击 Web 浏览器上的"back"(后退)按钮,可能会影响您保存更改的能力



营业时间



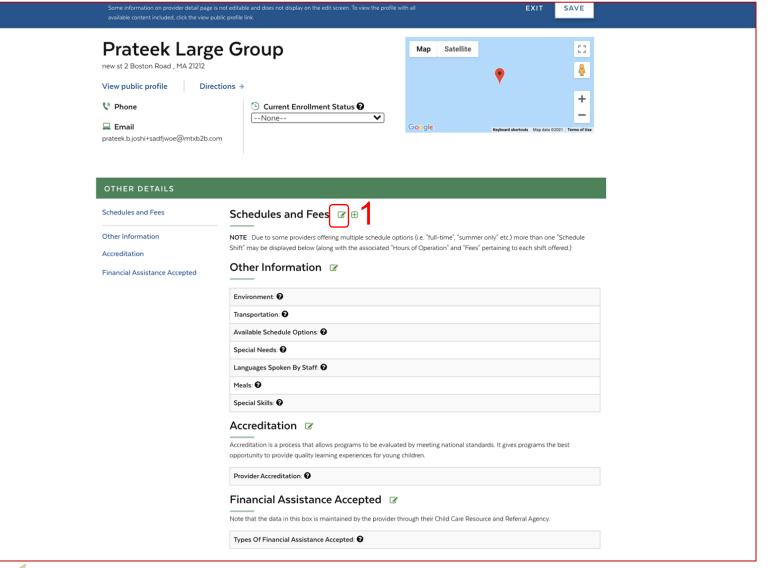
说明

- 在 Provider Information (提供商信息) 部分查看 Fee Schedule (费用时间表)和
 Days and Hours of Operations (营业日及营业时间)
- 2. 如果此信息不正确或不完整,请单击链接导航至您的 EEC LEAD Consumer (EEC LEAD 用户) 网页进行编辑

要点

单击链接时,将打开一个新的 Web 浏览器选项 卡,完成更新并关闭窗口以返回申请;您在此 处的任何更改都将反映在您网站的用户网页上





说明

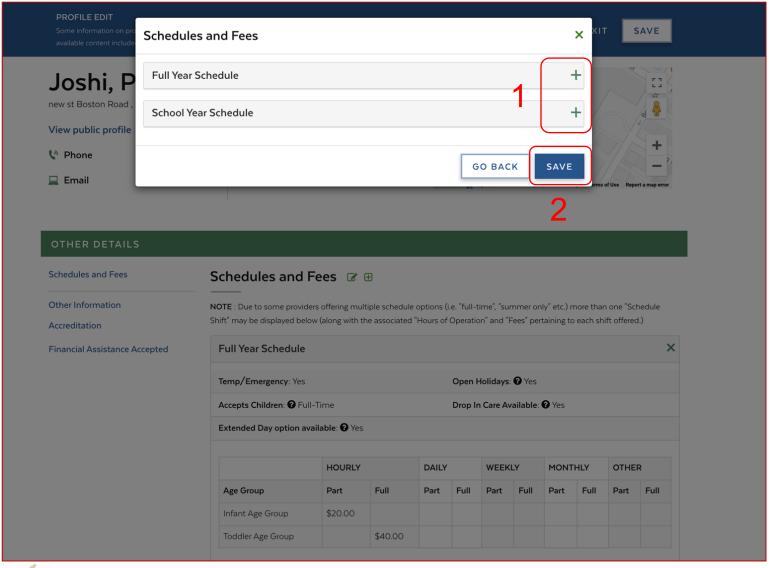
单击 Provider Information (提供商信息) 部分的链接后,您将登录 EEC LEAD Consumer (EEC LEAD 用户) 网页

1. 单击'编辑图标',编辑或创建您项目的 Schedules and Fees (时间表和费用)



无要点





说明

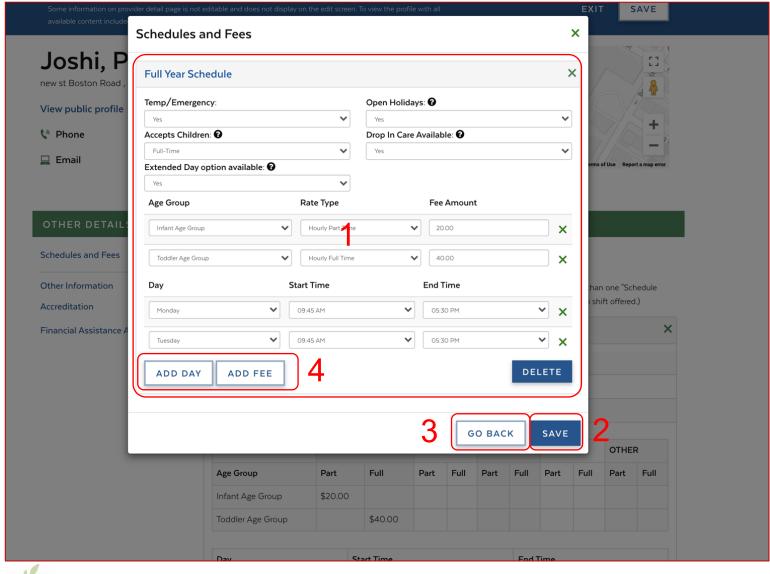
单击 EEC LEAD Consumer(EEC LEAD 用户

-) 网页上的'编辑图标'后,将打开
- 'Schedules and Fees'(时间表和费用)弹 出窗口
- 1. 单击'加号图标'
- 2. 单击 **Save** (保存) 打开弹出的申请窗口

要点

由于一些提供商提供多种时间表选择(例如,
"full-time" [全年]、"summer only" [仅夏季]),可能会显示多个"Schedule Shift" [时间表轮次](以及与提供的每个轮次相关的
"Hours of Operation" [营业时间]和"Fees" [费用]。)





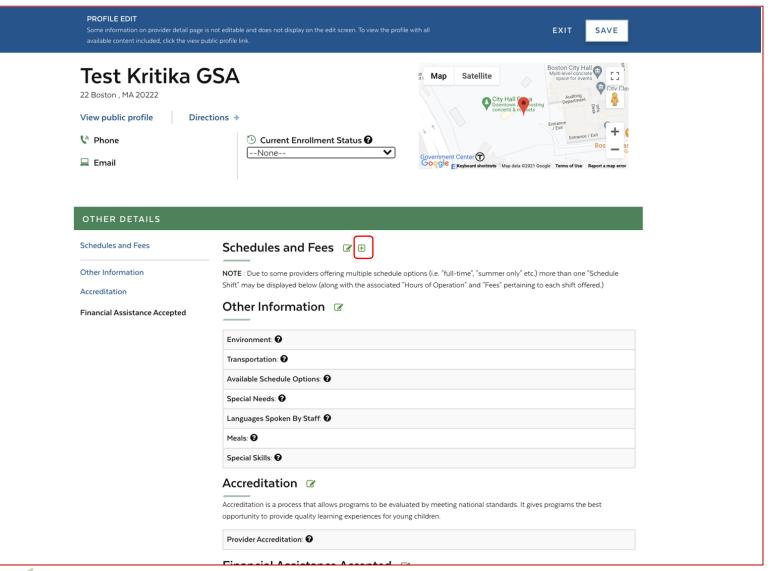
说明

- 1. 输入所需的详情
- 2. 单击 **Save**(保存);申请将被保存,您将被重 定向至'Child Care Page'(儿童保育页面)
- 3. 单击 **Go Back**(返回),则返回到**'Child** Care Page'(儿童保育页面)而不保存信息
- 4. 单击 Add Day (添加日期)和/或 Add Fee (添加费用)以包括更多详情

要点

仅以数字形式输入费用金额





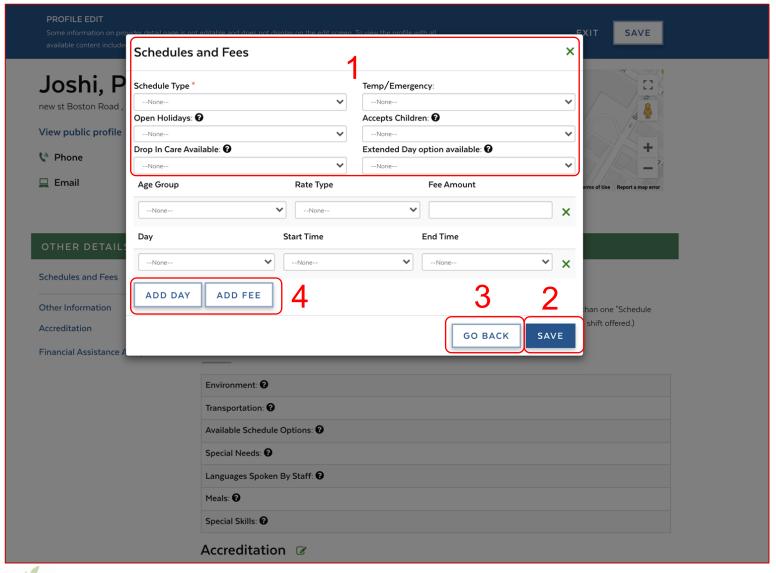
说明

单击'加号图标',添加 Schedule and Fees (时间表和费用)



无要点





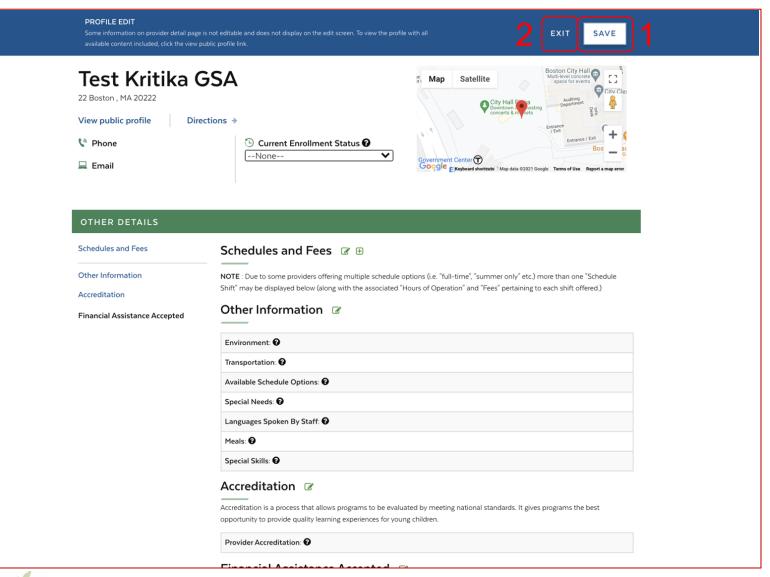
说明

- 1. 输入所需的详情
- 单击 Save (保存);申请将被保存,您将被重定 向至 'Child Care Page' (儿童保育页面)
- 3. 单击 **Go Back**(返回),则返回到'Child Care Page'(儿童保育页面)而不保存信息
- 4. 单击 Add Day (添加日期)和/或 Add Fee (添加费用)以包括更多详情

要点

您不能两次使用相同的 Schedule Type(时间表类型)





说明

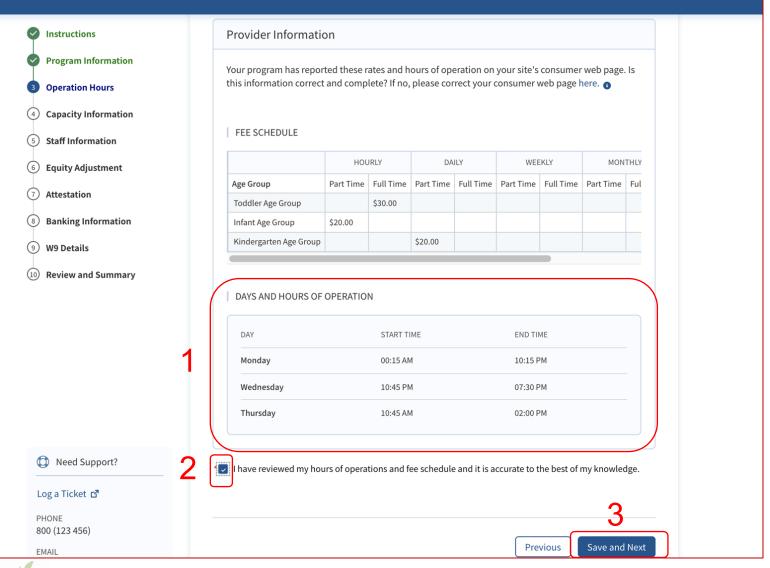
- 1. 单击 Save (保存);将出现一个弹出窗口 ,确认保存申请。单击 Save (保存);申 请将被保存
- 2. 单击 Exit(退出);将显示一个弹出窗口,确认退出申请。单击 Exit(退出),返回 'Operation Hours'(营业时间)页面



无要点



营业时间



说明

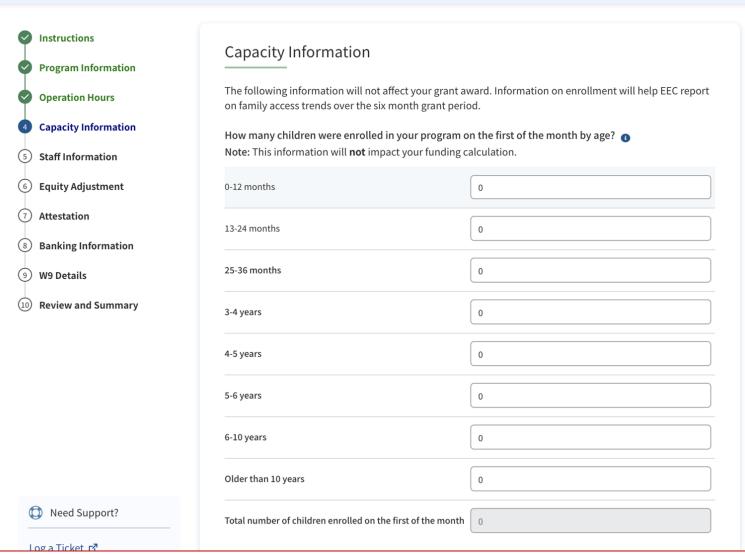
- 查看 'DAYS AND HOURS OF OPERATION' (营业日和营业时间)信息
 - 。(这些详情从您网站的用户网页中检索而来)
- 2. 勾选确认框
- 3. 单击 Save and Next (保存和下一步)



要点

如果您更新了您网站用户网页上的'DAYS AND HOURS OF OPERATION'(营业日和营业时间)信息,则需要刷新此屏幕才能看到此屏幕上发生的更改





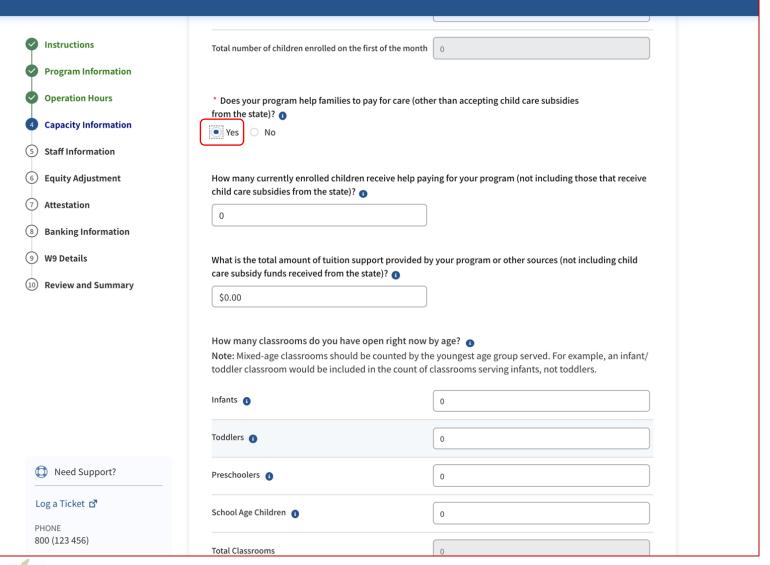
说明

按列出的每个年龄组,输入每个月的第一天在您的项目中招收的儿童人数。例如,如果该项目申请7月的资金,并且在7月1日招收了10名12个月以下的婴儿,那么应在0-12个月的旁边输入数字10

