Enrollment Bonus for SR Infant/Toddler/Two

These instructions are for the completion of the SR Enrollment Bonus for Infants/One/Two-year-olds. The reimbursement is for the addition of a room for these age groups or converting a room from a different age group to an infant/one/two-year-old room.

Eligibility requirements to participate:

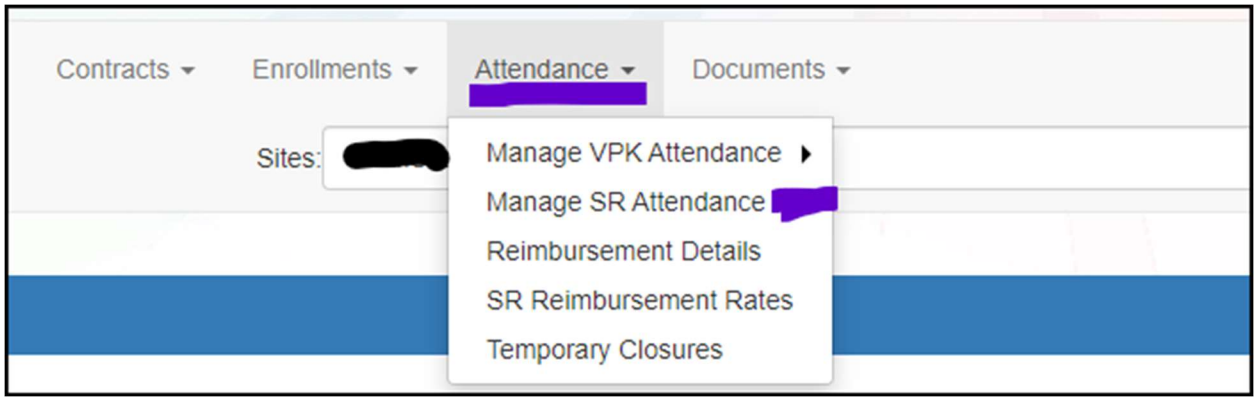
1. Provider is contracted for SR services with the ELC-EC and the ELC-EC is the "home" coalition for the provider.
2. The Provider is not under investigation or has not been convicted of childcare fraud.
3. The provider is not on the Florida Childcare Food Program (CCFP) USDA Disqualified List.
4. The Provider selected participation in the grant on their Provider Eligibility Application. It would have been the first form you completed in the ELC-EC WebAuthor ARPA portal. The Coalition will reach out to you if you apply for this grant and you are missing the selection on your Eligibility Application.

Enrollment bonus period: Attendance of new children ages birth – 35-month-old from January 1 thru June 30, 2024

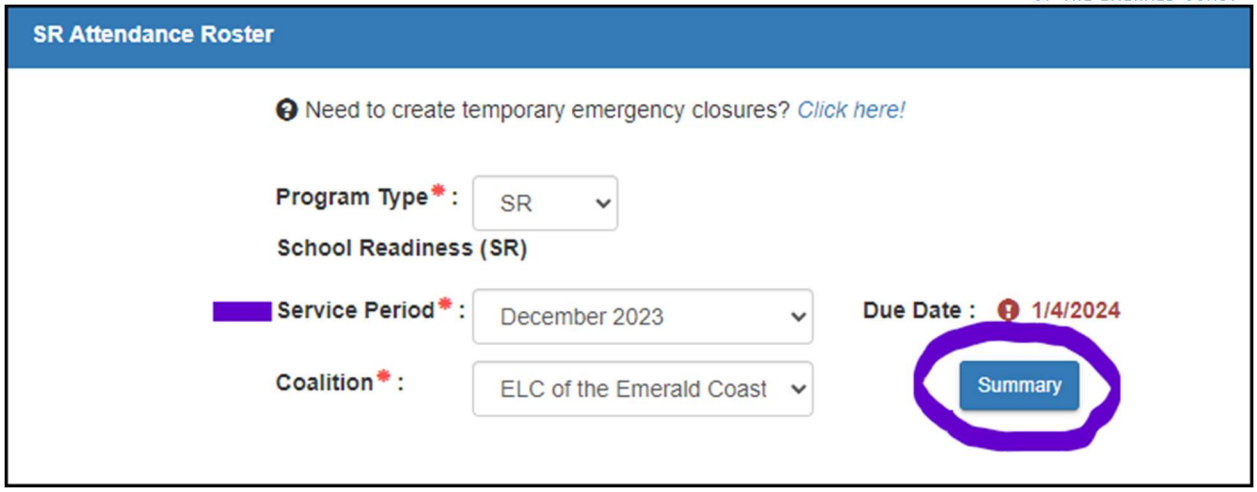
New children: child has not been enrolled with the Provider before.

