

# Smart Start Work Force Grants Informational Round 1: Presented by

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# Smart Start Workforce Grants

- In February 2023, Governor JB Pritzker announced his plans for Smart Start Illinois, a multi-year plan to provide every child with access to preschool, to increase funding for Child Care Providers to raise wages and classroom quality, and to reach more vulnerable families with early support. Smart Start Illinois is a big next step in making Illinois the best place to raise children with a clear and ongoing commitment to children, families, teachers, and Child Care Providers.
- Through Smart Start Illinois, the state is poised to invest in **Smart Start Workforce Grants** that will help programs raise wages for personnel. The proposed Start Workforce Grants program was informed by robust engagement of those working in and utilizing the system.



# Smart Start Workforce Grants

- Smart Start Workforce Grants offer child care programs stable, ongoing funds that they need to cover costs and invest in quality staff without burdening families by raising tuition or Child Care Assistance Program (CCAP) co-pays. Eligible programs receive consistent funding in advance, and funds will cover the cost of higher wages and operating a classroom. Programs receiving these grants will be required to pay classroom staff a wage floor. These competitive wages will help to attract more staff and meet parents' needs at a rate that they can afford.
- Smart Start Workforce Grants build on previous investments in the child care field in Illinois, including the Child Care Restoration Grants, Strengthen and Grow Child Care Grants, and Smart Start Transition Grants, currently in effect through September 2024. Over the past three years, Illinois has transitioned from programs designed to stabilize the field during a pandemic to programs designed to support investments in the child care workforce. The next step -- Smart Start Workforce Grants -- will directly raise program wages across the field.
- Governor Pritzker's proposed investment in Smart Start Workforce Grants requires appropriation from the Illinois General Assembly.
- Round 1 will open July 1<sup>st</sup>-July 31<sup>st</sup>, 2024, to submit your application!
- If your program receives Head Start funding, you cannot apply for this grant. Only programs operated with CCAP and private pay tuition can receive funding from Smart Start Workforce Grants. If Head Start is offering your program ONLY resources/information you can apply!



# Agenda (copy of the power point/ handouts/resources will be dropped in the chat at the end of the presentation)

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## Comparison: Transition Grants vs. Smart Start Workforce Grants

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### Grant Eligibility

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### Review Wage Floor

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### Grant Schedule/Timeline & Reporting

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### How to Prepare: Checklist including Unique Entity Identity (UEI) Number

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### Question and Answers

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### Upload Day with METC

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# Comparison Chart



# History and Growth of Smart Start Grants

Federal relief funding investments have led Illinois to raising wages through Smart Start Workforce Grants





# Comparison: Transition Grants vs. Smart Start Workforce Grants

	Smart Start Transition Grants	Smart Start Workforce Grants
Who Qualifies	Licensed Centers and Licensed Family Child Care	Same
	Must be licensed, open, and caring for kids by the first of the month prior to the application opening. For example, the application opens July 1, 2023. You must be licensed, open, and caring for children by June 1, 2023.	Same
	Operate full-day and full-year, defined as a program that is open and offering at least eight consecutive hours of care per day, five days per week, 47 weeks per year.	Same
CCAP Requirements	At least 10% of program's current licensed capacity (at time of application) enrolled and funded by CCAP in any one month between January 2022 to date of application	<p><b>Center-based programs:</b> At least 15% of the program's current licensed capacity (at time of application) enrolled and funded by CCAP in any one month between January 2023 to date of application.</p> <p><b>Family/Family Group Child Care programs:</b> Family Child Care, care for at least 1 child, Family Group Child Care, care for at least 2 children enrolled and funded by CCAP in any month in the year prior to submitting an application (e.g., any one month between January 2023 - the date of application).</p>
Classroom Eligibility	Transition Grants did not include classroom enrollment minimums.	<p>Funding for Smart Start Workforce Grants will be on a per classroom basis. To be eligible for funding, classrooms must meet minimum enrollment criteria:</p> <p><b>Center-based programs:</b>            Infant/toddler classrooms: at least 4 children            2-year-old classrooms (and transitional 2 to 3-year-old classrooms): at least 8 children            3 to 5-year-old classrooms: at least 12 children</p> <p><b>Family/Family Group Child Care programs:</b> At least 4 children</p>
Revenue Sources	Less than 75% of total revenues from other public funding streams (e.g., Head Start, Preschool For All)	Programs may apply for a grant for any classrooms operated with only CCAP and private pay tuition funding.
Allowable use of funds	75% of funds must be spent on enhanced personnel	Funds must be spent only on staff wages, and programs must meet a wage floor for teachers and assistant teachers in grant funded classrooms.
Reporting	Complete quarterly using an online expense form through the Gateways to Opportunity Registry Director Portal	Complete and upload quarterly payroll and wage documentation with reporting to show proof that the wage floor was met for teaching staff in grant funded classrooms.

