

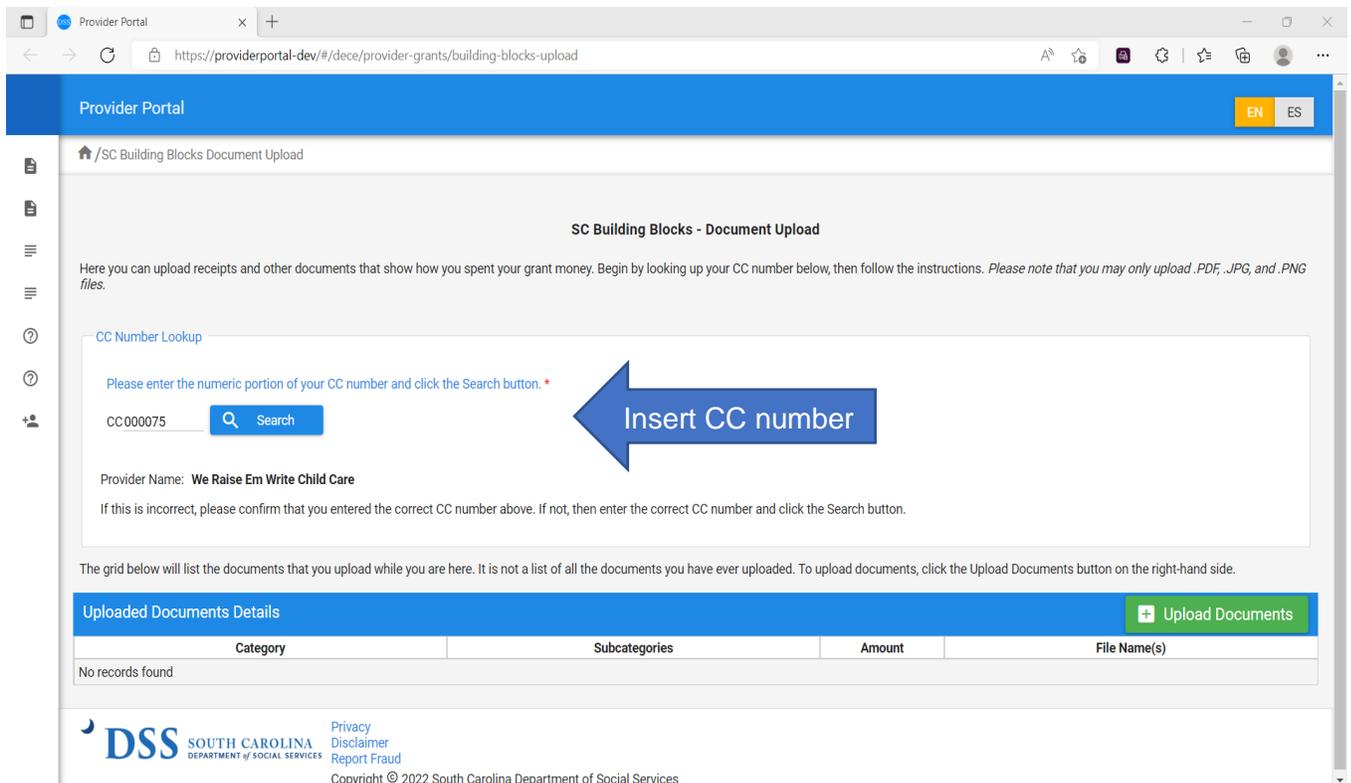
OVERVIEW

Child care providers who were **approved** 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 **quarterly** 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 <https://providerportal.dss.sc.gov/#/dece/provider-grants/building-blocks-upload>. 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. ****



Provider Portal

EN ES

SC Building Blocks Document Upload

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.*

CC Number Lookup

Please enter the numeric portion of your CC number and click the Search button. *

CC000075 Search

Provider Name: We Raise Em Write Child Care

If this is incorrect, please confirm that you entered the correct CC number above. If not, then enter the correct CC number and click the Search button.

The grid below will list the documents that you upload while you are here. It is not a list of all the documents you have ever uploaded. To upload documents, click the Upload Documents button on the right-hand side.

