

Child Care Resource & Referral of Midwestern Illinois
4508 41st Street/Moline, IL 61265
(309) 205-3070



April 2020

During the stay-at-home order, the Illinois Department of Human Services (IDHS) through the Child Care Resource & Referral (CCR&R) System is offering a one-time opportunity for child care practitioners electing to pursue/complete a CDA. This is an on-line CDA course through Teachstone. *For the purposes of this document the term “child care program” includes child care centers and family child care.*

1. WHO CAN APPLY?

- Individual practitioners currently* employed by center-based programs or family home programs (licensed or license exempt) that provide care as defined by the Illinois Department of Children and Family Services (DCFS).
- Applicant must be a high school graduate (requirement of Teachstone).
- Applicant must be a current member of the Gateways to Opportunity Registry. Registry membership is free. Practitioners may sign up for the registry at www.ilgateways.com.
- The child care program must be listed on the Child Care Resource & Referral (CCR&R) referral database.
- Those who can work at their own pace and direct their own learning, with support.
- **Must have access to equipment and broadband needed to access modules. Modules are smartphone friendly.**

2. ARE THERE PRIORITY PROGRAMS?

- Yes, priority is given to programs currently* caring for 50% or more children whose care is paid for by the IDHS CCAP.
- Programs that are full year (at least 47 weeks)/full day (at least 8 hours).
- Programs that are currently* caring for infants and toddlers.

3. WHAT CAN FUNDS BE REQUESTED FOR?

- On-line CDA courses offered through Teachstone.
- Please note: On-line modules are in English only.
- There are two options offered:

	Self-Paced	Facilitated
Cost	\$345/person	\$550/person
Time	Self-paced Must complete within six (6) months	24 weeks (6 months) *Begins 5/4; or 5/12 -complete the first module in 6 weeks.
Program	Online modules Reference materials for portfolio	3, 8-week online courses, self-paced w/facilitated discussion boards, and a facilitator you can contact Assignments help build portfolio
Accountability	Quizzes and assessments	Assignments, quizzes, discussions
Support	Little/none	Teachstone Facilitator you can contact

*Currently is defined as those programs that were actively providing care prior to the COVID Executive Order No. 8

4. WHAT ARE FUNDING MINIMUMS/MAXIMUMS?

- 100% of the on-line course will be paid by the CCR&R.
- Payment will be made directly to Teachstone.
- Course does not include CDA application, portfolio review, and visit (\$500/person), which comes after completion of the modules.

5. WHAT ARE THE EXPECTATIONS?

- Participants are expected to complete the training within six (6) months and remain in the field for six (6) months after completion of the training.

6. WHAT IS THE APPLICATION PROCESS?

- Individuals complete and submit an application along with the required supporting documentation (see question 7).
- As applications are received, priority is given to programs listed in question 2.
- The CCR&R will notify you via email if your application has been approved or denied.

7. WHAT SUPPORTING DOCUMENTATION IS NEEDED?

- Proof of Gateways Registry membership (i.e., copy of membership ID, or Professional Development Record).
- Proof of employment (e.g., pay stub, letter from director).
- W-9 form (the form is available at www.irs.gov).

8. WHAT IS THE DEADLINE FOR SUBMITTING MY APPLICATION?

- Application must be received at the CCRR by Friday, May 1, 2020.

9. WHERE ARE APPLICATIONS SUBMITTED?

- Child Care Resource & Referral of Midwestern Illinois/ 4508 41st Street / Moline, IL, 61265
Fax: (309) 517-6869 / Email: kswanson@salfcs.org

10. FOR MORE INFORMATION OR TO ANSWER FURTHER QUESTIONS, PLEASE CONTACT:

- Kelsey Swanson / 309-205-3070 ext. 4012

11. DO THE FUNDS NEED TO BE REPAID?

- In the event that the individual withdraws or does not complete the process, the individual/child care program will need to work with the CCR&R regarding the return of funds.
- In the event the individual does not stay in the field the required six (6) months, the cost of the on-line course will be paid back at a pro-rated basis.

On-Line CDA Teachstone Application Form

Child Care Resource & Referral of Midwestern Illinois
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309/205-3070



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- ➔ Please type or print using black or blue ink
 ➔ Complete **all fields**; use "NA" if not applicable – **do not leave any field blank**

STEP 1: Applicant Information					
Applicant First Name:			Applicant Last Name:		
Applicant Address:					
City:	State:	Zip Code:	County:		
Mailing address (if different):					
Phone #: ()			Email (required): <input type="radio"/> Personal <input type="radio"/> Program		
Gateways Registry #					
Program is: <input type="radio"/> Licensed Child Care Center <input type="radio"/> License Exempt Child Care Center <input type="radio"/> Licensed Family Child Care <input type="radio"/> License Exempt Family Child Care					
Program (work site) Name:					
Program (work site) Address:					
City:	State: IL	Zip Code:	County:		
What date did you begin employment at this site?		Month:	Date:	Year:	
Role: check the one that best describes your current position:					
<input type="radio"/> Director / Administrator	<input type="radio"/> Assistant Director	<input type="radio"/> Director / Teacher	<input type="radio"/> Teacher	<input type="radio"/> Assistant Teacher	<input type="radio"/> Substitute / Floater <input type="radio"/> Other: _____
<input type="radio"/> Family Child Care (FCC)	<input type="radio"/> FCC Assistant	<input type="radio"/> Group FCC Provider	<input type="radio"/> Group FCC Assistant	<input type="radio"/> School Age Child Care Teacher	<input type="radio"/> School Age Child Care Assistant
Age group YOU currently provide care for (center staff, check 1 primary age range; FCC providers check all that apply):					
<input type="radio"/> Infants 6 wks – 14 mos	<input type="radio"/> Toddlers 15-23 mos.	<input type="radio"/> Twos 24-35 mos	<input type="radio"/> Preschool 3-5 years	<input type="radio"/> School Age K-12 years	<input type="radio"/> Not Applicable

Please have the *Program Administrator* complete the following formula to determine the percentage of children in your program receiving IDHS child care financial assistance.

To calculate: Total Number of children with IDHS Financial Assistance **DIVIDED** by Current total Enrollment **MULTIPLIED** by 100 **EQUALS** Percentage of Children Receiving IDHS Assistance. (FCC providers: include your own children, under age 13, in enrollment)

$$\frac{\text{\# of IDHS Children}}{\text{Current Total Enrollment}} \times 100 = \text{Percentage of IDHS Children} \%$$

STEP 2: CDA On-Line Course Option

☐ Self-Paced - \$345

☐ Facilitated - \$550

STEP 3: Application Checklist and Authorization

- ☐ I completed all areas of the current application. If a question was not applicable I inserted N/A.
- ☐ I signed and dated my application.
- ☐ I attached all required supporting documentation as noted in Question #7
 - Proof of Gateways Registry membership (i.e., copy of membership ID, or Professional Development Record).
 - W-9 form (the form is available at www.irs.gov).
- ☐ I have made a copy of this application for my records.

I have completed all documentation that was requested in the instructions and requirements. I certify that the above information is true and accurate, that I have not been indicated of child abuse and neglect. By signing below, I understand and agree to the expectations noted in the instructions.

Applicant Signature

Date

➔ **Deadline:** Applications and all supporting documentation must be received at **Child Care Resource & Referral of Midwestern Illinois** by May 1st, 2020

Return application and all required documents to:

**Kelsey Swanson
Child Care Resource & Referral of Midwestern Illinois
4508 41st Street/ Moline, IL/ 61265
Fax: (309) 517-6869 / kswanson@salfcs.org**