# Grant Eligibility





## **Grant Eligibility: Smart Start Workforce Grants, contingent upon state appropriations, will be available for programs:**

- ✓ Licensed as family child care, or family group child care.
- ✓ Licensed and caring for children by the first of the month prior to the opening of applications. For example, if the application opens on July 1, 2024, programs must be licensed, open, and caring for children by June 1, 2024.
- ✓ That operate as a full-day, full-year program offering eight consecutive hours of care per day, five days per week, 47 weeks per year.
- ✓ For family child care HOME- at least 1 child in CCAP with a minimum of 4 children enrolled (1 child needs to be CCAP) and for family child care GROUP 2 CCAP children with a minimum of 4 children enrolled (2 children needs to be CCAP) and funded by CCAP in any month in the year prior to submitting an application (e.g., any one month between January 2023 – the date of application).
- ✓ A provider's own children count toward the program enrollment requirement if the provider is caring for that child during part or all of the program day.
- ✓ Family Child Care Group and Home can include children that receive the following subsidies: CCAP, DCFS Foster Care Child Care Payments and military child care subsidies
- ✓ Other eligibility requirements may apply. INNCCRA will notify the Family Child Care Provider\*

# Additional FAQs on Eligibility

- **Programs must currently participate in CCAP at time of application.**
- **Programs must operate full-day and full-year, defined as a program that is open and offering at least eight consecutive hours of care per day, five days per week, 47 weeks of the year.** Based on this, a program can only be closed five weeks of the year. If your program closes over the summer in June/July you will not be found eligible.
- **There is no requirement that programs must have received previous grants to be able to apply for Smart Start Workforce Grants .**
- **Programs that are not currently eligible for Smart Start Workforce Grants will have the opportunity to apply in a future round when the program meets eligibility requirements. For example, if you are not currently caring for Child Care Assistance Program (CCAP) children, you can begin enrolling and caring for CCAP children. Once your program meets the enrollment percentages, you may apply in a later round.**
- **If you apply for round 1 and then no longer care for CCAP children in a future round your program will not lose eligibility if your CCAP enrollment falls below the threshold during the grant year. In the first year of Smart Start Workforce Grants (State Fiscal Year 2025), this includes the time between October 2024 – June 2025. In this case, providers are encouraged to work with their local CCR&R to recruit new CCAP-enrolled families as you will need to meet the CCAP threshold for the following grant year.**
- **There is no requirement that programs must have received previous grants to be able to apply for Smart Start Workforce Grants .**
- **This is not a competitive grant. If your program is found eligible you will receive the grant funding.**

# Enrollment Eligibility

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# Enrollment Eligibility

Smart Start Workforce Grants are designed to support staffing in family child care. Award amounts support staffing assumptions that meet or exceed licensing regulations. For Smart Start Workforce Grants, a classroom must contain a minimum number of children, determined by the age of children. These minimums are not a ratio like those in child care licensing regulations, nor are they required to maintain licensing with DCFS. Rather, these are conditions of the Smart Start Workforce Grant program.

<b>Family Child Care Home</b>	<b>1 CCAP CHILD UNDER THE CHILD CARE SUBSIDY PROGRAM</b>	<b>4 TOTAL ENROLLED CHILDREN</b>
<b>Family Child Care Group Home</b>	<b>2 CCAP CHILDREN UNDER THE CHILD CARE SUBSIDY PROGRAM</b>	<b>4 TOTAL ENROLLED CHILDREN</b>

# Classroom Listings/Classroom Card

- Within the **Gateways Registry Director Portal**, programs will be required to create a **classroom card**. For the purposes of Smart Start Workforce Grants, a **Family Child Care or Family Group Child Care program will be considered "one classroom."** Programs will include the number of children enrolled into the program on the classroom card. Programs must also upload an enrollment list at time of Smart Start Workforce Grant application and future quarters' opt-in that includes the first Initial, last Initial, and age of each child in your program. These will be required to show proof of program enrollment.
- Update Classroom Listing/Classroom Card. Please review this article/helpful link:  
<https://inccrra.zendesk.com/hc/en-us/articles/15152383787924-Updating-Classrooms>