Uploaded Documents Details

Upload Documents

Category	Subcategories	Amount	File Name(s)
No records found			

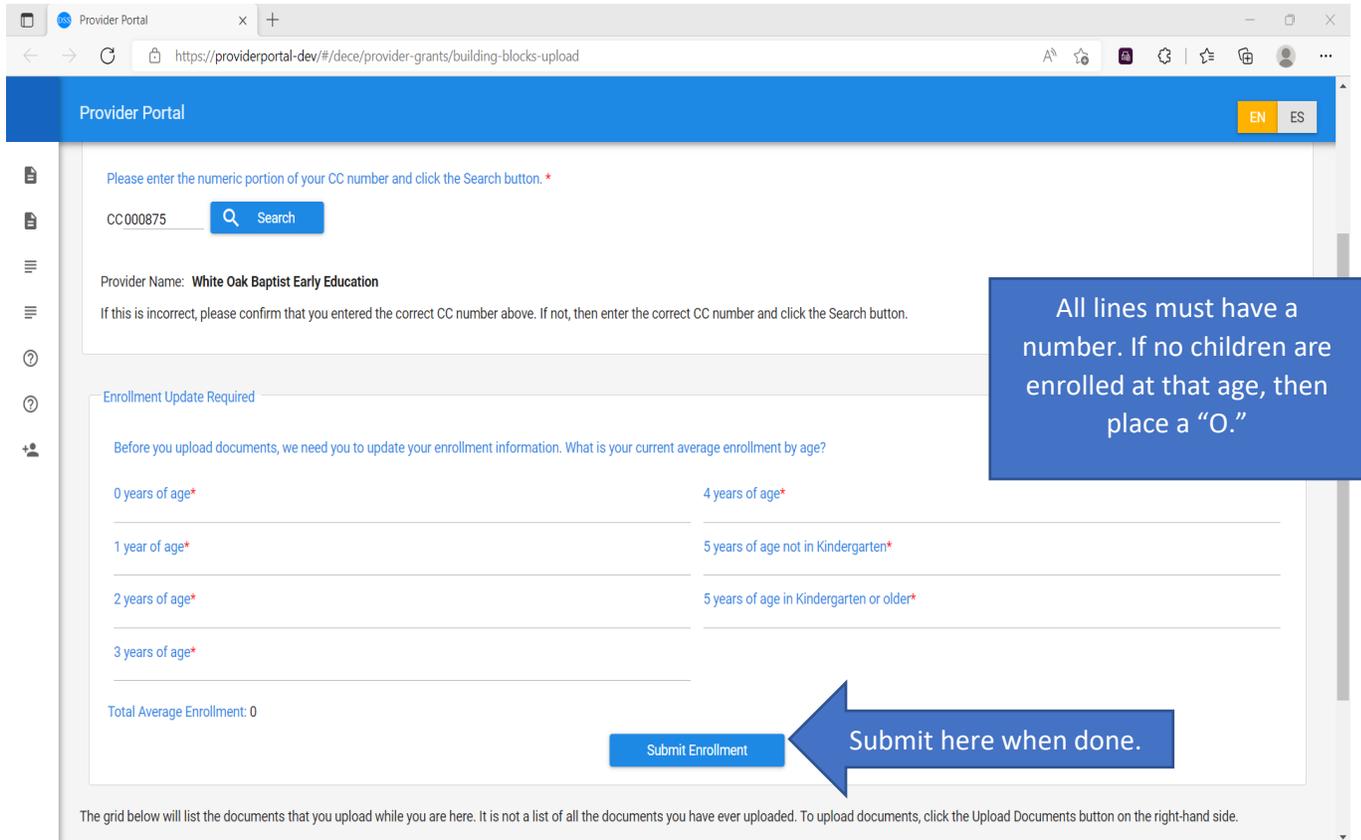
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STEP 2: ENROLLMENT INFORMATION

Providers must provide the **CURRENT** 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.



The screenshot shows a web browser window with the URL `https://providerportal-dev/#/dece/provider-grants/building-blocks-upload`. The page title is "Provider Portal" and it includes language selection buttons for "EN" and "ES".

The main content area contains the following elements:

- A search prompt: "Please enter the numeric portion of your CC number and click the Search button. *"
- A search input field containing "CC000875" and a "Search" button.
- Provider Name: "White Oak Baptist Early Education"
- A note: "If this is incorrect, please confirm that you entered the correct CC number above. If not, then enter the correct CC number and click the Search button."
- A section titled "Enrollment Update Required" with the text: "Before you upload documents, we need you to update your enrollment information. What is your current average enrollment by age?"
- A grid of input fields for average enrollment by age category:

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*	
- A "Total Average Enrollment: 0" label.
- A "Submit Enrollment" button.

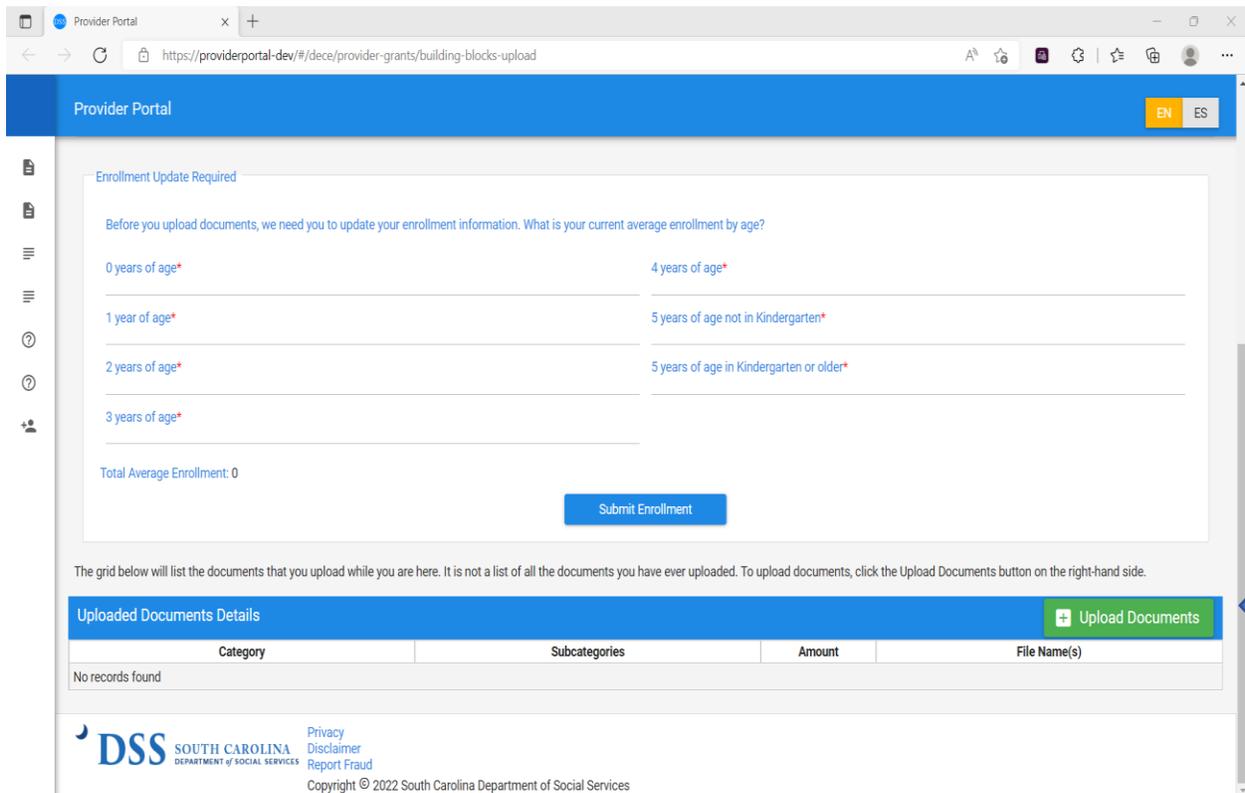
Two blue callout boxes provide additional instructions:

