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. **
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.
STEP 3: UPLOAD DOCUMENTS DETAILS

Providers will click the “Upload Documents” tab.
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.
D. Click select file(s).
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.

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?

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