# Limited Waivers

- **Some programs may not be able to meet the classroom minimums due to their structure or a temporary drop in enrollment. To provide flexibility in these cases, Smart Start Workforce Grants will offer waivers from the minimum enrollment.**
- **Programs may apply for a limited waiver or an annual waiver for classrooms that do not meet enrollment minimums.**
- **Limited waivers: Programs requesting a waiver from the classroom enrollment minimum requirement due to low enrollment, lack of staff, or other reasons may request a waiver.**
- **Family Child Care/ Family Group Child Care programs: Programs may be granted one waiver in a grant year.**
- **Programs granted a limited waiver will receive the same grant award amount per classroom.**
- **Annual waivers: Programs requesting a waiver from the classroom enrollment minimum requirement due to limited space and capacity may request an annual waiver. Requesting programs must provide their DCFS licensing letter to demonstrate the licensed capacity for any classrooms requesting the annual waiver. If the DCFS licensing letter is not available, a statement from DCFS confirming the licensed capacity for the relevant classroom(s) will suffice.**
- **Family Child Care/ Family Group Child Care programs with annual waivers are not eligible for assistant funding.**
- **The annual waiver option will be reviewed each fiscal year and programs will update the required documentation.**
- **Please email Illinois Gateways to Opportunity to request or obtain more information about limited waivers: [grants@inccrra.org](mailto:grants@inccrra.org)**



# Wage Floor



# Wage Floor - Family Child Care Based Program

- **New to Smart Start Workforce Grants is a wage floor. A wage floor is a wage that grantees must meet or exceed for staff. It is different from the legally required minimum wage. For Smart Start Workforce Grants, the wage floor is a requirement that programs agree to when they accept the grant. For Family Child Care and Family Group Child Care programs, the provider/owner will have discretion in the use of funds as income. As a sole proprietor running a child care business, the provider/owner is part of the workforce. The provider/ owner can use these funds as income or reflect the funds as profit and are not required to meet a wage floor. However, if the provider employs an assistant, they must meet the required wage floor for assistants. See the wage floor section below for frequently asked questions specific to the wage floor.**
- **The wage floors are set by the same county groupings as those of the Child Care Assistance Program reimbursement rates. These groupings account for the cost of living and other factors that differentiate pay and resources across the state of Illinois.**

Role	Region		
	Group 1A	Group 1B	Group 2
Wage floor for Family Child Care and Family Group Child Care Assistants	\$18.00 per hour	\$17.25 per hour*	\$17.00 per hour

Group 1A: Cook, DeKalb, DuPage, Kane, Kendall, Lake, and McHenry counties.

Group 1B: Boone, Champaign, Kankakee, Madison, McLean, Monroe, Ogle, Peoria, Rock Island, Sangamon, St. Clair, Tazewell, Whiteside, Will, Winnebago, and Woodford counties.

Group 2: All counties not listed in Group 1A or 1B

*\*This wage floor was revised on 5/14/24 to align with the wage floor for assistants in centers.*

# Family Child Care Home/Group Staff Eligibility

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- **Family Child Care Provider  
Home/Group**
- **Family Child Care Assistance  
Home/Group employed by a  
family child care program or  
family group child care program**
- **No substitutes**




# Grant Award Timeline & Reporting



# Smart Start Workforce Grant Award

Programs that participate in the Smart Start Workforce Grant program will receive the following amounts for each quarter that they opt in and are deemed eligible. Family Child Care and Family Group Child Care programs will receive a base award of \$2,250 and additional funding if they have an assistant, based on the number of hours the assistants' work. Programs with one assistant working less than 20 hours will receive \$2,250 quarterly. Programs with one to two assistants working a combined 20-60 hours per week will receive \$4,000 quarterly and programs with two or more assistants working a combined 60 or more hours per week will receive \$5,750. (See chart below) Funding will be provided in advance of each quarter. There will be 3 funded quarters for the first year of the program (October - December 2024, January - March 2025, and April - June 2025). Family Child Care and Family Group Child Care programs will be eligible for the following grant awards:

- All Smart Start Workforce Grants funding must be used toward salaries or wages. The provider can use additional funding to raise wages above the wage floor or provide income to owners

	Assistant Weekly Hours	Quarterly Grant Award
Smart Start Workforce Grants: Family Child Care and Family Group Child Care	0-20 hours/week 	\$2,250
	20-60 hours/week 	\$4,000
	60+ hours/week (only available for Family Group Child Care) 	\$5,750

# Smart Start Workforce Timeline

Fiscal year 2025 Quarters will run as follows:

Application Round	Application/ Opt-In Period	Deadline for Documentation	Funding Released	Funding Use Period	Quarterly Reporting Deadline
Round 1	July 1, 2024 – July 31, 2024	August 14, 2024	September 2024	October 2024 – December 2024	January 15, 2025
Round 2	October 1, 2024 – October 31, 2024	November 14, 2024	December 2024	January 2025 – March 2025	April 15, 2025
Round 3	January 2, 2025 – January 31, 2025	February 14, 2025	March 2025	April 2025 – June 2025	July 15, 2025



# Smart Start Workforce Definitions

- **Application/Opt-In Period** – This is the time that the application will be available in the Programs Director Portal for completion. To be considered for a Smart Start Workforce Grant in an application period you must have the application completed and submitted within this time frame. We encourage programs to apply earlier than the deadline. Once a program has been found eligible the program must only opt-in to receive grant funding in additional rounds each fiscal year.
- **Deadline for Documentation** – As your application is reviewed if you are missing a piece of required documentation, or if additional documentation is needed for eligibility, a grant specialist will communicate what is needed by email and that documentation must be submitted by this date to be considered. We encourage programs to submit required documentation when first requested to allow plenty of time to correct any missing or incorrect documentation before the deadline.
- **Funding Release** – This provides the month that the funding is mailed to the program. This is dependent on INCCRRA receiving funding from the state. **Funding Use Period** – This provides the months that the grant funding must be used within. This also provides the months that programs must meet the wage floor for assistants.
- **Quarterly Reporting Deadline** – Programs must complete the required quarterly reporting in the Directors Portal by this date. Pending budget appropriations for FY26, the timeline for grants starting July 2025 will look similar and run four rounds covering the full fiscal year through June 2026.

Fiscal year 2025 Quarters will run as follows:

Application Round	Application/ Opt-In Period	Deadline for Documentation	Funding Released	Funding Use Period	Quarterly Reporting Deadline
Round 1	July 1, 2024 – July 31, 2024	August 14, 2024	September 2024	October 2024 – December 2024	January 15, 2025
Round 2	October 1, 2024 – October 31, 2024	November 14, 2024	December 2024	January 2025 – March 2025	April 15, 2025
Round 3	January 2, 2025 – January 31, 2025	February 14, 2025	March 2025	April 2025 – June 2025	July 15, 2025

# Reporting

- All participating Family Child Care and Family Group Child Care programs will be required to upload their Schedule C Tax form showing program expenses annually. Family Child Care and Family Group Child Care programs that receive a higher grant amount for employing an assistant must also provide payroll documentation to confirm that they paid assistants at or above the Smart Start Workforce Grant required wage floor. This is designed to help INCCRRA and IDHS-DEC to understand the impact and success of the Smart Start Workforce Grant program.
- Providers will also complete a short narrative report about the impact on their program, including enrollment and staffing questions. This narrative report will be like the narrative required under Smart Start Transition Grants and is designed to help INCCRRA and IDHS-DEC to understand the impact and success of the Smart Start Workforce Grant program. Lastly, programs will be required to complete and upload a receipt of funding letter that is provided by INCCRRA when their check is mailed. This confirms that they are accepting the grant funding.
- If you applied for Smart Start Transition you must complete reporting for round 1, 2, & 3

Family Child Care and Family Group Child Care with Assistants	Family Child Care and Family Group Child Care without Assistants
<b>Schedule C tax form</b> that includes program expenses <b>Payroll reporting</b> that includes for each staff member: <ul style="list-style-type: none"><li>• Name</li><li>• Total hours worked</li><li>• Gross pay</li><li>• Deductions</li><li>• Net pay</li></ul> OR <b>Paystubs</b> showing the above information.	<b>Schedule C tax form</b> that includes program expenses

# Possible Audits

**FAMILY CHILD CARE PROVIDERS HAVE RECEIVED AUDITS FROM PREVIOUS SMART START GRANTS ROUND. COMMON REQUESTS ARE PAY ROLL REPORTS, TIMECARD REPORTS, OR COMPANY LEDGER TO SHOW BONUS/GRANT WAS PROVIDED. OR IF YOU ARE THE ONLY EMPLOYEE A BANK STATEMENT WAS REQUESTED TO SHOW THE FUNDING WAS DEPOSITED INTO YOUR BANK ACCOUNT.**

**BEST PRACTICE: KEEP A RECORD/COPY OF YOUR PAPERWORK/BANK STATEMENTS. KEEP TRACK OF YOUR PAYROLL IF YOU HAVE STAFF TO SHOW BONUS WAS PROVIDED.**

# Check List & Unique Entity ID (UEI)

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# How to Prepare: Checklist

Funding for Smart Start Workforce Grants is currently pending approval of the Illinois General Assembly, but you can begin to prepare today for Smart Start Workforce Grants. Use the checklist below to ensure you have all the required documentation ready to go.