- A box on the right side states: "All lines must have a number. If no children are enrolled at that age, then place a '0.'"
- A box with an arrow pointing to the "Submit Enrollment" button states: "Submit here when done."

At the bottom of the page, a note reads: "The grid below will list the documents that you upload while you are here. It is not a list of all the documents you have ever uploaded. To upload documents, click the Upload Documents button on the right-hand side."

STEP 3: UPLOAD DOCUMENTS DETAILS

Providers will click the “Upload Documents” tab.



Provider Portal

EN ES

Enrollment Update Required

Before you upload documents, we need you to update your enrollment information. What is your current average enrollment by age?

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*	

Total Average Enrollment: 0

Submit Enrollment

The grid below will list the documents that you upload while you are here. It is not a list of all the documents you have ever uploaded. To upload documents, click the Upload Documents button on the right-hand side.

Uploaded Documents Details				Upload Documents
Category	Subcategories	Amount	File Name(s)	
No records found				

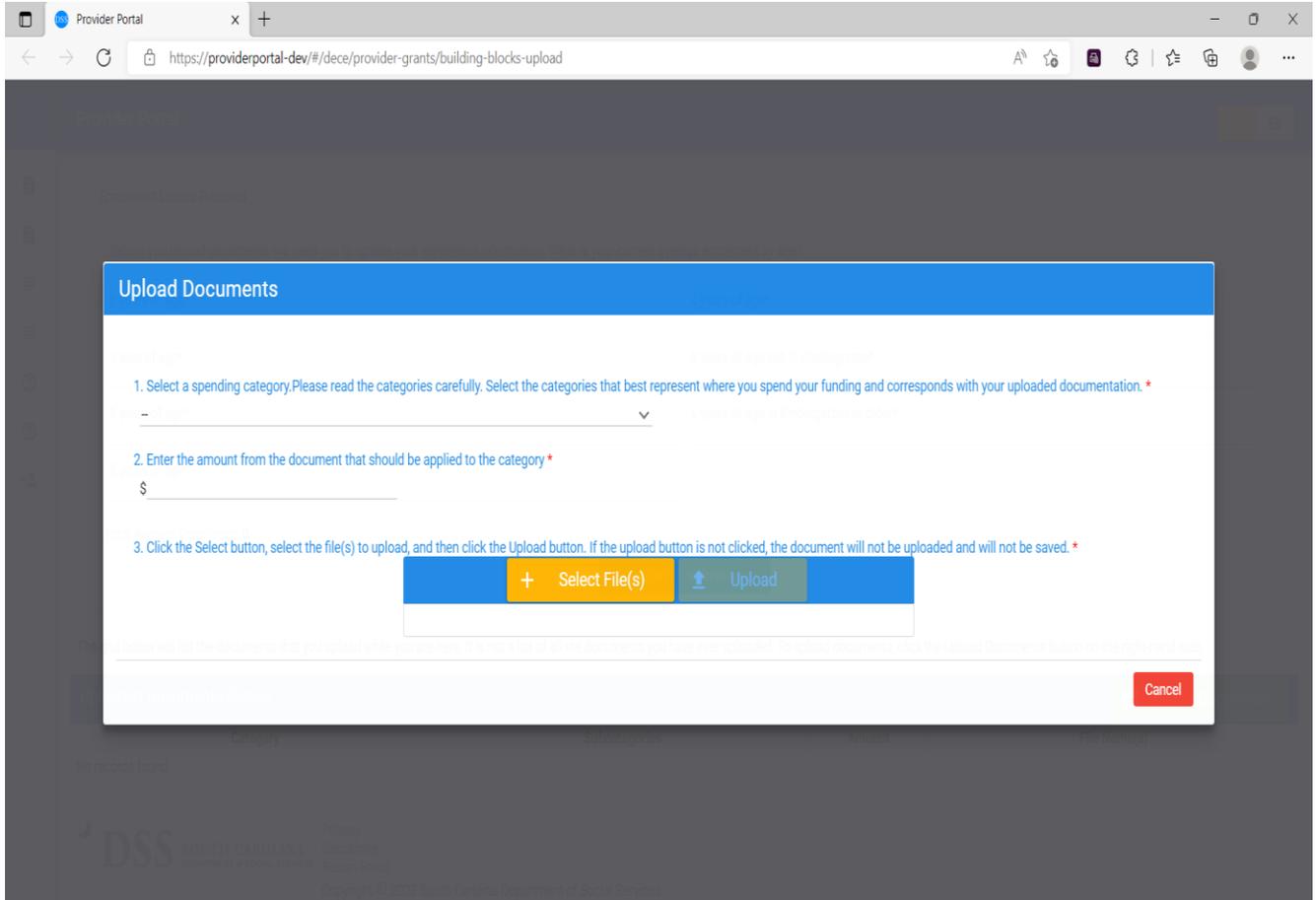
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Click Here

