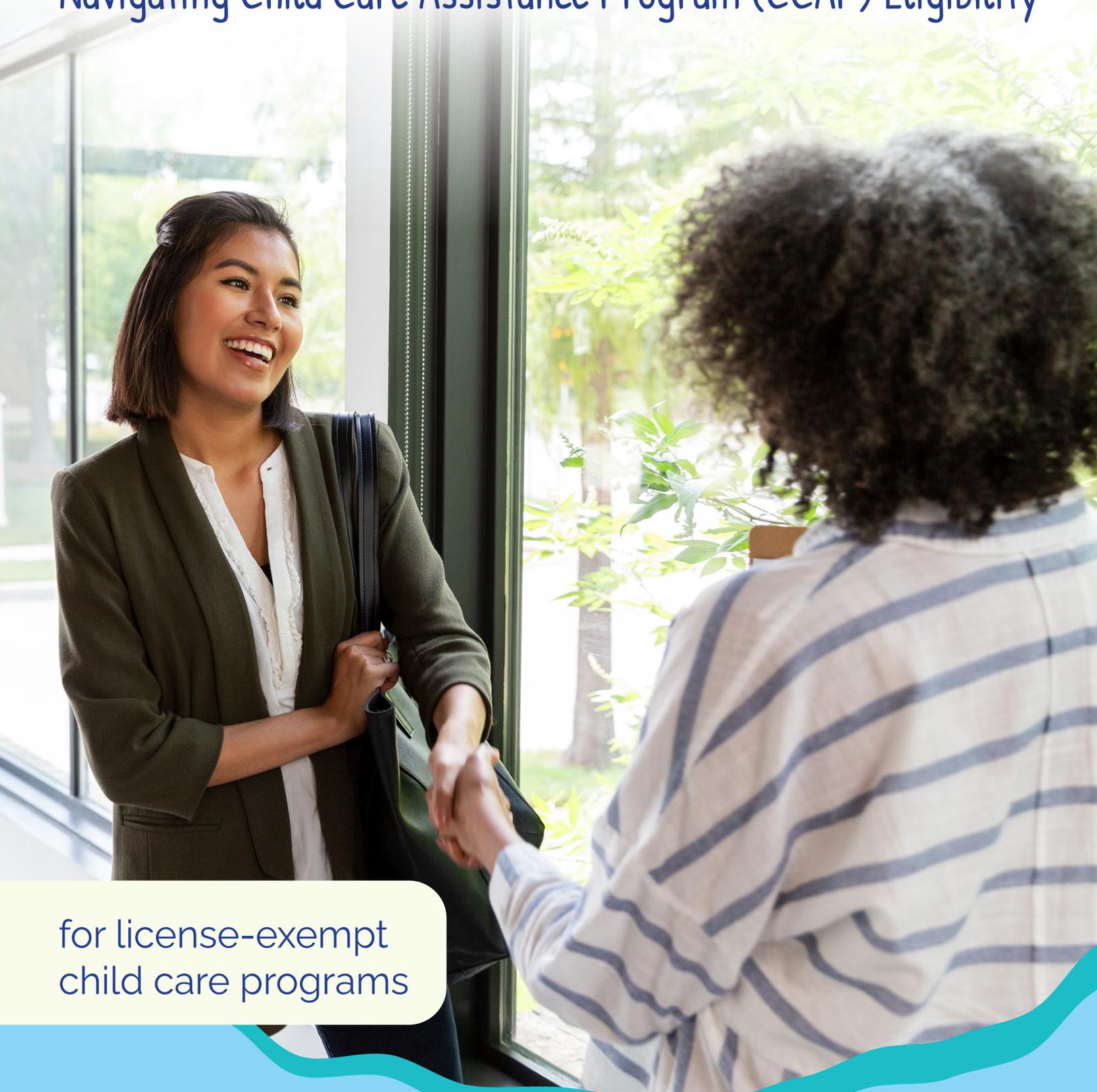


CONNECTING WITH YOUR CCR&R

Navigating Child Care Assistance Program (CCAP) Eligibility

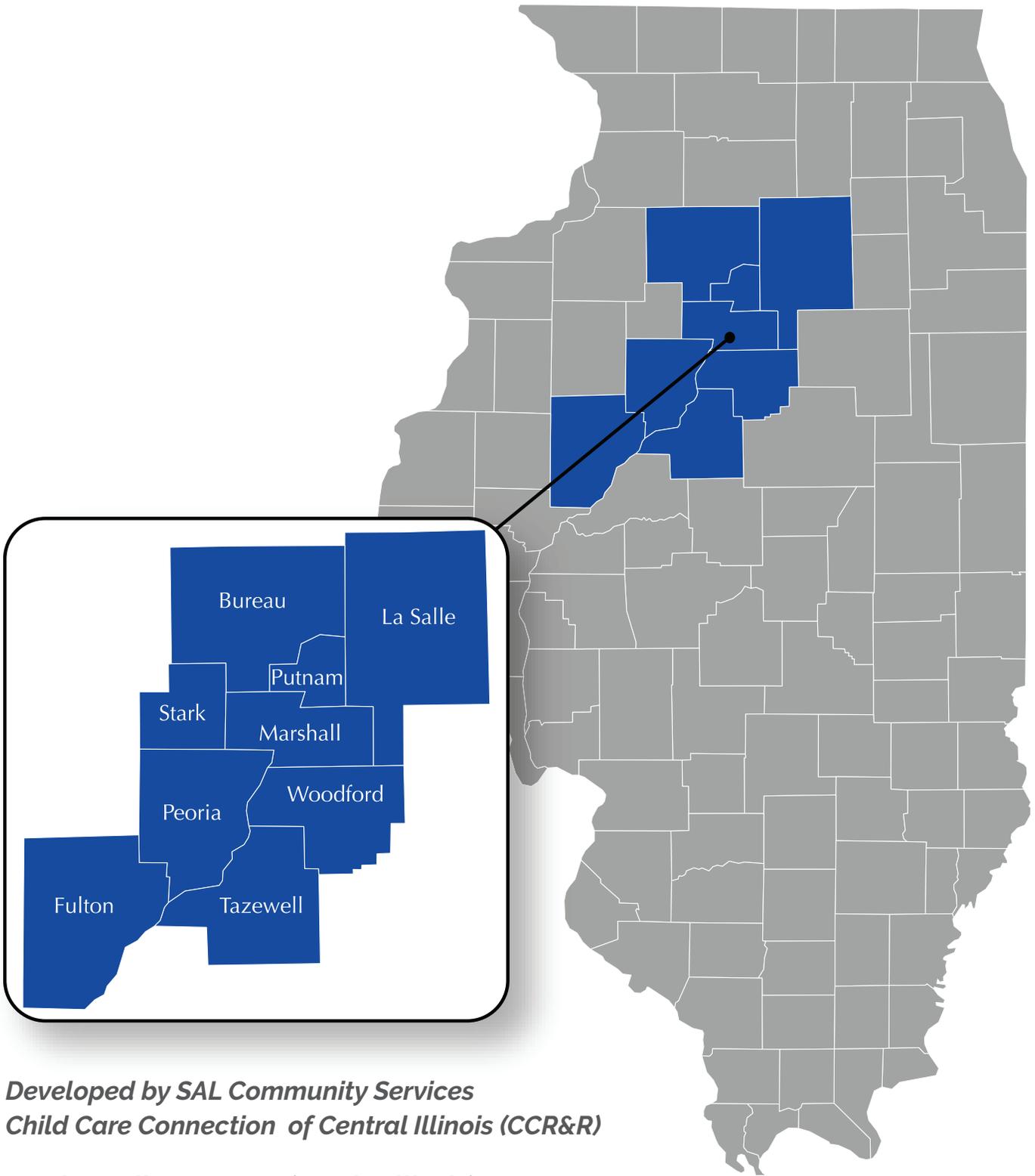


for license-exempt
child care programs

S·A·L COMMUNITY
SERVICES

Child Care Connection of Central Illinois

ILLINOIS CARES *for* KIDS.ORG/CCAP



*Developed by SAL Community Services
Child Care Connection of Central Illinois (CCR&R)*

Service Delivery Area 8 (Peoria, Illinois)

What is a CCR&R?