The following items are required to complete a new Smart Start Workforce Grant application:

- ☐ Access to the Gateways Registry Director Portal
- ☐ Unique Entity ID
- ☐ Completed W9
- ☐ corporations, partnerships, and Limited Liability Companies (LLCs) – a current and valid Illinois Secretary of State Certificate of Good Standing
- ☐ Consider how your program manages payroll and set up a plan for how the program will report payroll documentation to prove the wage floor requirements are met. This will be required quarterly.
- ☐ Review wages in your program and determine the amount needed to increase wages to at least the wage floor.
- ☐ Review your classroom enrollment, making sure the classroom will meet the enrollment minimums set for Smart Start Workforce Classrooms. Update your classroom listing/create classroom card. Link for helpful article: <https://inccrra.zendesk.com/hc/en-us/articles/15152383787924-Updating-Classrooms>
- ☐ Make sure all reporting for any previous grants is complete and accepted. This will include Child Care Restoration Grants, Child Care Workforce Bonus, Strengthen and Grow Child Care Grants, and Smart Start Transition Grants.
- ☐ Applications must be submitted online through the Gateways Director Portal. Mailed applications will not be accepted.

# Director's Portal



## Staff

Keep track of staff for your organization



## Reports

Access reports including Registry Membership Status and Staff Training Record.



## CCRG Application

Access the Child Care Restoration Grant (CCRG) Application



## CCWB Application

Access the Child Care Workforce Bonus (CCWB) Application



## Classrooms

Classrooms



## SGCC Application

Access the Strengthen and Grow Child Care Grant (SGCC) Application



## Smart Start Transition Grants Application

Access the Smart Start Transition Grants (SSTG) Application



## Access to the Gateways Registry Director Portal: For assistance you can call: (309) 557-1818 or email: [registryhelp@ilgateways.com](mailto:registryhelp@ilgateways.com)

- In order to access the Gateways Registry Director Portal, you must complete an [Authorized Program Contact Access Request Form](#). This form serves as official documentation of the individual(s) for each early learning and development program site that have access to the portal. Access to the Director Portal is valid for 1 year and must be renewed annually. You will receive an email the month before your access expires. Simply fill out a new form to renew your access.
- **Please keep the following in mind as you complete the form:**
  - There must be a primary contact person listed. The primary contact person is the one who will be allowed to make changes to the authorized contact(s) for their program.
  - In order to have access to the Gateways Registry Director Portal, the contact must have a Registry Member ID and be a current Registry Member. If requesting access to the Director Portal but you do not provide a Registry Member ID, Gateways is not able to set up that access.

# Authorized Program Contact Access Request Form

## Authorized Program Contact (APC) Access Request Form

Complete the form below for all individuals that need access to the *Gateways Registry Director Portal* and/or the *ExceleRate Illinois Program Portal*. Please check the portal(s) to which you request access.

### PRIMARY AUTHORIZED PROGRAM CONTACT

Name \_\_\_\_\_ Registry Member ID\* \_\_\_\_\_

Program/Site Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

IDCFS License Number (if applicable) \_\_\_\_\_

ISBE Preschool for All Grantee ID (if applicable) \_\_\_\_\_

Requesting access to: ☐ Gateways Registry Director Portal ☐ ExceleRate Illinois Program Portal

### ADDITIONAL AUTHORIZED PROGRAM CONTACT(S)

Name	Registry Member ID*	Gateways Registry Director Portal	ExceleRate Illinois Program Portal
		<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>

\*A Registry Member ID is required in order to access the Gateways Registry Director Portal. It is not required to access the ExceleRate Illinois Program Portal at this time.

By submitting this request, I agree that I am the primary administrative contact (e.g., director, owner, principal, etc.) for the above named program/site.