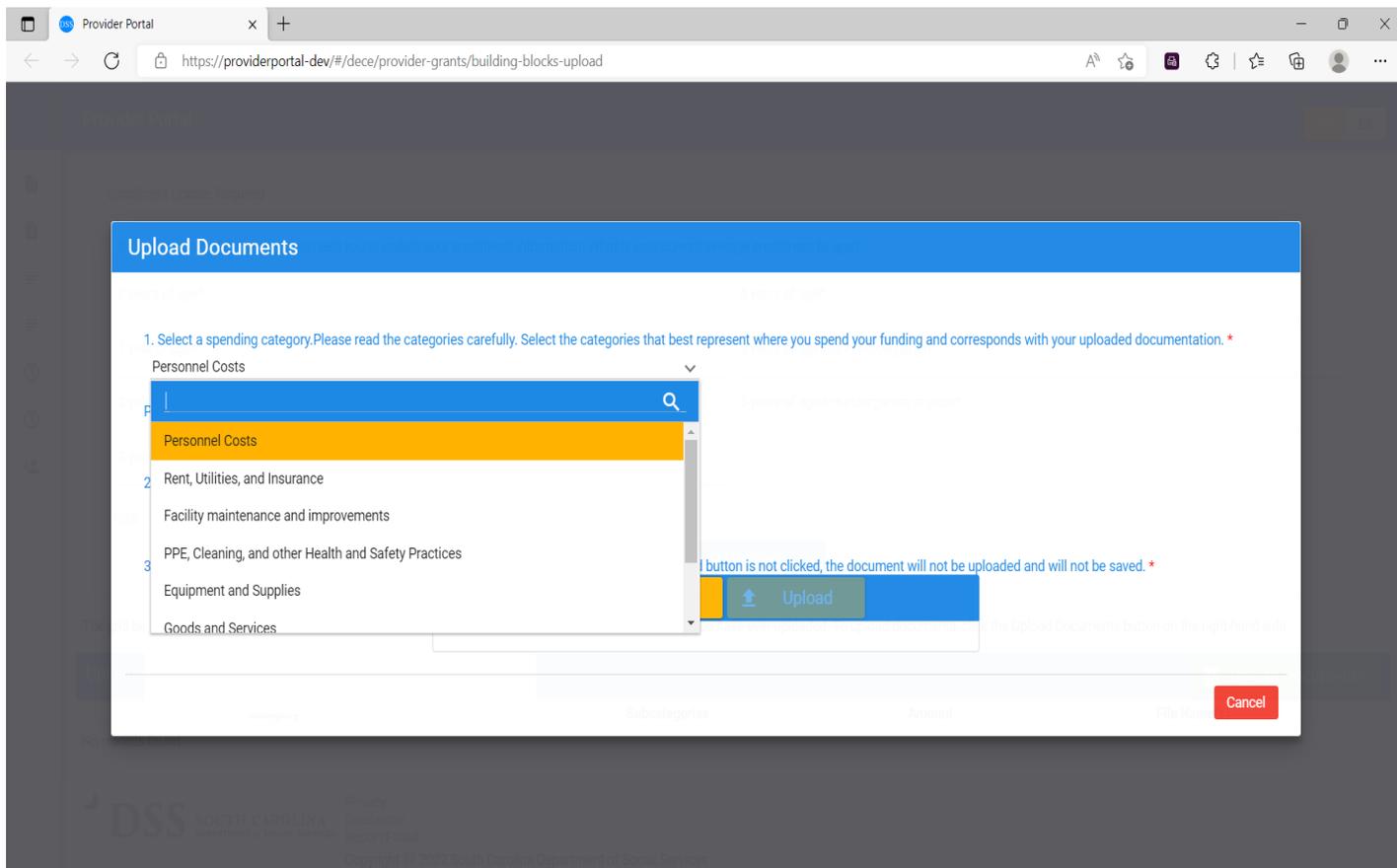
Once you have click the “Upload Documents” tab, the following box will appear.



