

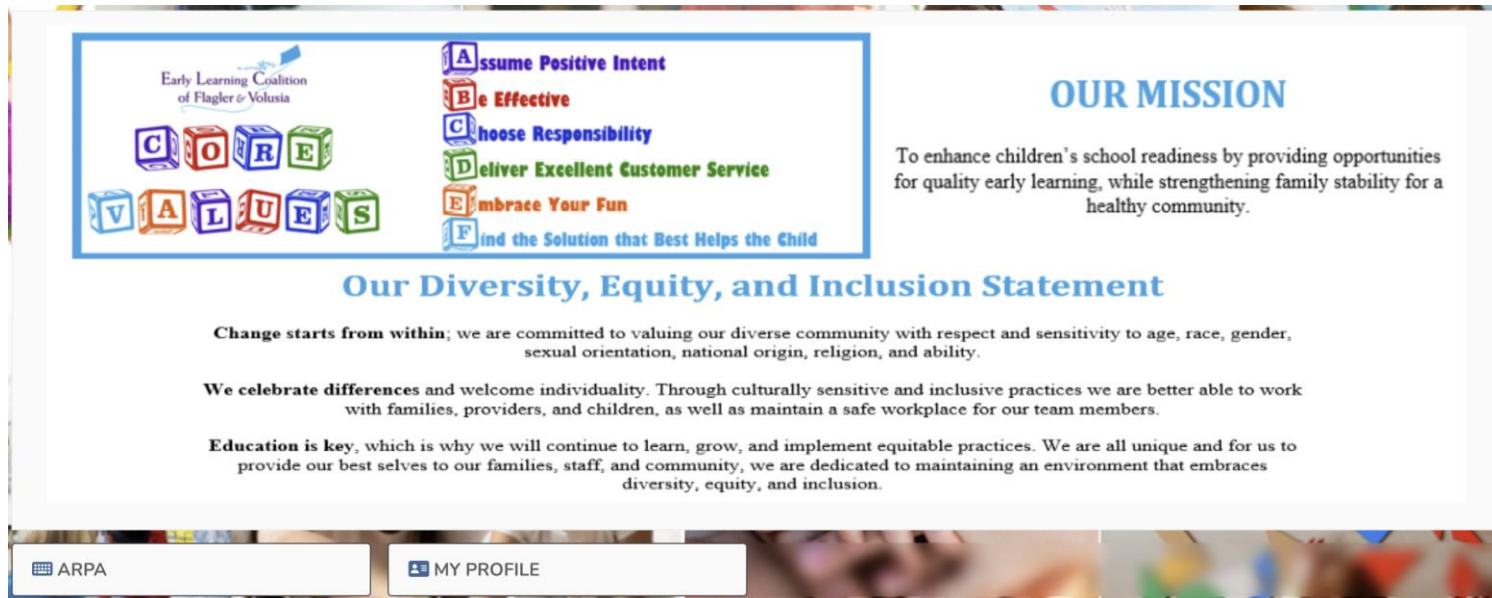
## Early Learning Educator/Director Bonus Application Instructions

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](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.



The screenshot shows the Webauthor home screen. At the top left is the logo for the Early Learning Coalition of Flagler & Volusia. Below it are two sets of colorful letter blocks: 'CORE' and 'VALUES'. To the right of these blocks 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'. On the right side of the screen, there is a section titled 'OUR MISSION' with the text: 'To enhance children's school readiness by providing opportunities for quality early learning, while strengthening family stability for a healthy community.' Below this is a section titled 'Our Diversity, Equity, and Inclusion Statement' with three paragraphs of text. At the bottom of the screen, there are two buttons: 'ARPA' and 'MY PROFILE'. A red arrow points to the 'ARPA' button.

Early Learning Coalition  
of Flagler & Volusia

**C** **O** **R** **E**  
**V** **A** **L** **U** **E** **S**

**A**ssume Positive Intent  
**B**e Effective  
**C**hoose Responsibility  
**D**eliver Excellent Customer Service  
**E**mbrace Your Fun  
**F**ind the Solution that Best Helps the Child

### OUR MISSION

To enhance children's school readiness by providing opportunities for quality early learning, while strengthening family stability for a healthy community.

