

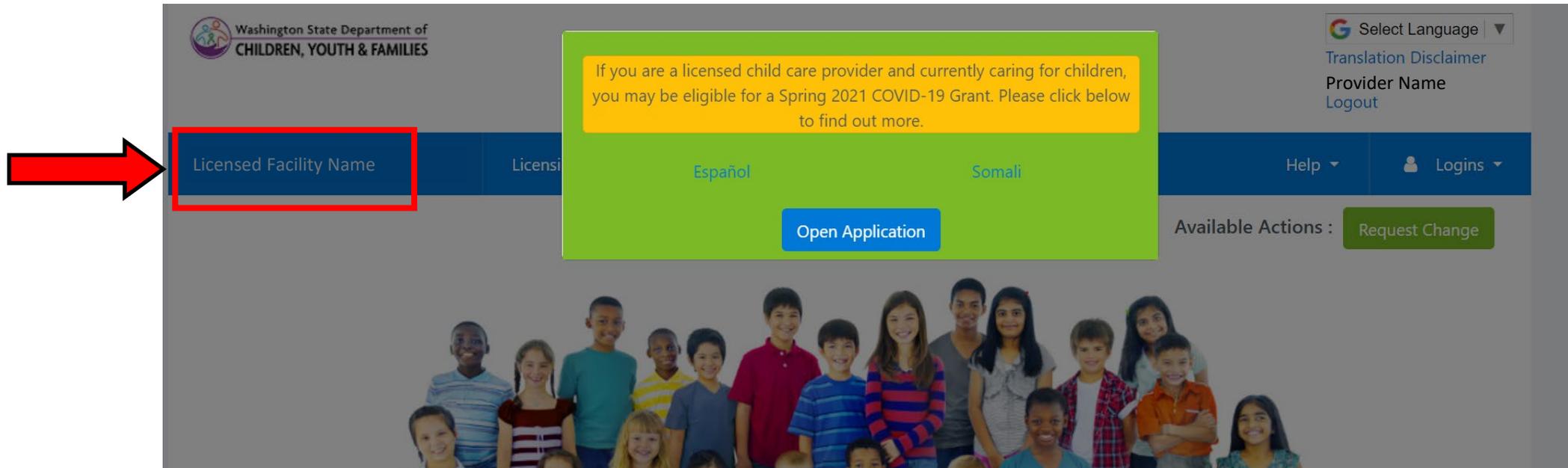
How to Complete an Application for the DCYF Spring 2021 Child Care COVID-19 Grant in the WA Compass Provider Portal

www.dcyf.wa.gov



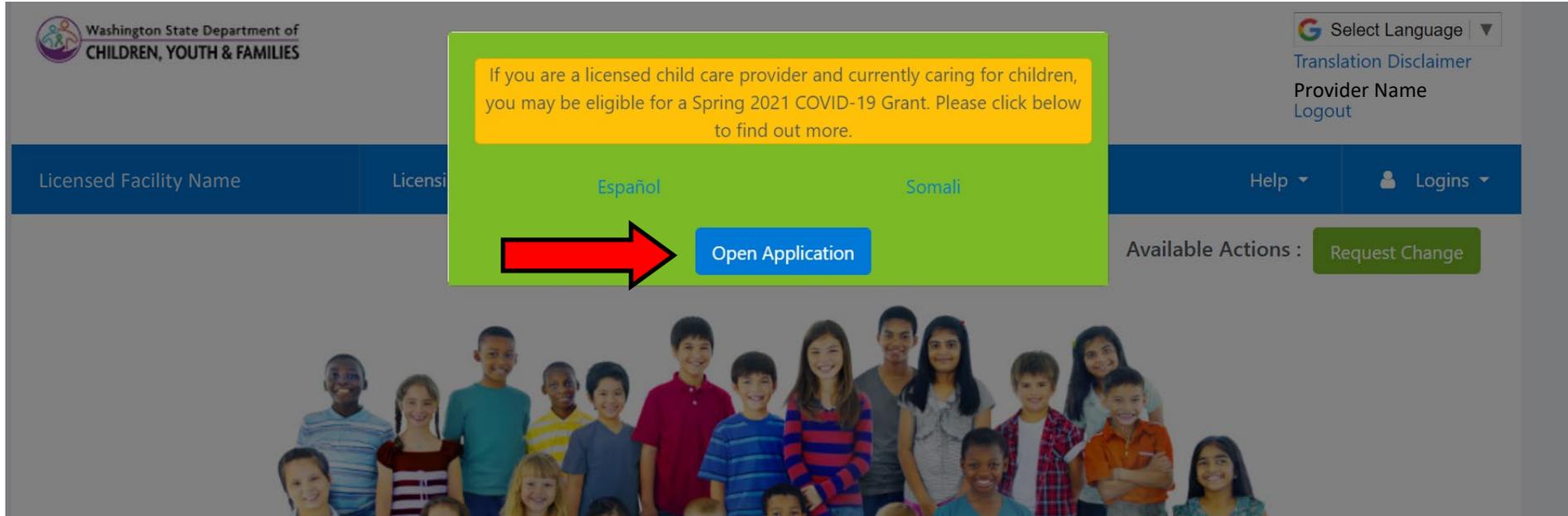
Washington State Department of
CHILDREN, YOUTH & FAMILIES