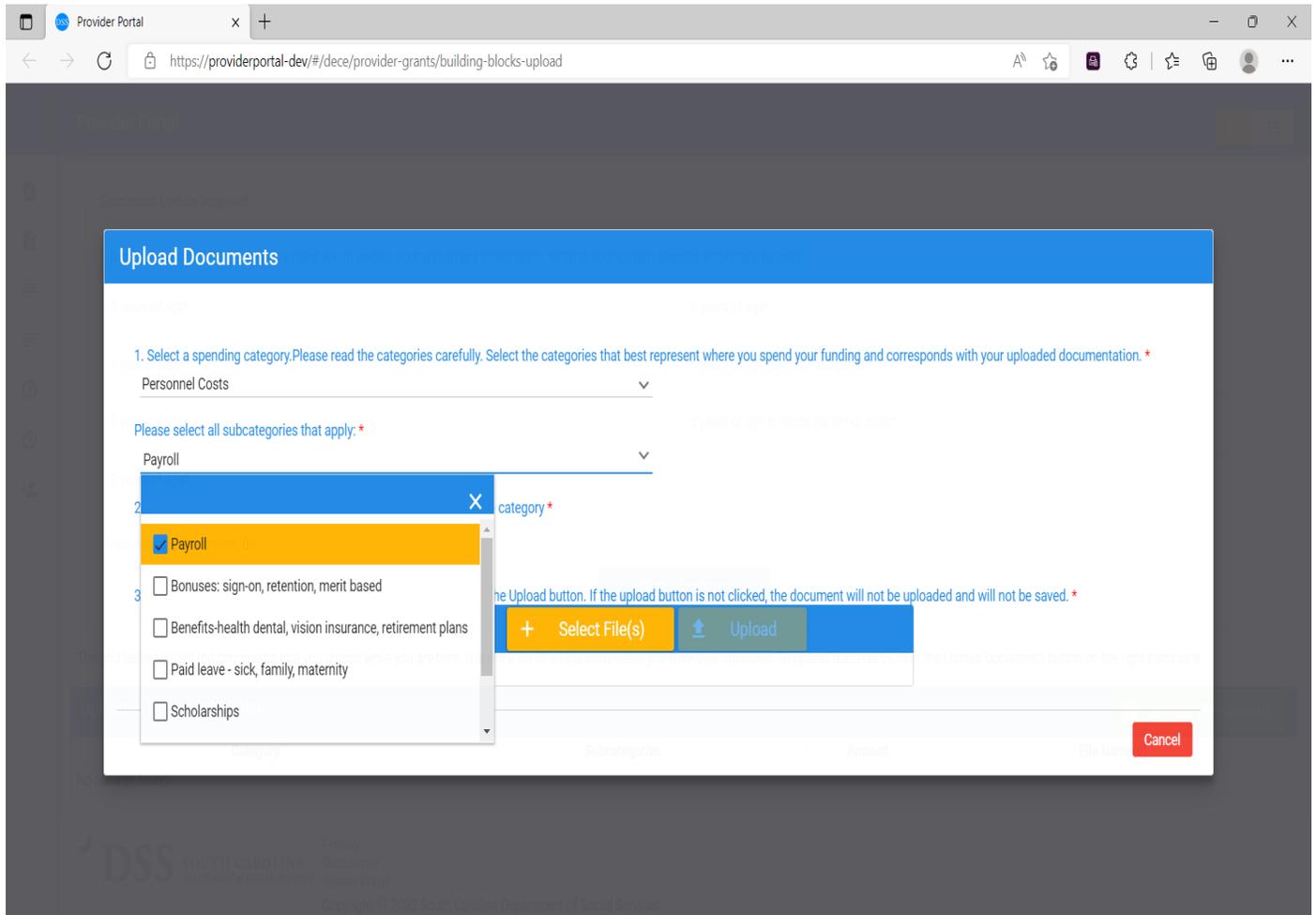
STEP 4: CATEGORIES

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

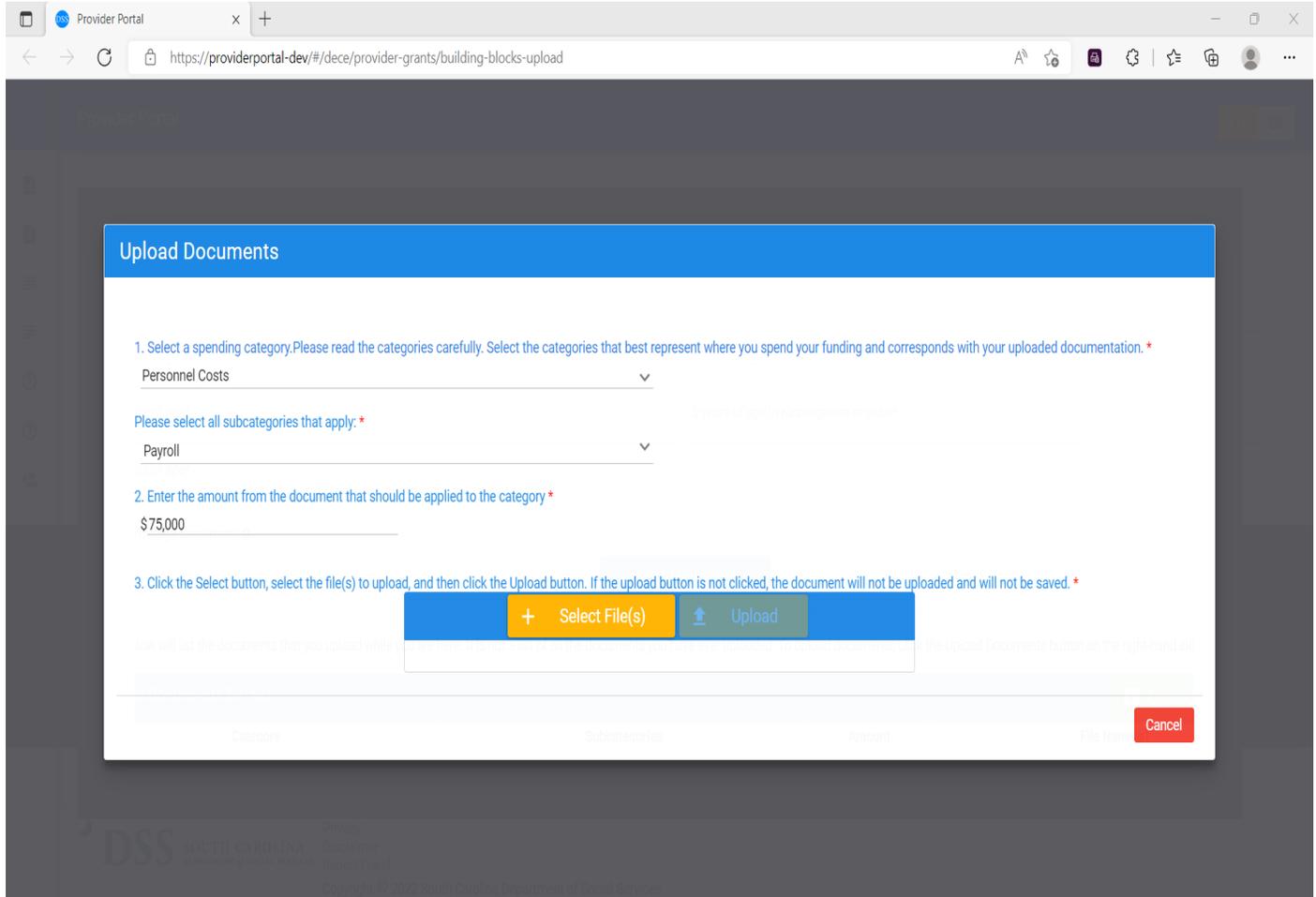
- A. Select a **spending category** from the drop-down box.



B. Next select **all subcategories** 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.



C. Enter the total “dollar” amount for the spending category.



Upload Documents

1. Select a spending category. Please read the categories carefully. Select the categories that best represent where you spend your funding and corresponds with your uploaded documentation.*