The Child Care Resource and Referral (CCR&R) system in Illinois is made up of sixteen community-based organizations funded to provide services and supports to families, providers and communities across all 102 counties.

As one of these sixteen centers, SAL Child Care Connection of Central Illinois focuses on providing these critical services to nine counties in Central Illinois - Bureau, Fulton, LaSalle, Marshall, Peoria, Putnam, Stark, Tazewell, and Woodford.

Mission

SAL Child Care Connection of Central Illinois is committed to strengthening and supporting the child care system so that families have access to affordable, quality care and education.



Connecting families, providers and communities to early childhood care and education referrals, information and data.

This guide is intended for new and existing directors of license-exempt child care centers accepting Child Care Assistance Program (CCAP) payments.

Designed to provide direction and information, this guide outlines processes needed to be successful in meeting requirements through the Illinois Department of Human Services (IDHS) to become an eligible provider to receive CCAP payments.

This guide provides an overview of:

- Requirements for License-Exempt Certification
- Timelines for Renewals and Training
- Gateways to Opportunity Registry
- Director Portal
- Health and Safety Coaching
- Survey Participation
- Information on how to complete the CCAP Application and payment certificates

Contact SAL Child Care Connection, your local Child Care Resource and Referral (CCR&R) for further assistance and information.

SAL Child Care Connection of Central Illinois

3425 N. Dries Lane

Peoria, IL 61604

Phone: 309-686-3750 | 1-800-421-4371 **Fax:** 309-686-3850 **TTY:** 309-686-3695

General Email: Hello@salccc.org

CCAP Email: CCAPhelp@salccc.org (CCAP Documents Only)

Website: www.salccc.org

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Quick Guide to Navigate CCAP Eligibility

1 Receive your Confirmation of Exemption from DCFS

New Centers will need to apply using form CFS 672-6
Existing Centers will need to renew every 2 years using form CFS 672-6

When: Every 2 years

Submit to: Illinois Department of Children and Family Services

More information on page 6–7



2 Send your Confirmation of Exemption to SAL Child Care Connection

New Centers will need to submit the approved Confirmation of Exemption to the CCR&R to begin the CCAP Eligibility process.

Existing Centers must submit a current renewed Confirmation of Exemption prior to the expiration to continue CCAP payments.

When: Submit after receipt of your Confirmation of Exemption and renew every 2 years

Submit to: SAL Child Care Connection Child Care Assistance Program

More information on page 7–8

7 Join the Illinois Gateways to Opportunity Registry

All staff and volunteers need to complete registration with the Illinois Gateways to Opportunity Registry to verify required health and safety training.

When: Needs to be completed within 90 days of hire or start date for volunteers. It is suggested to complete this upon hire of an employee or first day for a volunteer.

Find: Illinois Gateways to Opportunity website

More information on page 13

6 Meet fingerprinting requirements for all staff and volunteers

New and existing centers will need to complete fingerprinting if an individual's fingerprints are not already in the DCFS database. This is checked through the CCR&R after an authorization for background check form is submitted.

When: After an authorization for background check form has been submitted and sent back to the center by the CCR&R with the DCFS fingerprint search form.

Submit to: DCFS Accurate Biometrics

More information on page 12

8 Participate in and complete Health and Safety Training and Coaching Visits with the CCR&R

Health and Safety Orientation training is required to be completed by all staff and volunteers of a license-exempt center within 90 days of hire or start date for volunteers and then annually. Health and Safety Coaching Visits are completed annually.

Find: SAL Child Care Connection Website, Illinois Gateways to Opportunity Registry, DCFS Mandated Reporter training site

More information on page 17–19



3 Compile and send staff and volunteer list

After you receive the approved Confirmation of Exemption, new centers must submit a list of current staff and volunteers to the CCR&R.

Existing Centers should submit a list of current staff and volunteers to the health and safety coach.

When: After receiving a new license-exempt certification from DCFS. When a health and safety coach visit is scheduled, when there is a change in staff and volunteers and upon request by the CCR&R for verifying eligibility.

Submit to: SAL Child Care Connection Child Care Assistance Program

More information on page 9

4 Fill out an IRS W-9 form for your license-exempt child care center

New Centers will need to submit an IRS W-9 when applying to receive CCAP payment.

Existing Centers should already have this form on file and no action is needed.

When: When submitting the initial license-exempt certification and the staff and volunteer list.

Submit to: SAL Child Care Connection Child Care Assistance Program

More information on page 10-11

5 Complete background check forms for all staff and volunteers

New Centers will need to submit a background check form for each employee and volunteer.

Existing Centers will need to submit a background check form for each new employee and volunteer upon hire or start date.

When: When a new license-exempt center is seeking eligibility for CCAP payments and upon hire of employees and start dates of volunteers

Submit to: SAL Child Care Connection Child Care Assistance Program

More information on page 11

9 Complete CCR&R Vacancy and Update Surveys

Vacancy Surveys are sent by the CCR&R on a monthly basis for reporting on vacancies for your program. Update surveys are distributed on an annual basis. These surveys are important to be completed for data collection purposes and to be able to make more accurate referrals to the program.

When: Monthly for Vacancies, Annually for updates

Submit to: SAL Child Care Connection Referral Department

More information on page 20

10 Congratulations! Now you should be eligible to receive CCAP certificates for payment.

More information on page 23-25



Section 1: License-Exempt Certification

A license-exempt child care center is a facility that is not required to be licensed by the state, often due to its type or affiliation, such as those run by public schools, certain religious organizations, or military agencies. While exempt from formal licensing, these centers may still need to comply with specific state or local health, safety, and background check standards. Examples include public school programs and faith-based nurseries.

Illinois Department of Human Services Policy Statement regarding License-Exempt Certification

License-Exempt Center Certification

- A. A child care center not licensed by the State of Illinois has the burden of demonstrating that it meets the criteria for the exemption that it claims (see 89 Ill. Adm. Code 377 search: TITLE 89: SOCIAL SERVICES CHAPTER III: DEPARTMENT OF CHILDREN AND FAMILY SERVICES SUBCHAPTER d: LICENSING ADMINISTRATION PART 377 FACILITIES AND PROGRAMS EXEMPT FROM LICENSURE), and must certify that its facility or program is exempt from licensure, including requesting exemption verification from the Illinois Department of Children and Family Services.
- B. A center operating or planning to operate a child care program or facility believed to not be subject to licensure, must submit a formal CCAP Exemption Packet to the Illinois Department of Children and Family Services (DCFS) that includes submitting copies of printed material that support and verify the information for the exemption category claimed.
 - A separate CCAP Exemption Packet must be completed for each location or site address.
- C. License-exempt centers obtaining written confirmation of exemption must comply with all applicable Department of Human Services CCAP Background Checks, and Health, Safety, and Child Development requirements.
- D. Section VIII of the policy identifies and describes the 10 exemption categories that a center can be determined exempt from licensing standards. Centers seeking exemption should identify the exemption that best describes their program and the type of documentation that must be submitted for review by the Department of Children and Family Services.

