Early Learning Coalition of Flagler & Volusia

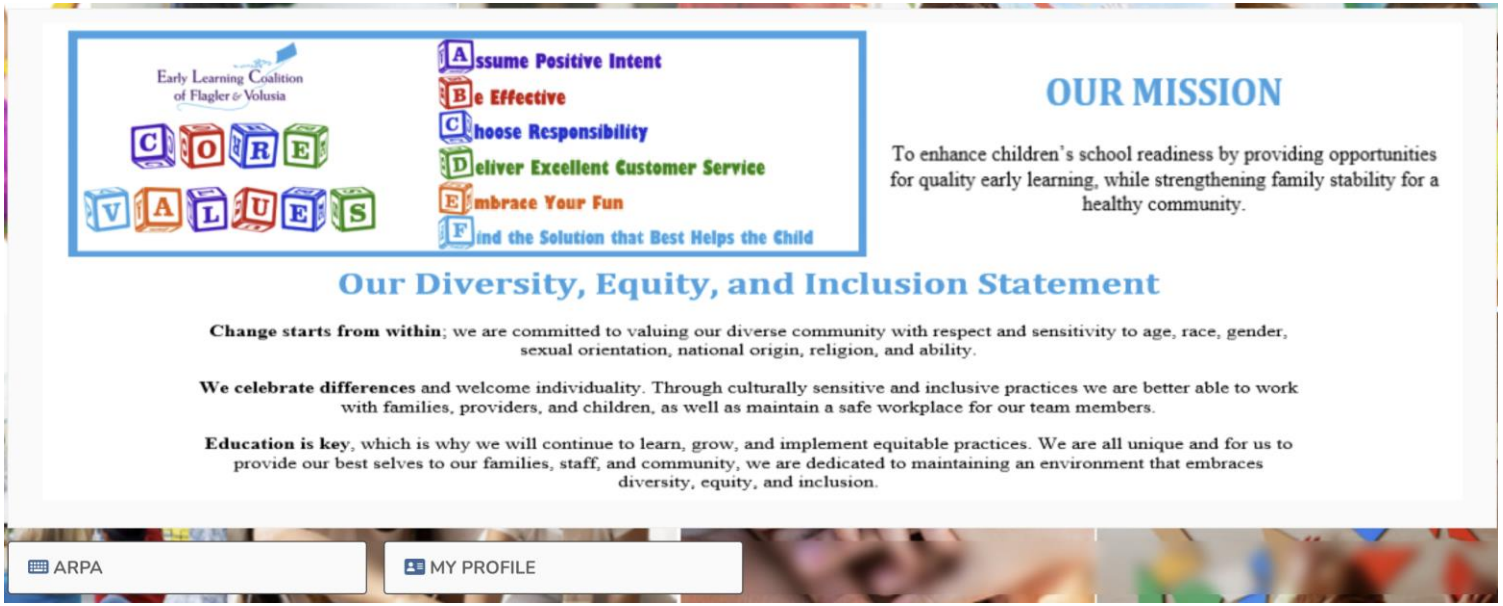
Early Learning Educator/Director Bonus Application Instructions

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 below:

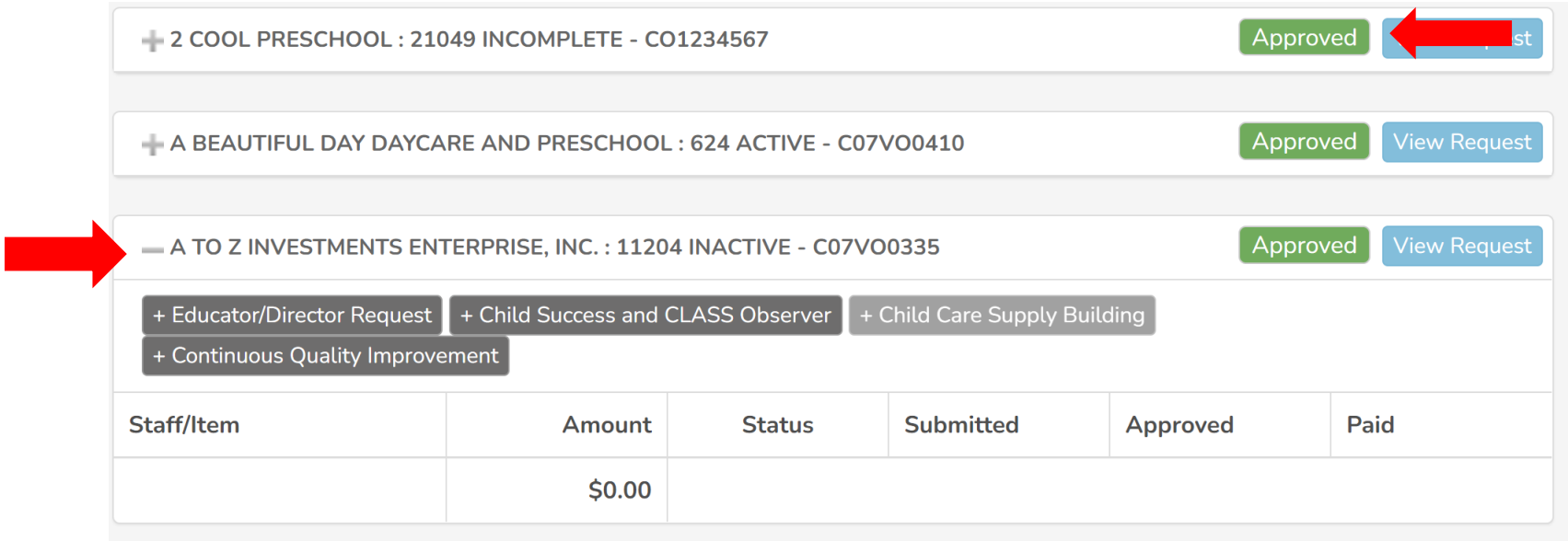
https://elcfv.webauthor.com/go/fx_arpa/default.cfm

*Please ensure you use the **Sign In** button, not Register. You will only be allowed to register once.

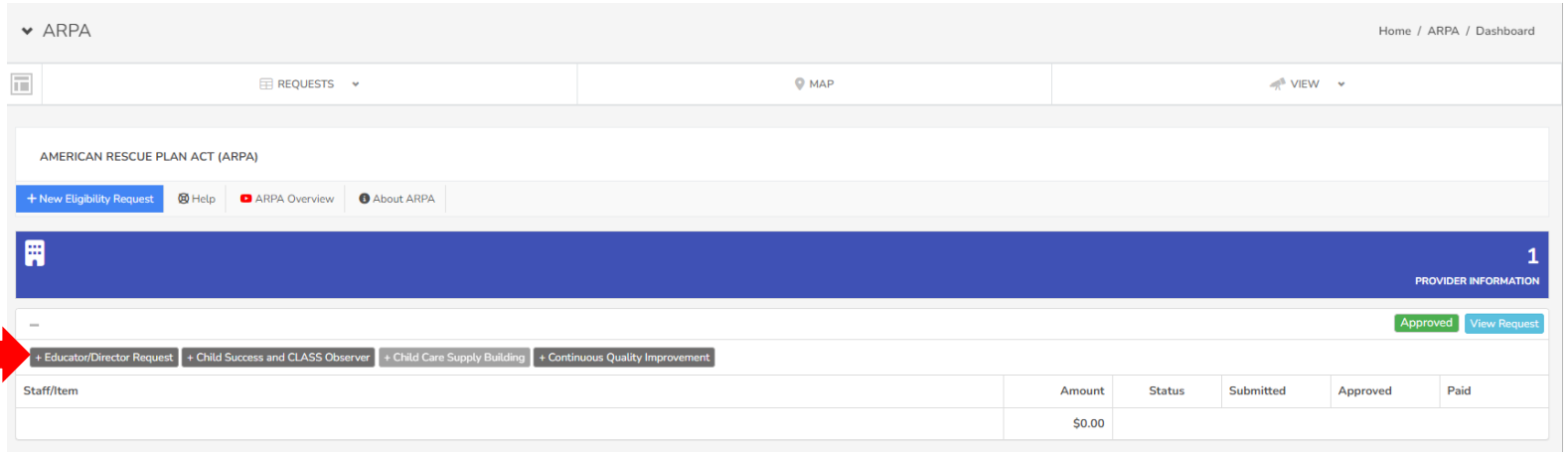
When you log into Webauthor, your home screen should look like the one below. Click on the button labeled “ARPA” to view your submitted/approved applications.