Personnel Costs

Please select all subcategories that apply.*

Payroll

2. Enter the amount from the document that should be applied to the category*

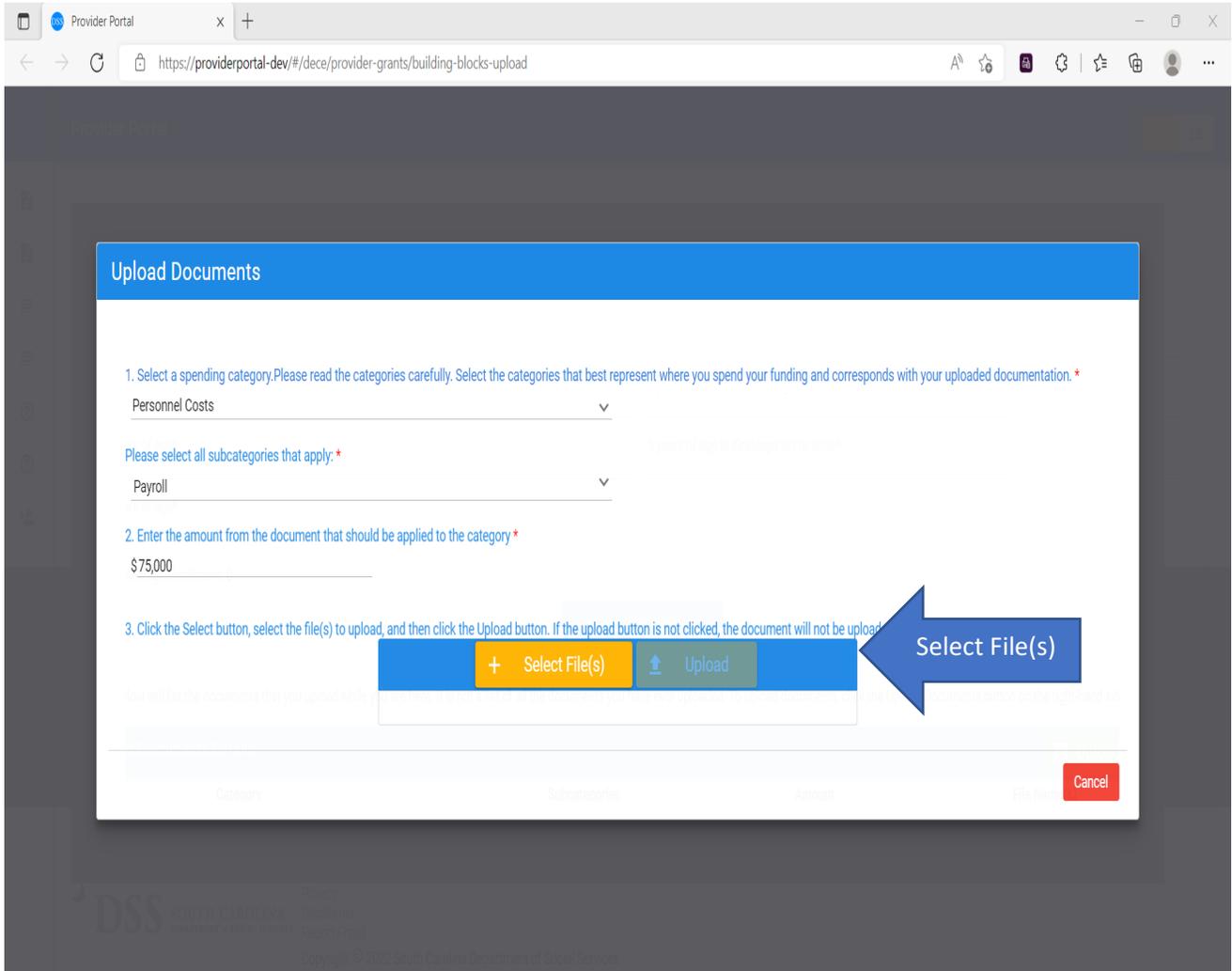
\$75,000

3. Click the Select button, select the file(s) to upload, and then click the Upload button. If the upload button is not clicked, the document will not be uploaded and will not be saved.*

File Manager

Category	Subcategories	Amount	File Name	Cancel
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D. Click select file(s).