要点

完成所有不同年龄段后,系统将自动添加每个 年龄组的招收数量,以报告当前招收的总数。 如果总数不正确,请按年龄组检查您的计数





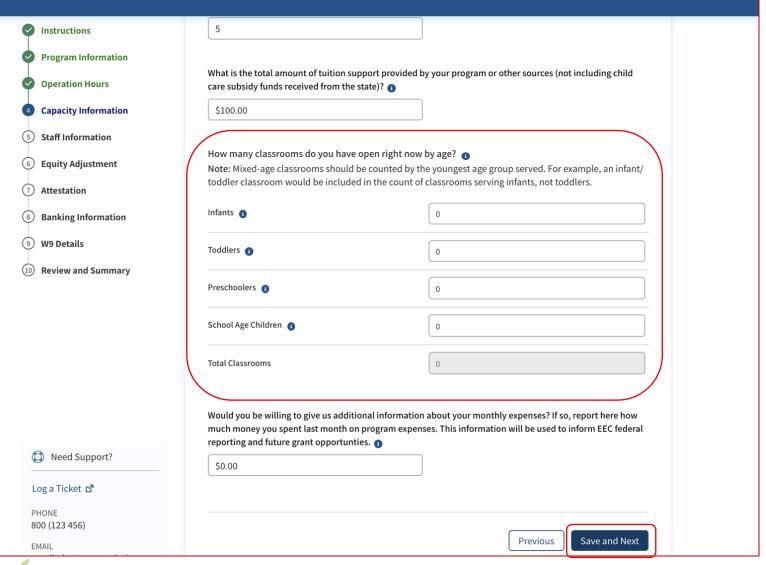
说明

如果您的项目帮助家庭支付保育费用,请回答 "Yes"(是)以提示提供更多信息

要点

如果您的项目向家庭提供补贴之外的额外支持 ,请回答这些额外问题。这可能包括兄弟姐妹 或员工折扣、奖学金、浮动比例学费或其他类 型的减免学费





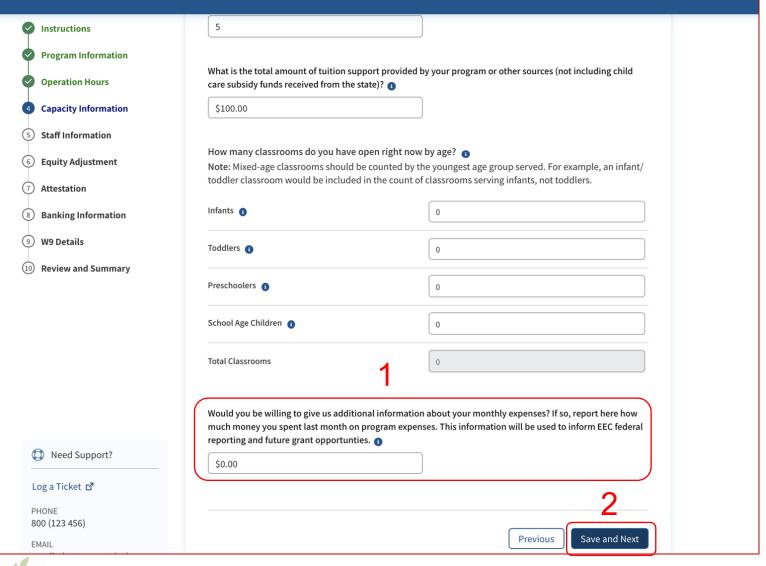
说明

对于基于中心的提供商-按年龄组输入您项目中当前开放的教室数量。如果一个教室服务于两个年龄组的儿童,则将其计入最小的适用年龄组

要点

例如,如果您有一个同时为婴儿和幼童提供服务的教室,则将该教室计入婴儿类别,而不是幼童类别。您将在屏幕底部看到汇总的教室总数





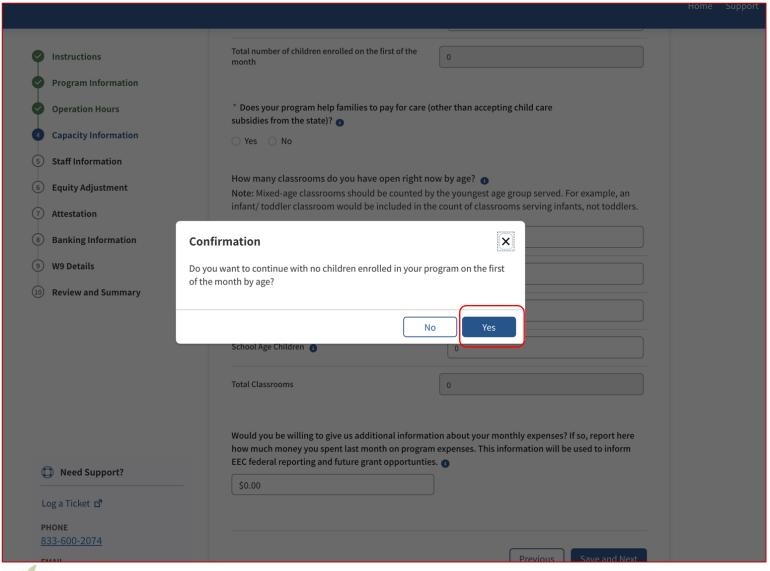
说明

- 1. 您可以提供有关每月项目支出的其他信息
- 2. 单击 Save and Next (保存和下一步)

要点

关于您上个月的项目支出金额的报告将被用来 为 EEC 的联邦报告和未来申请补助金机会提供 参考





说明

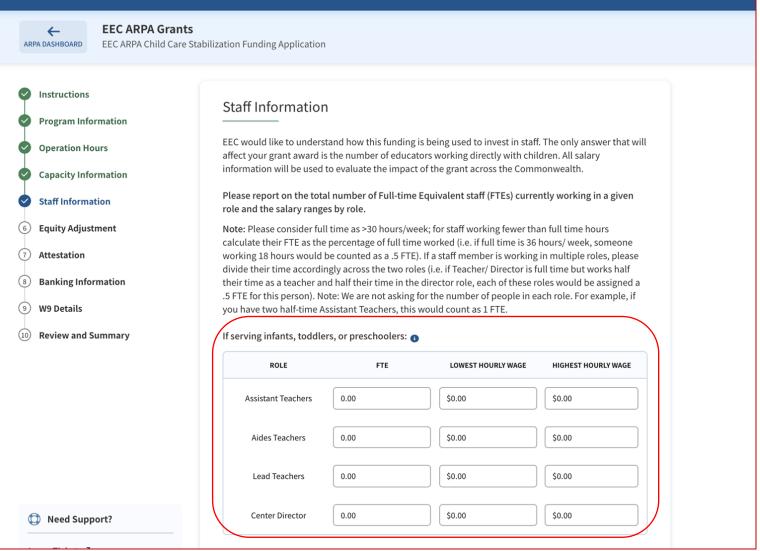
如果 Total number of children enrolled on the first of the month(当月第一天招收的儿童总数)字段为 0,单击 Save and Next(保存和下一步)后,则会出现一个确认窗口 1. 单击 Yes(是)以继续进行申请

要点

无要点



员工信息 - 已招收儿童



说明

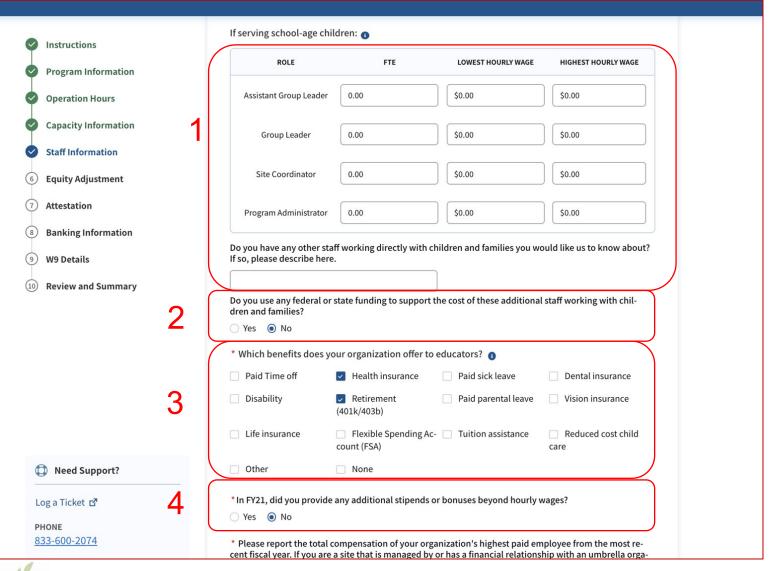
如果您第一个月招收了儿童,则会出现此页面 1. 提供有关当前在每个职位工作的全职员工 (FTE) 总数以及按职位列出薪资范围的报告

要点

基于中心的提供商将被要求提供不同职位全职员工或 FTE 的数量。FTE 是对您员工提供的全职覆盖率百分比的计算。阅读有关如何计算全职员工人数以及如何提供工资信息的说明



员工信息 - 已招收儿童



说明

- 1. 填充人员配备信息
- 2. 在联邦/州资金问题上选中 'Yes' (是) 或 'No' (否)
- 3. 选中您的组织为教育工作者提供的所有福利
- 4. 如果您在 2021 财年提供了额外的津贴或奖金,请选中'Yes'(是)

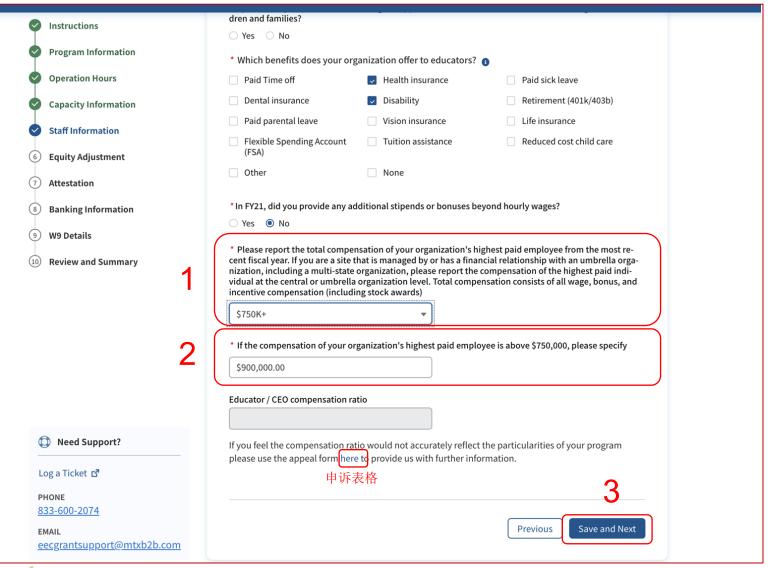


要点

有关如何填写这些字段的详情,请将鼠标悬停 在帮助"i"图标上



员工信息 - 已招收儿童



说明

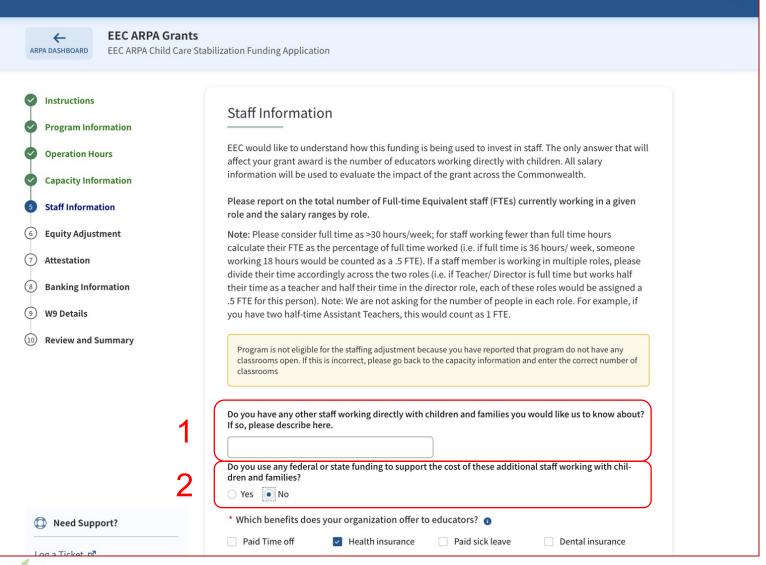
- 1. 选择组织中薪酬最高员工的薪酬范围
- 2. 如果您选择了 \$750K+,则会出现依赖项字 段:指定薪酬金额
- 3. 单击 Save and Next (保存和下一步)

要点

薪酬比例将根据您提供的有关工资的信息自动 填充。如果您觉得按照您的项目,薪酬比例不 准确,请单击**链接**提出申诉



员工信息 - 未招收儿童



说明

如果您的项目在第一个月未招收儿童,则会出 现此页面

- 1. 提供直接处理儿童和家庭事务的员工的详情
- 2. 在联邦/州资金问题上选中'Yes'(是)或'No'(否)

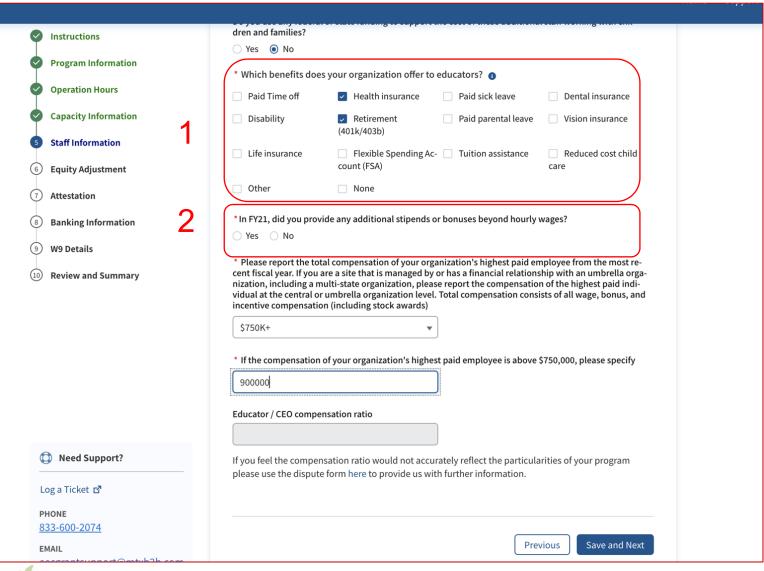


要点

无要点



员工信息 - 未招收儿童



说明

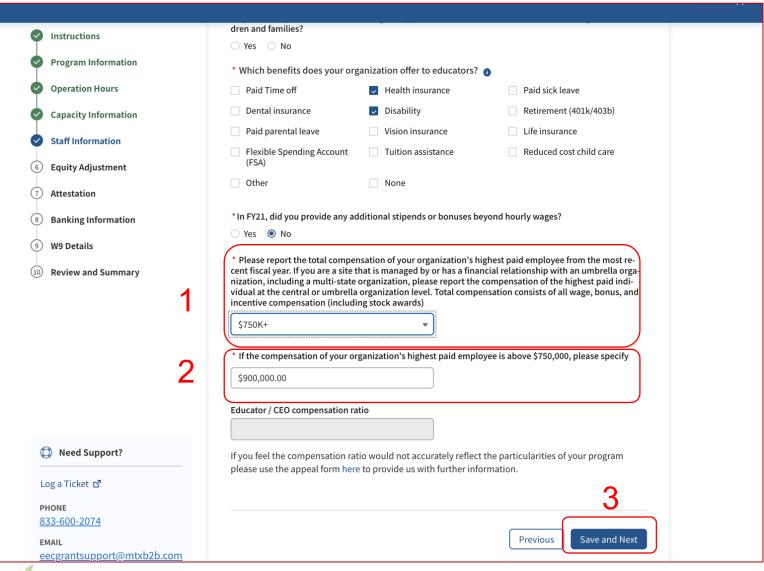
- 1. 选中您的组织为教育工作者提供的所有福利
- 2. 如果您在 **2021** 财年提供了额外的津贴或奖 金,请选中'Yes'(是)



无要点



员工信息 - 未招收儿童



说明

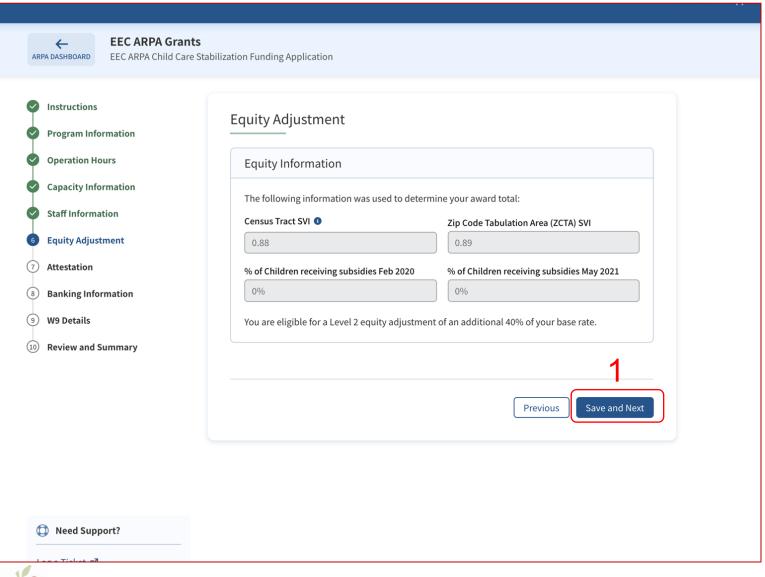
- 1. 选择组织中薪酬最高员工的薪酬范围
- 2. 如果您选择了 \$750K+,则会出现依赖项字 段:指定薪酬金额
- 3. 单击 Save and Next (保存和下一步)

要点

薪酬比例将根据您提供的有关工资的信息自动 填充。如果您觉得按照您的项目,薪酬比例不 准确,请单击**链接**提出申诉



股权调整



说明

- 1. 股权调整显示用于确定资助总额的信息。
- 2. 单击 Save and Next (保存和下一步)

要点

根据上一页的公式计算,屏幕上将会显示一条消息。这是只读消息



宣誓



EEC ARPA Grants

EEC ARPA Child Care Stabilization Funding Application

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Program Information

Operation Hours

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Attestation

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Need Support?