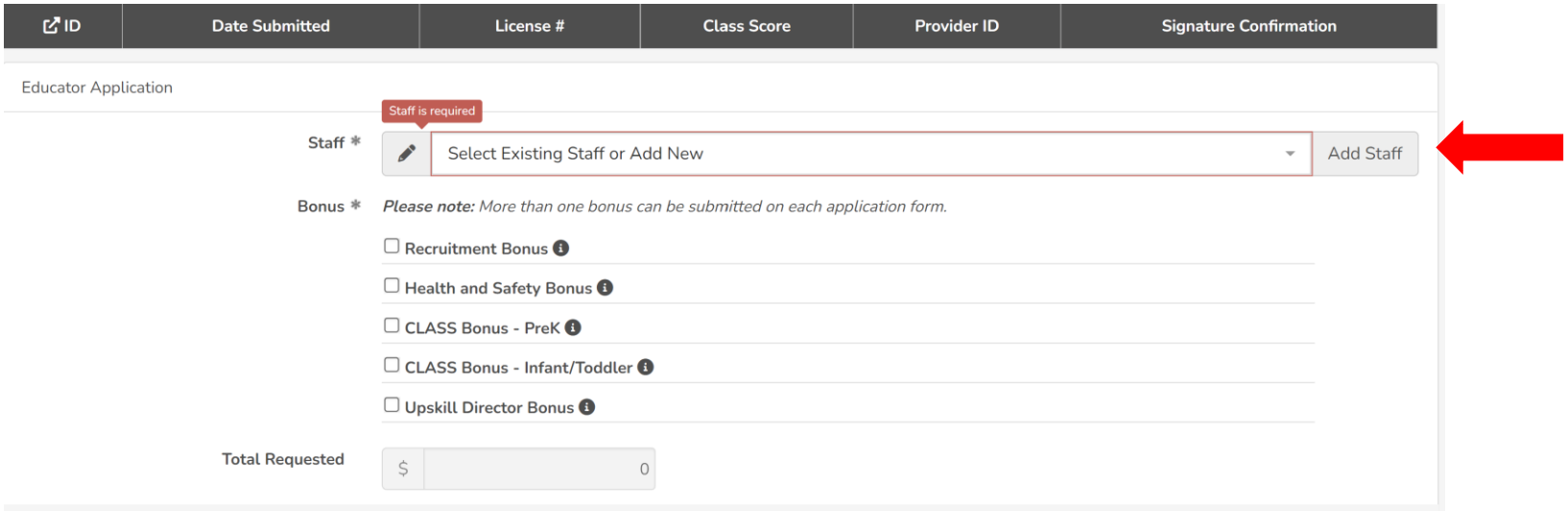
Once you see your applications you will be able to apply for funding on any of the applications that are showing approved in green on the right side of the screen. You can expand or minimize the information shown by your provider name by clicking the plus or minus sign as shown below.