### Our Diversity, Equity, and Inclusion Statement

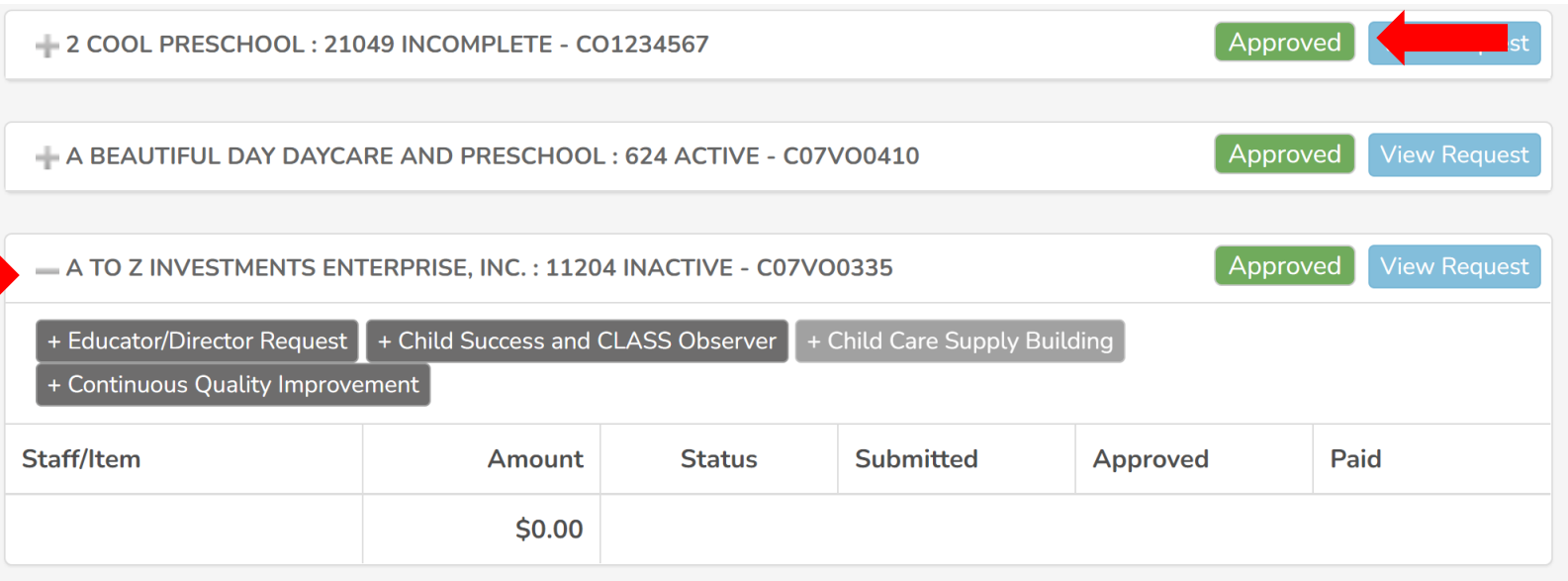
**Change starts from within;** we are committed to valuing our diverse community with respect and sensitivity to age, race, gender, sexual orientation, national origin, religion, and ability.

**We celebrate differences** and welcome individuality. Through culturally sensitive and inclusive practices we are better able to work with families, providers, and children, as well as maintain a safe workplace for our team members.

**Education is key,** which is why we will continue to learn, grow, and implement equitable practices. We are all unique and for us to provide our best selves to our families, staff, and community, we are dedicated to maintaining an environment that embraces diversity, equity, and inclusion.

ARPA MY PROFILE

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.



The screenshot displays a list of applications with the following details:

- 2 COOL PRESCHOOL : 21049 INCOMPLETE - CO1234567** (Status: Approved) - A red arrow points to the 'View Request' button.
- A BEAUTIFUL DAY DAYCARE AND PRESCHOOL : 624 ACTIVE - C07VO0410** (Status: Approved) - View Request button.
- A TO Z INVESTMENTS ENTERPRISE, INC. : 11204 INACTIVE - C07VO0335** (Status: Approved) - View Request button. This entry is expanded to show a list of request categories: Educator/Director Request, Child Success and CLASS Observer, Child Care Supply Building, and Continuous Quality Improvement. A red arrow points to the 'Educator/Director Request' button.

Staff/Item	Amount	Status	Submitted	Approved	Paid
	\$0.00				

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.”

ARPA Home / ARPA / Dashboard

REQUESTS MAP VIEW

AMERICAN RESCUE PLAN ACT (ARPA)

+ New Eligibility Request Help ARPA Overview About ARPA

**1** PROVIDER INFORMATION

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
	\$0.00				



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.