Log a Ticket r₹

Attestation

* Grant funds may only be used for one or more of the purposes below. Please mark which categories you will support with the funding received from the grant:

- Personnel costs, benefits, premium pay, and recruitment and retention
- Rent or mortgage payments, utilities, facilities maintenance and improvements, or insurance
- Personal protective equipment, cleaning and sanitation supplies and services, or training and professional development related to health and safety practices
- Purchases of or updates to equipment and supplies to respond to COVID-19
- Goods and services necessary to maintain or resume child care services
- Mental health supports for children and employees
- Paying for past expenses incurred after January 31, 2020

To receive a stabilization grant I agree to use these funds only for the categories and purposes indicated on this application and have marked above which categories I plan to fund. Note: You can move funds between categories without prior approval. I also understand that it is my responsibility to maintain records and other documentation to support the use of funds I receive as well as to document my compliance with the requirements described in A, B, and C.

By signing this application, I am certifying that I will meet requirements throughout the period of the grant, including the following:

- A. When open and providing services, I will implement policies in line with guidance and orders from corresponding state, territorial, Tribal, and local authorities and, to the greatest extent possible, implement policies in line with guidance from the U.S. Centers for Disease Control and Prevention (CDC).
- B. For each employee (including lead teachers, aides, and any other staff who are employed by the child care provider to work in transportation, food preparation, or other type of service), I must mantain pay levels and continue insurance and retirement for the duration of the grant. I understand that I may not involuntarily furlough employees from the date of application submission through the duration of the grant period.

说明

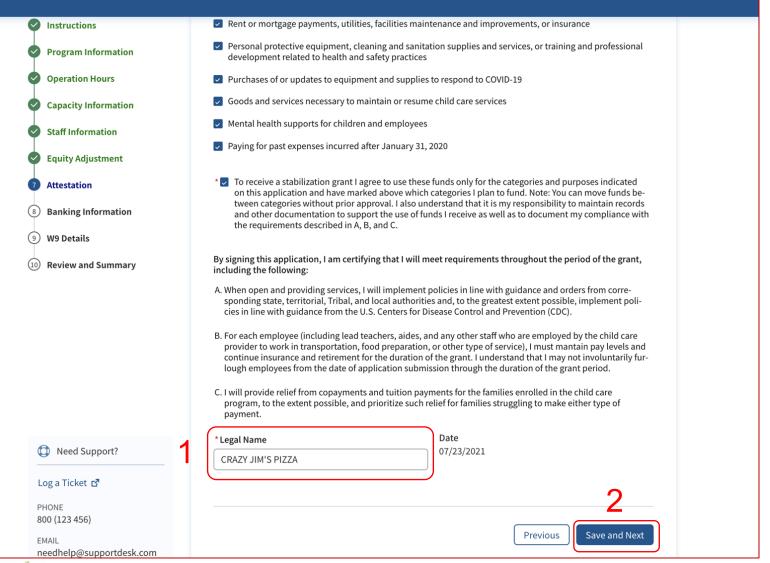
- 1. 选中您要用收到的补助金支持的所有类别
- 2. 勾选宣誓声明框



- 勾选 Attestation (宣誓)下的各个方框,即 表示您证明这一语言是真实的
- 勾选第二步的方框,即表示您同意将这些资金仅用于您在本次申请中指明的类别和用途



宣誓



说明

- 1. 提供法定名称(项目的法定名称或填写申请的人员的法律姓名)
- 2. 单击 Save and Next (保存和下一步)

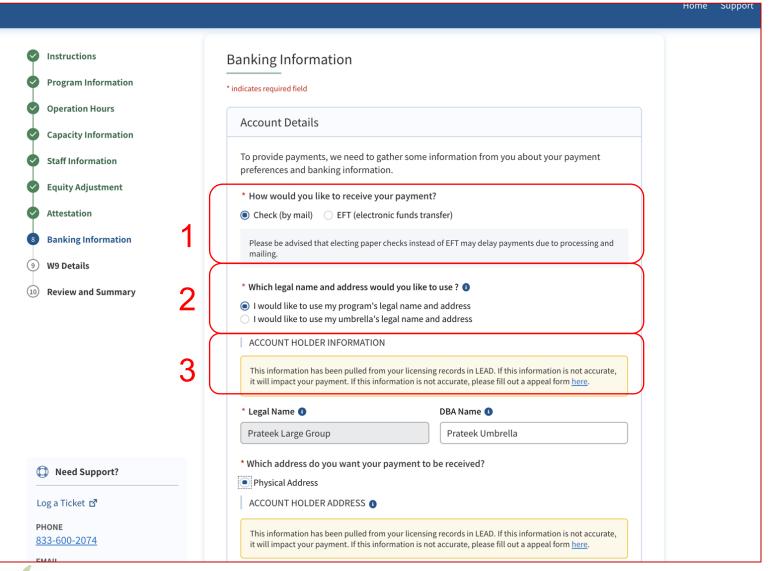


要点

签署这份申请,即表示您保证您会在整个补助 金发放期间满足以下要求



银行信息



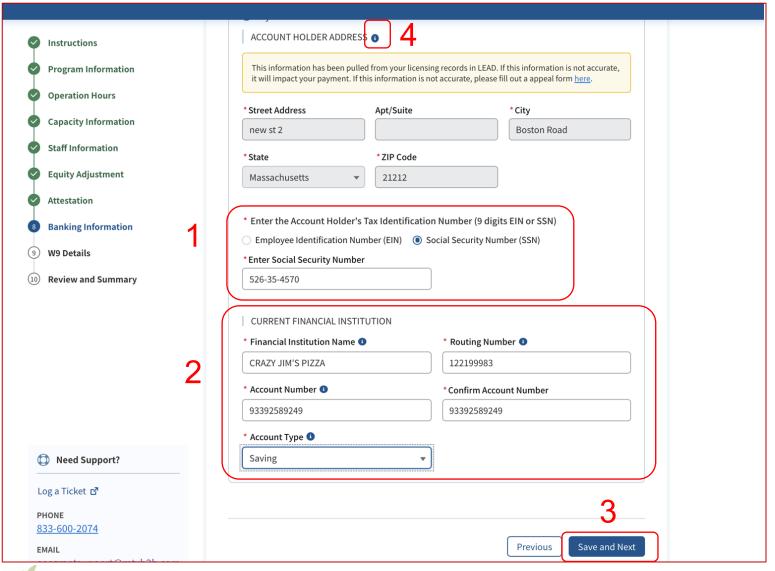
说明

- 1. 选择付款类型(EFT 或邮寄支票)
- 2. 选择要使用的法定名称和地址类型
- 3. 阅读 Account Holder Information(账户持有人信息)。要提出申诉,请单击带下划线的链接

- 您的法律姓名和地址信息将从您的 LEAD 许可记录中预先填入
- 请注意,若选择接收纸质支票而非电子资金 转账,则可能因处理和邮寄过程耽误拨款



银行信息

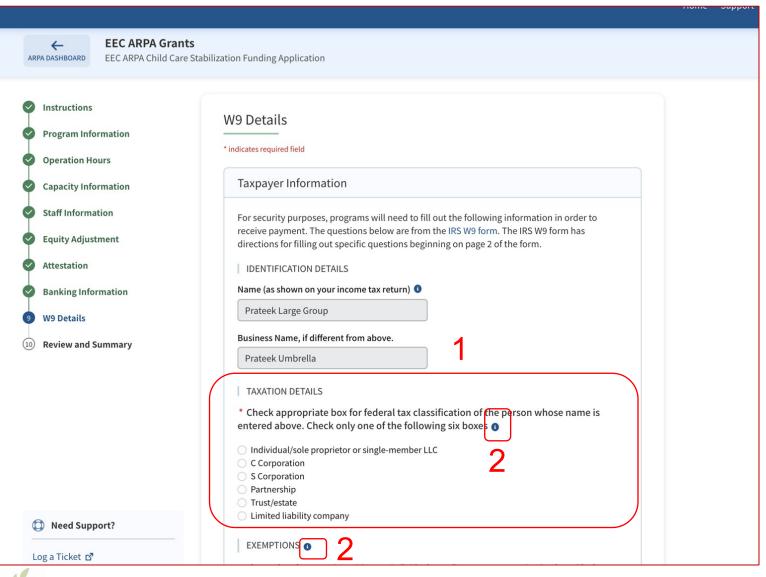


说明

- 1. 输入适用的纳税识别号
- 2. 输入正确的银行信息
- 3. 单击 Save and Next (保存和下一步)
- 4. 将鼠标悬停在"i"帮助文本图标上以获取更 多信息(适用于整个门户网站)

- 输入银行信息并单击 Save and Next(保存和下一步),系统将验证具有给定法律姓名的银行帐户是否合法和有效
- 请确保输入正确的银行路由和账号信息,以确保付款及时准确!





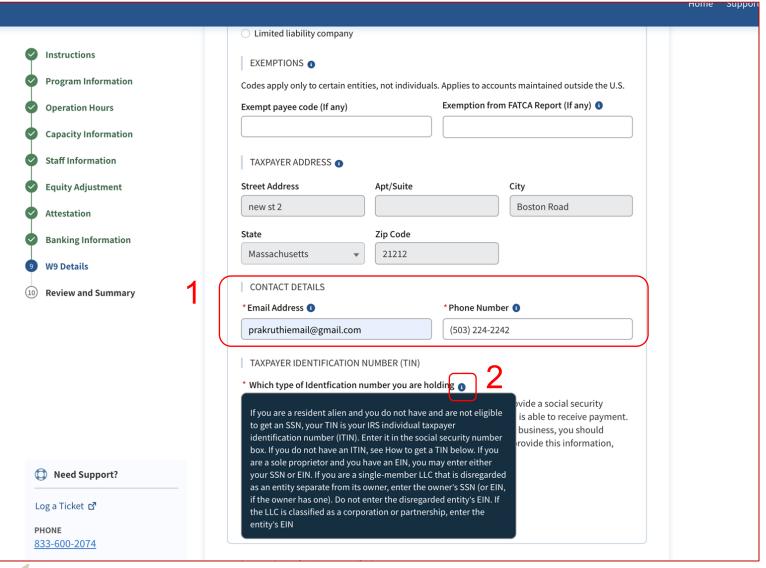
说明

- 1. 在此 W9 屏幕上选择相应的联邦税务分类
- 2. 将鼠标悬停在"帮助图标"上以获取更多信息(适用于整个门户网站)

要点

选择适用于您的项目的相应联邦税务分类。





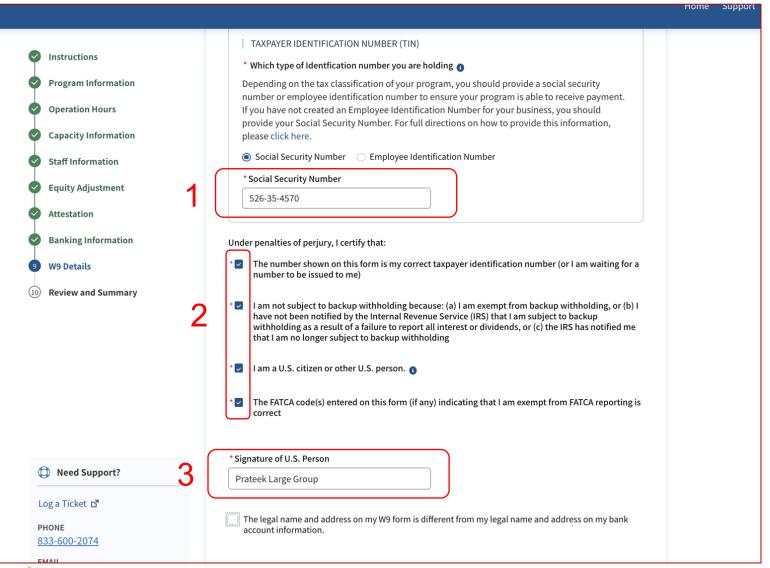
说明

- 1. 提供 Email Address (电子邮件地址)和 Phone Number (电话号码)
- 2. 将鼠标悬停在"which type of identification number you are holding"(您持有哪种类型的识别号)的帮助图标上,了解如果您有ITIN,需要执行哪些操作



纳税人地址将自动填充





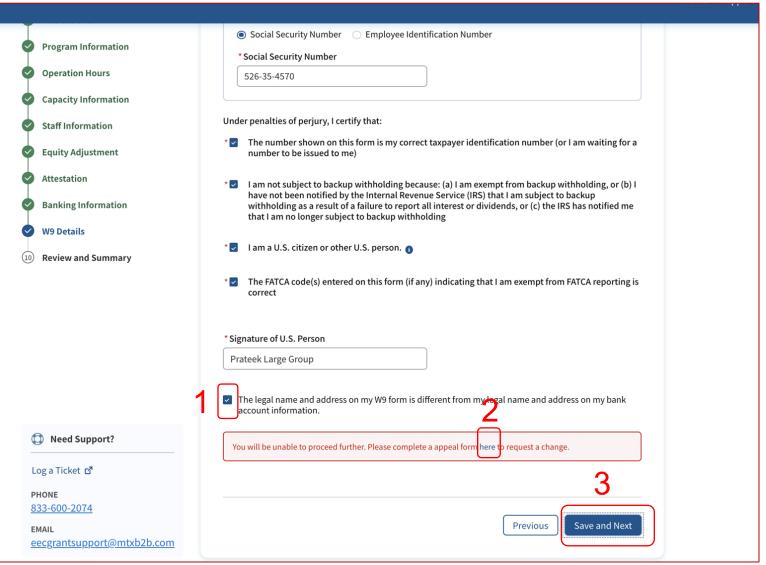
说明

- 1. 选择您持有的纳税人识别号类型并提供该号码
- 2. 阅读并勾选适用于验证标准的每个方框
- 3. 输入法定名称

要点

按照填写 IRS W9 表格的方式填写此屏幕上的字段。有关更多信息,请单击此处。





说明

- 1. 如果 W9 上的法定名称和地址与您银行账户 上的不同,请勾选此框
- 2. 勾选此框后,将显示一条错误消息,通知您 将无法继续。单击**此处**链接并填写申诉表格
- 3. 单击 Save and Next (保存和下一步)



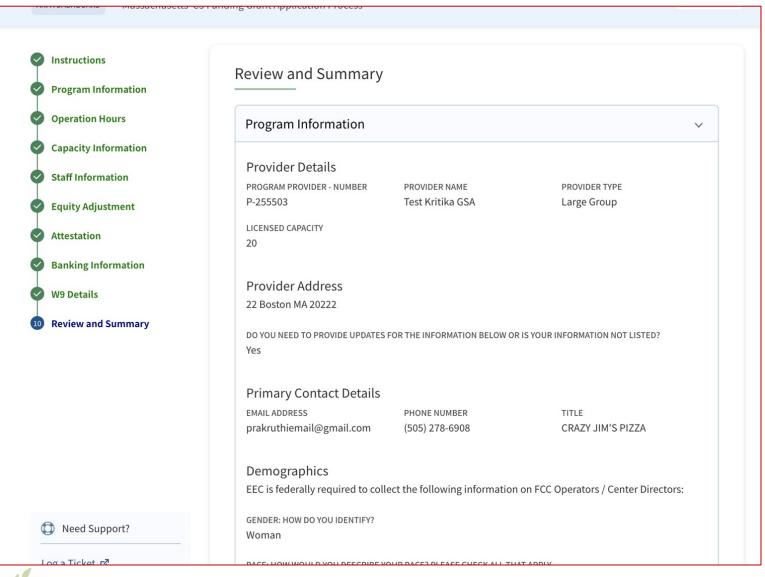
要点

为了管理此补助金申请项下的资金,EEC 要求 W9 上您的法定名称和地址与您的银行账户上的信息相 同。

如果这些文件不匹配,并且法定名称和地址不一致 ,则您需要选中此框并填写申诉表格。如果 **W9** 上 的法定名称和地址与银行帐户上的信息相同,则不 要勾选此框。



