

## **OVERVIEW**

Child care providers who were **<u>approved</u>** for the SC Building Blocks Grants are required to report on the use of funds and child care capacity as a condition of receiving funds. Awarded child care providers are required to report expenditures on a **<u>quarterly</u>** basis through the end of the grant period or until all funds have been spent. Providers will have ongoing access to the portal to add expenditures and documentation as needed throughout grant period.

## **STEP 1: LOG IN**

Providers will access their quarterly reporting via the Provider Portal at <u>https://providerportal.dss.sc.gov/#/dece/provider-grants/building-blocks-upload</u>. You will need your **CC number** to access the reporting portal. This will be the same number that you use for background checks.

\*\*If the CC number is incorrect, please confirm that you have entered the correct CC number. \*\*





## **STEP 2: ENROLLMENT INFORMATION**

Providers must provide the <u>CURRENT</u> average enrollment for each age category. If there are no enrollments for an age category, please enter "**0**." Click "submit enrollment" once this section is complete.

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	Please enter the numeric portion of your CC number and click the Search button. * CC 000875		
≣	Provider Name: White Oak Baptist Early Education If this is incorrect, please confirm that you entered the correct CC number above. If not, then enter the correct C	C number and click the Search button.	All lines must have a number. If no children are
⊘ +•	Enrollment Update Required Before you upload documents, we need you to update your enrollment information. What is your current aver	age enrollment by age?	enrolled at that age, then place a "O."
	0 years of age*	4 years of age*	
	1 year of age*	5 years of age not in Kindergarten*	
	2 years of age*	5 years of age in Kindergarten or older*	
	3 years of age*	<u>,</u>	
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# **STEP 3: UPLOAD DOCUMENTS DETAILS**

Providers will click the "Upload Documents" tab.

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Once you have click the "Upload Documents" tab, the following box will appear.

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# **STEP 4: CATEGORIES**

Providers will enter your total spending for each category and subcategory.

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They is a	Rent, Utilities, and Insurance     Facility maintenance and improvements     PPE, Cleaning, and other Health and Safety Practices     Equipment and Supplies     Goods and Services	I button is not clicked, the document will not be uploaded and Upload	will not be saved.	.* ion on th			
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B. Next select <u>all subcategories</u> that apply. NOTE: You will be able to select multiple subcategories. This process will be used for all subcategories that apply to the providers spending.

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C. Enter the total "dollar" amount for the spending category.

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E. All saved files on your device will appear. Select the file(s) to upload for the category then click the "upload button."

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F. All uploaded documents will appear in the box.

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6		SC Building Blocks - Document Upload									
₽	Here you can upload receipts and other documents that show how you spent your grant money. Begin by looking up your CC number below, then follow the instructions. Please note that you may only upload.PDF,JPG, and .PNG files.										
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#### You will repeat <u>STEP 4</u> for each <u>category</u> and <u>subcategories</u>.

# Once you have uploaded documents, you may close your browser!

Questions about the SC Building Blocks – Stabilization Grant Reporting Portal?

Email Address: <a href="mailto:scstabilizationgrant@dss.sc.gov">scstabilizationgrant@dss.sc.gov</a>

Telephone: Tameka Pauling at (800) 476-0199