



Accessing the Online Provider Profile Registry to Upload Grant Documents

Licensed Child Care Programs may access the Online Provider Profile Registry by clicking on the link provided in the Kansas Child Care Relief Grant email or by clicking on the link from our website.

If you have already created a login email and password within WLS, you will be automatically logged into your Provider Profile Account.

If you have **not** created a login email and password within WLS, you will be directed to the login page and will select Create Account and complete the fields in the displayed text box.

If you have an account in WLS but do not know your password, you will enter the email address used to receive emails from Child Care Aware of Kansas in the Email Address field and select Request Password. An email will be sent to the email address provided and contains the instructions to reset your password.

If you are unsure of the email listed in your account, you may call the Child Care Aware of Kansas office and request assistance. We are able to provide you the email address in your Provider Profile Account but for security reasons will not be able to provide you with the password. Please enter the email provided by Child Care Aware of Kansas in the Email Address field and select Request Password. An email will be sent to the email address provided and contains the instructions to reset your password.

Please Enter Your Information

Email Address
Enter your email address

Password
Enter your password, 6 to 20 characters

Login Create Account Request Password

Please enter the following data

Email:
Login Email

Password:
Your Desired Password 6-8 characters

License ID:

ZIP Code:

Save Close

Request Password

Once logged into the Provider Profile Registry, WLS will automatically display the grant application. Providers must first answer if their program is temporarily closed, either Yes or NO. The answer to this

question will also determine the questions and grants that are specific to programs that are temporarily closed and programs that have remained open.

Please answer the following questions:

My program is temporarily closed*:
Please select

You may be eligible for a Grant. To apply for the Grant, check its box:

Sustainability Grant:

This grant is to support the negative impacts on operating your child care business due to the COVID-19 pandemic. The disruption of normal operations will vary from provider to provider. As recommended in the CARES Act, it is an expectation of child care providers receiving these funds, that a portion of the funds received be utilized to continue to pay the salaries/wages of staff employed through the licensed child care facility. Other allowable expenses based upon the impact to your facility may include items from your operating budget such as: enrollment, food, supplies, labor, benefits, rent/mortgage, maintenance, equipment, utilities, licensing fees, mileage, advertising, office supplies, professional development, phone/internet, classroom supplies, liability/accident insurance, and software.

Save

Child care programs that have temporarily closed will select Yes. Temporarily closed programs will have the ability to apply for the Sustainability Grant. To apply for the Sustainability Grant, please check the box next to the grant title, provide a short description or list of the expenses that will be paid by the grant and click Save. Please use the recommendations listed in the Sustainability Grant description to aid in selecting approved expenses.

Please answer the following questions:

My program is temporarily closed*:
Yes

You may be eligible for a Grant. To apply for the Grant, check its box:

Sustainability Grant:

This grant is to support the negative impacts on operating your child care business due to the COVID-19 pandemic. The disruption of normal operations will vary from provider to provider. As recommended in the CARES Act, it is an expectation of child care providers receiving these funds, that a portion of the funds received be utilized to continue to pay the salaries/wages of staff employed through the licensed child care facility. Other allowable expenses based upon the impact to your facility may include items from your operating budget such as: enrollment, food, supplies, labor, benefits, rent/mortgage, maintenance, equipment, utilities, licensing fees, mileage, advertising, office supplies, professional development, phone/internet, classroom supplies, liability/accident insurance, and software.

Provide a short description of your child care business expenses that you will pay for with a Sustainability Grant:

Rent, utilities, enrollment and food

Save

Child care programs that have remained open will select No. Open programs will have the ability to apply for the Sustainability Grant and the Supply Grant. To apply for the Sustainability Grant and/or Supply Grant, please check all appropriate boxes next to the grant title, provide a short description or list of the expenses that will be paid by the grant and click Save. Please use the recommendations listed in the Sustainability Grant description to aid in selecting approved expenses. You will be prompted to answer two additional questions shown below. Please enter Zero if none are available.

