



LDOE - Louisiana Child Care Assistance Provider (LaCAP)

*LaCAP Survey
Round 6 and Type I and II Centers*

March 1, 2022

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<https://attendee.gotowebinar.com/recording/2171456721435530507>



View this recording

*Required field

First Name* Last Name*

Email Address*

By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services.

Agenda

- Overview and Timeline
- Accessing the LaCAP Grant Survey and Portal
- Completing the Survey
- Common Questions
- Next Steps and Resources





Overview

LaCAP Relief Grants

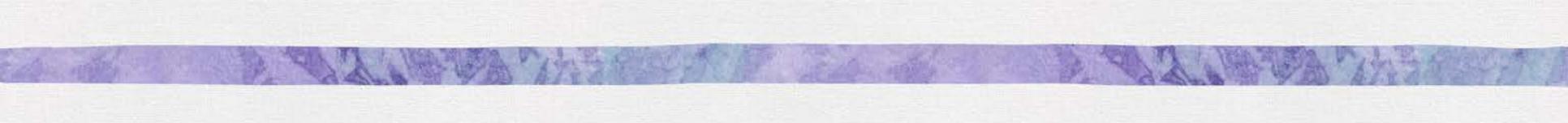
The Louisiana Department of Education (LDOE) has offered LaCAP Relief Grants to providers as they rebound from the impacts of COVID-19. **As a requirement to receiving the grants, providers agreed to use health and safety practices that prevent the spread of COVID-19 in the child care environment based on guidance from local and state health departments and the LDOE, which includes OPH Guidelines.**

LaCAP Relief Grants

- LDOE has partnered with Postlethwaite and Netterville (P&N) to collect information regarding the use of relief grant funds. LDOE will also use this information to direct future technical assistance.
- Participation in the survey is required. **Failure to complete the survey may impact your future relief grant funding opportunities and you will be automatically chosen for an audit of the LaCAP grants via the Office of Inspector General (OIG).**
- P&N is collecting your survey responses through an online portal. Surveys must be completed with a desktop/laptop browser. Mobile devices are not supported.

Timeline

SURVEY	DATE
Survey Notification and Portal Opened: ➤ Type III, Family Child Care and In Home Providers that received LaCAP Grant Round 6	Tuesday, March 8, 2022
Survey Notification and Portal Opened: ➤ Type I and II centers that received LaCAP Grant Rounds 1 and 2	Thursday, March 10, 2022
LaCAP Grant Survey Deadline	Thursday, March 24, 2022



Accessing the LaCAP Grant Survey and Portal



LDOE LaCAP Survey Grant Round 6 – Example Email

All providers who received LaCAP Grant Round 6 will receive an email like the example.

Check your junk/spam folders for the email

Sender: P&N - LDOE LaCAP Grant

Email address: info@ldoe-pnsurvey.com

Subject Line: LDOE LaCAP Grant Survey - Round 6

The Louisiana Department of Education (LDOE) is conducting a survey related to Louisiana Child Care Assistance Provider Relief Grants (LaCAP grants) for CCAP certified providers that received LaCAP Grant Round 6. LDOE has partnered with Postlethwaite and Netterville (P&N) to collect information regarding the use of relief grant funds. LDOE will also use this information to direct future technical assistance. A separate survey for Type I and Type II centers will be communicated at a later date.

The following is a link to complete the survey. The survey is open as of 3/8/2022, and you are required to complete the survey by 3/24/2022.

[Start Survey Now](#)

Once you have selected the link above, you must login with the email that was previously used to complete the prior LaCAP Grant Rounds 1-5 survey. If needed, you can reset your password from the login page. For any child care facilities that share the same email address, you will be required to complete a separate survey for each facility that received LaCAP grant funds.

The survey must be completed on a desktop browser. Mobile devices are not supported.

A recorded presentation is available to assist with completion of the survey. You will be prompted to register to view the recording.

[View Recorded Presentation](#)

Participation in the survey is required. Failure to complete the survey may impact your future relief grant funding opportunities and you will be automatically chosen for an audit of the LaCAP grants via the Office of Inspector General (OIG).

