

# FY 25 Health & Safety Improvement Funds

## License Exempt Child Care

### Grant Guidelines & Application (revised Oct 2020)



**YWCA Metropolitan Chicago**  
**1537 South Waukegan Road**  
**Waukegan, IL, 60085**



Health & Safety Improvement grants are available to Child Care Assistance Program (CCAP) License Exempt Child Care providers to fund materials and equipment needed to address health and safety needs. Priority will be given to License Exempt providers whose requests are supported by a Health & Safety Monitoring visit. For the purposes of this document, “child care provider” includes family child care and child care center. This grant is administered by the YWCA Metropolitan Chicago and funded by the Illinois Department of Human Services (IDHS).

#### Definitions

- License Exempt Family Child Care (LEFCC) a provider who is not licensed by the Illinois Department of Children and Family Services (IDCFS), and who can care for no more than three (3) children, including their own children, unless all the children are from the same household.
- License Exempt Child Care Center (LECCC) a center who is not licensed by the IDCFS, and who meets one of the allowable exemptions found in CCAP Policy 05.02.03, VIIIA

## GUIDELINES

### WHO CAN APPLY?

All of the following criteria must be met:

- LE provider who meets the definition of a LEFCC or LECCC as noted above
- LE provider who currently provides care for at least one (1) child receiving assistance from the IDHS CCAP
- LE provider who is an approved CCAP provider
- LE provider who has a Corrective Action Plan from a Health & Safety Visit OR has completed the attached self-assessment
- LE provider who is a member of the Gateways Registry
- LE provider providing care in one of the following Illinois counties; DuPage, Kane and Lake.
- LE provider with no unpaid financial obligation to CCR&R or to IDHS Division of Early Childhood – Bureau of Subsidy Management or Bureau of Quality Initiatives

### WHAT IS REQUIRED TO PARTICIPATE?

- LE provider must agree to a minimum of one (1) scheduled, virtual or on-site visit by a CCR&R staff member in addition to the monitoring visit

### WHAT CAN FUNDS BE USED FOR?

- Items requested must relate to the results of the LE Health & Safety Monitoring Visit or the results of the self-assessment
- Allowable items include, but are not limited to, health and safety items (e.g., First Aid Kits, Fire Extinguishers, Smoke/Carbon Monoxide Detectors), safety gates, cribs that meet standards, pack & play, lead free paint, children’s books, age appropriate toys, gross motor materials (e.g., balls, riding toys, etc.), science materials.

### WHAT ITEMS ARE UNALLOWABLE?

- Costs associated with training
- Service agreements (e.g., cell phone, internet)

- Cosmetic improvements to the property
- Used equipment
- Items from a third-party purchase
- Items that restrict child mobility
- Consumable supplies (exception disposable gloves)

#### **WHAT IS THE APPLICATION PROCESS?**

- Complete the application and submit to the CCR&R
- The year-end deadline to submit a request is **May 30, 2025**.
- A team of CCR&R staff will review for completeness and eligibility and notify providers of approval/denial

#### **WHERE DO I FIND MY GATEWAYS REGISTRY ID #?**

- This ID # is assigned to you after you sign up for the Gateways Registry. If you send in a paper application, you get a paper letter with the card and your Registry ID. If you apply online, you see an immediate message that gives you the Registry ID, a link to print your own card, and you also get a confirmation email that has the Registry ID in it (and another link to print the card.)
- The Registry ID # begins with the letter “N”

#### **WHERE DO I FIND MY CCAP PROVIDER/CCMS ID #?**

- The CCMS Provider ID # can be found on the CCAP approval letters and on all Child Care Certificates used for billing

#### **IS THERE OTHER DOCUMENTATION REQUIRED?**

- A copy of the CCAP Health & Safety Monitoring Visit Corrective Action Plan or the Self-Assessment
- A completed W9
- [A copy of your CCAP Training Requirements Report. For LE Centers, this includes all staff. \(CCR&Rs have the option of verifying training themselves or they can request the provider submit the report.\)](#)

#### **WHAT IS THE GRANT AMOUNT AND HOW IS PAYMENT MADE?**

- LE Child Care Centers up to \$500
- LEFCC providers providing care in their own home up to \$300
- LEFCC providers providing care in the child’s home up to \$150
- Payment is made after all the requirements are completed and the necessary documentation is submitted
- Grant funds are paid out:
  - reimburse provider upon receipt of expenditure documentation

#### **WHO DO I CONTACT FOR MORE INFORMATION?**

- **KeNuu White, Grant Specialist**  
**847-406-5696 / ECSgrants@ywcachicago.org.**

