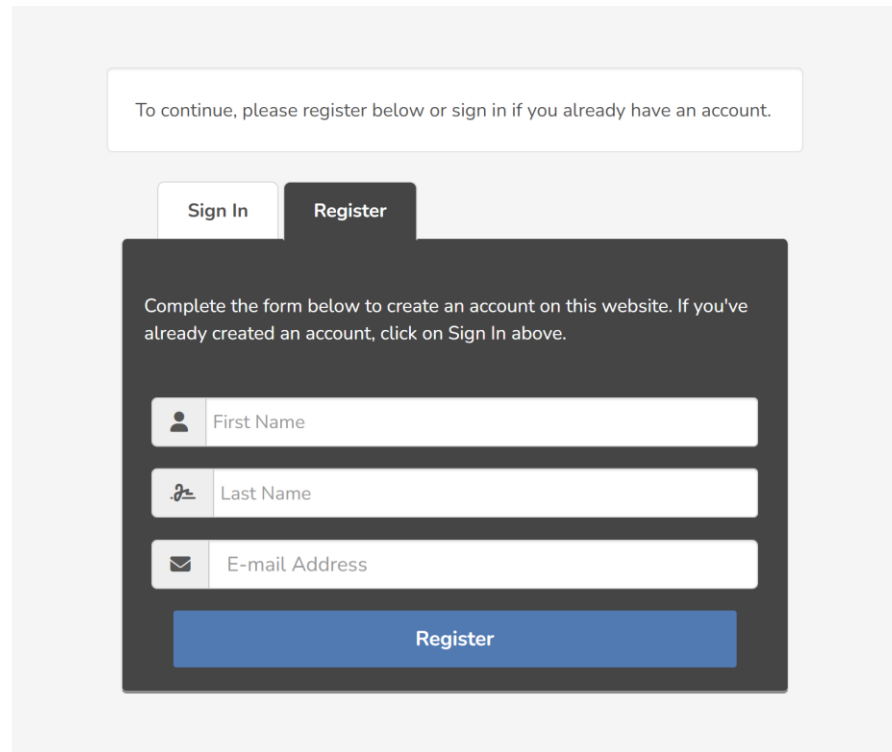


ARPA Provider Registration Process

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

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

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



To continue, please register below or sign in if you already have an account.

[Sign In](#) [Register](#)

Complete the form below to create an account on this website. If you've already created an account, click on Sign In above.

[Register](#)

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

If you would like further assistance, please fill out our ARPA Help Form:

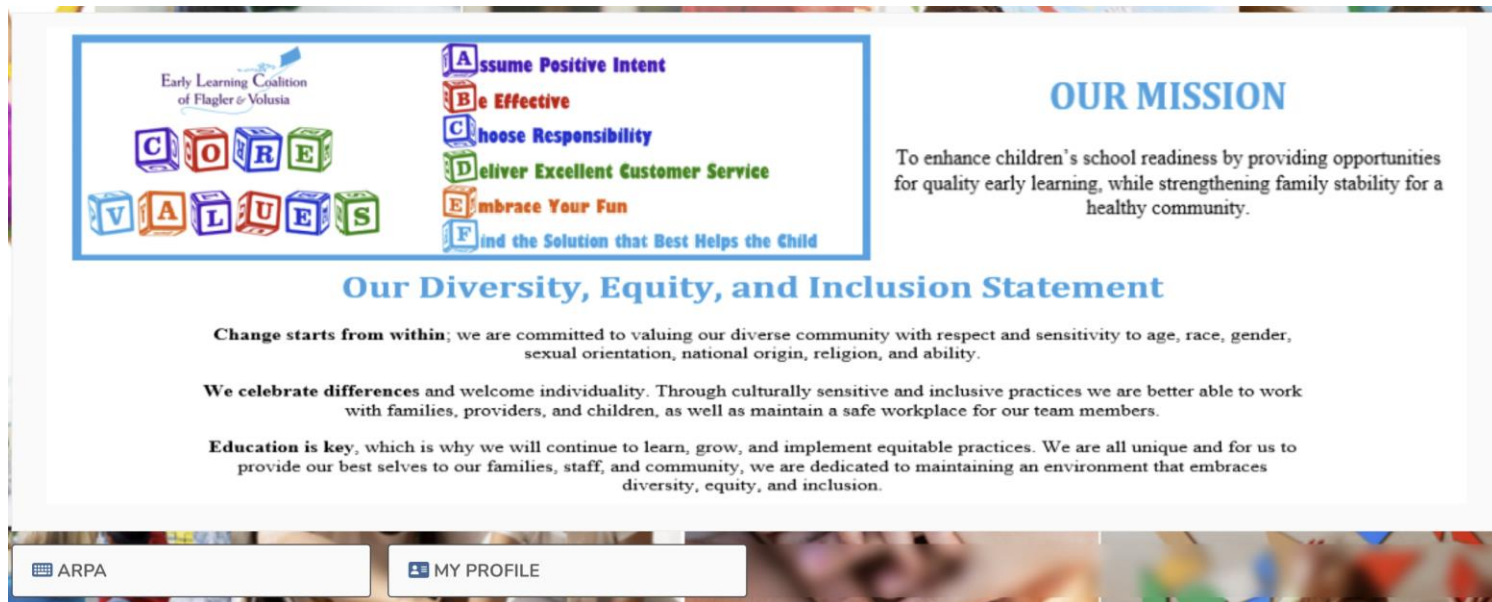
[ARPA Help Form - Formstack](#)