Visit the IDHS Website for the exemption categories:

<https://www.dhs.state.il.us/page.aspx?item=38525/>

- E. Programs that are denied exemption by the Department of Children and Family Services must become licensed through DCFS in order to serve children and families receiving CCAP.



**DIVISION OF
EARLY CHILDHOOD**

Applying for License-Exempt Certification

This is done through the Illinois Department of Children and Family Services (DCFS)

Step One: Access and complete a Form CFS 672-6 and complete the appropriate documentation. This form can be found by scanning the QR code to the right:



Please note: *This form is applicable to ALL License-Exempt Centers.*

Step Two: Complete the Required Documentation for License-Exempt Certification:

1. A copy of the employee and volunteer emergency preparedness manual or written procedures and a copy of required drill logs.
<https://dph.illinois.gov/content/dam/soi/en/web/idph/publications/idph/topics-and-services/emergency-preparedness-response/ems/emsc/ems-planning-guide-child-care2024.pdf>
2. A document that details where first aid kits are located in your facility, their minimum contents, how they are inventoried, how staff are informed/trained on their availability, location and contents and procedures for reporting refilling needs. A first aid kit/supplies should at the minimum, consist of adhesive bandages, scissors, thermometer, non-permeable gloves, Poison Control Center telephone number (1-800-222-1222 or 1-800-942-5969), sterile gauze pads, adhesive tape, tweezers, and mild soap.
3. A copy of verification of minimum liability insurance coverage for your facility (at the location) of no less than \$300,000 for a single limit per occurrence.
4. Information regarding the availability of a working telephone on site and accessible at all times. If not a landline, provide a description of your facility's plan to ensure that the phone is in working order at all times.
5. Description of where emergency phone numbers are posted and which numbers are available. Must include at minimum 911 and Poison Control. It should also include non-emergency police.
6. Description of the location(s) of the Illinois State Police "No Firearms" sign(s) posted at all entrances and a copy of the policy or document that is provided to parents notifying them in writing that firearms are prohibited on the premises.
7. A written statement that the facility engages and complies with the background check and clearance procedure through IDHS CCAP currently available for license-exempt CCAP providers.
8. A copy of the facility's written procedure or policy which addresses a staff or volunteer who does not receive a clearance following the IDHS background check.
9. A copy of the written notification to parents or guardians indicating the parent or guardian has been advised and understands that the facility and program is not licensed or regulated by DCFS.
10. A copy of a parent/guardian form. This form gathers information on each child enrolled, and details on how and when the information is gathered and used and a description of how records are maintained and disposed of in a manner that protects privacy and confidentiality. At a minimum, the information on each child should include: first and last name, date of birth, each parent's name, address and phone number, emergency contact information, and written authorization for medical care.
11. A Notarized Statement that the facility complies with:
 - The Standards of the Illinois Department of Public Health or local health department
 - Fire Safety Standards of the Illinois State Fire Marshal
 - If operated in a public school building, the health and safety standards of the Illinois State Board of Education

Renewing License-Exempt Certification

The application and return of required documents must be completed every 2 years for renewal.

A license-exempt program is not eligible for CCAP payments if the license-exempt certification is not renewed before expiration. For example, if the license-exempt certification expires November 30, and the renewal is dated January 1, the license exempt center would not be eligible for CCAP payments in the month of December and the program would be considered a non-qualifying program.

It is advised to apply for renewal approximately 6 months before expiration to avoid any gaps in coverage for CCAP payment. To begin the renewal process, complete a Form CFS 672-6 and appropriate documentation listed above and send it to the appropriate DCFS office listed on the last page of the CFS 672-6 form for your area.

If you need help or resources to complete the application and required documents, SAL Child Care Connection is available for help!

Contact us:

SAL Child Care Connection of Central Illinois

3425 N. Dries Lane

Peoria, IL 61604

Phone: 309-686-3750 or 1-800-421-4371

Fax: 309-686-3850

TTY: 309-686-3695

Website: www.salccc.org

Once the application for License-Exempt Certification has been completed and approval has been granted through DCFS, the process to become eligible to receive payment from the Child Care Assistance Program may continue.



Section 2: License-Exempt Center CCAP Eligibility

In Illinois, CCAP stands for the Child Care Assistance Program, a state program that provides financial help to eligible families with the cost of child care. The program allows parents to work, attend school, or participate in training activities by covering a portion of their child care expenses. Eligibility is based on family size, gross income, and other factors. Families can apply online, through a local Child Care Resource and Referral (CCR&R) agency or online at getchildcareil.org.

Step One: Submitting the Confirmation of Exemption certification

New Centers: Submit the approved Confirmation of Exemption to the CCR&R to begin the CCAP Eligibility process.

Existing Centers: Submit a current renewed Confirmation of Exemption prior to the expiration to continue CCAP payments.

All license-exempt centers must submit for renewal of their Confirmation of Exemption every two years.

Step Two: Creating a Staff and Volunteer List:

A staff and volunteer list should include directors, teachers, support staff, student workers, part time employees, substitutes and migrant/seasonal/summer camp workers. **Sample Letter on Page 28**

New license-exempt centers: After receiving the approved Confirmation of Exemption, new centers must submit a list of current staff and volunteers to the CCR&R.

Existing license-exempt centers: Existing Centers should submit a list of current staff and volunteers to the health and safety coach any time there is a significant change in employees (start of school year/ start of summer/ other), when a health and safety visit scheduled and/or upon request by the CCR&R for verifying eligibility. It can also be submitted by sending confirmation that all current staff and volunteers are entered correctly into your director portal and that staff and volunteers are shown on the spotlight report to the health and safety coach. New employees/volunteers should be reported to the CCR&R within 90 days of hire or start date.

Send or drop off the license – exempt certification and staff and volunteer list to:

SAL Child Care Connection Child Care Assistance Program

3425 N Dries Lane

Peoria, IL 61604

Faxed to: 309-686-3850

Emailed to: CCAPhelp@salccc.org

Step Three: Filling out an IRS W-9 Form

The IRS W-9 is a legal document used to verify that a person or vendor is providing accurate information for payments and tax reporting obligations:

- The Legal Name
- Tax Classification
- Tax Identification number

This information will be reviewed by the Illinois Office of the Comptroller to certify that the information provided on the form matches the information on record with the Internal Revenue Services. The Illinois Office of the Comptroller (IOC) will not certify the information on an IRS W-9 if the document is illegible.

Every new and existing license-exempt child care center will need to have a W-9 on file to be able to receive payment from the Child Care Assistance Program (CCAP).

The IRS W-9 form can be found by scanning the QR code (right):



Tips for completing the IRS W-9

- Clearly write name in blue or black ink
- Do not scratch out or use white out. A new form must be completed if an error is made on the form.
- If you have a business name, trade name, DBA (doing business as) name, or disregarded entity name, you may enter it on line 2.
- Use your mailing address, do not abbreviate city name.
- Enter the Federal Employer Identification Number (FEIN). It is a unique, nine-digit tax ID number assigned by the Internal Revenue Service (IRS) to business entities operating in the United States for identification and tax purposes.
- Sign name using the name listed on line 1. Do not sign with a middle initial or middle name if you did not include it on line 1. This must be the name listed on tax paperwork that is used with your FEIN.
- Make sure that the name printed and the name signed match exactly.
- Include month, date, and full, four (4) digit year.