回顾和总结



说明

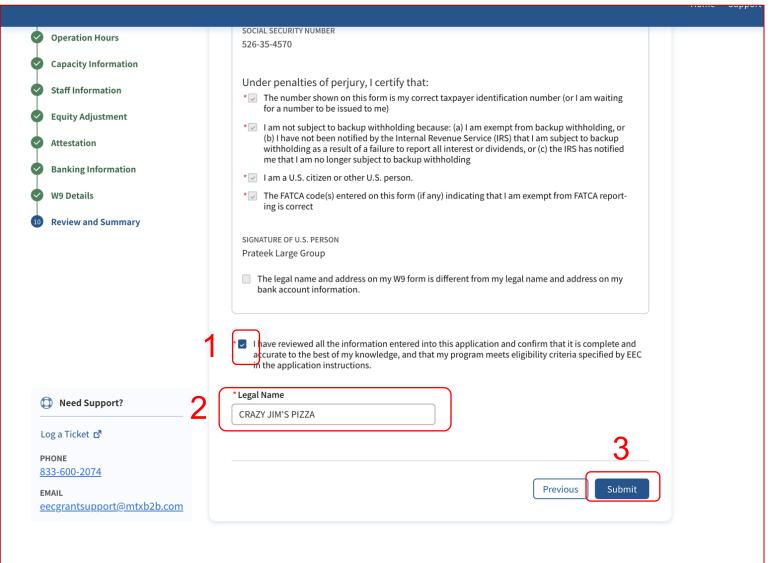
查看所有详情

要点

要修改任何信息,您可以通过单击侧栏中的步骤名称返回到任何已完成的步骤



回顾和总结



说明

查看所有详情

- 1. 勾选此框,说明您已阅读所有详请并接受服 务条款和条件
- 2. 提供法定名称
- 3. 单击 **Submit**(提交),以将申请提交给 EEC 审核

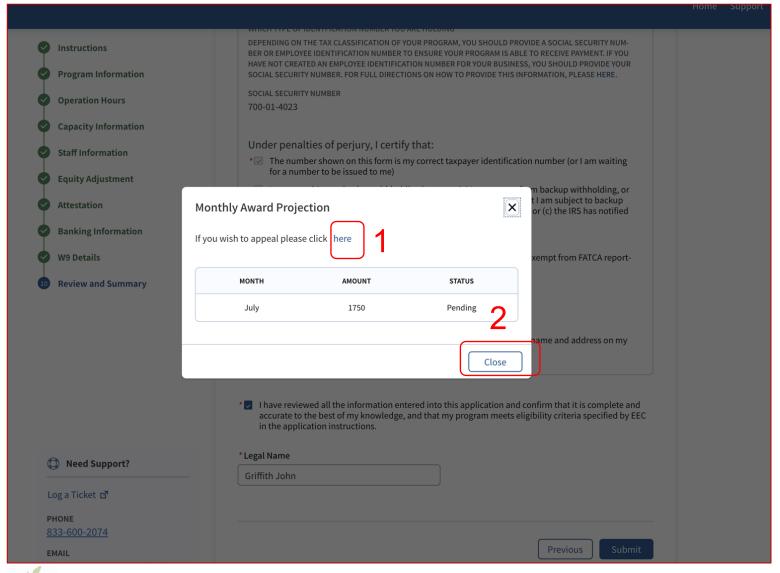


要点

无要点



每月资助金额预测



说明

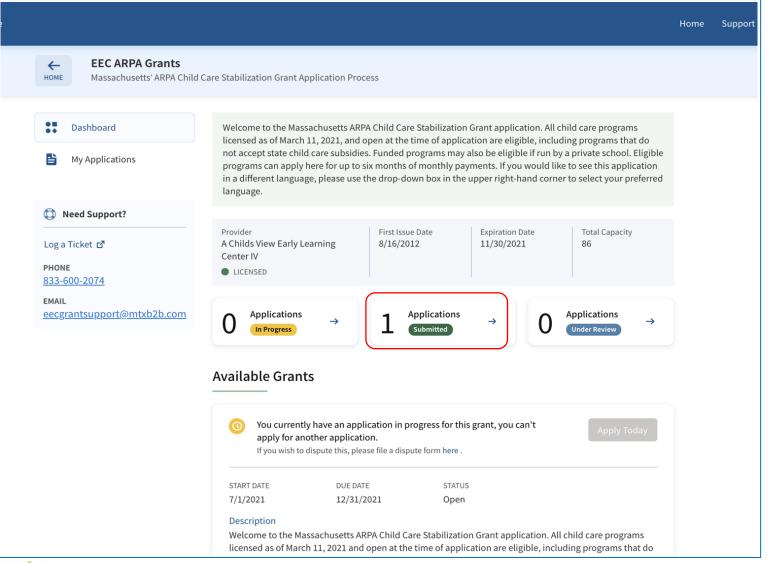
提交申请后,系统将弹出"Monthly Award Projection" (每月资助金额预测) 窗口

- 1. 如果您希望提出申诉,请单击此链接
- 2. 查看信息, 然后单击 Close (关闭)

- 您将在屏幕上看到一条成功的消息,确认申请已成功提交
- 每月资助金额预测将向您显示一张预测每月 资助金额的图表
- 请注意,此金额仅为预测金额,可能会根据 您重新认证申请时提供的信息而发生变化



仪表板



说明

仪表板上将显示已提交的申请的状态



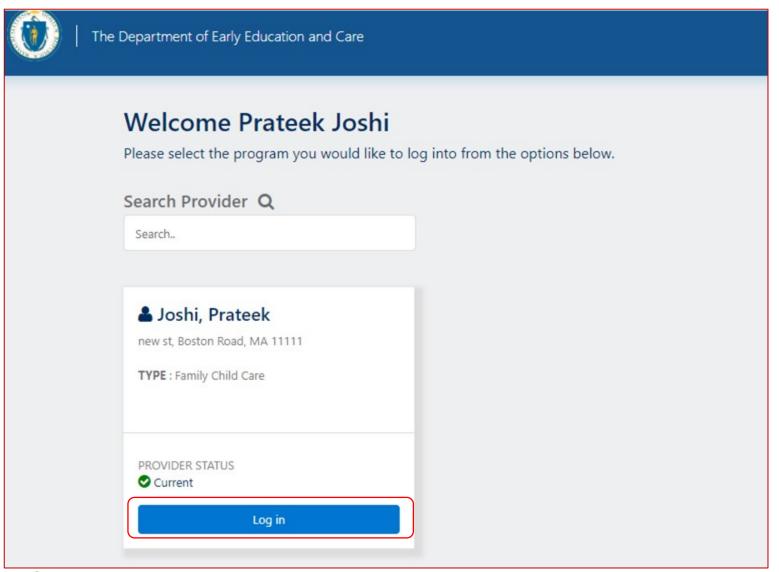
- 当您的补助金申请获得批准时,您将收到电子邮件通知
- 您也会注意到,一旦您的补助金申请的状态为已批准,就会在这个仪表板上获得更新



申请提交 (FCC-家庭儿童保育补助金)



提供商



说明

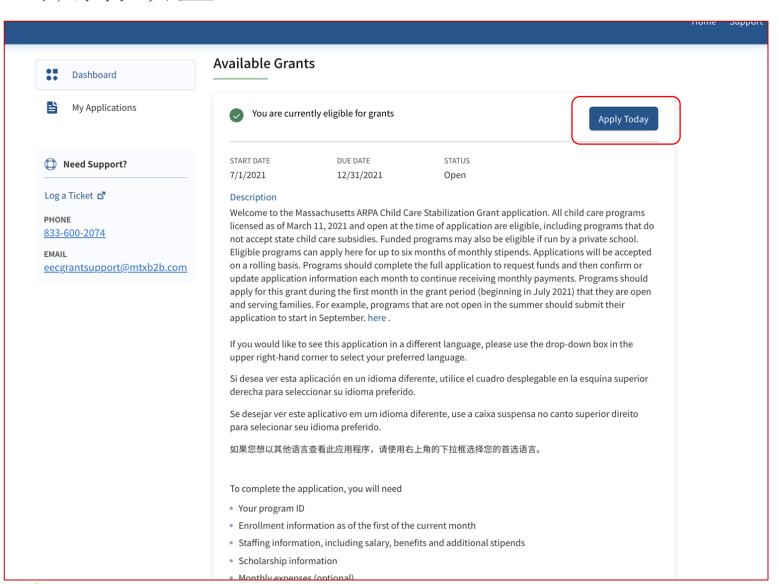
单击 FCC 项目的 Log in(登录)按钮,您将被重定向至其 EEC ARPA Grants(EEC ARPA 补助金)页面

要点

您的项目需要处于许可状态才能申请 ARPA 补助金资金



可用补助金



说明

从 Available Grants(可用补助金)部分单击 Apply Today(立即申请)



要点

请注意,启动一项申请后,"apply today"(立即申请)按钮将被禁用,但如果向下滚动到 屏幕底部,您将能够看到正在进行的任何申请 ,然后可以通过单击"continue"(继续)返回 到这些申请



说明



EEC ARPA Grants

EEC ARPA Child Care Stabilization Funding Application



2 Program Information

3 Operation Hours

4 Capacity Information

5) Staff Information

6 Equity Adjustment

7) Attestation

8 Banking Information

9 W9 Details

Review and Summary

Instructions

Welcome to the Massachusetts' ARPA Child Care Stabilization Grant Funding Application. Eligible programs can apply here for up to 6 months of monthly funding. All licensed programs licensed as of March 11, 2021 and open at the time of application are eligible, including programs that do not accept state child care subsidies. Funded programs may also be eligible if run by a private school. If you would like to review the application process before completing the full application, a summary can be found here.

Getting started with your grant application

Each program site must complete an individual application to be considered for funding. Multi-site agencies are able to use their existing LEAD logins to submit program applications, but an application must be completed for each individual program site.

Programs should complete the full application to request funds and then must confirm application information each month to continue receiving monthly payments for the duration of the grant period. Programs are able to update information on a monthly basis as needed and monthly funding may be adjusted based on new information provided.

If you have trouble completing the application, please contact support.

Who is Eligible for the EEC ARPA Child Care Stabilization Grants?

- All programs licensed by EEC as of March 11, 2021 and open to serve children at the time of the
 application are eligible for this funding. Programs will not be penalized for a temporary COVIDrelated emergency closure that occurs during the grant period. Programs that do not offer services
 for families over the summer will be eligible during the month they open for services.
- Funded programs approved by EEC by March 11, 2021 and run by private schools that otherwise
 meet the conditions above will also be eligible for this funding.

Completing the application

Prior to completing the full application we recommend you ensure you have the necessary information available.

Need Support?

Log a Ticket r₹

说明

- 1. 单击 Apply Today (立即申请)后,您将被 重定向到 Instructions (说明)页面
- 2. 阅读所有说明,这将有助于开始您的补助金申请

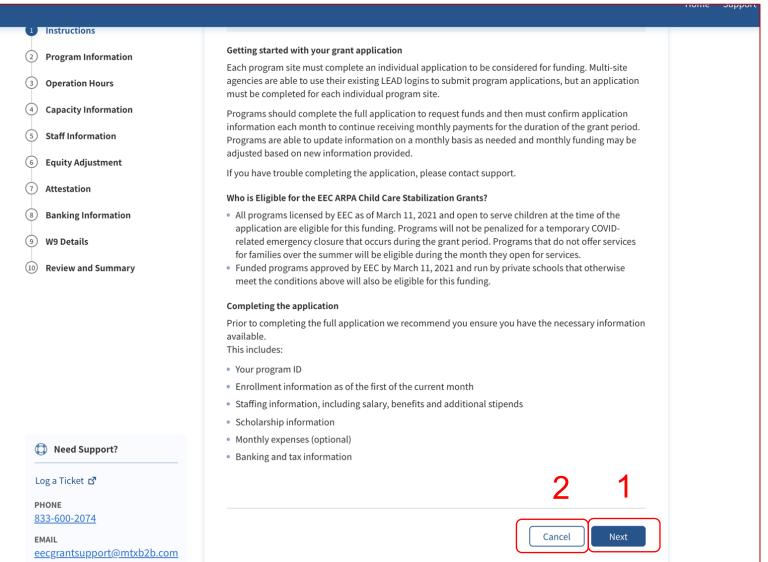


要点

您可以阅读说明,了解补助金项目的基本情况 以及填写申请所需的内容。



说明



说明

阅读申请 ARPA 资金的资格标准

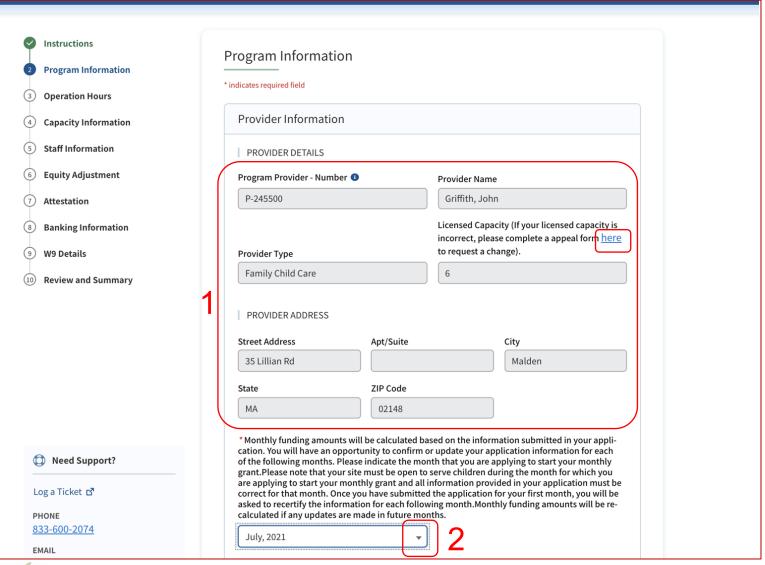
- 1. 单击 **Next** (下一步)
- 2. 单击 Cancel (取消) 以取消申请过程

要点

无要点



项目信息



说明

- 1. 以下只读字段已根据从 Provider Details (提供商详情) 中收到的信息自动填充
- 2. 单击下拉列表,选择您在初始拨款申请中申请的第一个月的资金



• 项目提供商编号是唯一标识符。单击以下链接查找您的项目提供商编号:

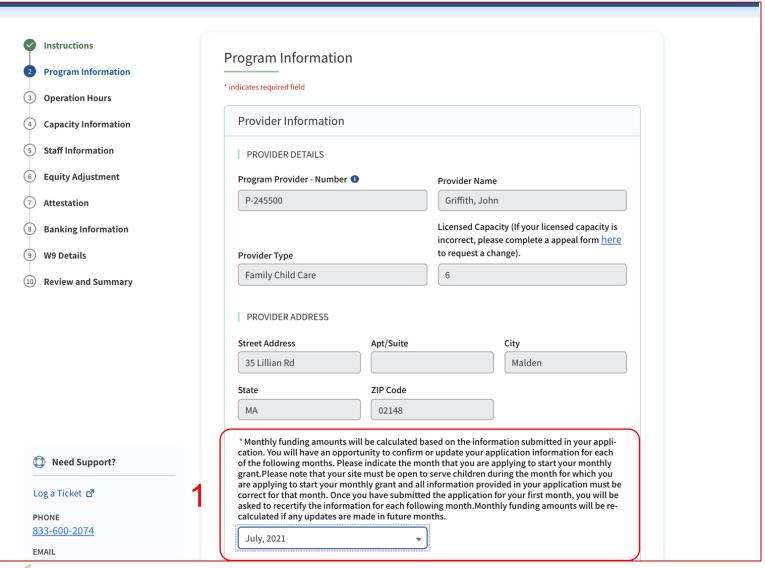
要点

https://eeclead.force.com/EEC ChildCareSe arch

• 如果您的许可资格不正确,请单击带下划线的链接提出申诉



项目信息



说明

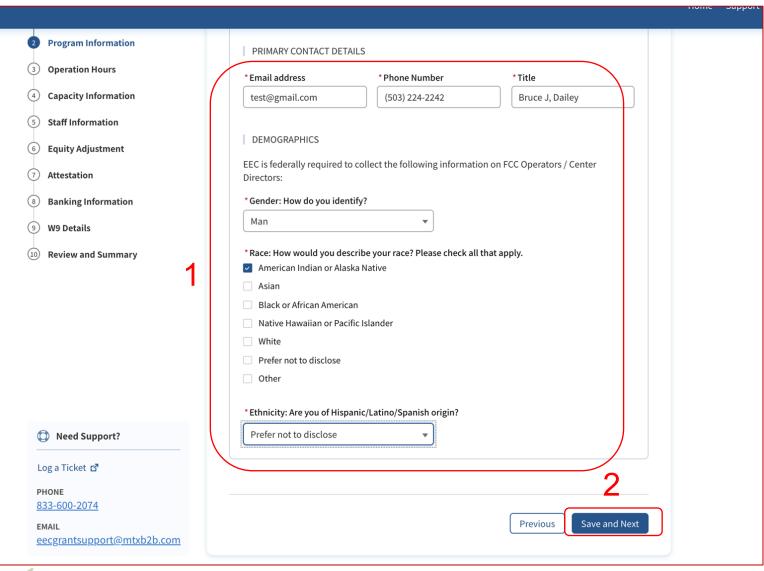
选择您申请的月份。注明您填写初始补助金申请的月份。初始申请后的每个月,您都需要进行重新认证或更新您在第一个月的补助金申请中提交的信息