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

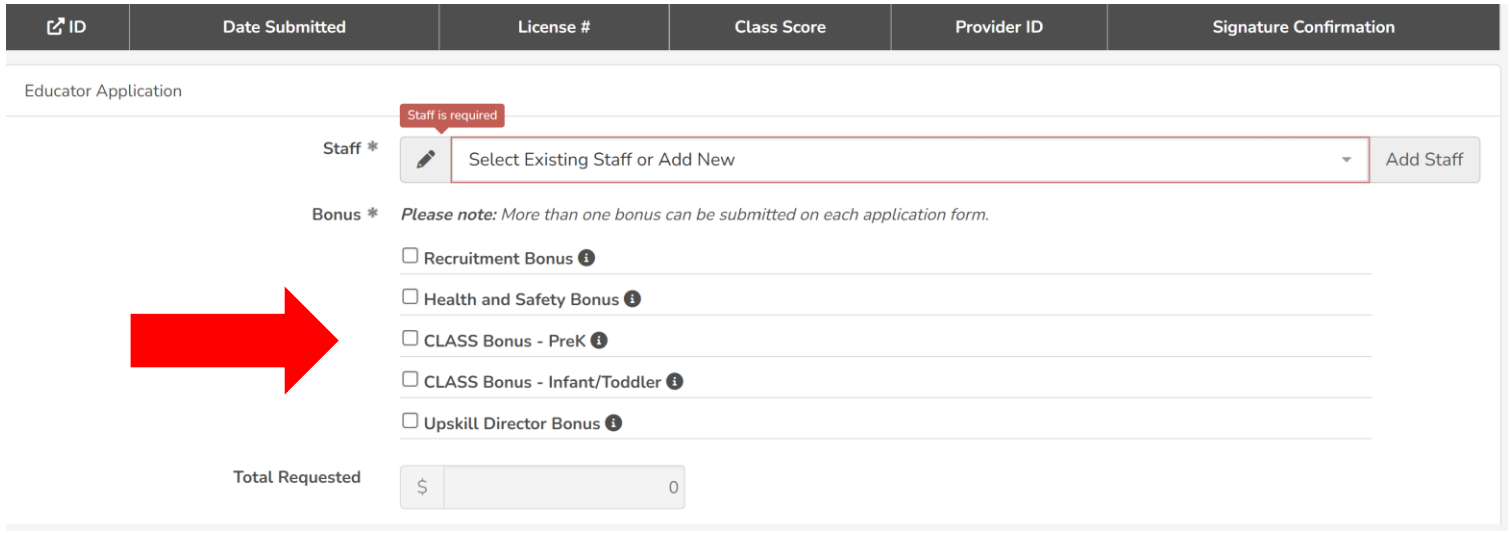


Next, you will complete the **Staff Information** section for each staff member that qualifies for any of the funding options available here. To do this, click the “Add Staff” button and add the staff member’s information.

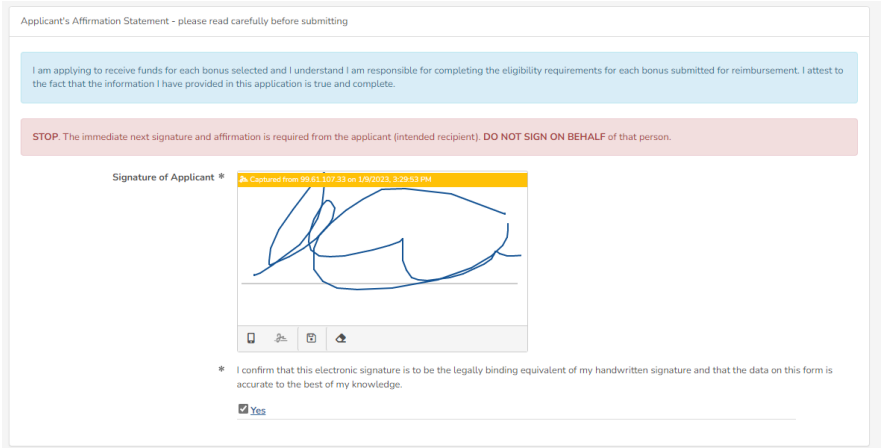


Please ensure the information for each staff member is filled out accurately and upload a current W-9 form for each employee. For your convenience, a link to a blank W-9 form from the IRS is available for download. Once this is completed, click “Save Entry” at the bottom of the screen. These steps can be repeated for each employee at anytime and you can always come back to 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.)