Step 1: Login to the WA Compass Provider Portal



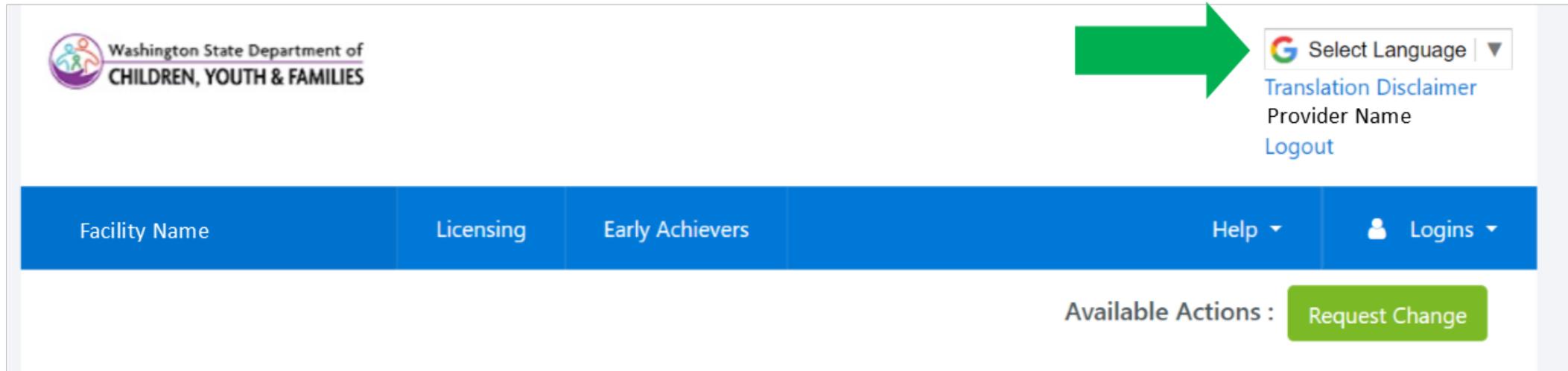
- Please use either Google Chrome or Firefox to access the Provider Portal. Otherwise, the application popup may not appear.
- If you have more than one licensed facility, check for your facility name on the left of the screen to ensure that you are applying for the correct facility.

Step 1: Login to the WA Compass Provider Portal



- If you click away from the green popup box, don't worry! Simply refresh the page and it will reload. The box will be available until you have submitted your application.

Step 2: Click “Select Language” (If Needed)



The screenshot shows the top navigation bar of the Washington State Department of Children, Youth & Families Provider Portal. The logo is on the left. On the right, there is a 'Select Language' dropdown menu with a green arrow pointing to it. Below the navigation bar, there is a section for 'Available Actions' with a 'Request Change' button.

- The Provider Portal now uses a Google Translate Tool to support non-English speaking providers. The Google Translate feature is available in the application in the top right-hand corner of the Provider Portal as shown above.

Step 3: Choose Language (If Needed)

Washington State Department of
CHILDREN, YOUTH & FAMILIES

Select Language

Bulgarian	Esperanto	Haitian Creole	Italian	Latin	Mongolian	Russian	Spanish	Ukrainian	
Afrikaans	Catalan	Estonian	Hausa	Japanese	Latvian	Myanmar (Burmese)	Samoan	Sundanese	Urdu
Albanian	Cebuano	Filipino	Hawaiian	Javanese	Lithuanian	Nepali	Scots Gaelic	Swahili	Uyghur
Amharic	Chichewa	Finnish	Hebrew	Kannada	Luxembourgish	Norwegian	Serbian	Swedish	Uzbek
Arabic	Chinese (Simplified)	French	Hindi	Kazakh	Macedonian	Odia (Oriya)	Sesotho	Tajik	Vietnamese
Armenian	Chinese (Traditional)	Frisian	Hmong	Khmer	Malagasy	Pashto	Shona	Tamil	Welsh
Azerbaijani	Corsican	Galician	Hungarian	Kinyarwanda	Malay	Persian	Sindhi	Tatar	Xhosa
Basque	Croatian	Georgian	Icelandic	Korean	Malayalam	Polish	Sinhala	Telugu	Yiddish
Belarusian	Czech	German	Igbo	Kurdish (Kurmanji)	Maltese	Portuguese	Slovak	Thai	Yoruba
Bengali	Danish	Greek	Indonesian	Kyrgyz	Maori	Punjabi	Slovenian	Turkish	Zulu
Bosnian	Dutch	Gujarati	Irish	Lao	Marathi	Romanian	Somali	Turkmen	