要点

您必须在您提交初始补助金申请的月份开放项目 ,为儿童提供服务,以申请补助金资金,并且提 供的所有信息必须与您申请月份提交的信息相符 。已经开放且符合资格标准的提供商可以从7月 份开始申请补助金资金



项目信息



说明

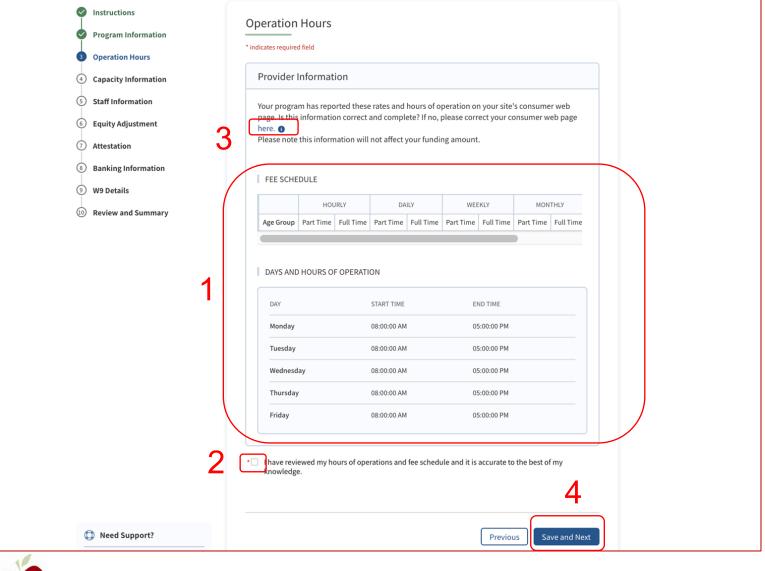
- 1. 填充所有必需信息
- 2. 单击 Save and Next(保存和下一步)以继续

要点

要返回上一页,请单击 **Previous** (上一步)(这适用于整个申请过程)



营业时间



说明

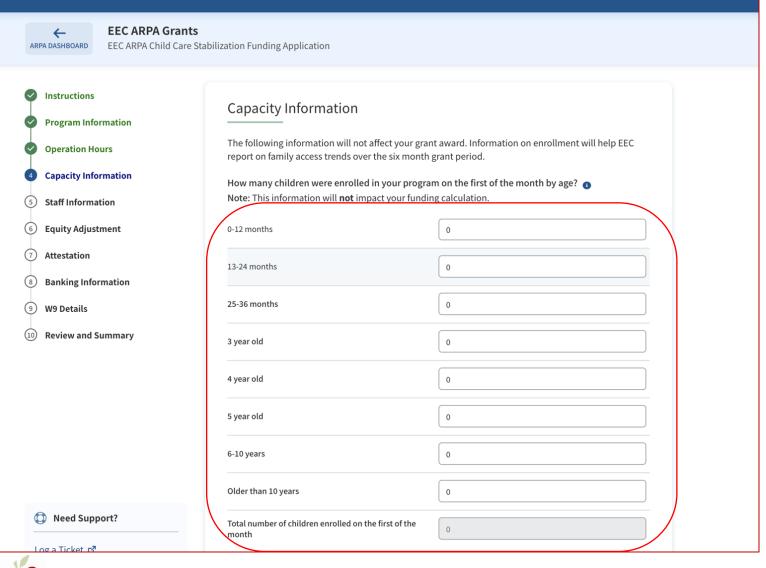
- 1. 查看 Provider Information(提供商信息)下的 Fee Schedule(费用时间表)和 Days and Hours of Operations(营业日及营业时间)
- 2. 勾选确认框
- 3. 如果此信息不正确或不完整,请单击链接导航至 "Consumer Web Page" (用户网页)进行必 要的编辑
- 4. 单击 Save and Next (保存和下一步)

要点

您在此处所做的任何更改都将反映在您网站的用户网页上



承载量信息



说明

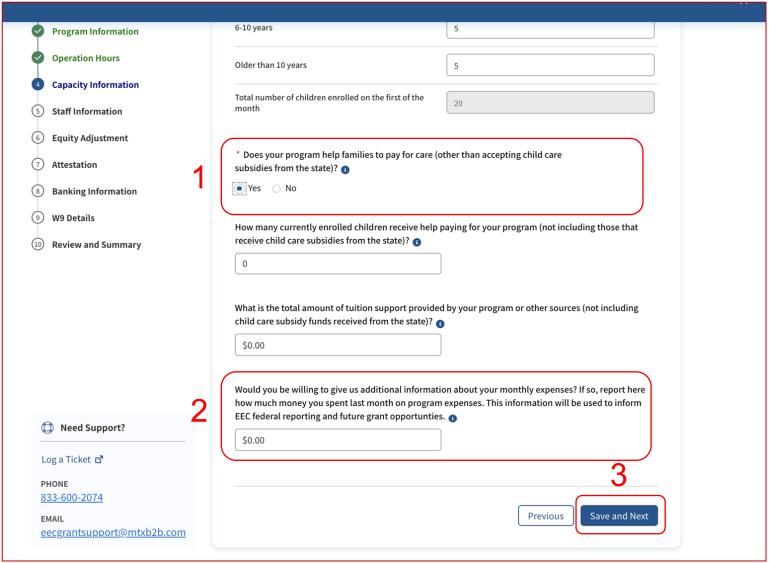
按年龄输入每个月的第一天在您的项目中招收的儿童人数

要点

请报告您申请资金当月第一天招收的儿童人数。例如,如果您申请的是8月,请从8月1日 起报告招收人数



承载量信息



说明

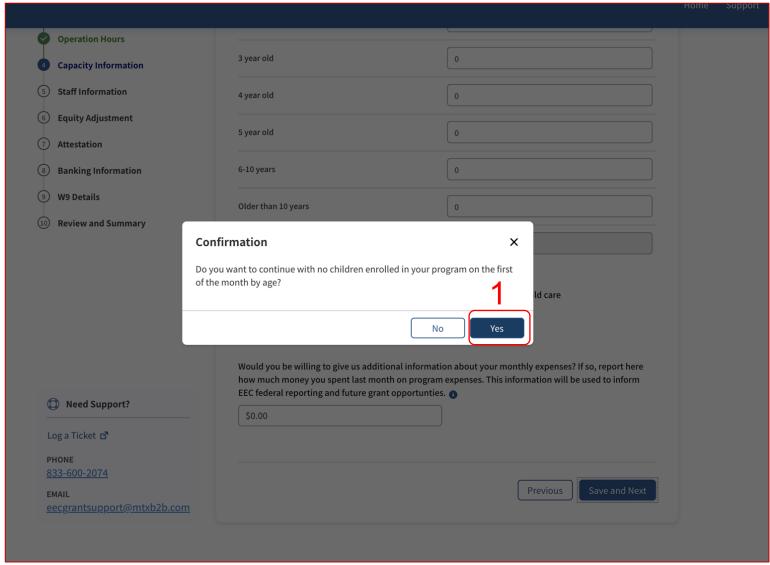
- 1. 如果您的项目帮助家庭支付保育费用,请回答"Yes"(是)以提示提供更多信息
- 2. 您可以提供有关您项目每月支出的其他信息
- 3. 单击 Save and Next (保存和下一步)

要点

关于您上个月的项目支出金额的报告将被用来 为 EEC 的联邦报告和未来申请补助金机会提供 参考



承载量信息



说明

如果当月第一天招收的儿童总数为 0,单击 Save and Next(保存和下一步)后,则会出 现一个确认窗口

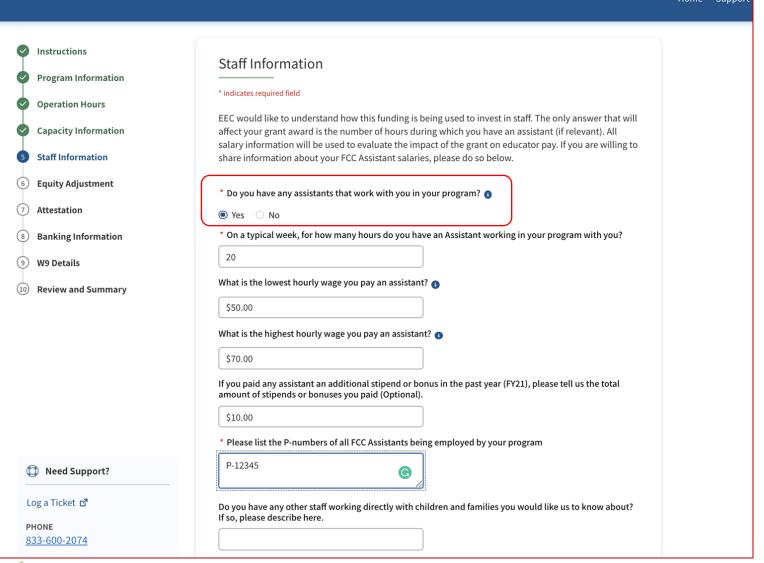
1. 单击 Yes (是) 以继续进行此项申请

要点

无要点



员工信息



说明

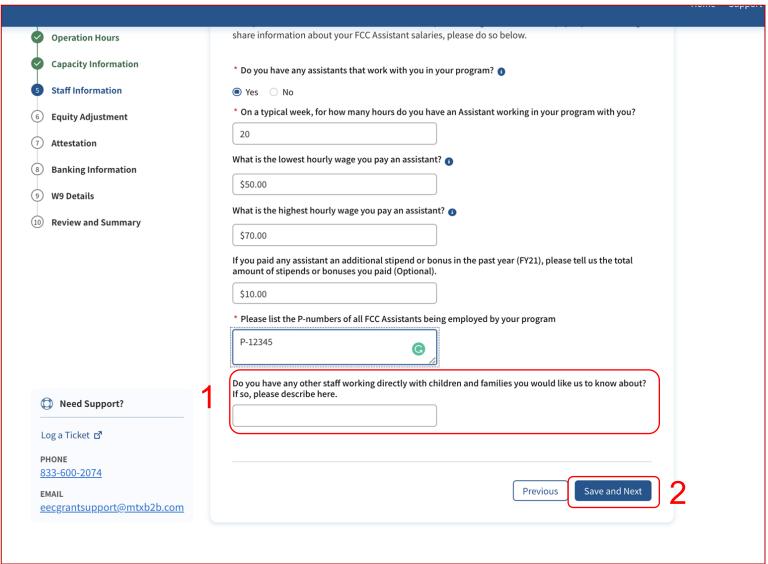
如果您的项目有与您一起工作的助手,请回答 Yes(是)以提示您提供更多信息

要点

无要点



员工信息



说明

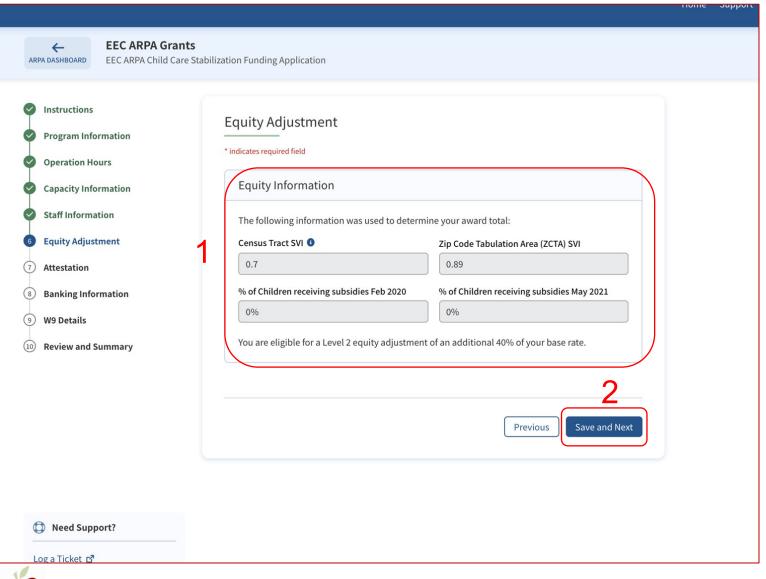
- 1. 如果您有任何其他员工直接处理儿童和家庭 事务,请在描述字段中提供详细信息
- 2. 单击 Save and Next (保存和下一步)

要点

在 'Please list the P-numbers of all FCC Assistants being employed by your program' (请列出您的项目雇佣的所有 FCC 助理的 P 编号) 字段中,正确的格式是 P-123455



股权调整



说明

- 1. 股权信息显示用于确定资助总额的信息
- 2. 单击 Save and Next (保存和下一步)



无要点



宣誓



EEC ARPA Grants

EEC ARPA Child Care Stabilization Funding Application

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Attestation

* Grant funds may only be used for one or more of the purposes below. Please mark which categories you will support with the funding received from the grant:

Personnel costs, benefits, premium pay, and recruitment and retention

Rent or mortgage payments, utilities, facilities maintenance and improvements, or insurance

Personal protective equipment, cleaning and sanitation supplies and services, or training and professional development related to health and safety practices

Purchases of or updates to equipment and supplies to respond to COVID-19

Goods and services necessary to maintain or resume child care services

■ Mental health supports for children and employees

Paying for past expenses incurred after January 31, 2020

To receive a stabilization grant I agree to use these funds only for the categories and purposes indicated on this application and have marked above which categories I plan to fund. Note: You can move funds between categories without prior approval. I also understand that it is my responsibility to maintain records and other documentation to support the use of funds I receive as well as to document my compliance with the requirements described in A, B, and C.

By signing this application, I am certifying that I will meet requirements throughout the period of the grant, including the following:

- A. When open and providing services, I will implement policies in line with guidance and orders from corresponding state, territorial, Tribal, and local authorities and, to the greatest extent possible, implement policies in line with guidance from the U.S. Centers for Disease Control and Prevention (CDC).
- B. For each employee (including lead teachers, aides, and any other staff who are employed by the child care provider to work in transportation, food preparation, or other type of service), I must mantain pay levels and continue insurance and retirement for the duration of the grant. I understand that I may not involuntarily furlough employees from the date of application submission through the duration of the grant period.

说明

- 1. 选中您要用收到的补助金支持的所有类别
- 2. 勾选宣誓声明框

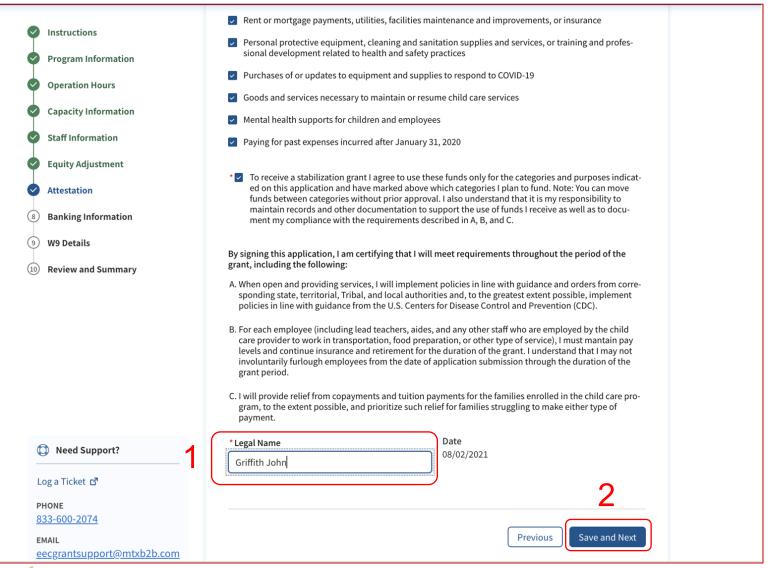


- 勾选 Attestation (宣誓)下的各个方框,即 表示您证明这一语言是真实的
- 勾选第二步的方框,即表示您同意将这些资金仅用于您在本次申请中指明的类别和用途





宣誓



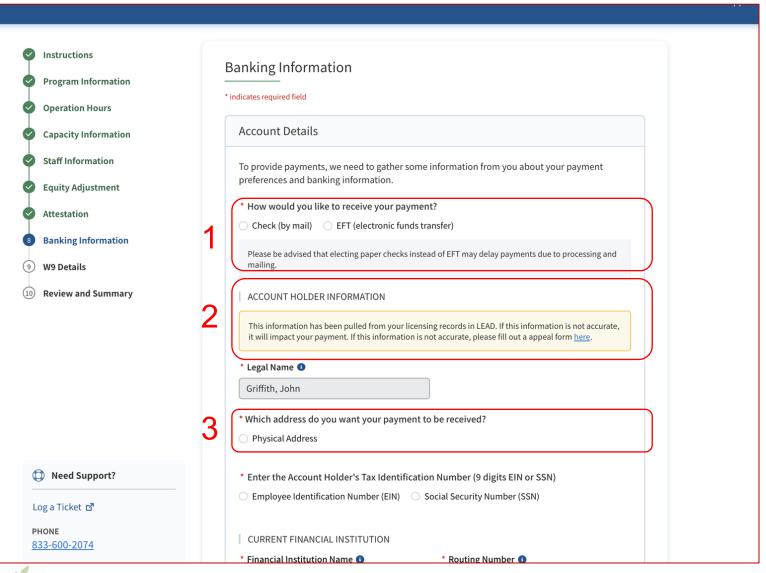
说明

- 1. 提供此人的法律姓名
- 2. 单击 Save and Next (保存和下一步)