A selection of providers will be chosen to provide records of expenses related to the use of LaCAP funds. This communication serves as the clearance by the LDOE, authorizing the employees of P&N permission to 1) request records, 2) retain/copy/scan records, and 3) interview personnel. We anticipate that this process will be performed remotely. Your full cooperation is expected.

If you have any questions regarding this communication you may contact Provider Help Desk at 225-252-9543 or email providercertification@la.gov. If you require technical assistance regarding how to complete the survey you may contact P&N at info@ldoe-pnsurvey.com.

LDOE LaCAP Survey Grant Type I & II – Example Email

All Type I and II centers that received LaCAP Grant Round 1 and 2 will receive an email like the example.

Check your junk/spam folders for the email

Sender: P&N - LDOE LaCAP Grant

Email address: info@ldoe-pnsurvey.com

Subject Line: LDOE LaCAP Grant Survey – Type I and II

The Louisiana Department of Education (LDOE) is conducting a survey related to Louisiana Child Care Assistance Provider Relief Grants (LaCAP grants) for Type I and II non-CCAP certified providers that received LaCAP Grant Rounds 1 and 2. LDOE has partnered with Postlethwaite and Netterville (P&N) to collect information regarding the use of relief grant funds. LDOE will also use this information to direct future technical assistance.

The following is a [link to setup your account to complete the survey](#). The survey is open as of 3/10/2022, and you are required to complete the survey by 3/24/2022.

[Start Survey Now](#)

Once you have selected the link above, you will be required to create a unique username and password. For any child care facilities that share the same email address, you will be required to complete a separate survey for each facility that received LaCAP grant funds.

The survey must be completed on a desktop browser. Mobile devices are not supported.

A recorded presentation is available to assist with completion of the survey. You will be prompted to register to view the recording.

[View Recorded Presentation](#)

Participation in the survey is required. Failure to complete the survey may impact your future relief grant funding opportunities and you will be automatically chosen for an audit of the LaCAP grants via the Office of Inspector General (OIG).

A selection of providers will be chosen to provide records of expenses related to the use of LaCAP funds. This communication serves as the clearance by the LDOE, authorizing the employees of P&N permission to 1) request records, 2) retain/copy/scan records, and 3) interview personnel. We anticipate that this process will be performed remotely. Your full cooperation is expected.

If you have any questions regarding this communication you may contact Provider Help Desk at 225-252-9543 or email providercertification@la.gov. If you require technical assistance regarding how to complete the survey you may contact P&N at info@ldoe-pnsurvey.com.

Accessing the Portal

Types of providers required to access the portal and complete the survey:

NEW USERS	RETURNING USERS
Type III, Family Child Care and In Home Providers that only received LaCAP Grant Round 6 and have not accessed the portal before.	Type III, Family Child Care and In Home Providers that previously completed the LaCAP Survey for Grant Rounds 1-5.
Type I and II centers that received LaCAP Grant Rounds 1 and/or 2 and have not accessed the portal before.	Type III, Family Child Care and In Home Providers that previously completed the LaCAP Survey for Grant Rounds 1-5 and were selected for the grant assessment for Rounds 1-5. <ul style="list-style-type: none"><li data-bbox="994 816 1671 896">• Must access the portal with multi-factor authentication (MFA).

New Users Accessing the Portal

Accessing the LDOE LaCAP Portal for the first time:

- New users are required to register by using/clicking the unique link that is included in the survey notification email and then setting up a password.
- The survey must be completed online using a desktop/laptop browser such as Google Chrome. Mobile devices are not supported.
- Save the password for future use.

The screenshot shows the registration page for the Louisiana Department of Education (LDOE) LaCAP Portal. The page header includes the text "Louisiana Department of Education", "Postlethwaite and Natchitoches", and "LDOE LaCAP Portal Login". Below the header, there is a prompt: "Complete the fields below to finalize your account setup." The form contains four fields: "Email Address:" with a red arrow pointing to the text "Your email address will be displayed here"; "User Name:" with a red arrow pointing to the text "Your user name will be displayed here"; "Password:" with an empty input field and a small circular icon on the right; and "Confirm Password:" with an empty input field and a small circular icon on the right. At the bottom of the form is a prominent orange button labeled "REGISTER".