Send or drop off the completed IRS W-9 form to:

SAL Child Care Connection Child Care Assistance Program
3425 N Dries Lane
Peoria, IL 61604

Faxed to: 309-686-3850

Emailed to: CCAPhelp@salccc.org

Step Four: Completing Background Check Forms

- A. As a condition of eligibility to receive a state subsidy for providing child care services to eligible families, all license-exempt child care providers under the Child Care Act of 1969 [225 ILCS 10] 5] are subject to background checks in accordance with CCAP Policy 05.03.01.
- B. To be in compliance, license-exempt centers must ensure that all employees and volunteers whose duties require them to be present during the hours children are present in the facility complete background checks. In addition, any person who is permitted to be alone with children receiving care in the facility is subject to the background check requirement. This applies to all current and conditional employees or volunteers as well as any individual used as replacement or supplemental staff in the direct care and supervision of children.
- C. License-exempt centers must maintain verification of background check compliance and have them available for review by DHS CCAP or any of their representatives immediately upon request, which may be made during an onsite monitoring review or at any other time in written or printed format.

Authorization for Background Check forms are to be filled out for all staff of a license-exempt child care center and upon hiring of staff or first date for volunteers throughout the year.

Authorization for Background Check forms can be requested from the CCR&R

Send or drop off authorization for background check forms to:

SAL Child Care Connection Child Care Assistance Program
3425 N Dries Lane
Peoria, IL 61604

Faxed to: 309-686-3850

Emailed to: CCAPhelp@salccc.org

Step Five: Meeting Fingerprinting Requirements

SAL Child Care Connection will check the DCFS database while verifying CCAP eligibility and let each person know whether or not they need to be fingerprinted. For the employees who need to be fingerprinted, a copy of the Authorization form and the confirmation screen from the DCFS database will be returned to the program.

1. Upon hire or start date, have the employee or volunteer fill out an Authorization for Background Check form.
2. Ensure that all areas of the form have been filled out. If the employee is under 18 years old, they will also need to have a parent signature and date.
3. Send the Authorization for Background Check form by mail: SAL Child Care Connection, 3425 N Dries Ln, Peoria, IL 61604; fax: 309-686-3850; or email: CCAPhelp@salccc.org
4. Once the Authorization for Background Check is received, it will be entered into the DCFS fingerprinting database to determine whether or not the individual needs to be sent to complete fingerprinting.
5. If the individual needs to be fingerprinted, a copy of the Authorization for Background Check form along with a letter with the fingerprinting instructions will be sent to the director in order to get fingerprinting done.
6. Upon completion, information information will be sent to DCFS for background clearance by fingerprinting vendor.

Individuals who need to be fingerprinted must:

Take the completed Authorization for Background Check form, DCFS confirmation screen, and a valid government issued ID (driver's license or ID card) to the fingerprint facility. **Employees must be fingerprinted within 21 business days of the letter sent by SAL Child Care Connection notifying them that they need to be fingerprinted.**

For a list of fingerprint facilities in your area and their schedules:

call: 630-532-5922, or

email: info@biometricimpressions.com/locations

visit: <http://www.biometricimpressions.com/locations/>

After the employee is fingerprinted, they will be provided with a receipt.

The employee must keep this receipt for their records. Duplicate receipts will not be provided.

The failure of any employee who is required to be fingerprinted by (21 business days from date of issue of the letter) will result in the State no longer being able to pay you for providing child care services.

Fingerprinting will need to be completed by the DCFS approved vendor, Accurate Biometrics.

To find the nearest location and operating hours, visit: <https://accuratebiometrics.com/>

If at any time an employee or volunteer fails a background check, the license-exempt center will need to end employment with the employee or volunteer or CCAP payments will not be made to the provider.

Section 3: Health and Safety Requirements

Step One: Joining the Illinois Gateways to Opportunity Registry

All of the following license-exempt child care center staff and volunteers must complete an Illinois Gateways to Opportunity Registry and all health and safety orientation training within the first 90 days of employment:

- **Director(s)**- individual(s) who has primary responsibility for the daily operations management of the center
- **Teacher(s)**- includes lead teachers, teacher, teacher assistants and teacher aides, who are employed by a license-exempt child care center for compensation on a regular basis.
- **Support Staff**- individuals who have responsibility in a classroom, working directly with children, on a regular basis
- **Student workers, part-time employees, substitutes and migrant/seasonal/summer camp provider and volunteers**

Instructions to join the Illinois Gateways to Opportunity Registry are outlined on page 5 of the Child Care Assistance Program (CCAP) Health and Safety Training Requirements Guide for Providers enclosed or accessible on our website: www.salccc.org.

On page 6 of the guide is an area to record your license-exempt center's information for future reference.

It may be helpful to also record when you have created or renewed your registry/director portal on this page as a reminder of when you will need to complete annual renewals.

Renewal due: _____

Step Two: Accessing the Illinois Gateways to Opportunity Director Portal

The Illinois Gateways to Opportunity Director Portal is an online tool for directors of Illinois child care programs to manage compliance with health and safety standards. It allows them to track staff information, including training hours, professional development, and registry membership expiration dates. The portal also provides staff lists and reports to help with program administration and compliance.

This five (5) minute video tutorial provides an overview of the Director Portal and its main functions.

<https://inccrra.zendesk.com/hc/en-us/articles/205146309-Director-Portal-Overview-Video>

In order to see the Gateways Registry Director Portal shown as an option when you log into your Registry Dashboard, you must first request access. Program administrators (e.g., Directors, Assistant Directors) and owners may request access by submitting an Authorized Program Contact Access Request Form.

1. Go to <http://registry.ilgateways.com>
2. Hover over the "Be A Member" menu and choose the "Director Portal" item
3. About halfway down the page you will see a link to the Authorized Program Contact Access Request Form
4. Complete the form and upload it as an attachment through the [Help Center request form](#)
 - Select "Gateways Registry Member" as your role
 - Select "Director Portal", then "Need Access" as the primary topic

Your request will be processed in the order received, and typically set up for access within 2 business days by Gateways to Opportunity.

Maintaining the Staff Listing in the Director Portal:

The Staff Listing within the Director Portal is a critical component. All of the reports available through the portal pull information from the staff listing, so it is important to keep it updated.

Accessing the Staff Listing in the Director Portal:

1. Go to <http://registry.ilgateways.com>
2. Click the "Dashboard Login" menu item and log in with your username and password
3. Click the words "Director Portal" and then the words "Staff Listing"

Note

If you do not see the Director Portal box after you log in to the Registry Dashboard, your Director Portal access may have expired. You will need to re-request access to the director portal by the following instructions on page 16 of this guide.

Adding Staff to the Listing in the Director Portal:

Request staff to log in to their Registry Dashboard and update their employment. When they do so, be sure they choose your program/site Gateways organization ID (BXXX) as their current employer.

If you need your Gateways Organization ID, please call SAL Child Care Connection at 309-686-3750 and use extension 2140.

If your staff isn't showing in your director portal, here's how you can make sure they appear in your listing:

1. In order to appear within a center's Director Portal, each staff member must select that center as their place of employment on file, using the correct organization ID.
2. While searching for your place of employment, if you do not search using the information that is in the system, the center won't appear in the search results. For instance, if the center's name in the system is "Childcare Inc." and the member searches "Child Care Center" then the correct site will not appear. If this happens, they then have the ability to manually enter the center's information into their account. If they do this, and the site already exists within our system, it creates a duplicate site.