签署这份申请,即表示您保证您会在整个补助 金发放期间满足以下要求



银行信息



说明

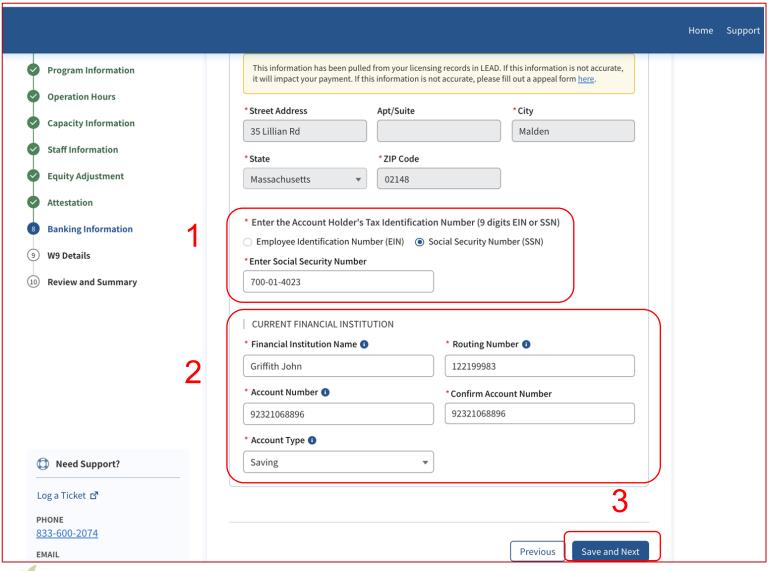
- 1. 选择付款渠道
- 2. 阅读 Account Holder Information(账户持有人信息)。EEC 要求您在 W9 上的法律姓名和地址与您银行账户上的信息相同。如果这些文件不匹配,您需要通过单击此处提出申诉
- 3. 选择要接收付款的地址类型



- 您的法律姓名和地址信息将从您的 LEAD 许可记录中 预先填入
- 选择接收纸质支票而非电子资金转账,则可能因处理和邮寄过程耽误拨款



银行信息

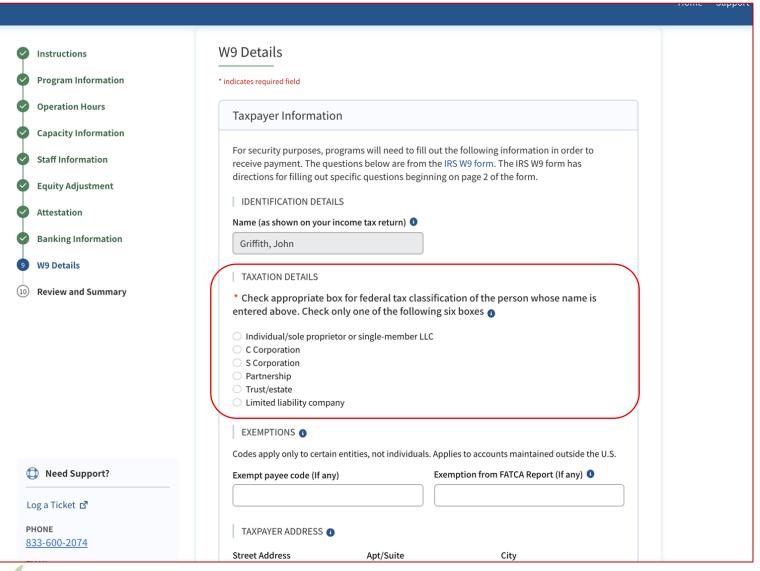


说明

- 1. 输入适用的纳税识别号
- 2. 输入正确的银行信息
- 3. 单击 Save and Next (保存和下一步)

- 输入银行信息并单击 Save and Next(保存和下一步),系统将验证具有给定法律姓名的银行帐户是否合法和有效
- 请确保输入正确的银行路由和账号信息,以确保付款及时准确





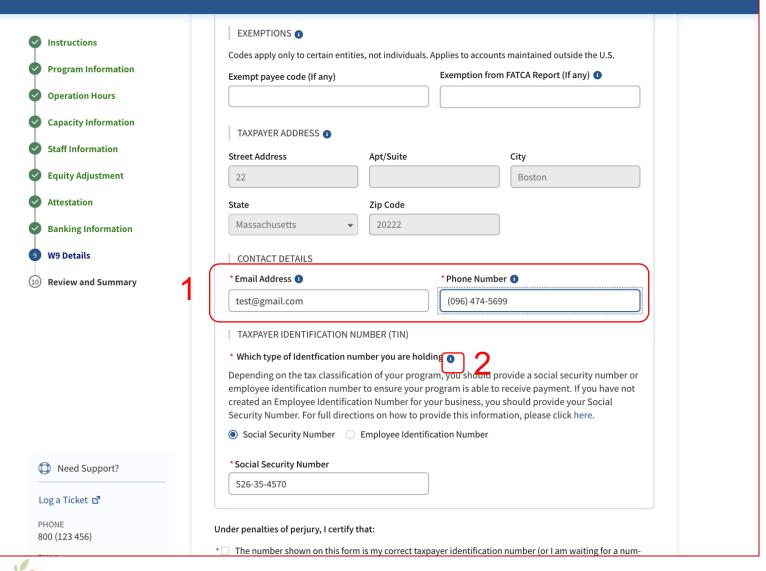
说明

在此 W9 屏幕上选择相应的联邦税务分类

要点

将鼠标悬停在蓝色图标上以获取更多信息





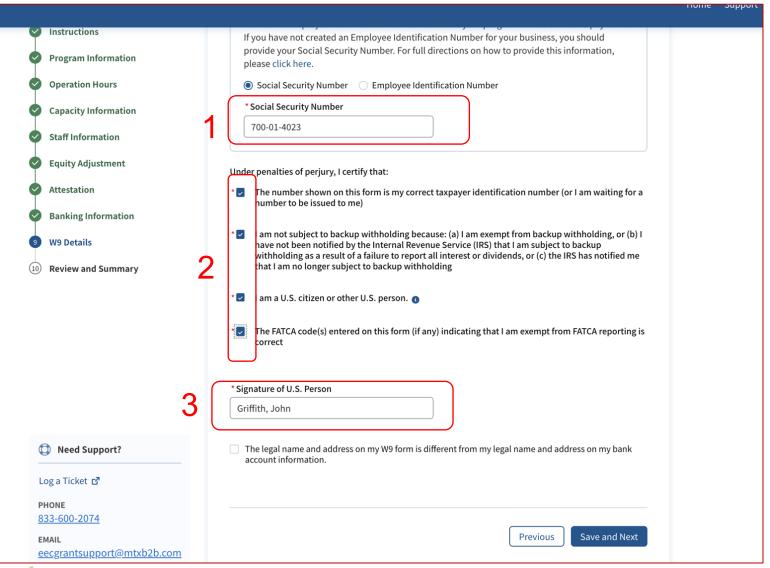
说明

- 1. 提供 'Email Address' (电子邮件地址) 和 'Phone Number' (电话号码)
- 2. 将鼠标悬停在"which type of identification number you are holding"(您持有哪种类型的识别号)的帮助图标上,了解如果您有ITIN,需要执行哪些操作



纳税人地址将自动填充





说明

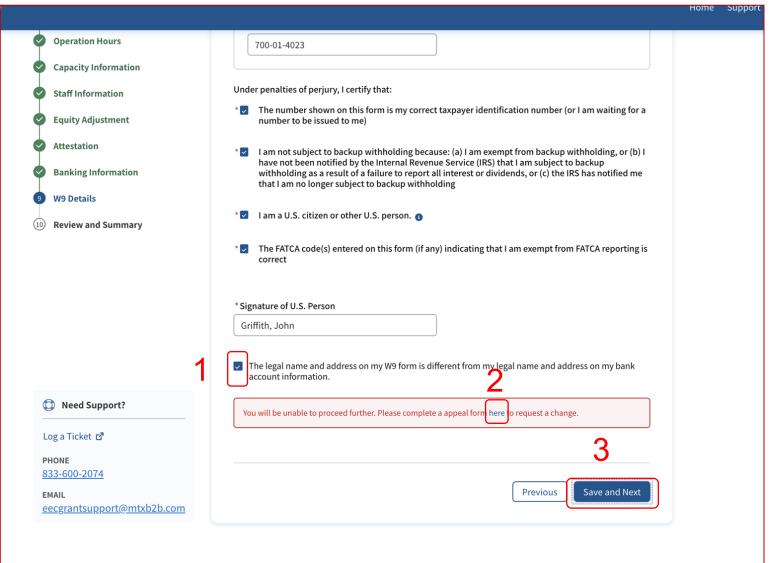
- 1. 选择您持有的纳税人识别号类型并提供该号码
- 2. 阅读并勾选适用于验证标准的每个方框
- 3. 除非另有说明,请提供银行账户上显示的全名



- 按照填写 IRS W9 表格相同的方式填写此屏 幕上的字段
- 请确保信息准确无误



W9 详情



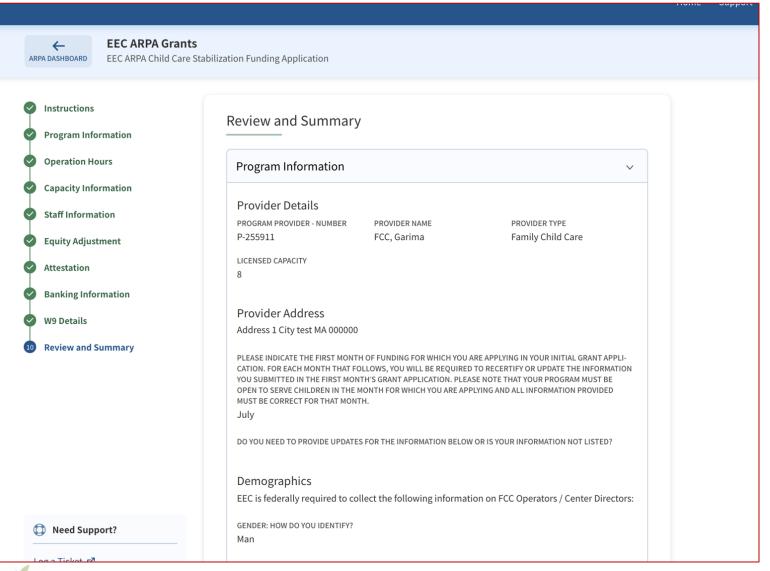
说明

- 1. 如果 W9 上的法定名称和地址与您银行账户 上的不同,请勾选此框
- 2. 勾选此框后,将显示一条错误消息,通知您 将无法继续,单击此**链接**并填写申诉表格
- 3. 单击 Save and Next (保存和下一步)





回顾和总结



说明

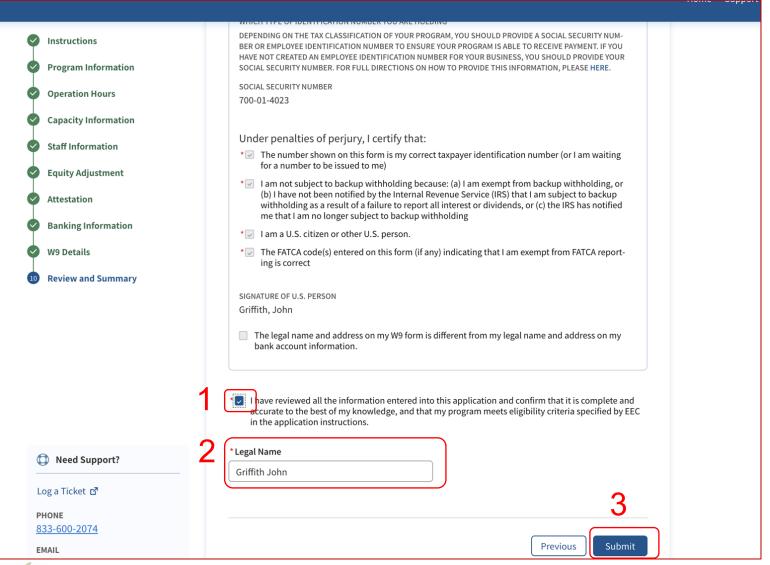
查看所有详情

要点

要修改任何信息,您可以通过单击侧栏中的步骤名称返回到任何已完成的步骤



回顾和总结



说明

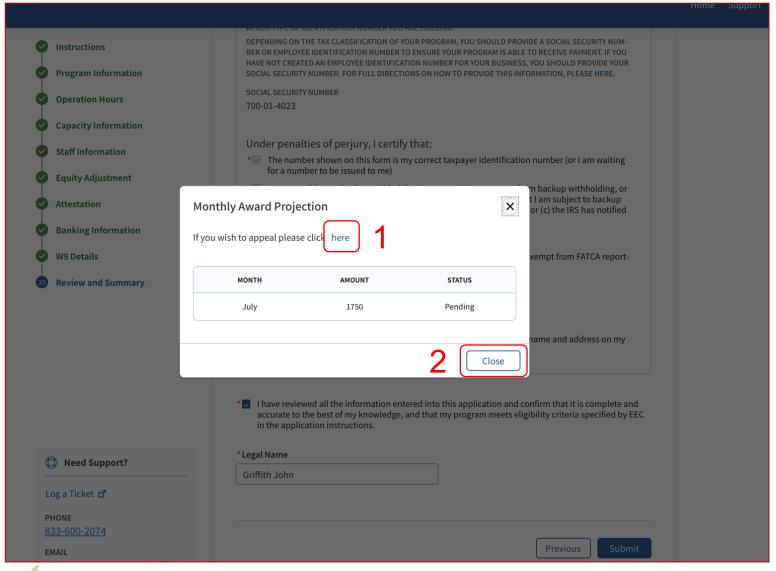
查看所有详情

- 1. 勾选此框,说明您已阅读所有详请并接受服务条款和条件
- 2. 提供法定名称
- 3. 单击 **Submit**(提交),以将申请提交给 EEC 审核





每月资助金额预测



说明

提交申请后,系统将弹出"Monthly Award Projection" (每月资助金额预测) 窗口

- 1. 如果您希望提出申诉,请单击此链接
- 2. 查看信息,然后单击 Close (关闭)

要点

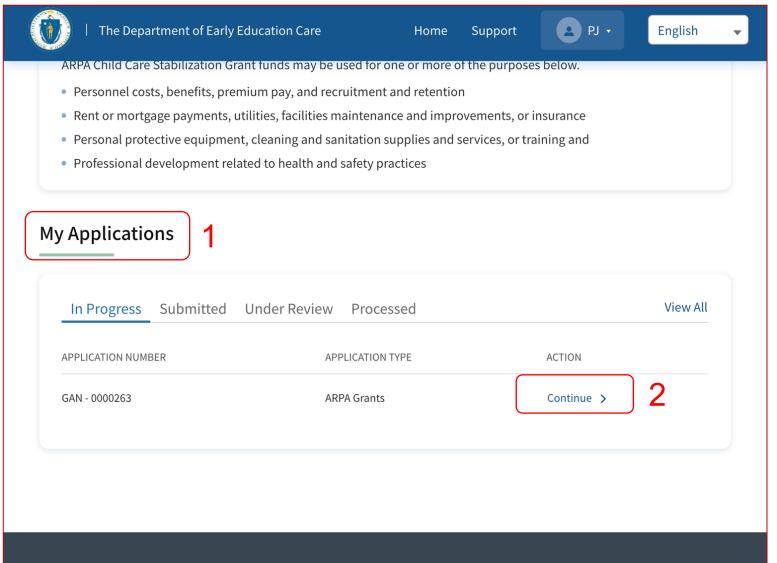
- 您将在屏幕上看到一条成功的消息,确认申请已成功提交
- 每月资助金额预测将向您显示一张预测每月 资助金额的图表



