



1

Application Landing Page

1. The Instructions page is the first page of the Care Stabilization Grant application. **Review the Instructions completely** before beginning the application. **Scroll down** the page and **click the expandable menus (>)** to view more information.

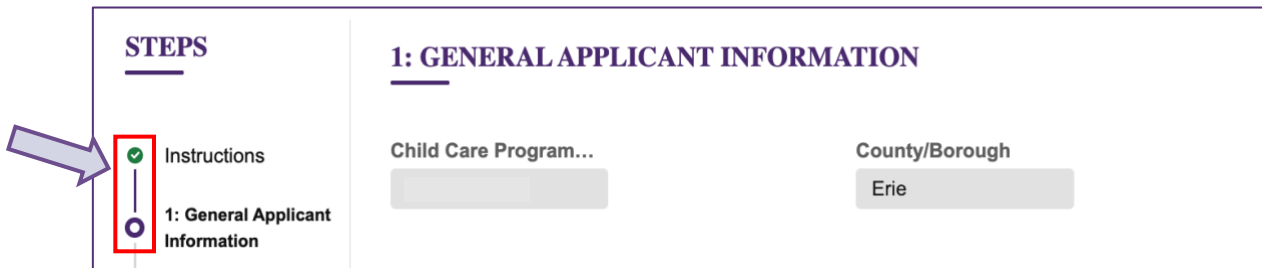
The screenshot shows the application landing page with a sidebar on the left titled 'STEPS' and a main content area on the right titled 'INSTRUCTIONS'. The sidebar lists six steps: 1: General Applicant Information, 2: Operational Status, 3: Child Count Information, 4: Options for Use of Funds, 5: Estimated Grant, and 6: Payment Information. The 'Instructions' step is highlighted with a red box and a grey arrow. Below the sidebar, a label 'Expandable menus' has a grey arrow pointing to a red box containing two expandable menu items: '> Who is Eligible for Stabilization funds?' and '> Allowable Uses for Grant Funds'. The main content area includes a welcome message, a URL (<https://ocfs.ny.gov/childcare-stabilization/>), and a section titled 'GETTING STARTED WITH YOUR STABILIZATION APPLICATION'. A pink box contains a deadline notice: 'DEADLINE FOR STABILIZATION GRANT APPLICATION SUBMISSION is Tuesday November 30, 2021 at 11:59 PM. Any applications received after the deadline will not be reviewed.'

2. Make sure you have all the required information and **Click on the Next button.**

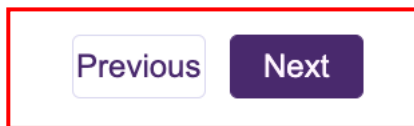
The screenshot shows the 'Completing the application' section. The sidebar on the left lists steps 8: Provider Attestations and Thank You. The main content area is titled 'Completing the application' and contains the following text: 'After determining you are eligible to apply, you can get started with the application. Your application will have a lot of information already completed based on your facility ID. To finalize the application, you will need your:' followed by a bulleted list: 'License/registration/enrollment information including: legal name, contact information', 'Average Monthly Expenses', and 'Your bank information if you would like your award deposited directly into your account, otherwise paper checks will be sent via US mail.' Below this is the text 'Now let's get started.....' and a 'Next' button highlighted with a grey arrow.

2 Tips for Navigating the Application

1. There are eight steps that you need to complete in the application. Steps cannot be skipped, and need be done in order. As steps in the application are completed, the color of the steps will change from a purple circle to a green checkmark.




2. To go back and forth between completed steps, use the **Previous/Next** buttons at the bottom of the page, or click on the green checkmark next to any step. Do NOT use your web browser's back button or you will exit the application.

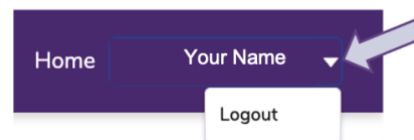


3. Many of the fields will be pre-filled with information from the state database about your facility. These fields cannot be edited. If any of this information is incorrect, please contact your licenser.



4. Fields marked with a * Red asterisk must be filled out to continue.
5. **Important:** For security reasons, if you leave the application or logout/login, your progress will NOT be saved, and you will need to start over.

 **TIP:** It is **always** a best practice to logout before walking away. Please remember to logout of the grant application system when finished.



6. Be sure to use the **EDIT** option on Step 8 Review Application if changes need to be made. Once an application is submitted, it cannot be edited and can only be withdrawn completely.