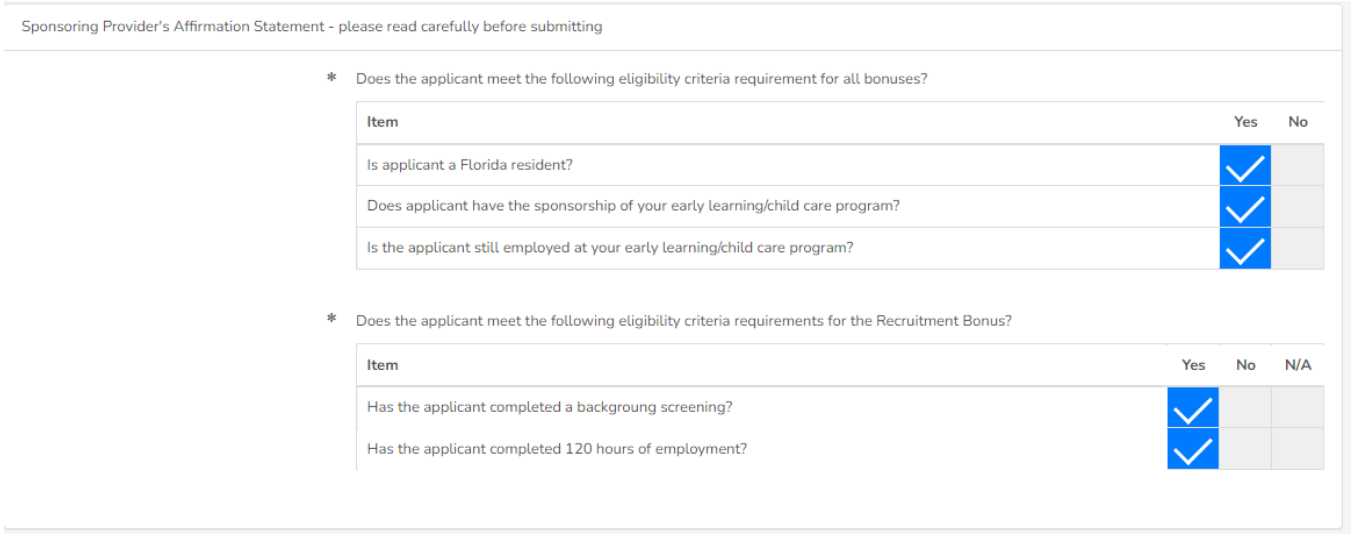
After you have added your staff, you can begin selecting which bonuses the staff qualify for. When you have selected the bonuses, the **Total Requested** field will update automatically. When any bonuses are being requested here, the documentation is also going to be required. You can come back after 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.

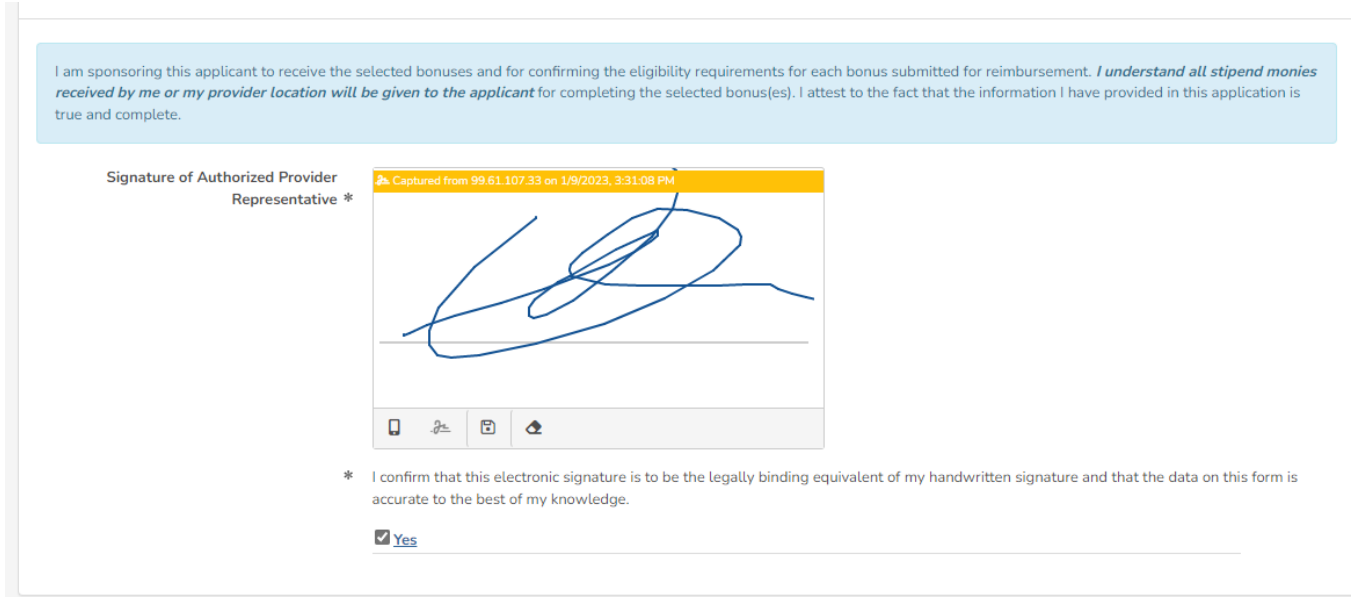


The staff member that you are requesting funds for MUST be the one signing the application in the Signature for Applicant. You cannot sign on their behalf. If the staff member is not physically present with you when you are filling out this application for them, you have the option to request their signature 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.



Below the staff members signature, you will need to complete 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.