The screenshot shows a web browser window with the URL `https://providerportal-dev/#/dece/provider-grants/building-blocks-upload`. The page title is "Upload Documents".

1. Select a spending category. Please read the categories carefully. Select the categories that best represent where you spend your funding and corresponds with your uploaded documentation.*
Personnel Costs

Please select all subcategories that apply.*
Payroll

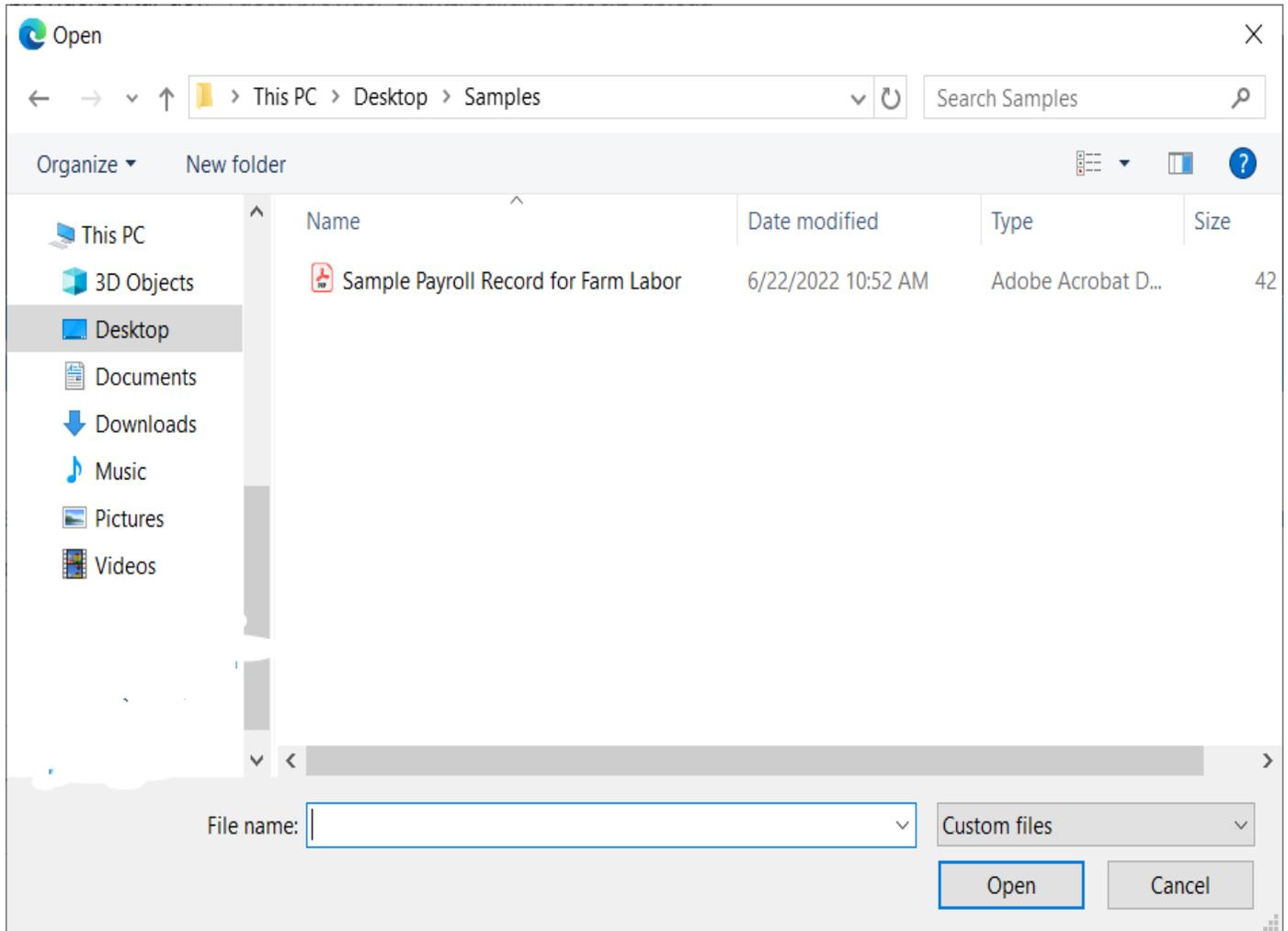
2. Enter the amount from the document that should be applied to the category *
\$75,000

