

# ACCREDITATION ASSISTANCE FUNDS GUIDELINES & REQUIREMENTS July 2010 – June 2011



## Children's Home + Aid CCR+R Program



children's home + aid

Based on available funding, **Children's Home + Aid CCR+R Program** is offering funds to support child care programs in the pursuit of Accreditation. Funds are provided through the Illinois Department of Human Services (IDHS).

### 1. WHAT IS ACCREDITATION?

- Accreditation is a voluntary process that provides family child care homes, centers and school-age programs the opportunity to examine their services based on recognized standards of high quality.
- Accreditation is offered through various agencies. IDHS has identified five processes for funding. For the approved processes and additional information on the accreditation processes, visit their websites listed in #3.

### 2. WHO CAN APPLY?

- Child care programs including family child care, child care centers, and school-age programs.
- The child care program must be listed on the Child Care Resource and Referral (CCR&R) referral database and must currently provide services in one of the following Illinois counties: Bond, Clinton, Madison, Monroe, Randolph, St. Clair, Washington
- Applicants must meet the eligibility requirements of the accrediting body. For the eligibility requirements please refer to the appropriate website.

### 3. WHAT ACCREDITATION PROCESSES ARE APPROVED FOR FUNDING? WHERE CAN I FIND ADDITIONAL INFORMATION ON ACCREDITATION?

- |   |  |                |
|---|--|----------------|
| • National Association of Family Child Care   | <a href="http://www.nafcc.org">www.nafcc.org</a>                   | 1-800-359-3817 |
| • National Association for the Education of Young Children  | <a href="http://www.naeyc.org">www.naeyc.org</a>                   | 1-800-424-2460 |
| • National Early Childhood Program Accreditation  | <a href="http://www.necpa.net">www.necpa.net</a>                   | 1-800-505-9878 |
| • Council on Accreditation / School-Age   | <a href="http://www.coaafterschool.org">www.coaafterschool.org</a> | 1-866-262-8088 |
| • National Accreditation Commission for Early Care & Education<br><i>A division of the National Association of Child Care Professionals</i> | <a href="http://www.naccp.org">www.naccp.org</a>                   | 1-512-301-5557 |

### 4. WHAT CAN FUNDING BE REQUESTED FOR?

- Fees associated with the accreditation process as outlined in Step 2 of the application.

### 5. WHAT ARE FUNDING MAXIMUMS?

- Funding maximums are detailed in Step 2 of the application.

### 6. WHAT IS THE APPLICATION PROCESS TO RECEIVE THIS FUNDING?

- Child care programs complete and submit an Accreditation Assistance Funds application and provide required supporting documentation.
- As applications are received, priority is given to programs currently caring for children whose care is paid for through the Illinois Department of Human Services Child Care Assistance Program, with a greater priority to those with 25% or more of their enrollment consisting of IDHS funded children. **However, you do not have to serve IDHS funded children to apply.**

### 7. WHAT IS THE DEADLINE FOR SUBMITTING MY APPLICATION?

- Ongoing as funds allow. Year end deadline: applications and all supporting documentation must be received at Children's Home + Aid CCR+R Program by June 1, 2011.

### 8. WHAT SUPPORTING DOCUMENTATION IS NEEDED?

- Proof of payment to the accrediting body (if paid by child care program)
- Copy of page 1 of the application for accreditation
- Timeline (see Step 4 on application)
- W-9 form (the form is available at [www.irs.gov](http://www.irs.gov))

## **9. HOW IS PAYMENT MADE?**

- You will be notified in writing if your application has been approved or denied, and if approved, the amount in which your request was funded.
- Payments will be made and mailed directly to the child care program named in Step 3 (Payment Information Section) of the application.
- Individuals/programs approved for funding will be responsible for W-9 documentation and taxes.

## **10. WHERE ARE APPLICATIONS SUBMITTED?**

Children's Home + Aid CCR+R Program  
Attn: Janice Moenster  
2133 Johnson Road  
Granite City, IL 62040

## **11. FOR MORE INFORMATION OR TO ANSWER YOUR QUESTIONS, PLEASE CONTACT:**

- Janice Moenster at 1-800-467-9200, ext. 135

## **12. WHAT ELSE DO I NEED TO KNOW?**

- Only completed applications will be considered
- Applicants must use the provided application for July 2010 – June 2011
- Faxed/electronic applications will not be accepted
- Funding is limited and not guaranteed
- Partial funding may be awarded
- Payment cannot be made until a complete application and all required documents are received

## **13. DO THESE FUNDS NEED TO BE REPAID?**

- This is a grant program, which means funds do not generally need to be paid back. However, the grant funds come from the State of Illinois, and certain policies and procedures must be followed.
- In the event that payment is made for an accreditation fee, and the child care program withdraws from the process, the child care program will need to work with Children's Home + Aid CCR+R Program regarding the return of funds.



## STEP 2: Funding Request

I am requesting funding for:

Total Amount Requested		Max	Amount Requested
<b>National Association of Family Child Care (NAFCC)</b>			
<input type="checkbox"/> Self-study Step		80% of fee	\$
<input type="checkbox"/> Application Step		80% of fee	\$
<b>National Association of the Education of Young Children (NAEYC)</b>			
<input type="checkbox"/> Step 1: Enrolling in self study	Program Capacity:	80% of fee	\$
<input type="checkbox"/> Step 2: Becoming an applicant	Program Capacity:	80% of fee	\$
<input type="checkbox"/> Step 3: Becoming a candidate	Program Capacity:	80% of fee	\$
<b>National Early Childhood Program Accreditation (NECPA)</b>			
<input type="checkbox"/> Application Fee	Program Capacity:	80% of fee	\$
<input type="checkbox"/> Verification Fee	Program Capacity:	80% of fee	\$
<b>Council on Accreditation – School-Age (COA)</b>			
<input type="checkbox"/> Application Fee		80% of fee	\$
<input type="checkbox"/> Accreditation Fee		80% of fee	\$
<input type="checkbox"/> Site Visit Fee		80% of fee	\$
<b>National Accreditation Commission for Early Care &amp; Education (NACCP)</b>			
<input type="checkbox"/> Self-study Enrollment	Program Capacity:	80% of fee	\$
<input type="checkbox"/> Validation Visit	Program Capacity:	80% of fee	\$
<b>Other:</b>			
<input type="checkbox"/> Accreditation Annual Report Fee _____		80% of fee	\$
<b>TOTAL AMOUNT REQUESTED</b>			<b>\$</b>

## STEP 3: Payment Information

Send payment to:  Child Care Program/Provider

Make Check Payable To: \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Applicant  Social Security Number or  FEIN Number (REQUIRED): \_\_\_\_\_