Signature of Primary Authorized Program Contact \_\_\_\_\_ Date \_\_\_\_\_

To submit this request, please do one of the following:

**MAIL:**  
1226 Towanda Plaza  
Bloomington, IL 61701

**FAX:**  
INCCRRA  
Attn: Access Request  
(309) 828-1808

**EMAIL:**  
Scan and email to [onlinehelp@incrra.org](mailto:onlinehelp@incrra.org)

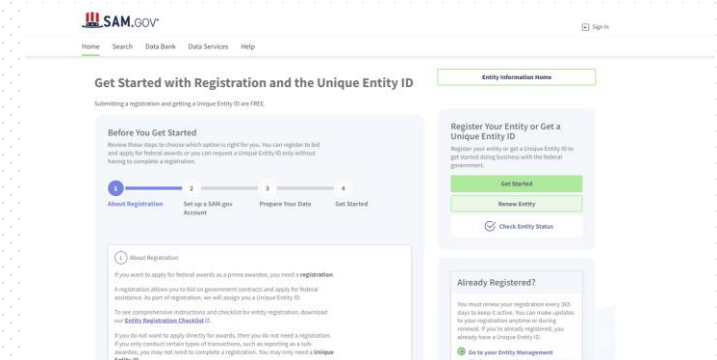


# Unique Entity ID: It may take a couple of weeks to receive your UEI

- Website Sam.Gov Link: [SAM.gov | Entity Registrations](https://sam.gov) (Instructor please open this link and review the website)
- UEI Tip Sheet: <https://www.ilgateways.com/docman-docs/smart-start/2918-uei-tip-sheet>
- Register Your Entity or Get a Unique Entity ID. On the Sam.Gov website you can apply for UEI, renew, or check your entity status. Must be renewed every year (365 days). **May take 10 days till a couple of weeks to receive your UEI.**
- There is also registration FAQ's, resources and a support video for review.
- **Technical Assistance Contact Information:** Monday-Friday 8am-8pm Eastern Standard Time (EDT)

Website link: [https://www.fsd.gov/gsafsd\\_sp](https://www.fsd.gov/gsafsd_sp)