ID	Date Submitted	License #	Class Score	Provider ID	Signature Confirmation
Educator Application					
<b>Staff is required</b>					
Staff *	<input type="text" value="Select Existing Staff or Add New"/>				Add Staff
Bonus *	<i>Please note: More than one bonus can be submitted on each application form.</i>				
	<input type="checkbox"/> Recruitment Bonus ⓘ				
	<input type="checkbox"/> Health and Safety Bonus ⓘ				
	<input type="checkbox"/> CLASS Bonus - PreK ⓘ				
	<input type="checkbox"/> CLASS Bonus - Infant/Toddler ⓘ				
	<input type="checkbox"/> Upskill Director Bonus ⓘ				
Total Requested	<input type="text" value="\$ 0"/>				



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.)



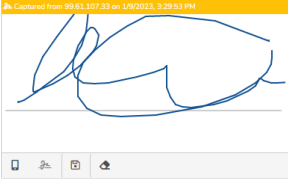
The staff member that you are requesting funds for MUST be the one signing the application in the Signature for Applicant. You cannot sign on their behalf. If the staff member is not physically present with you when you are filling out this application for them, you have the option to request their signature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

Applicant's Affirmation Statement - please read carefully before submitting

I am applying to receive funds for each bonus selected and I understand I am responsible for completing the eligibility requirements for each bonus submitted for reimbursement. I attest to the fact that the information I have provided in this application is true and complete.

**STOP.** The immediate next signature and affirmation is required from the applicant (intended recipient). **DO NOT SIGN ON BEHALF** of that person.

Signature of Applicant \*



Captured from 99.43.107.33 on 1/6/2023, 3:29:53 PM

\* 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

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.

Sponsoring Provider's Affirmation Statement - please read carefully before submitting

\* Does the applicant meet the following eligibility criteria requirement for all bonuses?

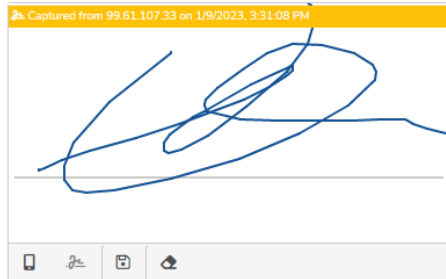
Item	Yes	No
Is applicant a Florida resident?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does applicant have the sponsorship of your early learning/child care program?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the applicant still employed at your early learning/child care program?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

\* Does the applicant meet the following eligibility criteria requirements for the Recruitment Bonus?

Item	Yes	No	N/A
Has the applicant completed a background screening?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the applicant completed 120 hours of employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I am sponsoring this applicant to receive the selected bonuses and for confirming the eligibility requirements for each bonus submitted for reimbursement. *I understand all stipend monies received by me or my provider location will be given to the applicant* for completing the selected bonus(es). I attest to the fact that the information I have provided in this application is true and complete.

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](#)

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.

A TO Z INVESTMENTS ENTERPRISE, INC. : 11204 INACTIVE - C07VO0335

1009 1/9/2023 9:37 PM C07VO0335 11204 Yes Approved

ID	Date Submitted	License #	Class Score	Provider ID	Signature Confirmation	ARPA Review
1009	1/9/2023 9:37 PM	C07VO0335	11204		Yes	Approved

EDUCATOR APPLICATION 1

STAFF 1

Save Entry Cancel

NOTES

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.

A TO Z INVESTMENTS ENTERPRISE, INC. : 11204 INACTIVE - C07V00335 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
+ fdsjknVNVklvjKL VNDSKLFJVKSL (Educator: 6/29/2022)	\$600.00	<a href="#">View Educator/Director Request</a>			
0%	\$600.00				

Then, click Modify Entry and add any additional bonuses.

REQUESTS MAP VIEW

A TO Z INVESTMENTS ENTERPRISE, INC. : 11204 INACTIVE - C07V00335  
Educator Application

Request Details **Modify Entry**

1009	1007	1/9/2023 9:37 PM	C07V00335	11204	Yes	
ID	Entry ID	Date Submitted	License #	Class Score	Provider ID	Signature Confirmation

Educator Application

Locked

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.



+ 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	<a href="#">View Educator/Director Request</a>			
- John Doe (Educator: 11/1/2022)	\$1,800.00	<a href="#">View Educator/Director Request</a>			
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				

