

# ACCREDITATION ASSISTANCE FUNDS INSTRUCTIONS & REQUIREMENTS July 2011 – June 2012



## 4-C: Community Coordinated Child Care



Based on available funding, 4-C is offering funds to support child care programs in the pursuit of Accreditation. Funds are provided by 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 accreditation 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: **Carroll, DeKalb, Lee, McHenry, Ogle or Whiteside.**
- 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 for 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.coaafschool.org">www.coaafschool.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. These fees can include self study books, application fees, validation visits, annual report fees, and accreditation renewal fees.
- Funding may not be requested for cancellation fees, membership fees to a professional organization, or recognition events.

### 5. WHAT ARE FUNDING MAXIMUMS?

- A maximum funding amount of 90% has been set for accreditation fees. The percentage to be funded is based on the actual cost of each accreditation fee.
- See 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. Yearend deadline: Applications and all supporting documentation must be received at 4-C by **June 1, 2012.**



## **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 of this 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 can be made payable to the accrediting bodies and mailed directly to the child care program/provider named on this application.
- Individuals/programs approved for funding will be responsible for W-9 documentation and taxes.

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

Stephanie Saville  
4-C: Community Coordinated Child Care  
155 N. Third St., Suite 300  
DeKalb, IL 60115

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

- Stephanie Saville at (815) 758-8149 ext. 223 or [stephanies@four-c.org](mailto:stephanies@four-c.org)

## **12. DO THESE FUNDS NEED TO BE REPAYED?**

- 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 4-C regarding the return of funds.

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

- Only completed applications will be considered
- Applicants must use the provided application for July 2011 – June 2012
- 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



**STEP 2: Funding Request**

I am requesting funding for:

Total Amount(s) Requested		Actual Accreditation Fee	Amount Requested (Must not exceed 90% of fee)
<b>National Association for Family Child Care (NAFCC)</b>			
<input type="checkbox"/> Self-study Step		\$	\$
<input type="checkbox"/> Application Step		\$	\$
<input type="checkbox"/> Annual Report Fee		\$	\$
<b>National Association for the Education of Young Children (NAEYC)</b>			
<input type="checkbox"/> Step 1: Enrolling in self study	Program Capacity:	\$	\$
<input type="checkbox"/> Step 2: Becoming an applicant	Program Capacity:	\$	\$
<input type="checkbox"/> Step 3: Becoming a candidate	Program Capacity:	\$	\$
<input type="checkbox"/> Annual Report Fee		\$	\$
<b>National Early Childhood Program Accreditation (NECPA)</b>			
<input type="checkbox"/> Application Fee	Program Capacity:	\$	\$
<input type="checkbox"/> Verification Fee	Program Capacity:	\$	\$
<input type="checkbox"/> Annual Report Fee		\$	\$
<b>Council on Accreditation – School-Age (COA)</b>			
<input type="checkbox"/> Application Fee		\$	\$
<input type="checkbox"/> Accreditation Fee		\$	\$
<input type="checkbox"/> Site Visit Fee		\$	\$
<input type="checkbox"/> Annual Report Fee		\$	\$
<b>National Accreditation Commission for Early Care &amp; Education (NACCP)</b>			
<input type="checkbox"/> Self-study Enrollment	Program Capacity:	\$	\$
<input type="checkbox"/> Validation Visit	Program Capacity:	\$	\$
<input type="checkbox"/> Annual Report Fee		\$	\$
<b>TOTAL AMOUNT REQUESTED</b>		<b>\$</b>	<b>\$</b>

**STEP 3: Payment Information**

Payments can be made payable to the accrediting bodies and mailed directly to the child care program/provider named on this application.

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

Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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



**STEP 4: Narrative Requirement**

All applicants/programs must respond to the following questions. Your response may be printed or typed.

1) If only partial funds are available, will you complete the activity?  Yes  No

2) Are you receiving additional funding from any other source (e.g., SAM, United Way, NAEYC Scholarship)?  Yes  No

If yes, please list source(s): \_\_\_\_\_

3) Attach a written timeline, with dates, that describes how you will reach your goal of accreditation.

**STEP 5: 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.
- The payment information I have submitted is correct.
- I completed and attached my narrative responses.
- I have included required supporting documents (including the W-9 form).
- I have made a copy of the application for my records.

*I have completed all documentation that was requested in the guidelines. I certify that the above information is true and accurate, that I have not been indicated of child abuse and neglect and that my name or the names of my center employees (if applicable) are not listed on the child abuse tracking system. Further, I grant permission for a representative of the Illinois Department of Children and Family Services or their agent to release information about my pending or current Day Care Home, Day Care Group Home or Day Care Center license if applicable to my application.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Payment cannot be made until a complete application and required documents are received.**

**Year-end deadline:** Applications and all supporting documentation must be received at 4-C by **June 1, 2012**

**Return application and all required documents to:**

Stephanie Saville  
4-C: Community Coordinated Child Care  
155 N. Third St., Suite 300  
DeKalb, IL 60115

<b>Office Use Only:</b>	
Received by Name: _____	
Date Received: _____	<input type="checkbox"/> First time application for current FY
<input type="checkbox"/> Pending    Date: _____	
<input type="checkbox"/> Denied    Date: _____	Reason: _____
<input type="checkbox"/> Approved    Date: _____	