To keep this from happening to make sure that you provide your employees with the correct organization ID. That will be in your director portal when you first login. All Organization IDs begin with the letter B.

Removing Staff from the Listing in the Director Portal:

If you have access to the Director Portal, you can remove individuals from your Staff Listing by following these steps:

1. Click the "Mark Inactive" link in the row for the staff person you wish to remove.

Staff Listing

To remove staff from this list, click the "Mark Inactive" link. You will be asked for the date on which they left your program and the reason (if known). Please note this list does not mean that Registry Membership is current - see the Reports section for the "Registry Membership Status" report.

[✓ Verify Staff Listing](#)

Registry Member ID	Name	Job Title	Role	Actions
N111111	Mirabel Madrigal	Teacher	4-Teacher	Mark Inactive
N222222	Daisy Duck	Teacher	4-Teacher	Mark Inactive
N333333	Tinker Bell	Director	1-Director/Administrator (one site)	Mark Inactive
N444444	Peter Pan	Co-Teacher	4-Teacher	Mark Inactive
N555555	Minnie Mouse	Assistant Teacher	5-Assistant Teacher	Mark Inactive
N666666	Mary Poppins	Teacher	4-Teacher	Mark Inactive
N777777	Edna Mode	Assistant Teacher	5-Assistant Teacher	Mark Inactive
N888888	Snow White	General Manager	1-Director/Administrator (one site)	Mark Inactive
N999999	Doc McStuffins	Assistant Teacher	5-Assistant Teacher	Mark Inactive

2. In the window that pops up, select or enter the employee's last day of employment and select their reason for leaving. You may use the "10 - Unknown" option if you are unsure why they left. Then click OK.

Change Employee Status

Please select the employee's last day and their reason for leaving below, then click OK. You may click cancel to return to the listing, instead.

[✓ OK](#) [✕ Cancel](#)

3. The staff will now appear at the bottom of the listing in italics. They will remain there for 24 hours and will no longer appear on your reports. If you made a mistake, you can click the "Mark Active" link to bring their record back to active status.

N777777	Edna Mode	Assistant Teacher	5-Assistant Teacher	Mark Active
N888888	Snow White	General Manager	1-Director/Administrator (one site)	Mark Active
N999999	Doc McStuffins	Assistant Teacher	5-Assistant Teacher	Mark Active

4. When finished making changes, click the "Verify Staff Listing" button at the top of the list. This will record the date when you last verified the list and can be used as a reference point should you need to make updates in the future.

Staff Listing

To remove staff from this list, click the "Mark Inactive" link. You will be asked for the date on which they left your program and the reason (if known). Please note this list does not mean that Registry Membership is current - see the Reports section for the "Registry Membership Status" report.

[✓ Verify Staff Listing](#) Last time verified 02/10/2026 10:59 AM

Renewing your Director Portal

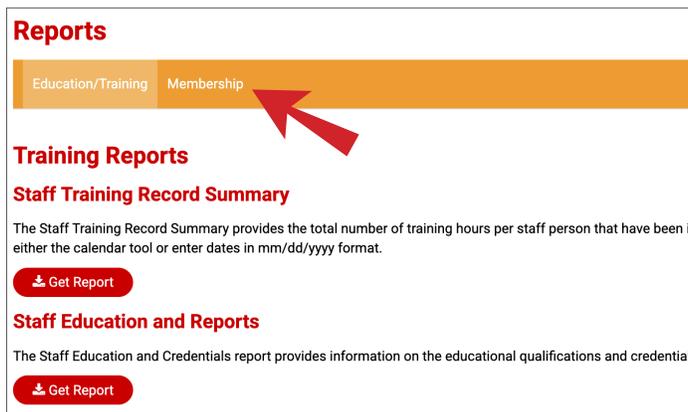
Director Portal access is only good for one year. When it no longer appears within your dashboard that indicates that your access has expired. You will receive a reminder email the month before your access expires. We encourage you to make note of the expiration date on your calendar so that your access does not lapse! Your Director Portal will need to be renewed every year, just like your Registry account!

Here is how to renew your Director Portal:

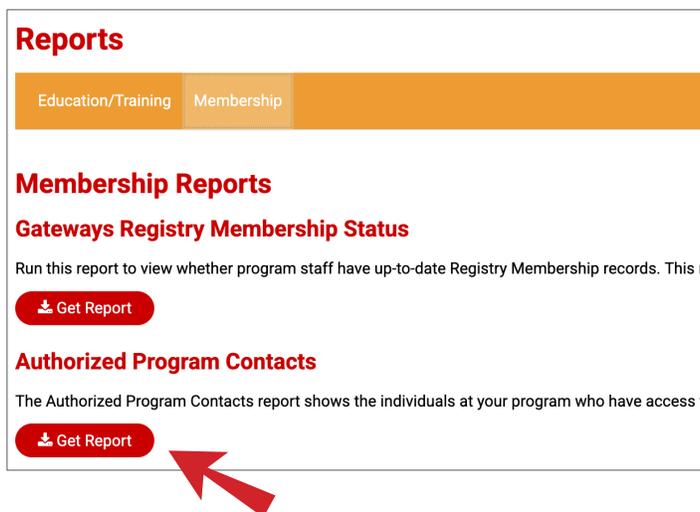
1. You will need to complete and submit another Authorized Program Contact (APC) Access Request Form. You can find the form here:
https://registry.ilgateways.com/images/documents/APC_Access_Form.pdf
2. The quickest way to get your request processed is to scan it and email it to Onlinehelp@inccrra.org
3. Once INCCRRA receives that form, it will get processed!

To check when your Director Portal access expires, follow these steps:

1. Log in to the Gateways Registry and click the DIRECTOR card
2. Click on the REPORTS card
3. Click the Membership tab



4. Click the "Get Report" button for the Authorized Program Contacts report



The report will show you the names of the individuals with current access to your program's Director Portal, as well as the date when their access expires. You can renew your access at any time, by filling out another access request form. If your program has multiple sites, you will need to fill out a form for each site in your program.

Step Three: Completing Health and Safety Orientation Training Requirements for License-Exempt Centers

Each staff member and volunteer caring for children will need to complete the following training:

These trainings include essential health and safety information for individuals caring for children and accepting payments through the Child Care Assistance Program (CCAP).

1. Pediatric First Aid and Cardiopulmonary Resuscitation (CPR) Certification by an approved training agency
**Contact your local Child Care Resource and Referral Health and Safety Coach for approved agencies and trainings.*
2. Department of Children & Family Services (DCFS) Recognizing and Reporting Child Abuse and Neglect Mandated Reporter training
3. Child Development, Health, and Safety Basics course or obtain ECE Credential Level 1 Training, -Tier 1
4. Enter your completed trainings in the Gateways to Opportunity Registry and print and keep a copy of your certificates and First Aid/CPR card

See Child Care Assistance Program (CCAP) Health and Safety Training Requirements Guide for Providers that is included in this packet or accessible on our website: www.salccc.org.

Please note that CPR/First Aid Trainings need to be completed by an approved provider, must have an in-person skills portion and be for adults and the ages served in the program. These trainings are usually valid for 2 years before needing to be renewed. Please keep track of the expiration dates of your staff's trainings in order to ensure that they are getting their certificates renewed before the expiration date.