正在进行的申请



正在进行的申请



说明

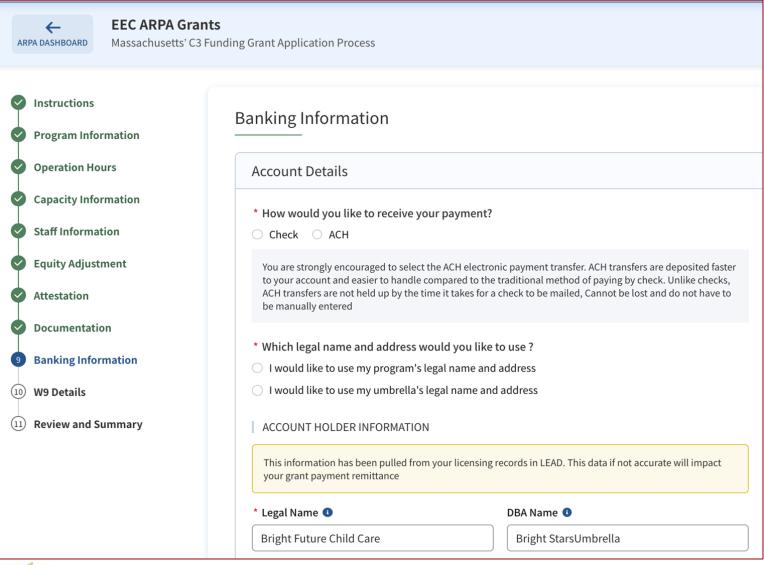
- 1. 在主页的 My Applications (我的申请)中 找到 In Progress (正在进行)的申请
- 2. 单击 Continue (继续)

要点

- 如果您已发起补助金申请,但尚未提交,您 将能够在"In Progress"(正在进行)选项 卡中看到该申请
- 如果您已经有一个正在进行的申请,您将无 法通过单击"Apply Now"(立即申请)按 钮发起新的申请



正在进行的申请



说明

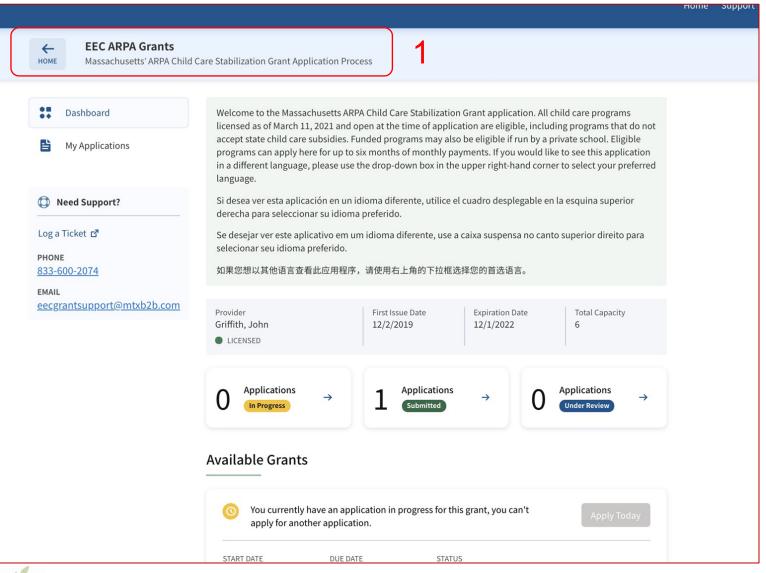
继续提交申请

要点

完成每个步骤后都会保存申请, 以便稍后继续







说明

- 1. 登录门户网站并导航至 EEC ARPA 补助金 主页
- 2. 向下滚动以找到"重新认证"部分

要点

如果您关联了多个项目,则必须登录到要继续的项目



Recertifications

Congratulations! Your application information indicates that you are eligible for an award of \$13000 for the month of June. Once you submit this recertification, the grants team will review your information and send you confirmation of your award. To complete the recertification, please click where it says "recertify" to confirm or update your information for that month.

MONTH	ACTION	FUND DISTRIBUTION STATUS	AMOUNT DATE
July	Recertify >	Pending Recertification	\$13000
June	Recertified	Scheduled	\$13000

说明

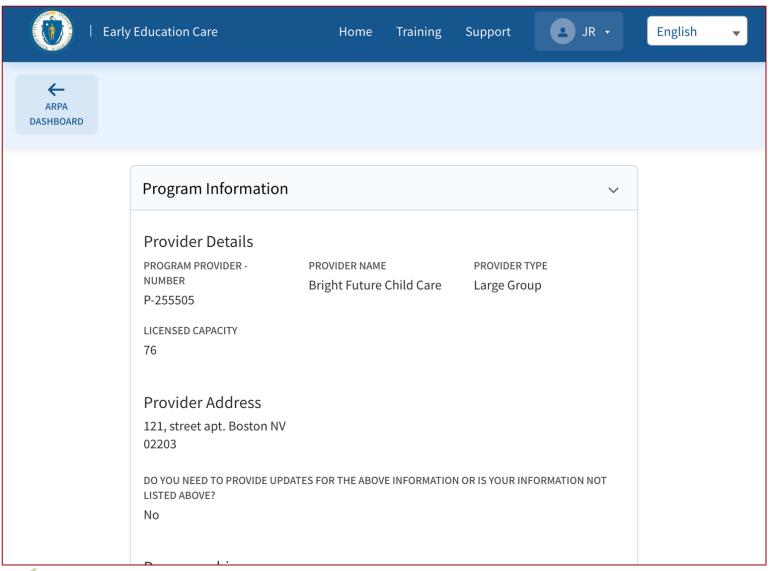
要重新认证,请单击要重新认证的月份旁边的 Recertify(重新认证)链接

如果重新认证链接未处于活动状态,则表示您已经重新认证,或者该月尚未开始重新认证

要点

- 您每月的重新认证窗口将在每个日历月的月初打开
- 在 EEC 批准您当月的月度付款之前,您需要 在每个日历月重新认证



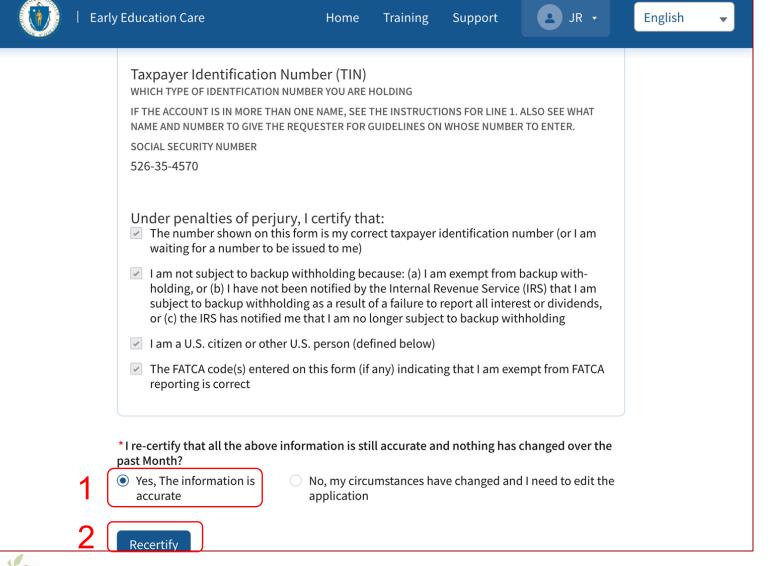


说明

- 1. 查看所有数据。这些数据将与原始申请上的数据相同
- 2. 向下滚动至页面底部以重新认证







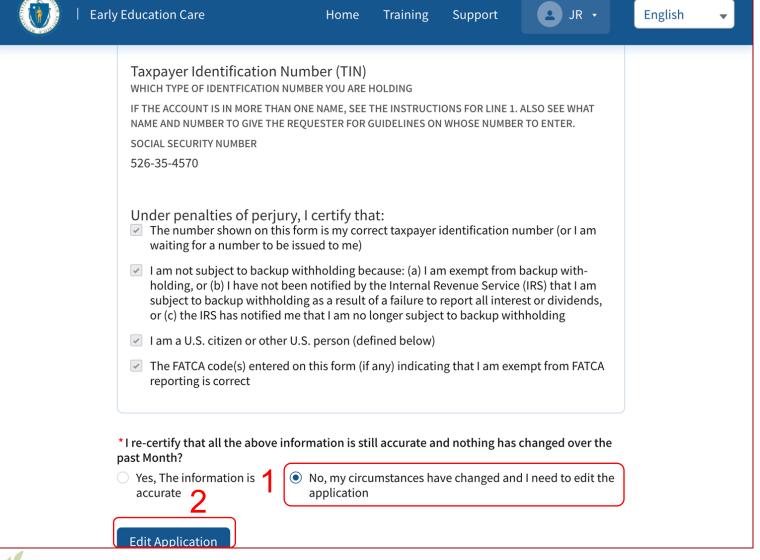
说明

- 1. 选择 'Yes' (是)以证明信息准确且无任何更改
- 2. 此时将出现 **Recertify**(重新认证)按钮。单 击按钮,您将成功提交申请

要点

如果原始信息是准确的,并且没有任何更改, 则单击 recertify (重新认证) 将使您能够对当月 进行重新认证并完成此过程





说明

- 1. 如果您的情况发生了变化,请选择'No' 否)以在申请中进行编辑
- 2. 此时将出现 **Edit Application**(编辑申请) 按钮。单击按钮,您将被重定向到申请页面

要点

如果您的情况发生了变化或申请信息不准确, 那么此选项将使您能够更新您的申请,以便补 助金审核团队处理您未来的付款



1 Instructions

2 Program Information

3 Operation Hours

4 Capacity Information

5 Staff Information

6 Equity Adjustment

(7) Attestation

8 Documentation

9 Banking Information

(10) W9 Details

(11) Review and Summary

Need Support?

Log a Ticket ₫

PHONE 800 (123 456)

EMAIL

Eligible programs can apply here for 6 months of monthly stipends. All licensed programs licensed as of March 11, 2021 and open at the time of application are eligible, including programs that do not accept state child care subsidies. Funded programs may also be eligible if run by a private school. If you would like to review the allowable uses for funds and the application process before completing the full application, a summary can be found here.

Getting started with your grant application

Each program must complete an individual application to be considered for funding, there is no "multi-site" alternative for this grant program.

Programs should complete the full application to request funds and then confirm or update application information each month to continue receiving monthly payments for six month duration. A summary of application timelines and the review process can be found here.

If you have trouble completing the application, use the Support link on the header of each page to get help.

Who is Eligible for ARPA funds?

- All programs licensed by EEC as of March 11, 2021 and open (or in a temporary COVID-related closure that began after July 15, 2021) at the time of the application are eligible for this funding.
- Funded programs approved by EEC by March 11, 2021 and run by private schools that otherwise meet the conditions above will also be eligible for this funding.

Completing the application

Once you determine you are eligible to apply, please begin the application. Prior to completing

Subgrant funds may only be used for one or more of the purposes below. Please mark which categories you will support with the funding received from the subgrant:

Home

Training

Support

- Personnel costs, benefits, premium pay, and recruitment and retention
- Rent or mortgage payments, utilities, facilities maintenance and improvements, or insurance
- Personal protective equipment, cleaning and sanitation supplies and services, or training and
- Professional development related to health and safety practices
- Purchases of or updates to equipment and supplies to respond to COVID-19
- Goods and services necessary to maintain or resume child care services
- Mental health supports for children and employees

To receive a stabilization grant I agree to use these funds only for the categories and purposes indicated on this application and have marked above which categories I plan to fund. Note: You can move funds between categories without prior approval.

I also understand that it is my responsibility to maintain records and other documentation to

说明

如果您选择了编辑申请的选项,请通过每个申请步骤来检查和更新相应的信息



要点

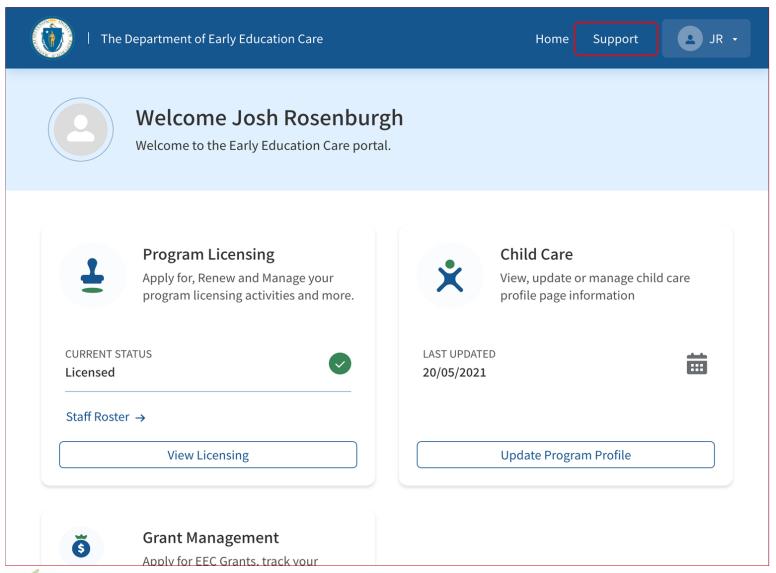
信息将根据原始申请自动填充,因此只需输入 要更新的信息即可



需要支持?



支持



说明

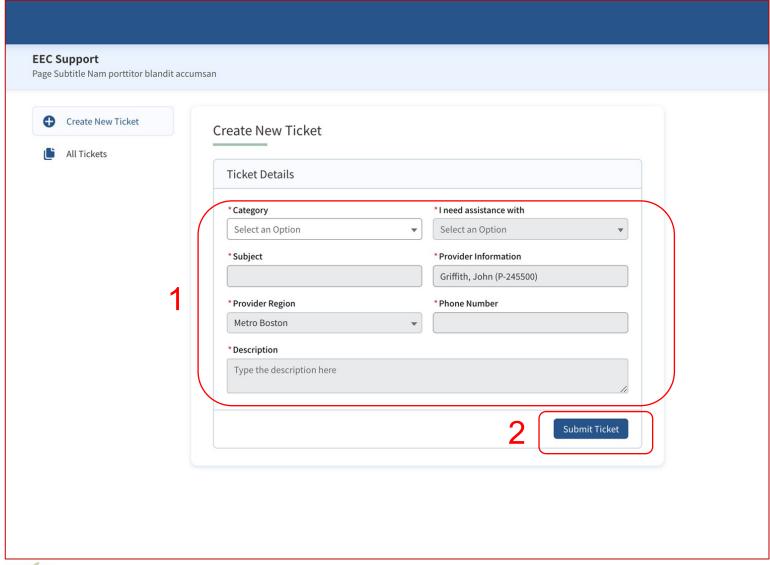
- 1. 单击 **Support**(支持)
- 2. 单击 Support (支持) 后,您将导航到 Create New Ticket (创建新工单) 页面

要点

此支持链接将在整个申请过程中一直存在



支持 - 创建新工单



说明

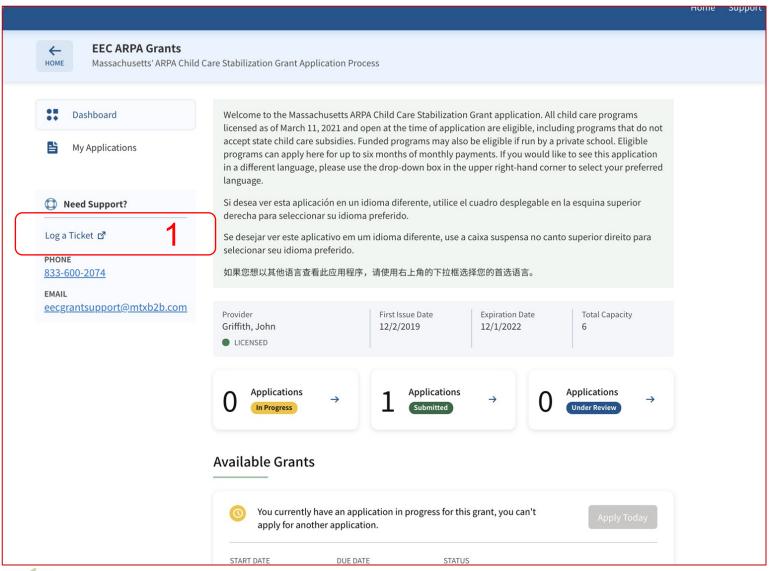
- 1. 输入必需信息
- 2. 单击 Submit Ticket (提交工单)

要点

所有标有*的字段都必须要填写



支持



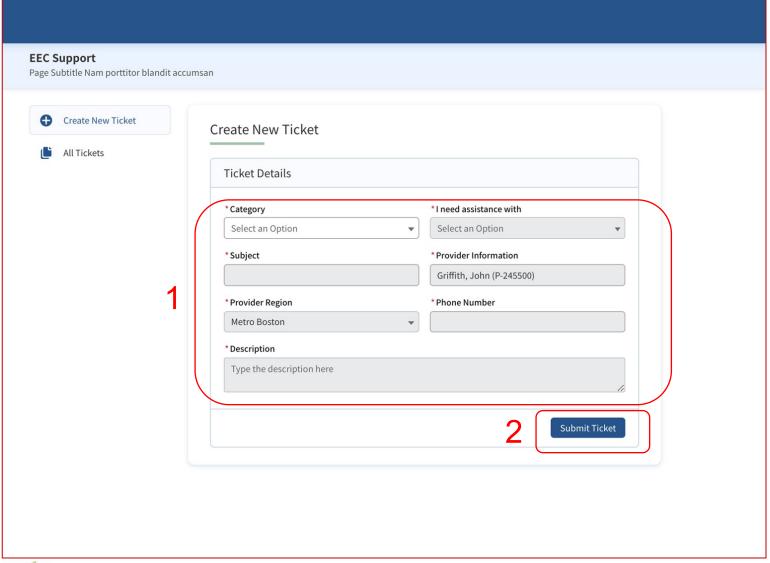
说明

1. 在每个 EEC ARPA Grants(EEC ARPA 补助金)页面的左侧,您会发现有一个 Log a Ticket(记录工单)。单击 Log a Ticket(记录工单),将被重定向到 Create New Ticket(创建新工单)页面