3. Click the Select button, select the file(s) to upload, and then click the Upload button. If the upload button is not clicked, the document will not be uploaded.

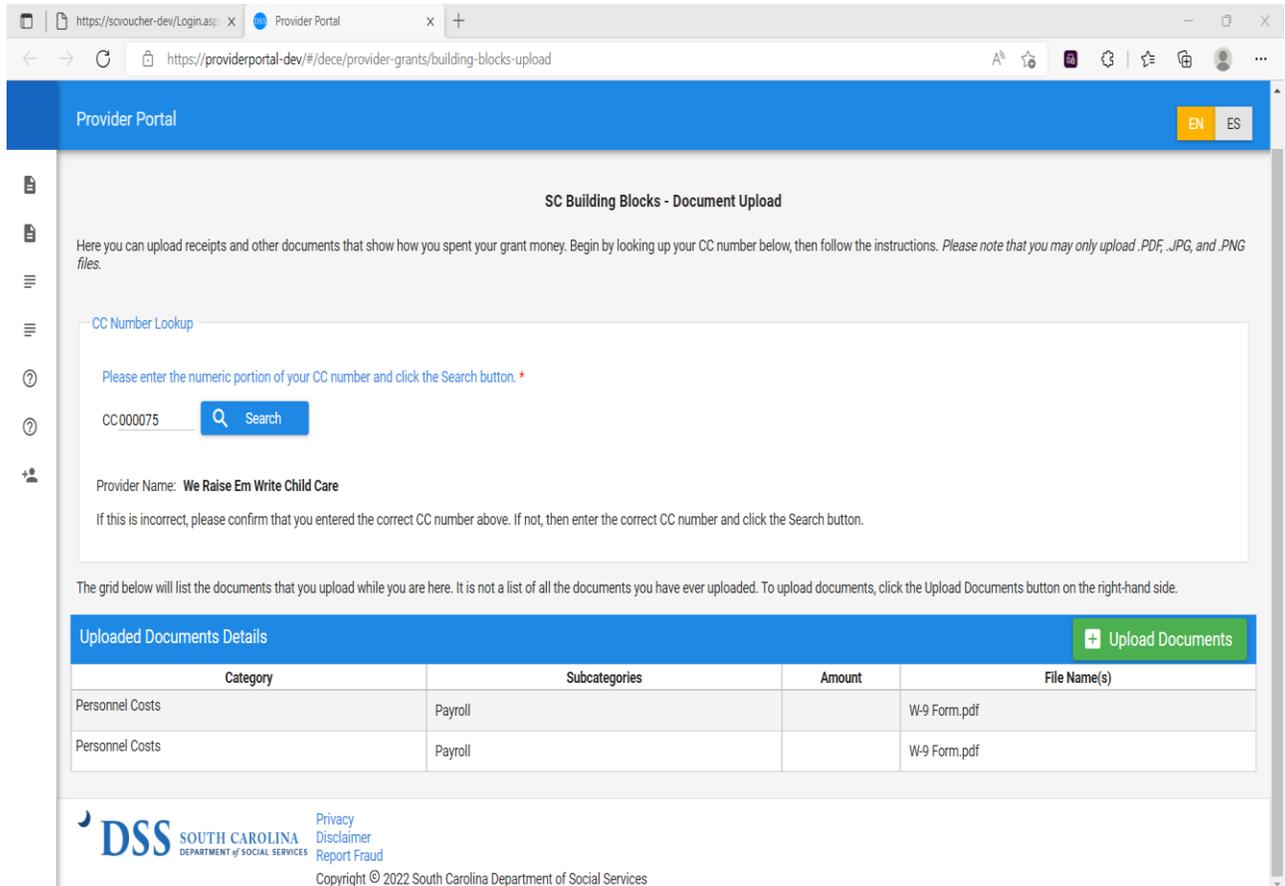
Buttons: + Select File(s), Upload, Cancel

Category	Subcategories	Amount	File Name
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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.”



F. All uploaded documents will appear in the box.



Provider Portal

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Category	Subcategories	Amount	File Name(s)
Personnel Costs	Payroll		W-9 Form.pdf
Personnel Costs	Payroll		W-9 Form.pdf

[+ Upload Documents](#)

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You will repeat STEP 4 for each category and subcategories.

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

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

Email Address: scstabilizationgrant@dss.sc.gov

Telephone: Tameka Pauling at (800) 476-0199