- After you choose the language you would like displayed, refresh the page. This will make the DCYF Spring 2021 Child Care COVID-19 Grant application appear in the language you selected.

Step 4: On the Homepage, Click “Open Application”

The screenshot shows the homepage of the Washington State Department of Children, Youth & Families. At the top left is the department's logo and name. A yellow callout box in the center contains the text: "If you are a licensed child care provider and currently caring for children, you may be eligible for a Spring 2021 COVID-19 Grant. Please click below to find out more." Below this text, a red arrow points to a blue button labeled "Open Application". To the right of the callout box are links for "Español" and "Somali". In the top right corner, there is a "Select Language" dropdown menu, a "Translation Disclaimer" link, and a "Provider Name Logout" link. Below these are "Help" and "Logins" dropdown menus. At the bottom right, there is a section for "Available Actions" with a "Request Change" button. The bottom of the page features a large image of a diverse group of children and adults.

Step 5: Read the Information and Instructions

Washington State Department of CHILDREN, YOUTH & FAMILIES

Washington State Department of CHILDREN, YOUTH & FAMILIES

Spring 2021 Child Care COVID-19 Grant

To ensure a stable, functional and flexible child care system that supports providers and families during the COVID-19 pandemic, the Department of Children, Youth and Families (DCYF) is providing direct support to licensed child care providers to offset increased costs associated with the COVID-19 pandemic and ensure child care services are available to families.

Grant Amounts

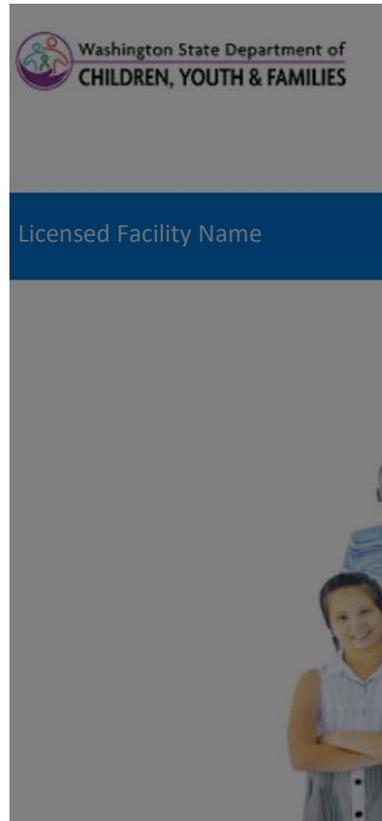
DCYF will use licensed capacity data to calculate funding amounts. Rates are reflective of the different costs associated with each program size, as follows:

Provider Type	The amount of children a site can serve based on licensed capacity	Grant Amount
Providers who serve families accessing	65 or less	\$6,500
		\$100 x licensed

Help ▾ Logins ▾

Request Change

Step 6: Answer the Application Questions



Application Questions

Please answer all questions below to apply for a Child Care COVID-19 Grant. If you have questions about this application, please email dcyf.covidgrantinfo@dcyf.wa.gov.

1. Is your program currently open and providing care to children?

Yes No

2. Are you currently serving children accessing subsidies?

Yes No

3. How many children are currently enrolled and receiving care at the time of this application?

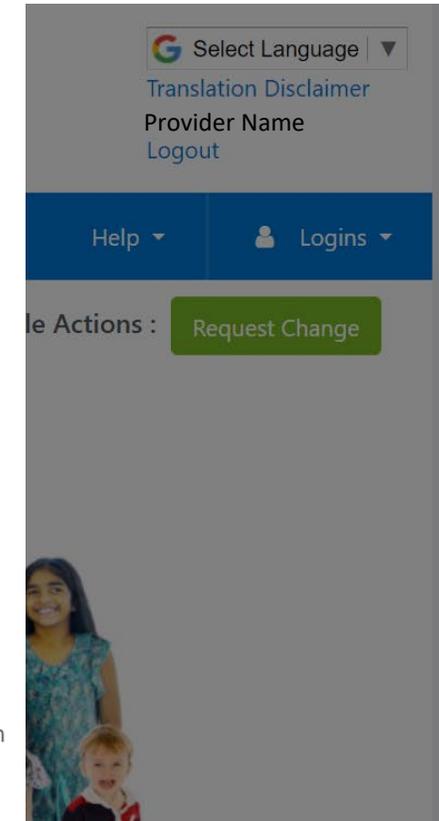
4. What ages of children are you serving? (Check all that apply)

