

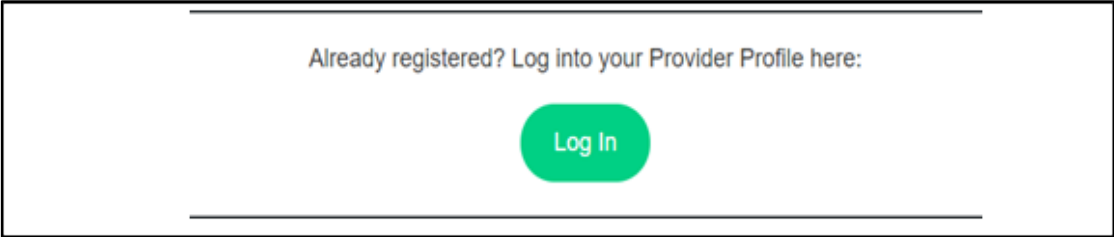
# Sustainability Grant Round Three Monthly Tracking Form Instruction Guide

## SUSTAINABILITY GRANT ROUND THREE- MONTHLY TRACKING FORM INSTRUCTIONS TO OPEN FORM IN WLS PROFILE

- 1. Go to the Child Care Aware of Kansas website: <https://ks.childcareaware.org/>
- 2. Click on the **PROVIDERS** tab at the top of the page.



- 3. Once on this page, scroll down until you see a **Green Log in button**. Click on it and enter your log in information



- 4. Once you are on your profile home page, click on the **GRANTS** tab, farthest to the right.



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- Underneath this tab there is a heading listed as **APPROVED GRANT APPLICATIONS**. Under the approved grant applications heading, select **“CHILD CARE SUSTAINABILITY GRANT #3”**

**ChildCare Aware OF KANSAS**

Region One  
 1508 East Iron  
 Salina, KS 67401  
 (855) 750-3343  
[helpdesk@ks.childcareaware.org](mailto:helpdesk@ks.childcareaware.org)  
[ks.childcareaware.org/](http://ks.childcareaware.org/)

Update Data | Pictures | View Profile | Consumer Ed | Referral Counts | Documents | **Grants**

**Available Grants**  
 - [Child Care Sustainability Grant Round 3](#)

**Closed Grants**  
 - Child Care Impact, Deadline April 15, 2021 5PM CST  
 - Child Care Sustainability Grant #1, Deadline July 31, 2021 5PM CST  
 - Child Care Sustainability Grant Round 2, Deadline November 5, 2021 5PM CST

**Approved Grant Applications**  
 - [Child Care Sustainability Grant Round 3](#)

- After you select the Sustainability Grant Round 3, there will be subheadings such as: Application Details, Notification Letter, **MONTHLY EXPENDITURE TRACKING**, and Impact Story.

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Grants » [Child Care Sustainability Grant Round 3](#) » Application Details

Applications Details | Notification Letter | **Monthly Expenditure Tracking** | Monthly Payments | Impact Story

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- You want to select the **MONTHLY EXPENDITURE TRACKING** and input your actual expenses incurred for which you have receipts and supporting documentation. Make sure that once you are done inputting the actual expenses into the form, select the SAVE button. By selecting the **SAVE** button you are submitting your information for Child Care Aware to review.

- To **“opt in”** for the next months payment, you must select **“Yes”** under that month’s at the bottom of the Monthly Tracking Form.

Mental health supports											
Infant and early childhood mental health consultation											\$0.00
Mental health consultation for you and your employees											\$0.00
<b>Total</b>	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
<b>Monthly Payment Opt-in</b> <small>(*required by the 5th of each month)</small>	Yes	Yes	Yes	Yes							



The federal government passed the Coronavirus Response and Relief Supplemental Appropriations Act in December and the American Rescue Plan Act in March. These laws provide supplemental funds to help State, Territory, and Tribal Lead Agencies address the impacts of COVID-19. The funds are awarded to the Kansas Department for Children and Families (DCF) and grants will be administered by Child Care Aware of Kansas