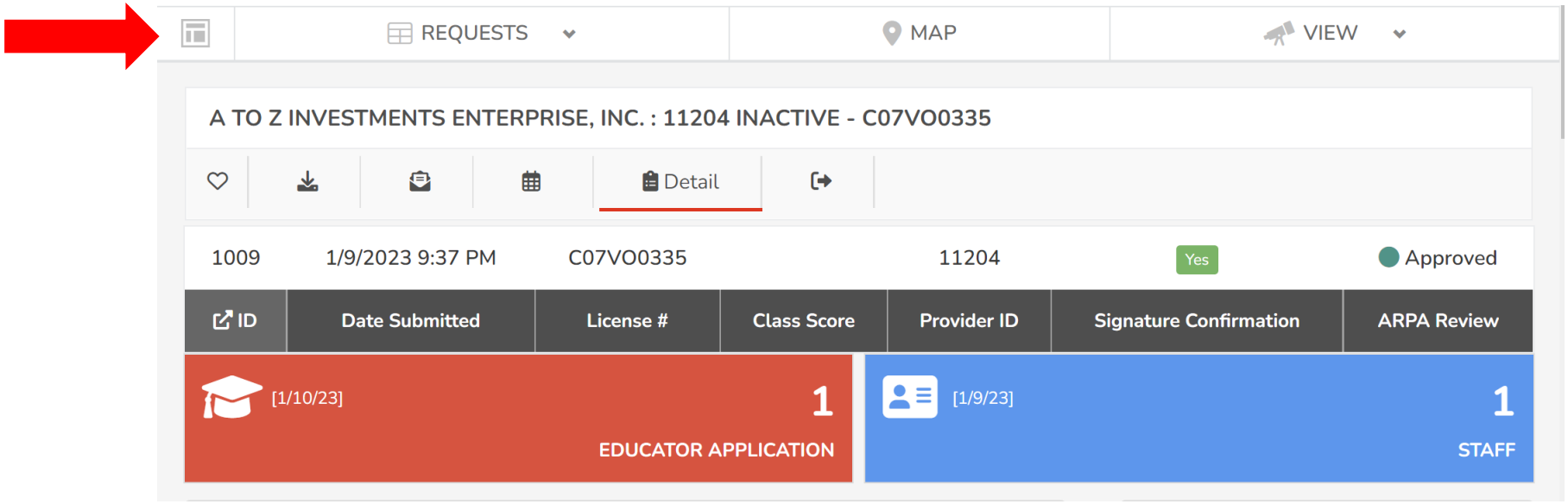


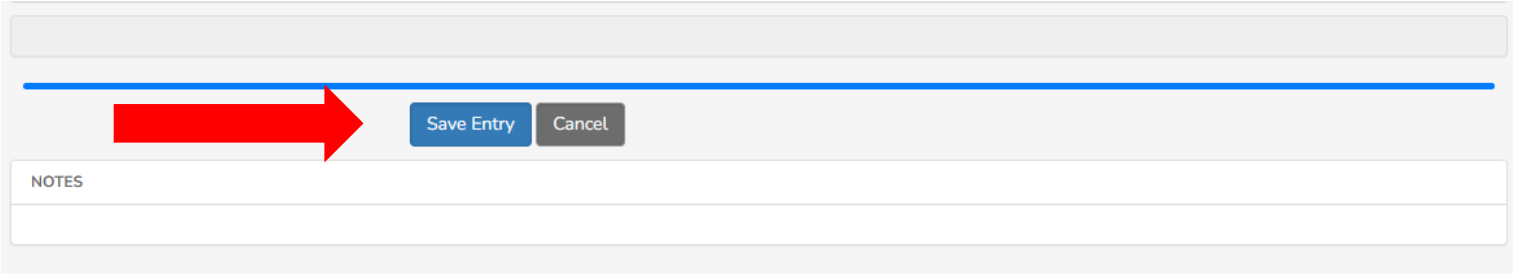


After signing, click the “Save Entry” button. You will then be directed back to the detail view of your organization’s submitted requests. Here is where you can scroll to the bottom and view your entered staff, requested funds, and applications. If you need to modify the

