

CPR & First Aid Funds for CCAP Providers – Child Care Center*July 1, 2018 – June 30, 2019*

4-C: Community Coordinated Child Care
 155 N. 3rd St., Suite 300
 DeKalb, IL 60115
 815-758-8149

4-C: Community Coordinated Child Care
 667 Ridgeview Dr.
 McHenry, IL 60050
 815-344-5510

**GUIDELINES****WHO CAN APPLY?**

- CPR & First Aid Funds are available to Child Care Assistance Program (CCAP) providers (licensed and license-exempt) and pending CCAP providers who are required to complete the Child Development, Health & Safety training requirements. *Excludes relative family child care providers caring for school age (SA) children only, family child care assistants, and others with roles not applicable.*
- Child care center programs serving families on the Child Care Assistance Program seeking funds to pay for a CPR/First Aid instructor to provide training on-site or off-site
- *Please note:* Individual providers (center staff, family child care providers) seeking individual reimbursements should use the “CPR & First Aid Funds for Individual CCAP Providers” application located on our website at <http://www.four-c.org/cpr-first-aid-funds>
- A CCAP provider is defined as a provider who is currently caring for children on the CCAP program
- A pending CCAP provider is considered pending when 4-C receives a CCAP application from a family with the provider listed on the application
- Programs serving CCAP families in one of the following Illinois counties: Carroll, DeKalb, Lee, McHenry, Ogle, or Whiteside

WHAT CAN FUNDS BE USED FOR?

- One time reimbursement (per individual) for the cost of CPR/First Aid registration fees and, if applicable, additional cost of the CPR/First Aid certification card
- Additional cost for CPR/First Aid card (if not included with training registration fee)
- Group CPR/First Aid training (on-site or off-site) arranged by a child care program
- Classes must be completed and paid for between July 1, 2018 and June 30, 2019

WHAT IS REQUIRED TO APPLY?

- Providers must be members of the Gateways Registry. To become a member go to: <https://registry.ilgateways.com/>
- Programs are currently providing care for at least one child receiving assistance from the Illinois Department of Human Services (IDHS) CCAP or have a CCAP application pending approval

WHAT IS THE APPLICATION PROCESS AND HOW IS PAYMENT MADE?

1. Become a Gateways Registry Member
2. Complete CPR/First Aid training and receive certifications
3. Submit the application to 4-C with proof of payment/invoice and copy of certification card(s)
 - Applications are due by **Wednesday, June 5, 2019**
 - Payment is made by reimbursement to the center or payment can be made directly to the instructor/organization providing the training, after all the requirements are completed and the necessary documentation is submitted

WHAT ARE THE APPROVED CPR/FIRST AID ENTITIES?

Course content should include first aid, the Heimlich maneuver and infant/child cardiopulmonary resuscitation (CPR).

- American Heart Association (AHA)
- American Safety & Health Institute (ASHI)
- American Red Cross (ARC)
- American Trauma Event Management (ATEM)
- Emergency Care and Safety Institute (ECSI)
- Edward Atkinson/Emergency Response Health Network
- Ellis & Associates, Inc.
- EMS Safety Services
- Medic First Aid
- National Safety Council
- R.H. Sanders and Associates

WHAT ITEMS ARE UNALLOWABLE?

- Costs for CPR/First Aid supplies such as, books, valves, masks, etc.
- Online CPR/First Aid courses

WHO DO I CONTACT FOR MORE INFORMATION?

Contact Jen at 815-344-5510 x16 or jennifers@four-c.org

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APPLICATION

➔ Please type or print using black or blue ink

I. Contact Information

Name: _____ Position: _____

II. Program Information

Program (work site) Name : _____

Address: _____

City: _____ State: _____ Zip: _____ County: _____

Phone: _____ Email: _____

Does your program currently serve families on CCAP? Yes No Application is pending

Provider /CCMS ID: _____

15 digit #

Program is: Licensed Center License Exempt Child Care Center

III. CPR/First Aid Request

Name of CPR/First Aid Class: _____ Cost: _____

Classes must be completed and paid for between July 1, 2018 and June 30, 2019

IV. Instructor/Organization Providing CPR/First Aid Class

Instructor/Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

V. Payment Information

Make check payable to: Individual (named in section I) Child Care Program (named in section II)

Instructor/Organization (named in section IV)

VI. Documentation Checklist

- I have included receipt/proof of payment for registration fee/invoice
- I have included a copy of CPR/First Aid cards for each individual

Applications are due by Wednesday, June 5, 2019

McHenry County: Send to Katrina at 667 Ridgeview Dr, McHenry, IL 60050 or katrinag@four-c.org

Carroll, DeKalb, Lee, Ogle, and Whiteside Counties: Send to Amy at 155 N. Third St, Ste 300, DeKalb, IL 60115 or amyp@four-c.org