A listing of approved providers as well as free training options can be found on our website: www.salccc.org

Step Four: Completing Annual Health and Safety Training Requirements

All staff are required to complete 6 hours of training on an annual basis. Trainings can be done in the Gateways portal and are required to be relevant to the age group that the program is in care of. Training options are available through the CCR&R, SAL Child Care Connection and can be found on our website or by calling our office. 309-686-3750 Opt.4. Suggested trainings in Gateways to Opportunity are listed on page 11 of the blue "Child Care Assistance Program (CCAP) Health and Safety Training Requirements Guide for Providers" as follows:

Annual CCAP Health and Safety Training Requirements

All license-exempt centers and license-exempt non-relative home providers must complete at least six (6) hours of approved Child Development, Health & Safety training prior to their anniversary date each year.

All providers approved with CCAP as of April 2023 received an annual anniversary date of October 1. The anniversary date for providers approved after April 2023 will be established as the first day of the month after their CCAP case was approved.

Trainings needed to maintain CPR and First Aid certifications can be counted towards the hours needed to meet the annual training requirements

Annual training hours must be on the following topics and be appropriate for the child-care setting and age of children served by the provider (birth to 13 years of age).

1. Prevention and control of infectious diseases (*including immunizations*).
2. Prevention of sudden infant death syndrome and use of safe sleeping practices (applicable only to those serving infants).
3. Administration of medication, consistent with standards for parental consent.
4. Prevention and response to emergencies due to food and allergic reactions.
5. Building and physical premises safety, including identification of and protection from hazards that can cause bodily injury; such as, electrical hazards, bodies of water, and vehicular traffic.
6. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment.
7. Emergency preparedness and response planning for emergencies resulting from a natural disaster, or a man-caused event (*such as violence at a child-care facility*).
8. Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants.
9. Appropriate Precautions in transporting children (*if applicable*).
10. Pediatric First Aid and Cardiopulmonary Resuscitation (CPR) Certification.
11. Recognition and reporting of child abuse and neglect.
12. Promotion of child growth, development and learning.
13. Nutrition (including age-appropriate feeding).
14. Access to physical activity.
15. Caring for children with special needs.
16. Additional subject areas to promote child development and/or protect children's health and safety.

Call your local Child Care Resource & Referral Health and Safety Coach to help with finding training.

Step Five: Participating in an Annual Health and Safety Coaching Visit

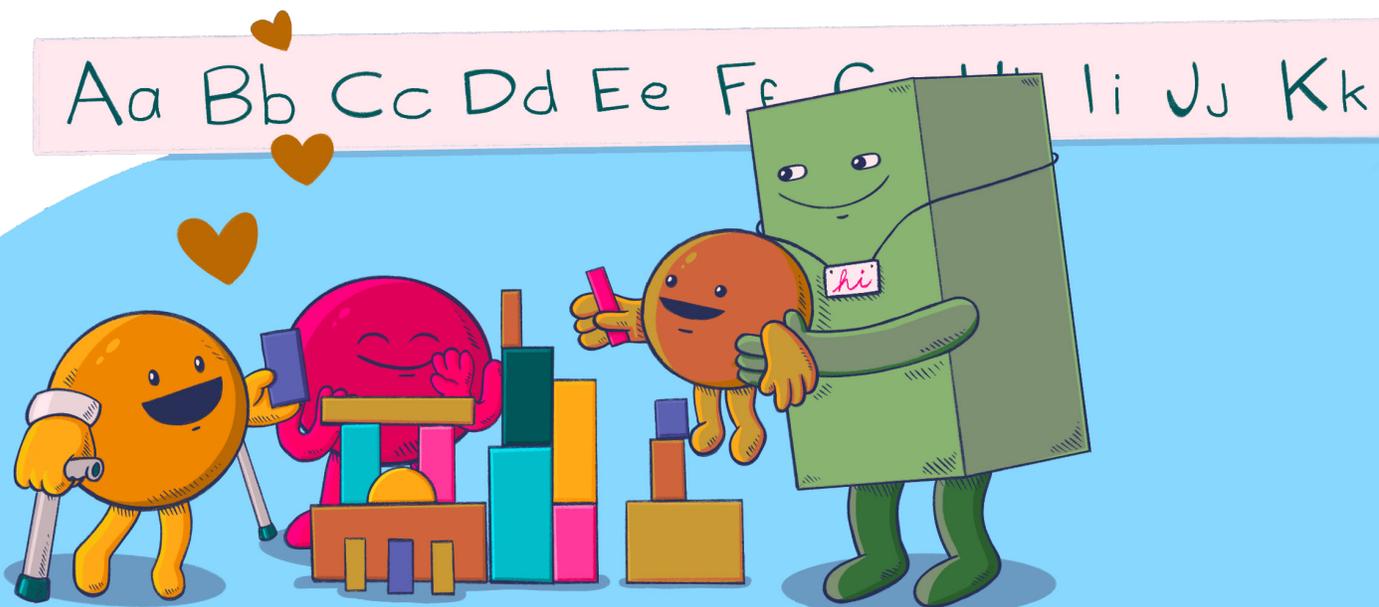
Annual Inspection of Health and Safety Compliance

- A. License-Exempt Centers must agree to a formal annual inspection of health and safety compliance with the Child Care Assistance Program (CCAP) Health and Safety Standards.
- B. Compliance with these requirements does not exempt a child care provider from complying with stricter health and safety standards under state law, local ordinance, or other applicable laws.

You will receive a call from a Health & Safety Coach to schedule annual visits.

During this call, the Health & Safety Coach will schedule a time when the children are present. They will explain what standards are being looked at, and they will send you a packet including the Health & Safety Coaching Tool, which outlines exactly what is being looked at during the visit.

The Health & Safety Coach will be looking at paperwork for the program, and that safety measures are in place. Please have all paperwork listed available to be viewed, as well as ensuring that all safety measures and postings are in place. If items are needed, please let the Health & Safety Coach know while scheduling as resources are available to assist in obtaining safety items.



Section 4: CCR&R Referrals & Vacancies

Complete Update/ Vacancy Surveys

As a child care program, keeping your information updated is essential because accurate data is the foundation of understanding what families need and how well the early childhood system is meeting those needs.

Monthly Vacancy Surveys help us understand real-time openings across communities, while Annual Update Surveys confirm details like hours, ages served, staffing, and rates. This information supports local and statewide supply and demand outcomes, which helps identify gaps in care and guides planning for recruitment and retention of child care providers. Accurate data also strengthens advocacy efforts by showing where communities need more support, funding, or specialized services. Collecting updated rate information builds an understanding of the true cost of child care, which directly informs policy, reimbursement discussions, and long-term planning. Reliable data also helps ensure families receive timely and accurate referrals that match their needs, while ensuring CCAP eligibility and payment processes run smoothly.

Your participation helps maintain a strong early childhood system.

Vacancy Surveys

Complete Online (scan QR code):



Call our Office and speak with our Referral Specialist to provide vacancy information.

309-686-3750 Option 3 or 1-800-421-4371 Option 3

Section Five: Resources and FAQs

As a CCAP provider, it is essential that supporting parents is a priority. The following are instructions to help assist families complete the CCAP application.

How to Complete an Application for Child Care Assistance

1. Answer Every Page, Section and Question

If a section or question does not apply to your family, please mark the section or questions with "N/A". Leaving a question blank may delay the approval of your application

2. Have your Child Care Provider Complete Section 6

All child care providers must pass background checks and meet legal requirements. If you need help finding a qualified child care provider, call (309) 686-3750, Opt 3.