Returning Users Accessing the Portal

Accessing the LDOE LaCAP Portal as a newly registered or returning user:

- Access the online portal by navigating to the link: <https://ldoe-pnsurvey.com>
- Familiarize yourself with the features listed below “SIGN IN”:
 - Forgot your password?
 - Acceptable Use Policy
 - LDOD LaCAP Portal User Guide

Louisiana Department of Education
Postlethwaite and Netterville
LDOE LaCAP Portal Login

Email

Password

SIGN IN

Remember me? [Forgot your password?](#)

*Please read our [Acceptable Use Policy](#) that governs your use of the LDOE LaCAP Portal as it constitutes a legally binding agreement. The information you provide in connection with the use of the LDOE LaCAP Portal, including financial information, will be considered confidential and will only be disclosed in an anonymized or de-identified way. Please note that your use of the LDOE LaCAP Portal constitutes your acceptance of these terms and your agreement to be bound by them.

The LDOE LaCAP Portal is a secure website that allows for the exchange of information. Mobile devices are not supported. Please use a desktop computer to access this website.

Refer to the [LDOE LaCAP Portal User Guide](#) for step-by-step instructions on navigating the portal and setup of Duo Multi-Factor Authentication.

If you require technical assistance you may contact Postlethwaite and Netterville (P&N) at info@LDOE-pnsurvey.com.

Returning Users Accessing the Portal with MFA

Accessing the LDOE LaCAP Portal as a returning user who participated in the grant assessment for Grant Rounds 1-5:

- Access the online portal by navigating to the link:
<https://ldoe-pnsurvey.com>
- After entering your password, you will be prompted to select the authentication method for multi-factor authentication (MFA).

Louisiana Department of Education

Postlethwaite and Netterville

LDOE LaCAP Portal Login



[What is this?](#)

[Need help?](#)

Secured by Duo

Choose an authentication method



Duo Push RECOMMENDED

Send Me a Push



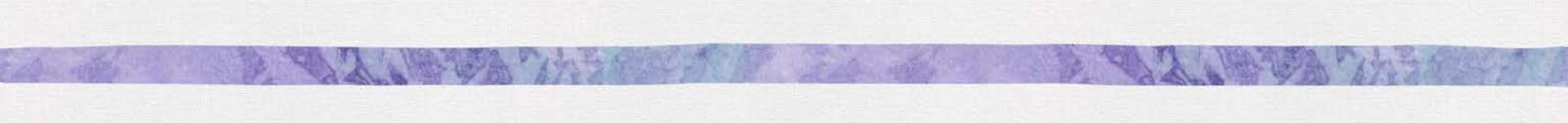
Call Me

Call Me



Passcode

Enter a Passcode



Completing the Survey



Your Providers

- Click the View button in the grid to start submission of a new survey or to reference back to a prior survey submission.
- Survey Types:
 - CCAP, Round 1-5 (Type III, Family Child Care and In Home Providers)
 - CCAP, Round 6 (Type III, Family Child Care and In Home Providers)
 - Non-CCAP, Type I/II (Type I and II Centers)
- For any child care centers that share the same email address, a separate survey will appear within the Your Providers section. You are required to complete a separate survey for each facility listed that has a Provider Status of Not Submitted.

Your Providers

Please click the "View" button in the grid below to start submission of a new survey or to reference back to a prior submission.