Contact Number: 866.606.8220



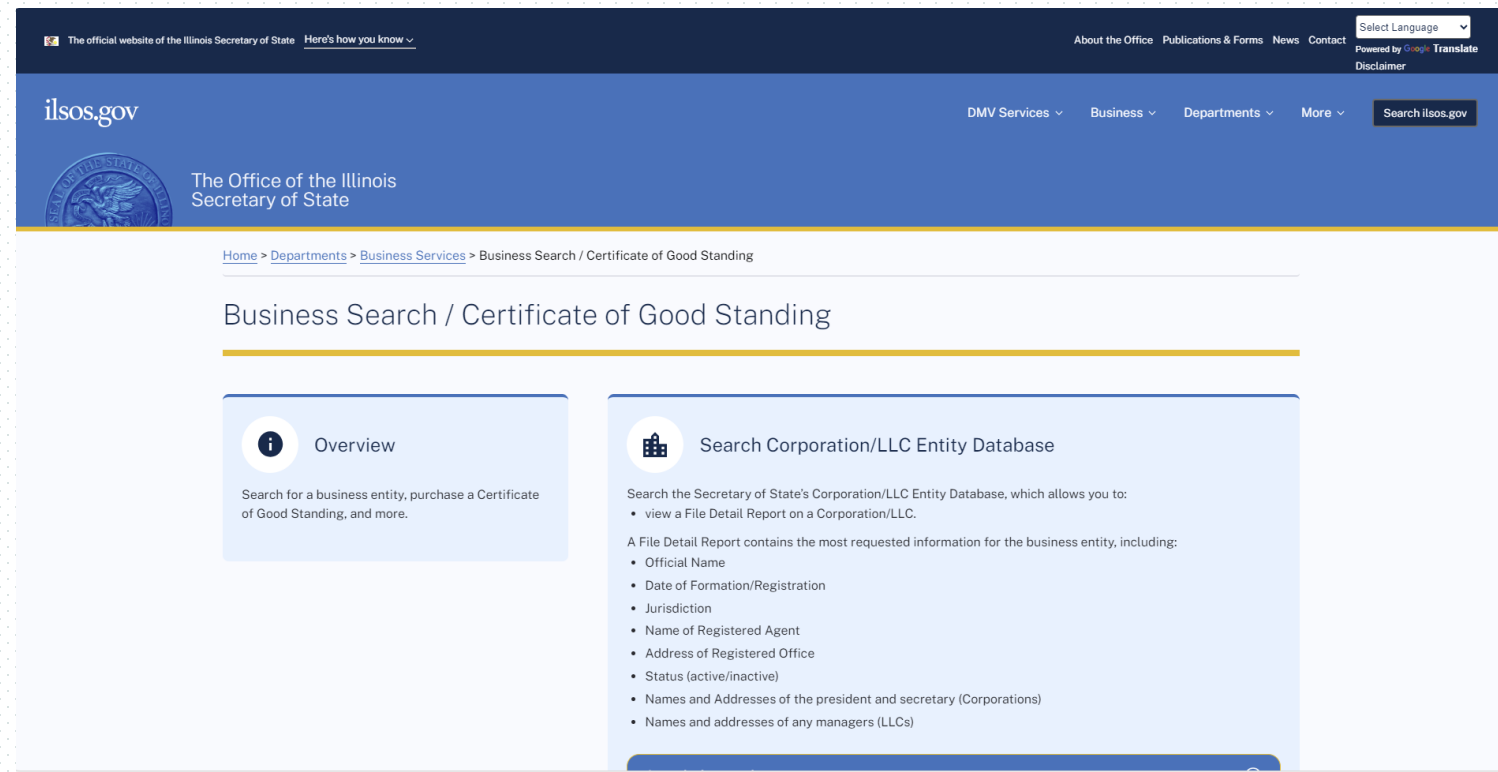
# Completed W9

- IRS Link: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

<b>W-9</b> Form (Rev. March 2024) Department of the Treasury Internal Revenue Service		<b>Request for Taxpayer Identification Number and Certification</b> Go to <a href="https://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.		Give form to the requester. Do not send to the IRS.
<b>Before you begin.</b> For guidance related to the purpose of Form W-9, see <i>Purpose of Form</i> , below.				
<b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)				
<b>2</b> Business name/disregarded entity name, if different from above.				
<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .  <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions)	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  (Applies to accounts maintained outside the United States.)			
	<b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. . . . . <input type="checkbox"/>			
	<b>5</b> Address (number, street, and apt. or suite no.). See instructions.			
<b>6</b> City, state, and ZIP code				
<b>7</b> List account number(s) here (optional)				
<b>Part I Taxpayer Identification Number (TIN)</b>				
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.				
<b>Note:</b> If the account is in more than one name, see the instructions for line 1. See also <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.				
<b>Part II Certification</b>				
Under penalties of perjury, I certify that:				
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and				
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and				
3. I am a U.S. citizen or other U.S. person (defined below); and				
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.				
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.				
<b>Sign Here</b>	Signature of U.S. person	Date		
<b>General Instructions</b>				
Section references are to the Internal Revenue Code unless otherwise noted.				
<b>Future developments.</b> For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to <a href="https://www.irs.gov/FormW9">www.irs.gov/FormW9</a> .				
<b>What's New</b>				
Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.				
New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).				
<b>Purpose of Form</b>				
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they				

# Corporations, Partnerships, and Limited Liability Companies (LLCs) – a current and valid Illinois Secretary of State Certificate of Good Standing

- [Business Search / Certificate of Good Standing \(ilsos.gov\)](https://ilsos.gov) (*Instructor please click on the link to review the website*)



# Appeal Process Information

- If you get denied for round 1: please visit the Illinois Gateways to Opportunity Website to learn how to start your appeal process: [Smart Start Workforce Grants - Gateways to Opportunity \(ilgateways.com\)](https://ilgateways.com)
- Please keep track of any correspondence emails from Illinois Gateways to support your appeal process.
- The appeal setup should be similar as the previous Smart Start Transition Grant appeal process, remember to check the website for more information!

## Appeal Procedure Smart Start Transition Grant 2024

*Round 3 Appeals covering April, May, and June 2024*

Applicants for the Smart Start Transition Grant have the right to appeal if they believe the reason for their ineligibility is incorrect.

To view the Transition Grant eligibility criteria and/or the considerations in determining funding, click here:

[Smart Start Transition Grant](#)

The appeals procedure is made available to the public through the Transition Grant website hosted by the Illinois Network of Child Care Resource and Referral Agencies (INCCRRA).

All appeals must be submitted by **February 28, 2024** in writing to [grants@inccrra.org](mailto:grants@inccrra.org)

Appeals must include the following information:

- Completed Appeal Form.
- A copy of your DCFS license demonstrating your licensed capacity.
- Documentation to show that program is open and serving children, including number of classrooms, and CCAP eligibility.
- Email communication/documentation that shows you have been in contact with INCCRRA help desk, or specific counselor, regarding any issues you were experiencing that kept you from being able to submit your application. (specific to appeal reasoning)

The decision rendered is final.