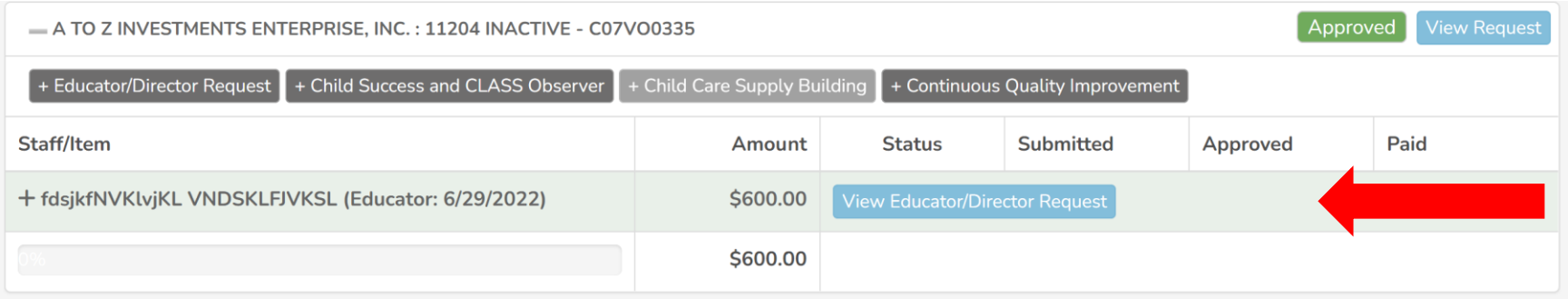
staff information, you can click on their name in this view or by going back to the home screen and clicking the Educator/Director Request again and finding that staff name from the drop-down menu and clicking the pencil.

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.

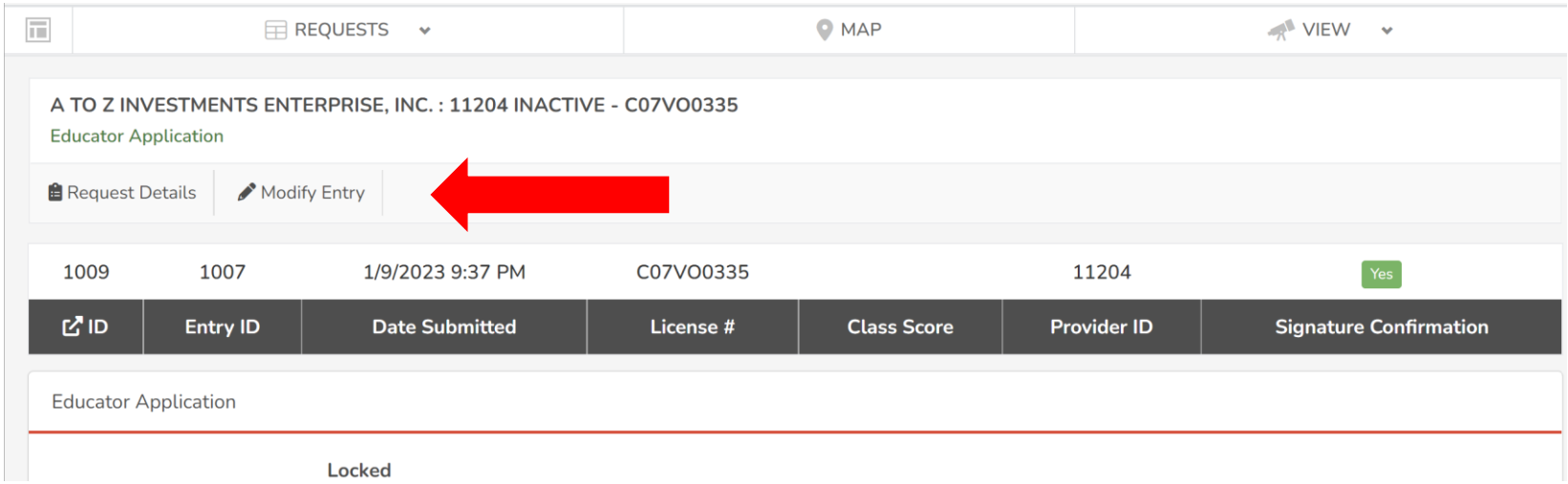




If you need to go in and modify or add bonus requests to your staff, you will go to the Dashboard again, and click “View Educator/Director Request” next to the staff name that you want to change.



Then, click Modify Entry and add any additional bonuses.



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 click the plus or minus sign next to each employee 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				