	Survey Type	License Number	Survey Close Date	Facility Name	Provider Status	Last Updated	Funds Expended	Funds Distributed
View	Non-CCAP, Type I/II	00000	03/24/2022	Example Provider	Not Submitted	02/25/2022		\$12,600.00
View	CCAP, Round 6	00000	03/24/2022	Example Provider	Not Submitted	02/25/2022		\$140,650.00
View	CCAP, Round 1-5	00000	09/08/2021	Example Provider	Submitted	02/25/2022	\$161,675.00	\$161,675.00

Informational Header Section

Back

License Number:

00000

Survey Type:

CCAP, Round 6

Provider:

Example Provider

Provider Status:

Not Submitted

A. Overview and Background

B. Grant Funds Distributed

C. Grant Funds Expended

D. Provider Survey Submission

A. Overview and Background

As a recipient of Louisiana Child Care Assistance Provider (LaCAP) grant funds from the Louisiana Department of Education (LDOE), you are required to complete the following survey. LDOE has partnered with Postlethwaite and Netterville (P&N) to collect information regarding the use of LaCAP grant funds to report to the Office of Child Care, legislators, BESE, and other stakeholders.

You are required to complete the following survey in its entirety by 3/24/2022. Failure to complete the survey may impact your future relief grant funding opportunities and will automatically require an audit of these funds for your facility.

Thank you in advance for completing this survey. If you have any questions regarding the requirement to complete this survey you may contact Provider Help Desk at 225-252-9543 or email providercertification@la.gov. If you require technical assistance regarding how to complete the survey you may contact P&N at info@ldoe-pnsurvey.com.

[Click HERE to view your previous Round 1-5 survey](#)

Opens prior survey in new browser window

Navigation Menu

Provider Background

The following information is based on data previously submitted to or maintained by the Louisiana Department of Education.

A1. Provider Number

00000000

A2. License Number

00000

A3. Facility Name

Example Provider

Section A. Overview and Background

- From the Confirmation section, confirm the accuracy of the information.

A. Overview and Background

EXAMPLE

As a recipient of Louisiana Child Care Assistance Provider (LaCAP) grant funds from the Louisiana Department of Education (LDOE), you are required to complete the following survey. LDOE has partnered with Postlethwaite and Netterville (P&N) to collect information regarding the use of LaCAP grant funds to report to the Office of Child Care, legislators, BESE, and other stakeholders.

You are required to complete the following survey in its entirety by 3/24/2022. Failure to complete the survey may impact your future relief grant funding opportunities and will automatically require an audit of these funds for your facility.

Thank you in advance for completing this survey. If you have any questions regarding the requirement to complete this survey you may contact Provider Help Desk at 225-252-9543 or email providercertification@la.gov. If you require technical assistance regarding how to complete the survey you may contact P&N at info@doe-pnsurvey.com.

Provider Background

The following information is based on data previously submitted to or maintained by the Louisiana Department of Education.

A1. License Number	<input type="text" value="00000"/>
A2. Facility Name	<input type="text" value="Example Provider #2"/>
A3. Facility Address	
A3.i. Address 1	<input type="text" value="Address Example"/>
A3.ii. Address 2	<input type="text"/>
A3.iii. City	<input type="text" value="City Example"/>
A3.iv. Postal/Zip Code	<input type="text" value="Zip Code"/>

Confirmation*

Please Select One of the Following: ▼

Save Form

Next Page

Section A. Overview and Background

- Two options are available within the Confirmation section.
- Click “Save Form” after the response is selected.

Confirmation*

Please Select One of the Following: ▼

Please Select One of the Following:

The facility data provided is accurate to the best of my knowledge.

The facility data provided is NOT accurate, and I can provide data to the contrary.

OR

Confirmation*

The facility data provided is NOT accurate, and I can provide data to the contrary. ▼

You have stated the information provided is inaccurate. Please provide reference to the information you would like to correct as well as the correct information. A representative may be in contact to confirm the information provided.*

Save FormNext Page

Saved Section A successfully!

Section B. Grant Funds Distributed

- Information is based on data maintained by the Louisiana Department of Education.
- LaCAP Grant Round 6 for Type III, Family Child Care and In Home Providers was distributed in July 2021.
- LaCAP Grant Round 1 and 2 for Type I and II centers was distributed in May 2021 and July 2021.
- Click “Next Page”

Round 6

B. Grant Funds Distributed

EXAMPLE

The following information is based on data previously submitted to or maintained by the Louisiana Department of Education.