要点



支持 - 创建新工单



说明

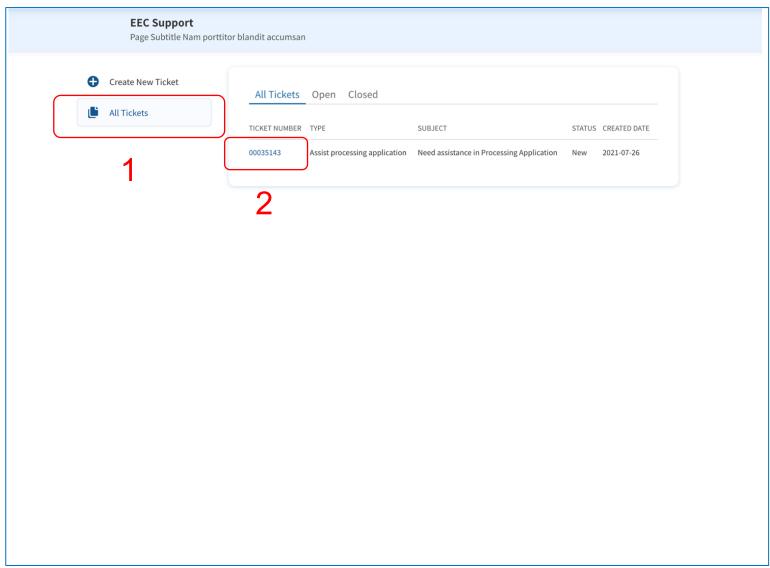
- 1. 输入必需信息
- 2. 单击 Submit Ticket (提交工单)

要点

所有标有*的字段都必须要填写



支持 - 所有工单



说明

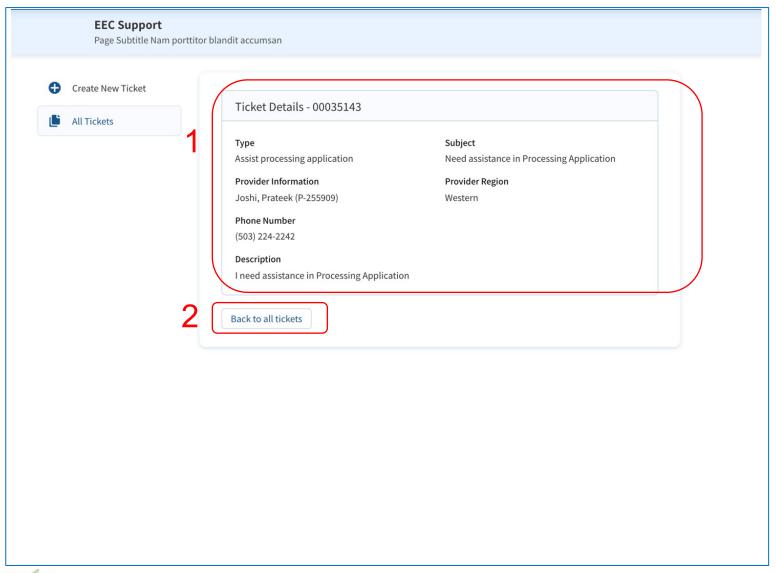
- 1. 单击 **All Tickets**(所有工单)选项卡,找到 已提交的工单列表
- 2. 单击工单号码,可查看其详情

要点

- Open (未决) 案例是支持团队在处理的案 例
- Closed (已结案) 案例是支持团队已解决的 案例



支持 - 所有工单



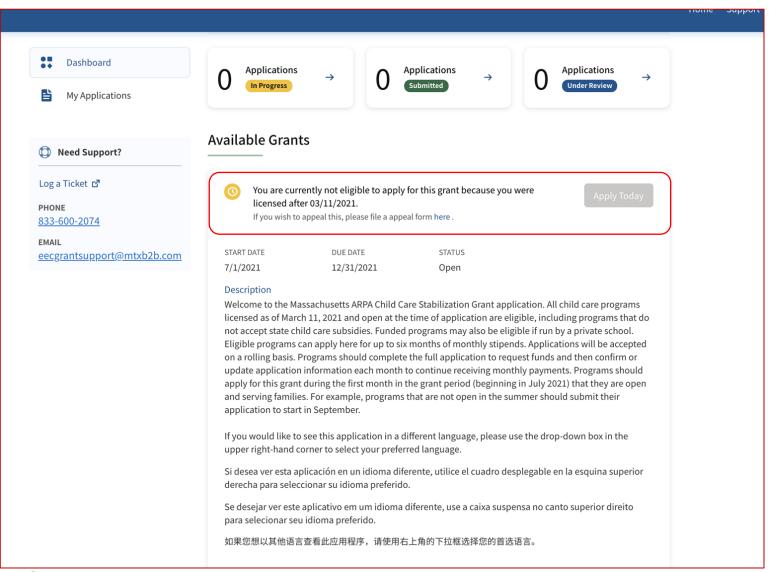
说明

- 1. 查看工单详情
- 2. 单击 Back to all tickets (返回到所有工单) ,可返回到上一页









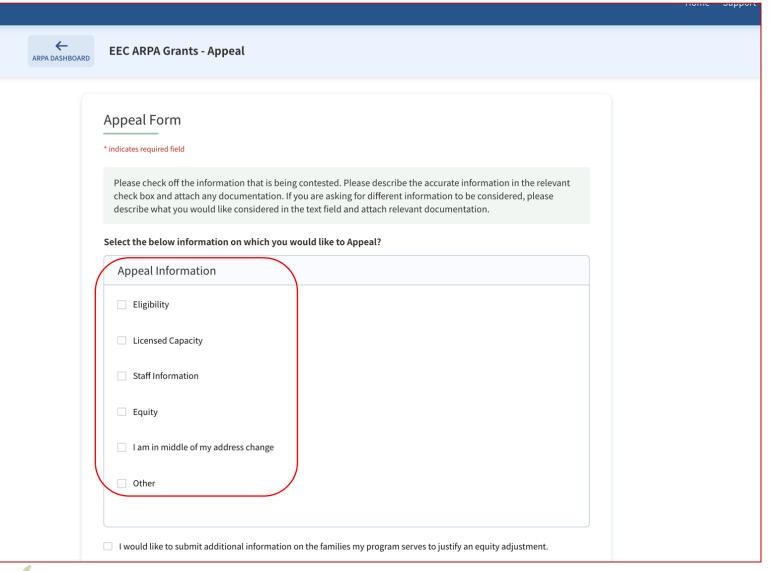
说明

单击**此处**,可提出申诉。(在完成申请的整个过程中,您会在多个地方看到此链接,其功能相同)

要点

如果 Apply Today (立即申请) 按钮是灰色的,则正在进行的申请获得批准之前,您不能申请 其他补助金。您可以提出申诉来克服这一障碍



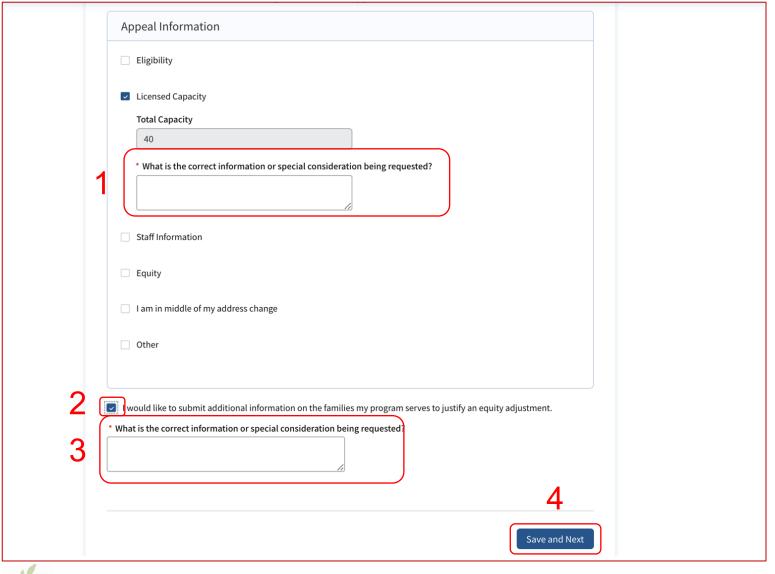


说明

从 Appeal Information (申诉信息) 清单中选择 申诉





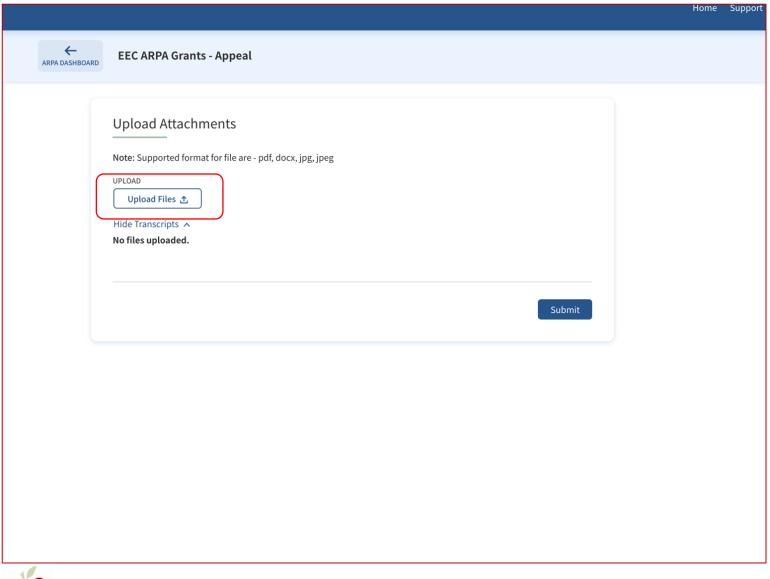


说明

- 1. 输入正确信息或所需特殊注意事项的有关详情
- 2. 要提交关于您项目所服务家庭的额外信息以证明股权调整的合理性,请勾选方框
- 3. 提供正确的信息
- 4. 单击 Save and Next (保存和下一步)





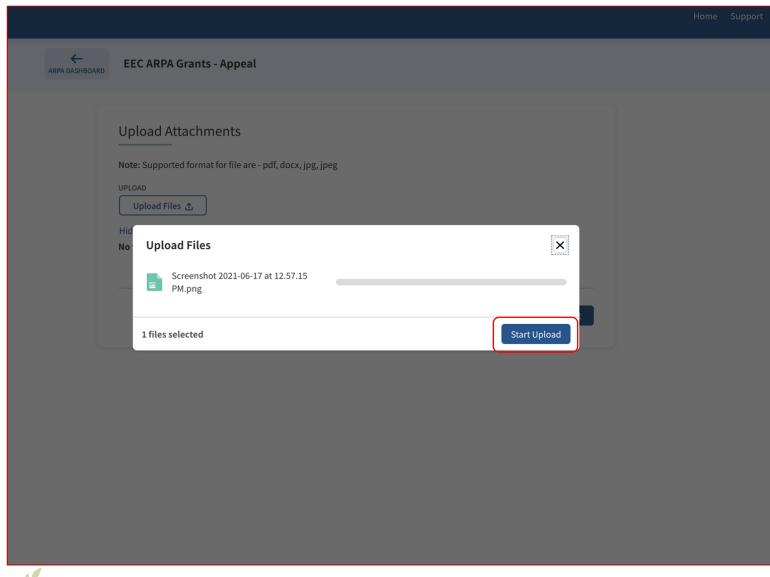


说明

- 1. 单击 Upload Files (上传文件)
- 2. 选择受支持的文件

要点

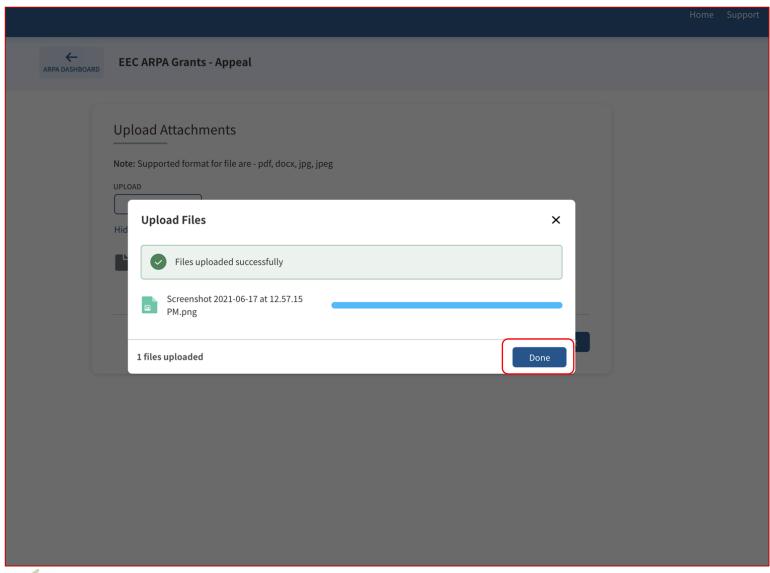










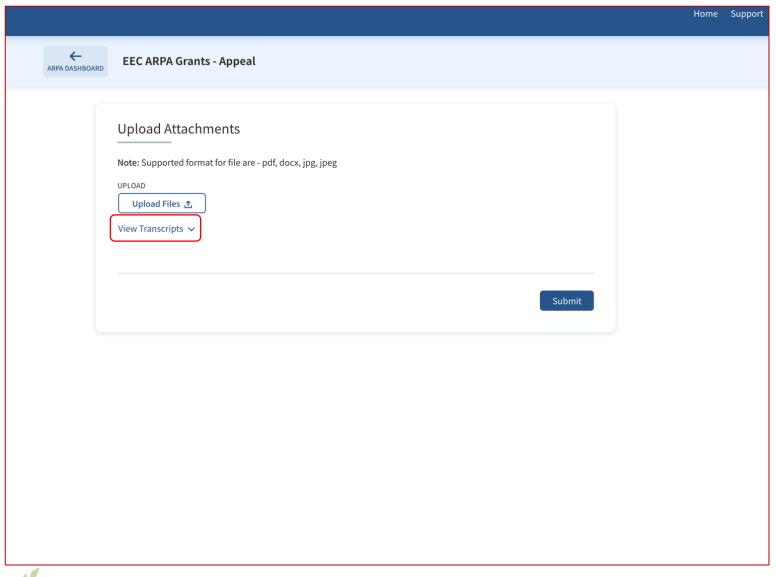




文件上传后,单击 Done (完成)





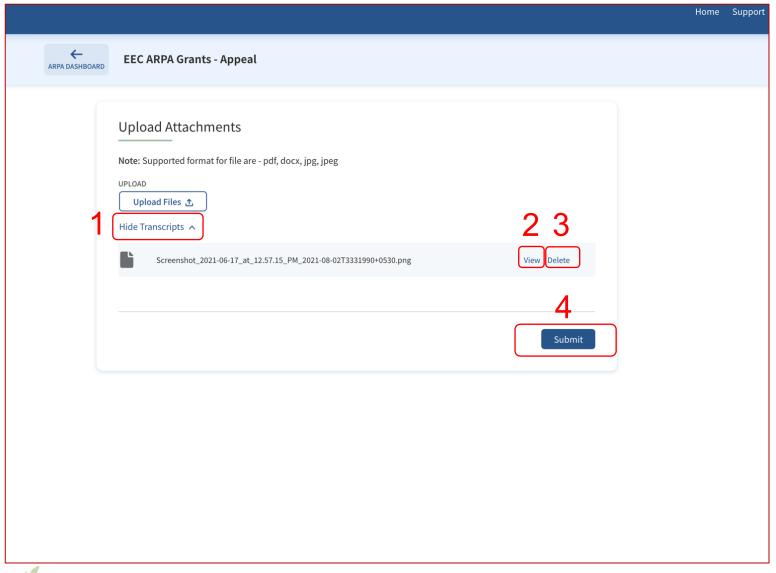


说明

单击 **View Transcripts**(查看脚本)以查看或 删除上传的文件

要点





说明

- 1. 单击 **Hide Transcript**(隐藏脚本)以隐藏 上传内容
- 2. 单击 **View**(查看),快速查看上传内容
- 3. 单击 Delete (删除)以删除上传内容
- 4. 单击 Submit (提交)

要点





《MA EEC 提供商用户指南》到此结束

谢谢