Please answer the following questions: ✕

My program is temporarily closed*:

No ▼

Please enter the number of temporary emergency child slots available (enter 0 if none available)*:

Please enter the total number of children currently in care*:

You may be eligible for a couple Grants. To apply for the Grants, check the box next to their name:

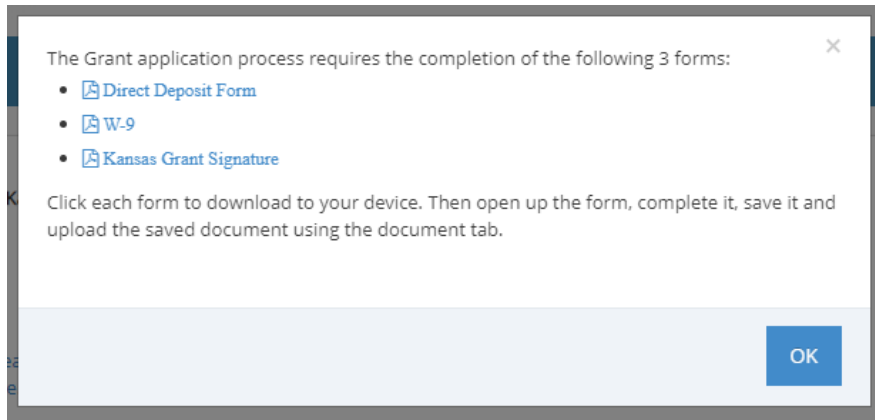
Supply Grant:

This grant is to support your essential needs as a child care provider that has remained open for business and to assist you in maintaining your regular healthy environment. These funds will provide financial assistance for all open licensed child care providers for the purposes of cleaning and sanitation, and other activities necessary to maintain a healthy and safe operation of their program. This grant recognizes the rapid change in recommendations by the CDC and local health departments to include a more rigorous cleaning regimen and assessing for wellness that has led to an increased need for supplies in the child care settings. Supplies that may be purchased with this grant include the following: thermometers, gloves, soap, disinfectants, cleaning wipes, paper towels, trash bags, paperware, disposable table coverings, cleaning tools (buckets, bins, rags, mops). Other activities may include using funds to assist the program in meeting KDHE or CDC Child Care Guidance. For recommendations for Preventing the Introduction of COVID-19 INTO the Facility, please review the CDC's Supplemental Guidance for Child Care Programs that Remain Open at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>. A one-time financial payment will be provided to open child care providers with the expectation that funding be expended within a 90-day period, with a 30-day extension provided if needed to expend any remaining funds.

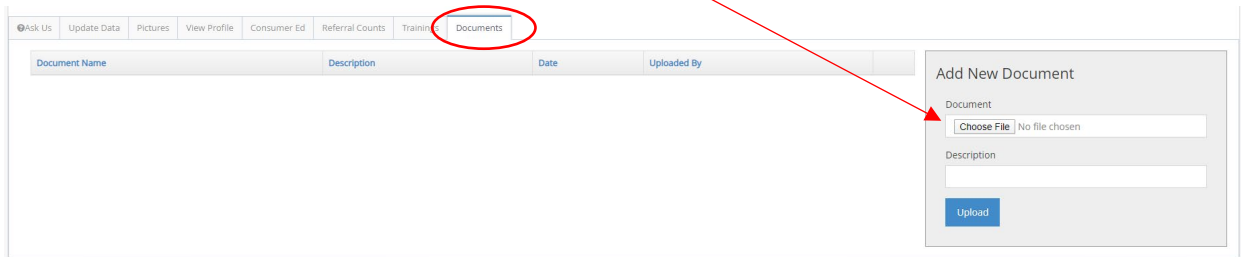
Sustainability Grant:

This grant is to support the negative impacts on operating your child care business due to the COVID-19 pandemic. The disruption of normal operations will vary from provider to provider. As recommended in the CARES Act, it is an expectation of child care providers receiving these funds, that a portion of the funds received be utilized to continue to pay the salaries/wages of staff employed through the licensed child care facility. Other allowable expenses based upon the impact to your facility may include items from your operating budget such as: enrollment, food, supplies, labor, benefits, rent/mortgage, maintenance, equipment, utilities, licensing fees, mileage, advertising, office supplies, professional development, phone/internet, classroom supplies, liability/accident insurance, and software.

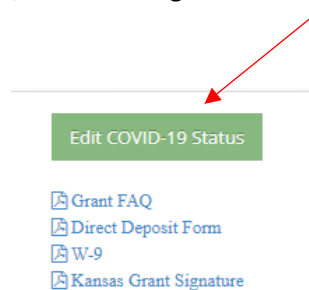
After you have clicked Save, a text box will be displayed with links to the additional required documents including the Direct Deposit Form, the W-9 and the Kansas Grant Signature Page.



When you have completed all the documents and are ready to upload them, click on the Documents tab in your provider profile account. Click on Choose File and select the document you would like to upload. Enter the name of the document in the description and click Upload.