**Appeals due to missing the deadline to apply or submit their budget request, without a valid reason, will not be reviewed. The deadline to apply for Round 3 is January 31, 2024.**

**Appeals due to not submitting the requested information by the deadline, will not be reviewed. The deadline to submit all required documentation and reporting is February 14, 2024.**

**Appeals submitted after February 28, 2024 will not be accepted.**



Questions about eligibility?: We will unmute participants 1 by 1, or you can enter in your questions in the chat. We will discuss technical assistance on the next slide: Resource Hand Out with information and website links  
(Please Drop in the Chat)



**Smart Start Workforce Grants**  
**1:1 Document TA**  
**(Technical Assistance)**



***Need help gathering and  
preparing your documents?***

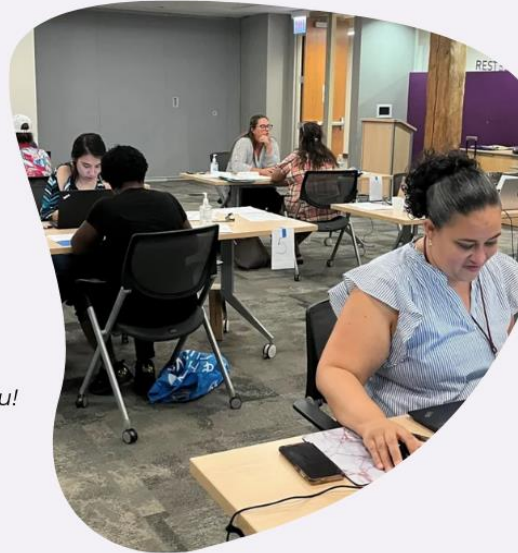
Please scan the QR code below  
to submit the form and receive  
1:1 assistance with preparing  
your documentation.



*We look forward to working with you!*

**TA Appointment Types:**

- Phone
- Zoom (Online)
- In-Person



**Subvención Smart Start para la Fuerza**  
**1:1 Documento TA**  
**(Asistencia Técnica)**



***¿Necesita ayuda para reunir  
y preparar sus documentos?***

Escanee el código QR a continuación  
para enviar el formulario y recibir  
asistencia personalizada para preparar  
su documentación.



*¡Esperamos con interés trabajar  
con usted!*

**Tipos de citas de TA:**

- Teléfono
- En línea a través de Zoom
- En persona



**PLEASE REQUEST TA WITH METC NO LATER THAN  
JULY 22<sup>ND</sup> BEFORE ROUND 1 CLOSES! DROP TA LINK IN THE CHAT**



## Smart Start Workforce Grant Document Upload Day!

Calling all Licensed Family Child Care Providers:  
Join us **in-person** to **apply** for the **Smart Start Workforce Grant**.



### Required Documentation

*You MUST have your documentation ready and prepared **prior** to attending the upload day.*

- ✓ Unique Entity ID
- ✓ Completed W9
- ✓ Access to the Gateways Registry Director Portal
- ✓ Copy of your children enrollment list
- ✓ Corporations/Limited Liability Companies (LLCs)-a current and valid Illinois Secretary of State Certificate of Good Standing; not applicable for Sole Proprietors



Saturday,  
July 13, 2024



9:00am - 2:00pm

SEIU METC Office  
2229 S Halsted St,  
Chicago, IL 60608



Walk-ins are welcome, however, providers with a pre-scheduled appointment will take priority.



## Subvención Smart Start para la Fuerza Laboral Día de Carga de Documentos!



Llamando a todos los proveedores de cuidado infantil familiar con licencia:  
Únase a nosotros **en persona** para solicitar el Subvención para la **Fuerza Laboral Smart Start**.

### Documentos Requeridos

*DEBE tener su documentación lista y preparada **antes** de asistir al día de carga.*

- ✓ ID de Entidad única
- ✓ Completado W9
- ✓ Acceso al Portal del Director de Registro de Gateways
- ✓ Copia de la lista de inscripción de sus hijos
- ✓ Corporaciones/Compañías de Responsabilidad Limitada (LLC): un Certificado de Vigencia vigente y válido del Secretario de Estado de Illinois; no aplicable para propietarios únicos



Sábado,  
Julio 13, 2024



9:00am - 2:00pm

SEIU METC Office  
2229 S Halsted St,  
Chicago, IL 60608



Las visitas sin cita previa son bienvenidas; sin embargo, los proveedores con una cita programada previamente tendrán prioridad.



PLEASE SUBMIT YOUR REQUEST FOR UPLOAD DAY NO LATER THAN JULY 8<sup>TH</sup> YOU  
WILL RECEIVE A PHONE CALL/EMAIL/AND A FRIENDLY TEXT REMINDER  
ABOUT UPLOAD DAY AND YOUR TIME SLOT: YOU WILL NEED YOUR DOCUMENTS  
READY. YOU DO NOT NEED TO DO 1:1 TA FOR UPLOAD DAY (DROP UPLOAD DAY  
LINK IN THE CHAT