**APPLICATION** → Please type or print using black or blue ink

**I. Contact Information**

Provider Name: \_\_\_\_\_ Social Security/FEIN # (required): \_\_\_\_\_

Address: \_\_\_\_\_

Program contact: \_\_\_\_\_

City: \_\_\_\_\_ IL Zip: \_\_\_\_\_ County: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

City: \_\_\_\_\_ IL Zip: \_\_\_\_\_ County: \_\_\_\_\_

Daytime phone \_\_\_\_\_ Email: \_\_\_\_\_

Gateway's Registry ID #: N- \_\_\_\_\_ Provider /CCMS ID: \_\_\_\_\_

*15- digit #*

**II. Program Information**

LE Child Care Center

- Capacity \_\_\_\_\_ Current Enrollment \_\_\_\_\_ # of classrooms \_\_\_\_\_ # of staff \_\_\_\_\_
- Indicate the number of children by age group you are providing care for:  
\_\_\_\_ Preschool (3-5 years) \_\_\_\_ SA (K-12 yrs)

LE Family Child Care

- Do you provide child care in your home or the child's home?  My Home  Child's Home
- How many children are you currently caring for, including your own children, under the age of 13? \_\_\_\_\_
- Indicate the number of children by age group you are providing care for:  
\_\_\_\_ infants (6 wks – 14 mths) \_\_\_\_ toddlers (15-23 mths) \_\_\_\_ Twos (24-35 mths) \_\_\_\_ Preschool (3-5 years) \_\_\_\_ SA (K-12 yrs)

**ALL applicants**

How many children are you currently caring for whose families receive IDHS CCAP? \_\_\_\_\_

Have you participated in the LE grant program before?  Yes  No

In the space provided **below**, describe a typical day in your child care program (times for meals, snacks, indoor/outdoor activities, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Health and Safety Self-Assessment Checklist

This checklist is intended to help you identify health and safety items that may need addressing to improve or meet the CCAP Health and Safety Standards Requirements. **To be used if you have not had a Health & Safety Monitoring Visit.**

Answer the following questions:		Yes	No
Indoor Safety	Is the home/facility free of peeling/chipping paint?		
	Are safety plugs covering all electrical outlets?		
	Are hazardous materials stored in their original containers and kept in a locked cabinet or out of the reach of children? (includes, but not limited to, medicine, cleaning materials, pesticides, etc.)		
	Are fixed space heaters, fireplaces, radiators, fans and other heating or cooling sources/devices in areas occupied by children separated by sturdy partitions, screens or barriers?		
	Are all electrical, string and window blind cords that may cause strangulation inaccessible or secured?		
	Are choking hazards kept away from children under 3 years of age? (such as small toys, art materials, buttons, coins, plastic bags, etc.)		
Outdoor Safety	Is the outdoor play area free of hazards (broken glass, animal feces, sharp edges, etc.)?		
	Is there is a pool on the premises?		
	If yes, is the pool fenced in?		
Emergency Preparedness	Is there a working telephone (land line or cell)?		
	Are community emergency numbers posted in plain sight?		
	Do I have a written record of emergency contacts for all children?		
	Do I have a list of allergies for each child, as applicable?		
	Do I have a plan in the event of an emergency?		
	Are parents informed of the emergency plan?		
General Health	Do adults and children follow proper handwashing procedures?		
	Is the environment cleaned and sanitized daily?		
	Well balanced meals and snacks are provided?		
	Are there materials for outdoor play? (balls, riding toys, etc.,)		
	Are there materials for indoor play? (books, blocks, cars, dolls, etc.)		
	Is there a first aid kit in the home?		
	Are disposable gloves used for various activities? (food prep, diapering, handling accidents, etc.)		
	Is there a designated area for diapering? (if applicable)		
	Is there a safety gate at indoor stairs, if applicable (if caring for children under 30 months)?		
Infant Care (birth – 14 months) LEFCC ONLY	Does each infant (birth – 14 months) have a separate crib, bassinet, or pack-and-play to sleep in?		
	Do cribs meet current safety standards? (if applicable)		
	Are cribs, bassinets, etc., free of all soft bedding? (if applicable)		
	Are infants (birth – 14 months) placed on their back to sleep?		
Transportation	Children use age appropriate safety restraints when being transported, if applicable.		
	Children are never left unattended.		
LE Family Child Care	Is there a working smoke detector(s) in the home?		
	Is there a working carbon monoxide detector (s) in the home?		
	Is there a working fire extinguisher in the kitchen (rated for Class, A, B & C)?		

Based on the results of your Health & Safety Self-Assessment Checklist, in section II of the license exempt grant application, list in priority order the items that would help you address the questions that are marked “no”.