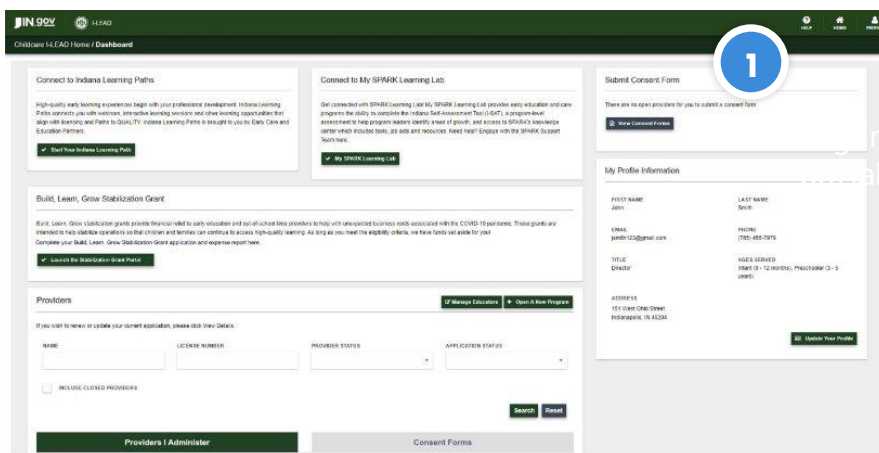


Provider Quick Guide: Referring Child Care Workers for Assistance

On Sept. 30, 2024, CCDF and On My Way Pre-K (OMWPK) income eligibility is expanding for employees of licensed or regulated child care programs, allowing more workers to qualify for child care assistance. Learn more about the new income thresholds [online](#).

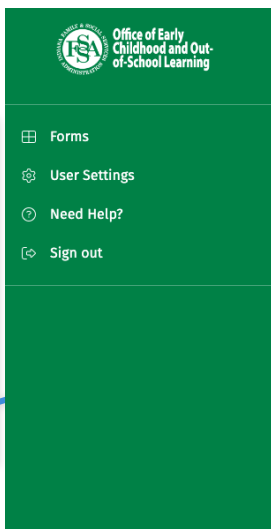
Child care workers must first be referred by their program administrator/supervisor to apply for assistance. Follow this how-to guide to refer potentially-eligible workers at your program. Note: please ensure your employee roster in I-LEAD is updated, and that the worker has a current consent form, fingerprints and a completed background check on file before making a referral.

Step 1: Access the Child Care Staff Referral form. Log in to the FSSA Child Care Grants Portal through I-LEAD.



Log in to I-LEAD and open the grant

2
Select the 'Child Care Staff Referral' tile in the 'Available Forms' section of the grants portal.



Available In Progress Completed Information Only Reporting

Available Forms

Child Care Staff Referral

As an I-LEAD child care administrator, please fill out the form to complete a staff referral for any employees interested in submitting a CCDF/OMW Pre-K application.

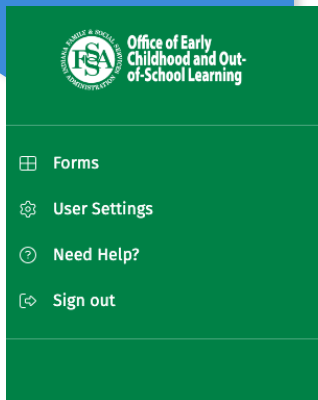
20-30 MINUTES TO COMPLETE

Don't have an I-LEAD account?

You can [create an account](#) through Access Indiana.

3

On the next screen, select the 'Start Form' button.



Available In Progress Completed Information Only Reporting

Child Care Staff Referral

As an I-LEAD child care administrator, please fill out the form to complete a staff referral for any employees interested in submitting a CCDF/OMW Pre-K application.

Start Form

Step 2: Refer the employee(s) in your program.

- You may refer multiple employees at once.

1

From the pop-up, select the

for
referral for

Child Care Worker Eligibility - Referral
Fill out this form to complete a referral

Employee(s) ✕
Please select all employees you will refer.

Krista Wedding

Eligibility Requirements
Krista Wedding

- ✓ The employee must have a current consent.
- ✓ The employee must have a current fingerprint.
- ✓ The employee must not be a current voucher recipient.

Continue

2

Select the 'Continue' button.

IMPORTANT: Ensure the following are in place before making referrals:

- Employees must have a current consent form, fingerprints and a background check on file.
- Child care employee roster in I-LEAD must be up to date, containing accurate names and contact information for employees.
- The referred employee(s) must not be currently receiving voucher assistance.

If any of these are not in place or incorrect, your referral will not be successful, which can negatively affect your employees' ability to receive voucher assistance.



Office of Early Childhood & Out-of-School Learning

Step 3: Submit the referral(s).

Review

Child Care Worker Eligibility Referral

Krista Wedding referred by Gary Martin

The following emails can submit an eligibility form upon logging in: kwedding@stvincentelc.org

1

Review selected employee(s)' name(s) and email address(es). If correct, check the box and select the 'Finish' button.

Review Agreement

I agree that all of the information submitted is accurate.

Finish

2

One last confirmation window will pop up. Double check that all information is correct, as referrals are final. If all information is correct, select the 'Accept' button.

Review

Child

Krista
The fo

Confirm

Review your application carefully before submitting to ensure the information provided accurately represents your program. Submitted applications are final and will not be reopened for edits.

Cancel

Accept

Review Agreement

I agree that all of the information submitted is accurate.

Finish

3

The next screen is a confirmation screen. You will also receive a confirmation email to the email address associated with your I-LEAD account.

Child Care Worker Eligibility - Referral #6230



Thank you for your referral!

The referred employee or employees will now be able to fill out the eligibility form.

Child Care Worker Eligibility Referral

Krista Wedding referred by Gary Martin

The following emails can submit an eligibility form upon logging in: kwedding@stvincentelc.org



no_reply@mail.childcaregrants.fssa.in.gov <no_reply@mail.childcaregrants.fssa.in.gov>

Today at 8:56 AM

To: Gary Martin



Dear Gary,

Thank you for submitting a Child Care Worker Eligibility Referral.

We look forward to reviewing your submission.

In the meantime, you can click [here](#) at any time to view your submission and its status.

For questions, please contact OECOSLDirector@fssa.in.gov.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Next Steps for Referred Child Care Workers

- Finishing the referral process will prompt an email to be sent to the referred child care worker(s) at the email address(es) listed in your I-LEAD roster.
- Child care workers should then complete the application.
- Keep in mind that applications will be processed and vouchers issued on a first come, first served basis by region. Additionally, child care employees who receive this expanded assistance will likely be required to provide a co-payment.
- As the program administrator, you may be able to expedite your employees' application by filling out the [provider information page](#) in advance and providing employees with pay stubs and a copy of their IDs and their child's birth certificate, if attending your program.