B1. LaCAP Grant 6:

\$140,650.00

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Type I/II

B. Grant Funds Distributed

EXAMPLE

The following information is based on data previously submitted to or maintained by the Louisiana Department of Education.

B1. LaCAP Grant 1:

\$0.00

B2. LaCAP Grant 2:

\$9,900.00

B3. Total LaCAP Grant Funds Distributed to Provider:

\$9,900.00

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Section C. Grant Funds Expended – Question C1

Enter the total amount of expenses paid with LaCAP grant funds as of 12/31/2021.

Round 6

C. Grant Funds Expended as of 12/31/2021

C1. Enter the total amount of expenses paid with LaCAP grant funds as of 12/31/2021. In response to this question:

- The total amount should be based on LaCAP grant funds received by the facility in Grant Round 6, which was distributed around July 2021.
- LaCAP grant funds could have been used for eligible expenses since January 31, 2020.
- If LaCAP grant funds from Round 6 have not been expended as of 12/31/2021, select the appropriate checkbox below

\$ No LaCAP grant funds from Grant Round 6 have been expended as of 12/31/2021

Type I/II

C. Grant Funds Expended as of 12/31/2021

C1. Enter the total amount of expenses paid with LaCAP grant funds as of 12/31/2021. In response to this question: *

- The total amount should be based on LaCAP grant funds received by the facility in Grant Rounds 1 and 2, which were distributed around May 2021 and July 2021.
- LaCAP grant funds could have been used for eligible expenses since January 31, 2020.
- If LaCAP grant funds from Round 1 and 2 have not been expended as of 12/31/2021, select the appropriate checkbox below.

\$ No LaCap grant funds from Grant Rounds 1 and 2 have been expended as of 12/31/2021

You cannot enter an amount that is greater than what was distributed to the facility as shown in Section B. Grant Funds Distributed

Section C. Grant Funds Expended – Question C2

Select the type of financial management system used by the child care facility to track and record expenses.

C2. Select the type of financial management system that the child care facility uses to track and record expenses.*

Please Select One of the Following... 

Please Select One of the Following...

- The child care facility uses a manual system only (paper expense documentation retained).
- The child care facility uses an electronic spreadsheet to track and record expenses.
- The child care facility uses accounting software to track and record expenses.

Section C. Grant Funds Expended – Question C3

- Select the type(s) of documentation retained to the support the expenses. Multiple categories can be selected.
- If Other is chosen, you must enter a description of those other records in the field provided.
- If no records have been retained, select the last checkbox.

C3. Select the type(s) of documentation retained that supports the expenses. If applicable, multiple categories should be selected.*

Payroll records

Purchase orders

Invoices

Receipts

Contracts

Rent or mortgage agreements

Utility statements

Bank statements

Other

No records have been retained

EXAMPLE

Section C. Grant Funds Expended – Question C4

- For each category, enter the amount of expenses paid with LaCAP grant funds **as of 12/31/2021**.
- Enter a zero (0) if no grant funds were expended in the category.
- The PDF file provides additional examples of the allowable use of LaCAP grant funds. The PDF will open in a new browser window.

C4. For each category listed below, enter the amount of expenses that were paid with LaCAP grant funds **as of 12/31/2021**. If applicable, multiple categories should be selected. Please enter 0 if no LaCAP grant funds were used for each provided category.*

Please refer to the [attached PDF](#) for additional examples of the allowable use of LaCAP grant funds. This information is provided as a reference, and is not comprehensive.

Expenditure Categories:

C4.i. Personnel Costs

C4.ii. Facility Costs

C4.iii. COVID-19 Equipment and Supplies

C4.iv. Enrollment and Subsidies

C4.v. Operating Materials and Services

C4.vi. Other

Section C. Grant Funds Expended – Question C4

C4. For each category listed below, enter the amount of expenses that were paid with LaCAP grant funds as of 12/31/2021. If applicable, multiple categories should be selected. Please enter 0 if no LaCAP grant funds were used for each provided category.*

Please refer to the [attached PDF](#) for additional examples of the allowable use of LaCAP grant funds. This information is provided as a reference, and is not comprehensive.