- Infants Toddlers
 Preschool School-age

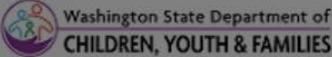
5. **Spend Plan:** How will you spend the Child Care COVID-19 Grant? (Check all that apply) *

* Please note that these grant funds may not be used for facility repairs or renovation, construction or other capital improvements as this is not an allowable use of this grant.

Rent/Space Costs



Step 7: Click “Submit”

 Washington State Department of CHILDREN, YOUTH & FAMILIES

Licensed Facility Name

Technology and/or Internet Service

General Terms and Conditions

The DCYF Child Care COVID-19 Grant funds must be spent by September 30, 2021 within the categories agreed to above.

I certify that the information I have provided on this application is true and correct.

Yes No

I agree that any funding received will be spent only within the allowable categories listed in this grant application.

Agree Do not agree

I agree to keep all receipts from purchases made with the grant money for 5 years.

Agree Do not agree

I understand that DCYF may ask me to provide these receipts for purchases made with money from this grant, and if I cannot provide these receipts and documentation when asked, I will be required to repay part or all of the grant money to the State of Washington.

Yes No

 [Submit](#)

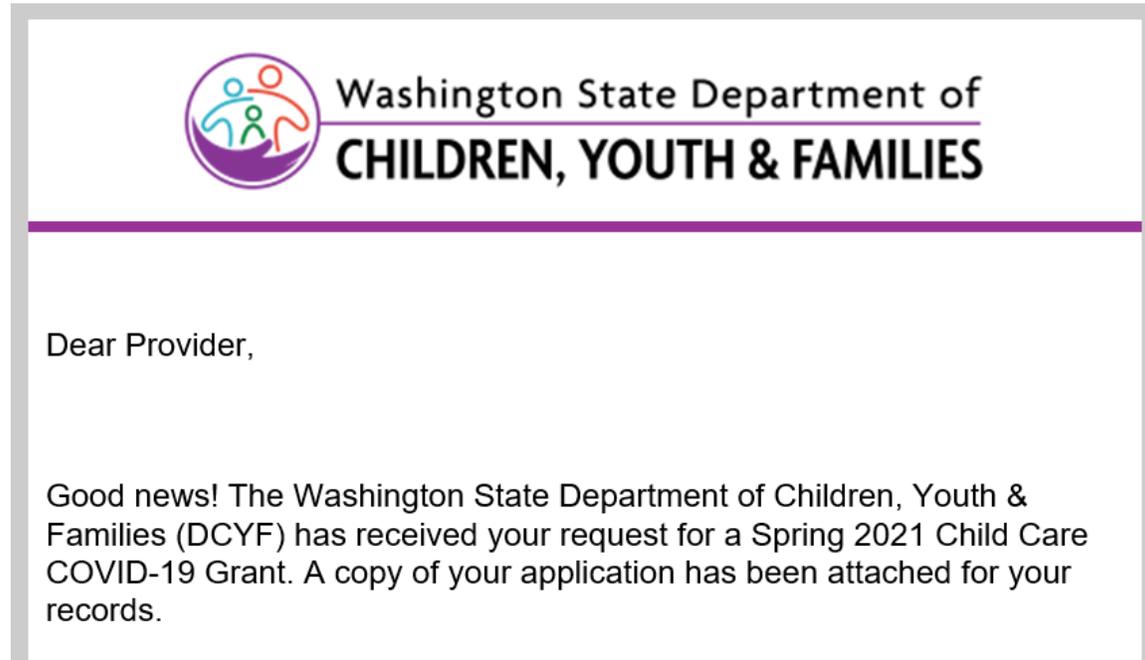
Select Language  [Translation Disclaimer](#)

Provider Name [Logout](#)

Help  Logins 

le Actions : [Request Change](#)

Step 8: Check Your Email For a Confirmation!



- Please be sure to check the “junk” or “spam” folder in your email if you do not receive an email confirmation. The email will be sent to the “primary contact email” in your WA Compass account.

Questions?

If you have questions about the DCYF Spring 2021 Child Care COVID-19 Grant, please email dcyf.covidgrantinfo@dcyf.wa.gov.