3. Attach ALL Required Documentation

Based on the activity you're in to qualify for the Child Care Assistance Program, there are different documents you need to submit. Include copies of every document requested on your application. *(See next page for the list of documents required).*

4. Sign and Date the Application

You and the child care provider of your choice must sign and date the CCAP application in ink.

5. Submit the Application

Turn in your application by dropping it off at our office drop box, mailing it to our office at 3425 N Dries Lane, Peoria, IL 61604, submitting it via email to ccaphelp@salccc.org, or via fax at (309) 686-3750 .

Documents Required to Complete Your Application

Work

- 2 pay stubs received within the last 60 days.
- If you have more than one job, two pay stubs from each job are required.
- If you have not worked long enough to have two full pay stubs, your employer will need to complete the Wage Verification Form, which can be found at salccc.org/pay-child-care

School

- A copy of your official school schedule that includes:
 - Your Name
 - Semester Start and End Date
 - Class Days and Times
 - Classroom Number

Work and School

- Two pay stubs and school schedule as listed above.

Self-Employed

- A signed copy of your most recent Federal income tax return (IRS 1040) and all schedules and attachments, **OR**
- A copy of your quarterly estimated taxes, **OR**
- A listing of all business income and expenses for the last 30 days.

TANF Activity

- A copy of your Responsibility and Service Plan (RASP)

Qualifying IDHS Exemptions

- If you are experiencing homelessness, receiving services for Intact Family Services, participating in the Extended Support Program, Parenting youth in care or Deployed Military Families, please call us at (309) 686-3750, Opt 2 for more information.

Instructions for completing CCAP Certificates for payment:

1. Answer the total number of days that the center was open during the service month.
2. If the program was closed any weekdays during the month, report the dates closed in the notes section at the bottom of the first page. Reduce eligible days based on the closures by writing the corrected number of eligible days in the DAYS ADJ ELIG column. Days the program was closed do not count as eligible. To learn about attendance exemptions, please call our office 309-686-3750 Opt.2.
3. In The ATTD column, write the number of days that each child attended. Be sure to put it on the correct rate line (full, part, or school-age rates).
4. Use the ADJ DAYS CODE to explain any deviations in attendance, such as low attendance, ending care, vacation, etc. The codes can be found at the bottom of the pages.
5. If the child no longer attends, indicate the date last attended. In this case, you must also reduce the eligible days. This can be done by writing the corrected days in the DAYS ADJ ELIG column.
6. Complete the page total section for each page by adding the number of ATTD days together and then adding the ELIG/DAYS ADJ ELIG together. Do not count the eligible days for children that did not attend at all.
7. Complete section A on the back page to be considered for the 70% rule. Write the total number of Attended days from all pages of the certificate, then write the total number of Adjusted Eligible days from all pages of the certificate. If submitting supplemental certificates for the same month with the main certificate, include the numbers from the supplemental certificates. Divide the Attended Days by the Adjusted Eligible days to calculate the attendance percentage. If attendance is 70% or above, the provider will be paid eligible days for all families. If it is below 70%, the 70% rule will be applied per individual family.
8. If your center has CCAP families from multiple Child Care Resource & Referral Service Delivery Areas (SDAs), complete section B with the numbers for the children in SDAs other than the one the certificate is for. Complete section C by adding the numbers from sections A and B. Section C should be the same for the certificates from each SDA. SAL Child Care Connection is SDA 8.
9. Sign and date the certificate at the bottom of the last page.



CHILD CARE CERTIFICATE REPORT FOR: OCTOBER 2025

DHS PROVIDER ID: 9874 1234 5689 245
Location: A Type of Care: 760

MAIL THE COMPLETED REPORT TO:
SAL CHILD CARE CONNECTION
CHILD CARE ASSISTANCE PROGRAM
3425 N DRIES LANE
PEORIA, IL 61604-1208
309/686-3750 OR 800/421-4371
II

CHILD CARE CENTER A
321 APPLE STREET
PEORIA, IL 61604-1208

HOW MANY DAYS WAS YOUR CENTER
OPEN FOR BUSINESS DURING THE MONTH: _____

CHILD CARE CASE NO./ CLIENT'S NAME	CHILD'S NAME/ DATE OF BIRTH	RATE	FULL/ PART/ SCH AGE	PARENT CO-PAY	ADJUSTED CO-PAY	ELIG	DAYS ADJ ELIG	ATTD	ADJ DAYS CODE*	IF YOU ADJUST DAYS OR CHILD NO LONGER ATTENDS, LIST DATES
07777 88888 99999 IVR CASE#: 3-504-245867 JANE SMITH	JOHN SMITH 09/20/2021	48.00	F	50.00	_____	23	_____	_____	_____	_____
		24.00	P	_____	_____	_____	_____	_____	_____	_____
		_____	S	_____	_____	_____	_____	_____	_____	_____
01111 87953 20145 IVR CASE#: 3-361-598741 ROBERT THOMAS	TINA THOMAS 06/04/2020	48.00	F	96.00	_____	18	_____	_____	_____	_____
		24.00	P	_____	_____	_____	_____	_____	_____	_____
		_____	S	_____	_____	_____	_____	_____	_____	_____
24516 16125 26262 IVR CASE#: 3-350-075469 STEPHANIE GOMEZ	MARY GOMEZ 10/26/2019	48.00	F	104.00	_____	23	_____	_____	_____	_____
		24.00	P	_____	_____	_____	_____	_____	_____	_____
		_____	S	_____	_____	_____	_____	_____	_____	_____
56421 98765 12345 IVR CASE#: 3-103-123456 THOMAS BENSON	MARTIN BENSON 02/14/2022	48.00	F	65.25	_____	23	_____	_____	_____	_____
		24.00	P	_____	_____	_____	_____	_____	_____	_____
		_____	S	_____	_____	_____	_____	_____	_____	_____

PAGE TOTAL: Attended Days _____ Adjusted Eligible Days _____

All Adjusted Days Codes of O – Other Must Be Explained Below

*Adjusted Days Codes: If you adjust the number of days for a child, enter one of the reason codes listed below.
Increased Days – E – Extra Work; H – Holiday or Day Off School for School Age Child; Y – Year Round School, O – Other
Decreased Days – B – Behavioral Problems C – Child No Longer Attends; D – Start Date Changed; I – Illness; N – No Longer Working or in School;
S – Out of State; V – Vacation; Y – Year Round School; O – Other



CHILD CARE CERTIFICATE REPORT FOR: OCTOBER 2025

DHS PROVIDER ID: 9874 1234 5689 245
Location: A Type of Care: 760

COMMENTS: _____

CALCULATE YOUR ATTENDANCE PERCENTAGE (Percentage of Attended Days / Adjusted Eligible Days).

You cannot include in the Eligible Days any days that the center was closed (for example, holidays). Only the actual days the child attended can be included in the Attended Days. The child must attend days for that rate. If Section A is not completed, payment for each family will be based on the attendance percentage for all the children in the family.

A) All Children Listed on this Certificate Report:

Total Number of Attended Days: _____
Total Number of Adjusted Eligible Days: _____
Percentage of Attended Days / Adjusted Eligible Days: _____%

OPTIONAL: If you have additional children enrolled under a DHS Site Administered Contract, complete Sections B and C below to calculate your attendance percentage for all children in the DHS Child Care Assistance Program. If Sections B and C are not completed, the Attendance Percentage will be based on Section A.