Provider Eligibility Application Instructions

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

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

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



The screenshot shows the home screen of the Webauthor program. At the top left, there is a logo for the Early Learning Coalition of Flagler & Volusia. Below the logo are two rows of colorful blocks spelling out 'CORE' and 'VALUES'. To the right of the logo is a list of six core values: 'Assume Positive Intent', 'Be Effective', 'Choose Responsibility', 'Deliver Excellent Customer Service', 'Embrace Your Fun', and 'Find the Solution that Best Helps the Child'. In the center, there is a section titled 'Our Diversity, Equity, and Inclusion Statement' with three paragraphs of text. On the right side, there is a section titled 'OUR MISSION' with a paragraph of text. At the bottom, there are two buttons: 'ARPA' and 'MY PROFILE'. A red arrow points to the 'ARPA' button.

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


ARPA Home / ARPA / Dashboard

REQUESTS MAP VIEW

AMERICAN RESCUE PLAN ACT (ARPA)

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

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



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

*If you cannot find your provider in the drop-down menu, please reach out to us via the help form [ARPA Help Form - Formstack](#).

Provider Information

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

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

Provider ⁱ

Address *

Email Address *

Phone Number *

License # *

Provider ID *

Provider Type * Licensed Family Home Licensed-Exempt Family Home Licensed Center Licensed-Exempt Center

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

Indicate options for ARPA quality activities

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

Program Year * 2022-2023

Eligibility Criteria for each Early Learning/Child Care Provider

* Does your program meet the following eligibility criteria requirements?

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

Provider Attestation - please read carefully before submitting

I am submitting this application to qualify for and receive one or more of the ARPA Supply Building Bonuses and understand all monies received must be used for the bonuses awarded. I attest to the fact that the information I have provided in this application is true and accurate and understand if my application is incomplete or incorrect it may be returned to me. I have read over this application to ensure completeness and correctness and have made a copy of this application for my own records.

Signature of Authorized Provider Representative *

* 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

Save Cancel

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

ID	Date Submitted	License #	Class Score	Provider ID	Signature Confirmation	ARPA Review
1004	1/5/2023 9:28 PM	C07V00410	624	Yes	Submitted	

Provider Information

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

MAP

MAP showing location in Lake Helen, FL. Streets visible include Garden St, Summit Ave, N Volusia Ave, King St, and Lake Helen Ave. Highway 4139 is also shown.



Please allow two weeks for the processing of your application. Once your application has been reviewed, you will receive an email with the next steps for you to continue requesting ARPA Funding. If you have any questions or concerns about your application or this process, please reach out to us via our online help form: [ARPA Help Form - Formstack](#)