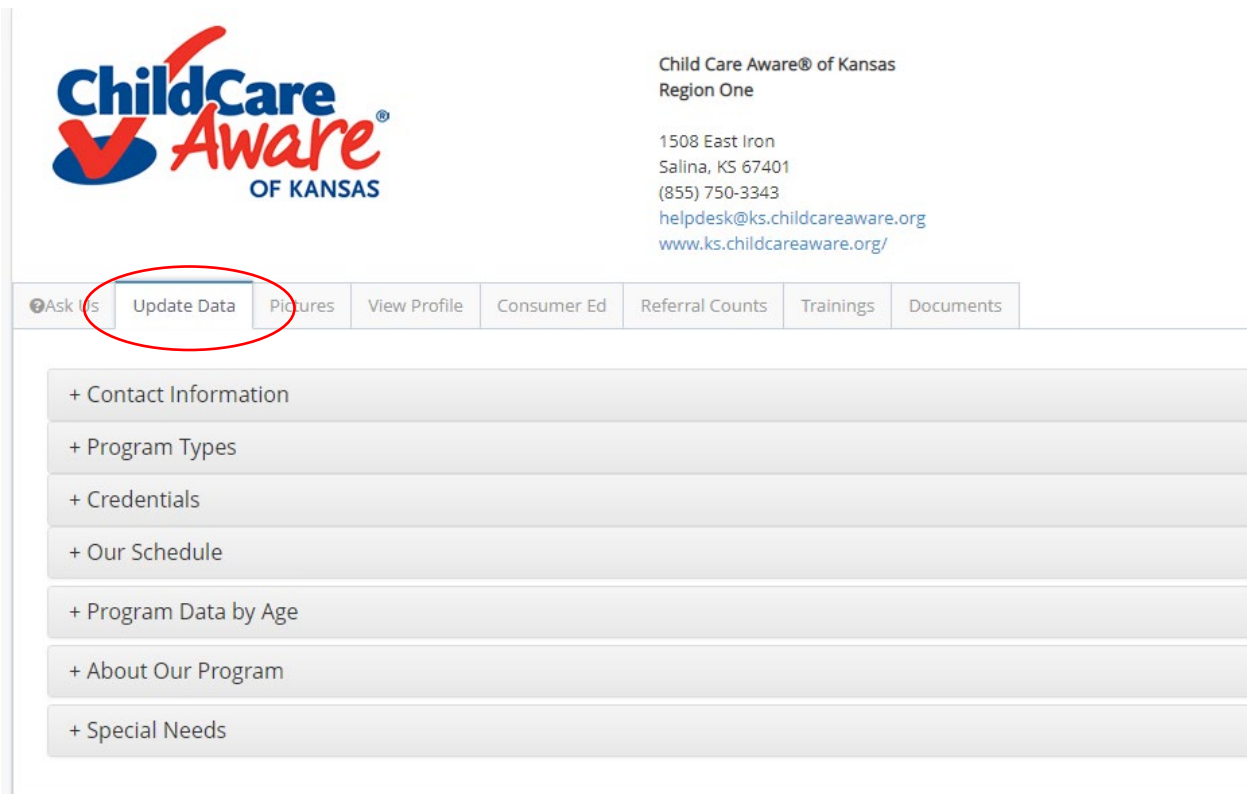


If you closed the text box before selecting all the documents, you can also access them in the upper right corner of your provider profile account. In addition to the required documents, the Grant FAQ is also available to help answer questions about the grants. If you need to change the status of your program or access the grant application, click on the green Edit COVID-19 Status box.

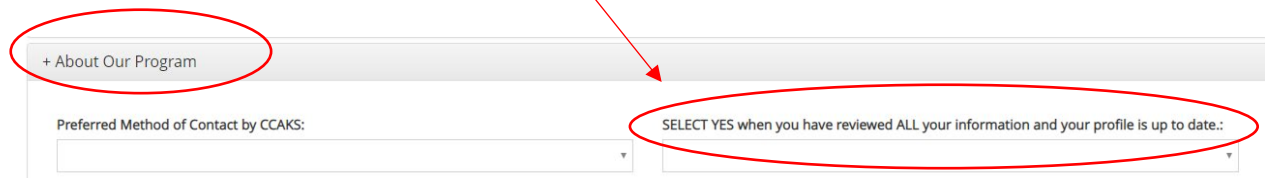


Once you have completed the grant application, please review and update your provider profile by selecting the Update Data tab.

The Contact Information section will be expanded when you log into your provider profile account. Click the + icon next to each section title to expand that section. Please complete all sections before clicking save.



In the About Our Program section, please answer the question below once you have reviewed all your information and your profile is up to date.



After reviewing and updating your profile, please click Save to finalize the updates. Please note the updates will be visible in your provider profile after approved by Child Care Aware of Kansas staff.