B) All Children Listed on your DHS Site Administered Monthly Enrollment Report for this Location

Total Number of Adjusted Days: _____
Total Number of Adjusted Eligible Days: _____

C) All Children Listed in the DHS Child Care Assistance Program for this Location (A plus B)

Total Number of Attended Days: _____
Total Number of Eligible Days: _____
Percentage of Attended Days / Adjusted Eligible Days: _____%

If all the children listed on the Certificate Report (or all children in the DHS Child Care Assistance Program for this location) when combined attended 80% or greater of adjusted eligible days (or the attendance percentage listed in your contract if you are a Site provider), payment will be based on adjusted eligible days for all children listed on the Certificate Report. If the combined attendance percentage is less than 80% payment for each family will be based on the attendance percentage for all the children in the family. (If all the children in a family attended 80% or greater of adjusted eligible days, payment will be based on the number of adjusted eligible days for that family. If all the children in a family attended less than 80% of adjusted eligible days, payment will be based on the number of attended days for that family.)

I certify that I have verified the daily rates charged for each child. I understand that I cannot charge a parent receiving subsidized child care a higher rate than I charge private paying clients. This includes discounts such as multiple child discounts, staff discounts, full-week discounts, pre-pay discounts, and sliding fee scales.

I certify that I will maintain, for a minimum of 5 years from the date of payment, daily attendance records to fully document the extent of services provided and agree to make all records and supporting documentation relevant to the services billed herein available to any and all authorized department representatives and federal authorities. I understand that failure to maintain adequate records shall establish a presumption in favor of the state for any funds paid by the state for which adequate documentation is not available to support disbursement.

I certify that the information submitted above is complete and accurate. I understand giving false information or failure to provide correct information can result in referral for prosecution for fraud.

PROVIDER'S SIGNATURE: _____ DATE: _____

PRINT PROVIDER'S NAME: _____

PHONE NUMBER: (309) 548-4156 FAX: (486) 464-0650

EMAIL: _____

Frequently Asked Questions:

How do I get my staff to show up on my director portal/stoplight report?

Make sure that each staff member is connected to the correct employment organization number (this starts with a B) in their Gateways to Opportunity Registry Profile. See Adding staff to a listing on page 14.

What do I do if all of the staff's trainings have been entered and they are still not showing up on my director portal/stoplight report?

This can take 24 to 48 hours to populate onto the Gateways to Opportunity System. If it is still not showing up after that time period, ensure that all dates have been entered correctly. You can also reach out to a Health & Safety Coach for technical assistance with this. Another resource is the Gateways Help Desk which can be accessed by email at registryhelp@ilgateways.com, or calling at 866-697-8278.

I previously had access to my director portal, and now I do not. What do I do?

Director portals need to be updated on an annual basis. Please see renewing your Director Portal on page 16.

What do I do if I have multiple sites?

Each site should have their own organization number (starts with a B). If you have multiple sites, your director portal will have a drop down box to select which site you would like to look at. Director Portal access will need to be requested for each site. See instructions under Director Portal on page 13.

What if I have a staff member who works at multiple sites within my organization?

The staff member can be added to multiple sites on their Gateways to Opportunity Registry by adding additional sites by organization number (Bxxxxx) under their employment tab.

I do not have a safety item that is needed for the coaching visit on the provided Coaching Tool. What can I do?

You can gain access to needed materials and literature by contacting your Health & Safety coach. These can be obtained either through the CCR&R office or through the license-exempt Health and Safety Improvement grant.

If I do not pass a coaching visit, will my CCAP funding be taken away?

A health and safety coaching visit is designed to coach a site director to make their site the safest program possible for their clients. If a coaching visit is not "passed," the Health & Safety Coach will develop a plan with you to ensure that all areas of health and safety can be met. If there is lack of cooperation, CCAP funding may be halted or suspended until health and safety measures are met.

How do I become health and safety training compliant if I have received a denial letter for not being health and safety training compliant?

Ensure that staff have completed all training needed. Work with your Health & Safety Coach for assistance with this if you are unsure what trainings are needed or where to access the training.

Can I get backpay for time periods when the site was not health and safety training compliant?

A site is not eligible for payment during the time period that health and safety training was not in compliance.

What training does my staff need to attend?

All staff need to complete Health and Safety Orientation training. This is detailed out on pages 7 and 8 of the "Child Care Assistance Program (CCAP) Health and Safety Training Requirements Guide for Providers" Staff will also be required to attend 6 hours of additional training on an annual basis, and ensure that they are keeping their CPR/FA training current (this typically expires every 2 years). Suggestions for annual trainings are listed on page 11 of the "Child Care Assistance Program (CCAP) Health and Safety Training requirements Guide for Providers".

Do we have to pay for the trainings?

All required trainings can be obtained for free. Please talk to the Health & Safety Coach for more information.

Do we have to pay for background checks/fingerprinting?

No. All background checks and fingerprinting are done for free when done through the CCR&R.

What happens if my license-exempt certification expires?

A license-exempt program is not eligible for CCAP payments if the license-exempt certification is not renewed before expiration. For example, if your license-exempt certification expires November 30, and your renewal is dated January 1, your license exempt center would not be eligible for CCAP payments in the month of December and you would be considered a non-qualifying program. Cases that are already approved for CCAP payments will continue to be eligible. If the license-exempt certification expires, the program will not be added to any new or redetermining cases until the license-exempt certification is current.

Do all staff members need to have all of their trainings completed to be health and safety training compliant to receive CCAP payment?

Yes, all staff members/volunteers must have all health and safety orientation trainings completed within 90 days of employment/start date and kept up to date for a site to be eligible for CCAP payment.

Is the Health & Safety Coach going to shut down our program if it is not completely health and safety compliant during a visit?

No, this is not the role of the Health & Safety Coach. The Health & Safety Coach is there to assist your program in becoming health and safety compliant, so that you are able to provide the high quality of care that the families in your care deserve.

What do I need to do if our program is considering becoming licensed?

If you are considering becoming a licensed program, you will need contact DCFS and request a licensing packet to complete for your license. Contact your local CCR&R and talk to the Recruitment and Retention Coordinator for more information about your options and steps to take.

Example letter of information needed for a staff and volunteer list:

Program Letterhead

Date

Name of Program

Organization ID (Bxxxxx)

Phone Number

Doing Business As (DBA)

Mailing address

Physical address

Email

Total number of staff and volunteers:

List of all staff and volunteers

First and Last Name

Gateways ID# (Nxxxxxx)

Position/title

First and Last Name

Gateways ID# (Nxxxxxx)

Position/title

Director Signature

Director Name

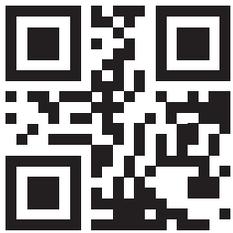
3425 North Dries Lane
Peoria, Illinois 61604

Phone: (309) 686-3750 or 1 (800) 421-4371

TTY: (309) 686-3695

Email: hello@salccc.org

Visit us online at: www.salccc.org
(scan the QR code)



Follow us on Instagram, Facebook, YouTube, and LinkedIn

SAL supports Early Childhood Professionals by providing the following programs and services:

- Child Care Assistance Program (CCAP)
- Community and Employer Services and Outreach
- Referral Service
- Workforce Recruitment and Retention
- Health and Safety Coach
- Consultant Team
- Higher Education Workforce Navigators
- Professional Development and Training Services
- Grants



S·A·L COMMUNITY
SERVICES

Child Care Connection of Central Illinois

Strengthening Families, Providers, and Communities

CCR&R

Representing 16 Local Agencies Across Illinois

Child Care Resource and Referral System

*Connecting families,
providers and communities
to early childhood care
and education referrals,
information and data.*