Documentation required: The provider will need to attach their SR attendance rosters (from the provider portal (EFSM)) for the month before/of enrollment (showing child not on roster) and the month of care (service).

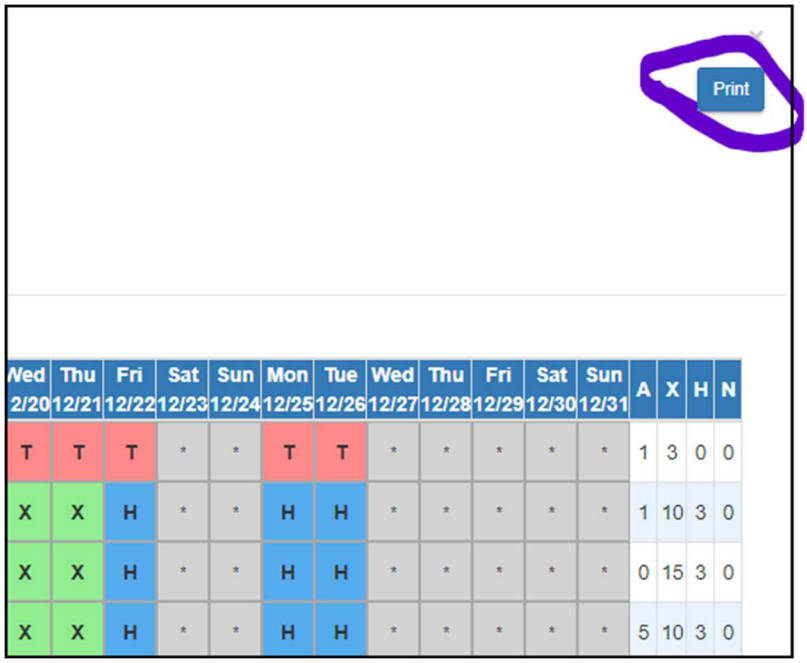
The provider will log into their EFSM provider portal where they do attendance. They will go to the Attendance menu then Manage SR Attendance.



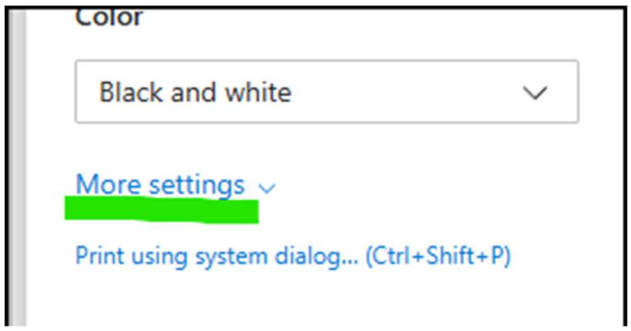
This will take the provider to their current school readiness attendance roster. The provider needs to go to the prior month roster – in this example December of 2023 – and then click the summary button found to the right of where it says ELC of the Emerald Coast.



A grid of Center's SR roster for the month will appear –the right side of the screen is shown below. The left side of the screen will show the site name and the information for all of the children.



Please click the PRINT button in the upper right-hand corner - you will select a PDF printer either Adobe or whatever other PDF printer you have. The print preview should show at least the roster through the end of the month (31st day). If the days totals (A, X, etc) are cut off of the print preview that is OK. If you want to reduce the scale of the print in your print settings, you may – those setting are usually found here:



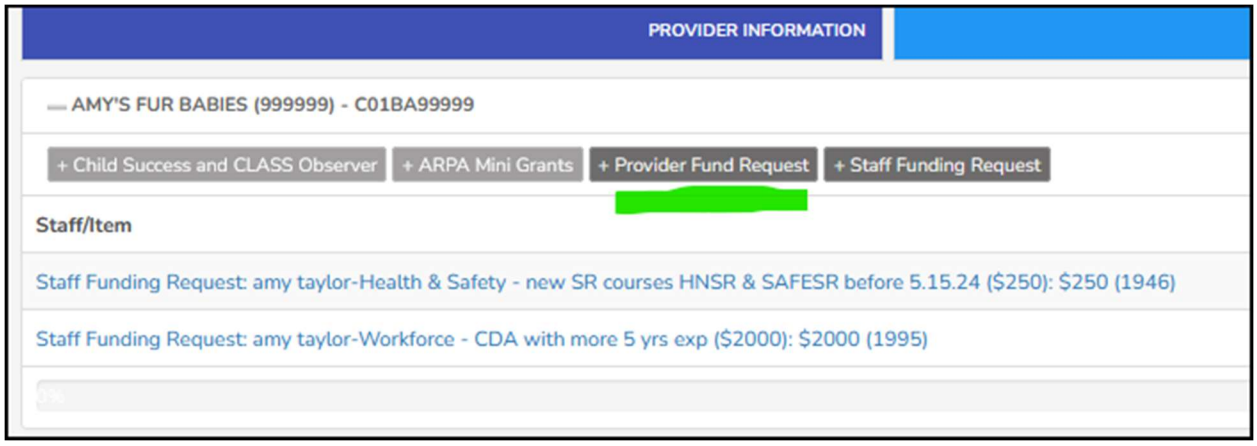
Print that view to PDF and save to your computer. The file will automatically name itself SR Attendance Roster, please add the month and your provider name to the file name. For example, SR Attendance Roster Amys Fur Babies Dec 2023.

Go back and the following month, in this case January 2024. Save this file as well. For those of you who like paper, you may want to print out a hard copy of this for your records.

This grant is only open from January of 2024 through June of 2024 for the infant, toddler, two-year old age groups (B-35 mos). You will do a Provider Fund request in the WebAuthor portal for each month of care for each age group: Infant, Toddler, Two as their bonus payments are different.

Now you will go into ELC-EC WebAuthor ARPA portal

In this part of the process, you will need to still have the attendance portal open so that you can complete the Provider Fund request. From your ARPA home screen, click on the provider fund request button as shown in the picture below:

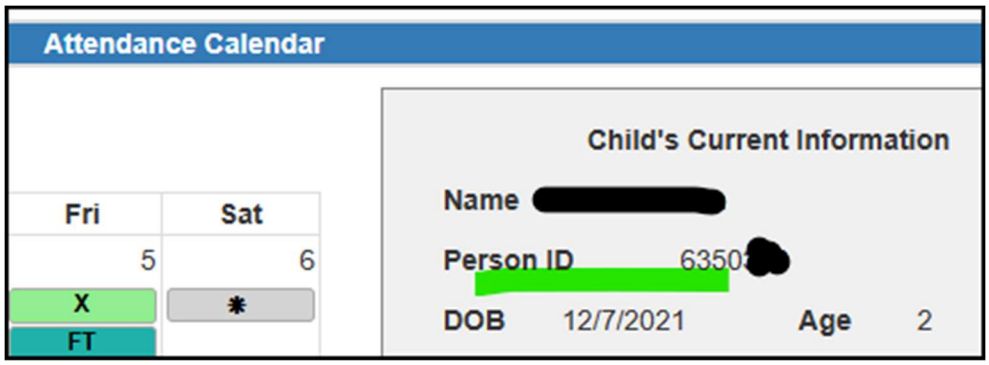


Fund Request Type: Select the appropriate age group for the child(ren) to request the bonus.

Month of Service: Key in the date MM/YYYY of the month of the service. Remember the child had to attend at least 80% of the month of their enrollment period so if the child enrolled on the last day of

the month and attended that day you would get the bonus for that child for the month. If the child enrolled on the second day of the month and only attended one day for the month, you will not get the bonus for that child.

EFSM Person ID#: from your attendance roster click on the child's name, and in the gray box on the left labeled child's current information their person ID is listed right under their name. As shown in the picture below.



You will repeat the child ID entry for all the children that qualify as new enrollments for you for that month and that age group. Remember these are new enrollments not all your enrollments...just new.

The next section in WebAuthor is documentation. Please attach the screen prints of the attendance roster that were made earlier. You will also enter in the requested bonus amount for this reimbursement remember just to include the children that are on this page only.

The next section is attestation and execution. Please read through the attestation, check the box sign and submit the provider fund request.

There are five children allowed per request. If you have more than five children that are new enrollments in that age group for that month, please make a second request and attach the documentation again.

INFANT: $1000 per child per month bonus for each new SR infant enrollment that attended at least 80% of month. Infant is 1-12 months for the month of attendance (EFSM code INF).

TODDLER: $800 per child per month bonus for each new SR toddler enrollment that attended at least 80% of month. Toddler is 13-23 months for the month of attendance (EFSM code TOD).

TWO: $600 per child per month bonus for each new SR two YO enrollment that attended at least 80% of month. Two-Year-Old is 24-35 months for the month of attendance (EFSM code 2YR).