1. **Where do I begin?** Please visit www.elchc.org/workforce where you can find detailed information about each initiative, the applications as well as some written and video tutorials.

2. **How long will it take to process my application and get paid?** Applications are reviewed in the order they are received. Several factors can affect how long it will take such as the volume of applications received during the time as well as the reviewer's workload or the time of the month it reaches finance and how many payments are due. We thank you for your patience.

3. **What do I do if I made a mistake?** Please check the ARPA Directory to see who is working on that stipend then send them an email asking for them to reject your application and why. Once the application is rejected you will be able to make the corrections and resubmit it.

4. **Why was my application rejected?** There are several reasons why your application can be rejected. Please sign back in to your Webauthor account and view the reviewers notes if you did not already see them in the rejection email. Follow the instructions if corrections are needed and resubmit if applicable.

5. **Who does the application?** Most of the "Workforce" applications can be done by the individual who would qualify for the stipend, but the "World Class" application must be done by the Owner or Director of the center or FCCH.

6. **Where is the application?** You can find the applications for each initiative at www.elchc.org/workforce.

7. **Do I put my SS# or EIN# on the W9?** This is the most common mistake we see on applications. If the stipend or bonus goes to the business (Center/FCCH) then the W9 should be filled out with the business name and EIN#. If the stipend goes to an individual (Director/Teacher) then the W9 should be filled out with the individual's name and social security #. Please note that the name and number must match what is registered with the IRS or it will be rejected. Use the legal name of the person or business.

8. **What does it mean when my application is returned?** The application did not meet the requirements of the stipend.

9. **What is the deadline?** There are a few different deadlines for stipends. Please visit our webpage to see the deadline for each initiative at www.elchc.org/workforce.

10. **Can I do Upskill and CSG?** No

11. **Can I do Upskill and CQI?** Yes

12. **Is there a deadline for CQI?** The CQI is due June 30, 2023, meaning all requirements are met and turned in by this date so to accomplish that we will close out applications on June 10th, 2023. We highly encourage providers to allow enough time from submission to meet the training and other requirements including purchases to be completed and turned in by the June 30th deadline.

13. **Where do I upload the documents after completion or if my application was rejected?** You will return to your application on Webauthor and follow instructions to upload documentation directly on your original application.

14. **How many paystubs do I need to upload?** Please note on the instructions for the stipend you are applying for if there is a specific number of hours needed. If so, you would need to submit as many recent paystubs as needed to show the number of hours requested. Example: If the instructions ask for a paystub, you will only need to submit the most recent paystub for the individual who is applying for the stipend. If the instructions, ask for proof of 120 hours then you should submit paystubs to show that the individual worked 120 hours. The number of paystubs for the second example would depend on how many hours that individual works each week. Example: if the individual works 40 hours a week, then you would submit the 3 most recent paystubs since 40 hours X 3 weeks would equal the 120 hours required. If, however, the individual only works 20 hours a week then you would need to submit the 6 most recent paystubs since 20 hours X 6 weeks would reflect the 120 hours needed.

15. **Where do I find the Health and Safety courses?** Log In | CollaborNation® or the DCF 45 Hour required training Training and Credentialing | Florida DCF (myflfamilies.com)

16. **If I finished the Health and Safety course before July 1, 2022, does it count for the Health and Safety bonus?** No, the course must be completed on or after July 1, 2022

17. **Which courses are acceptable for the CQI stipend?** You may choose any coursework that meets your training plan and is from an IACET accredited organization. A list of approved vendors is available on our website at www.elchc.og/workforce under Continuous Quality Improvement Guidelines.

18. **Can I apply for CSG instead of CQI if I have a score over 5?** No

19. **How do I get to $19,800?** The Continuous Quality Improvement Grant (CQI) training plan will determine how much money you are eligible for up to the $19,800. Please visit our website www.elchc.org/workforce and read the guidelines as well as the Training Plan Worksheet for more detailed information.

20. **Why did my coworker get an invitation to apply for a Teacher Appreciation Bonus, but I did not?**

   The Teacher Appreciation Bonus has as part of the requirements that you must have received either a Longevity or Lasting Educator Bonus first. Those teachers received an invitation. Please visit our website if you would like to see the requirements or apply for the Lasting Educator bonus. The Longevity bonus is no longer available.

21. **What can I claim as an expense on the CQI**? Please visit our website www.elchc.org/workforce and read the guidelines as well as the Training Plan Worksheet for more detailed information.

22. **How much is a reasonable stipend for staff on the CQI?** We suggest using our Workforce stipends as a guide.

23. **Can I start the training for CQI while I am waiting for my application to be approved?** If your application is submitted and only waiting for approval you may start the training.

24. **Can I use previous trainings toward the CQI 24 hours?** No, the training must begin after you submit your application and plan.

25. **Once my CQI is approved can I make changes to the plan?** No, if it is necessary to make a change to your CQI plan you must ask for it to be rejected before any changes can be made.

26. **What do I do if something on my training plan changes price or is not available?** You may substitute an item of the same kind but keep in mind that the entire amount of the grant must be spent in accordance with your submitted training plan by June 30th, 2023.

27. **What do I do if I already took both PreK and I/T CLASS Group Coaching for Upskill Director?** If you took the training after July 1, 2022, it can be used to meet this criterion. If you previously took PreK you can take I/T or vice versa. If it has been five years since you last took these training courses, you can retake them.

28. **If I completed my CSG grant but now have a new observation and scored 5 or above, can I now do the CQI grant?** No, you may not participate in both grants.

29. **If my CQI has been approved but I have not received the funds yet, can I use my own money to start making purchases of items in my training plan?** Yes, but only if your CQI has been approved.

30. **Do I still need to attend the CQI CoP on Wednesdays if I completed my training plan?** No, you only need to attend during the time you are working on your plan.

31. **Can we upload documentation as we receive it, or does it have to be all at once?** If the stipend you are applying for requires more than one piece of documentation you may add pieces as you receive them but do not submit until your documentation is complete.

Please note that due to the volume of submissions at this time it will take several weeks to review and process applications for payment. We respond to calls and emails as quickly as we can but please be patient with us during this very busy time. We thank you in advance for your patience and understanding.

Key:

CSG - Child Success Grant

CQI - Continuous Quality Improvement

Upskill - Upskill Director grant.

SS# - Social Security Number

EIN# - Employer Identification Number

DCF - Department of Children and Families

ARPA - American Rescue Plan