EXAMPLE

C4.i. Personnel Costs

Expenditures in this section may include, but are not limited to, full-time and part-time staff salaries/wages, employee benefits (benefits, retirement contributions, staff bonuses, stipends, premium or hazard pay, and overtime), paid vacation leave, training and professional development for new and existing staff.

\$ 6,249.86

C4.ii. Facility Costs

Expenditures in this section may include, but are not limited to, rent or mortgage, utilities, insurance, and minor construction or renovation costs related to the facility.

\$ 1,800.00

C4.iii. COVID-19 Equipment and Supplies

Expenditures in this section may include, but are not limited to, personal protective equipment (PPE), cleaning and sanitization supplies and services, equipment to screen staff or children, costs of tests and indoor/outdoor equipment purchased in response to COVID.

\$ 0.00

← Zero (0) is entered if grant funds were not used in this category

Section C. Grant Funds Expended – Question C4

- The total of the amounts entered in Question C4 (i., ii., iii., iv., v., and vi.) as shown in C4.vii. **must** match the total entered in C1.
- If these do not match, you will receive an error in Section C and Section D.

EXAMPLE: C4.vii does not match C1

C1. Enter the total amount of expenses paid with LaCAP grant funds as of 12/31/2021. In response to this question:

- The total amount should be based on LaCAP grant funds received by the facility in Grant Round 6, which was distributed around July 2021.
- LaCAP grant funds could have been used for eligible expenses since January 31, 2020.
- If LaCAP grant funds from Round 6 have not been expended as of 12/31/2021, select the appropriate checkbox below

\$ 10,500.00

No LaCAP grant funds from Grant Round 6 have been expended as of 12/31/2021

C4.vii. Total Amount of LaCAP Grant Funds expended as of 12/31/2021:

\$ 8,000.00

Your total expenses do not equal the amount of LaCAP grant funds expended as indicated in question C1. Please review and make the necessary adjustments.

Section D Error Display

Section C: C1 and C4 must match - Invalid Response

Section C. Grant Funds Expended – Question C5

- Select one of the five options provided.
 - If the first or second option is selected, zero (0) will auto populate in the amount fields.
 - If the third, fourth, or fifth option is selected, you must enter the amount of funds received from other federal or state programs, as applicable.
- To view prior survey responses: Select the link on right of the screen. The prior survey will open in a new browser window. Navigate to Section C. Grant Funds Expended, Question C5.

[Click HERE to view your previous Round 1-5 survey](#)

C5. Enter the amount of funds received from other federal or state programs. In response to this question: *

- Do not include funds received from LDOE LaCAP Grants or ARPA Stabilization grants.
- If no corrections are needed, do not re-enter amounts already provided in your prior survey response for LaCAP Grant Rounds 1-5.
- The child care facility did not receive funds from other federal or state programs.
- The child care facility completed the LaCAP Grant Survey for Rounds 1–5, and has not received any additional funding from other federal or state programs since completion of the prior survey. If applicable, navigate to the right of the screen to select the link to view prior survey responses.
- The child care facility completed the LaCAP Grant Survey for Rounds 1-5, and has received additional funding from other federal or state programs since completion of the prior survey. If applicable, navigate to the right of the screen to select the link to view prior survey responses.
- The child care facility submitted incorrect amounts in response to LaCAP Grant Survey for Rounds 1-5, and needs to revise the prior submission of funds received from other federal or state programs.
- The child care facility received funds from other federal or state programs. Amounts are reported in the section below.

Section C. Grant Funds Expended – Question C5

EXAMPLE

C5. Enter the amount of funds received from other federal or state programs. In response to this question: *

- Do **NOT** include funds received from LDOE LaCAP Grants, ARPA Stabilization grants (Round 1), Local R&R Playground grants and/or Network payroll grants.
 - If no corrections are needed, do not re-enter amounts already provided in your prior survey response for LaCAP Grant Rounds 1 -5.
- The child care facility did **not** receive funds from other federal or state programs.
- The child care facility completed the LaCAP Grant Survey for Rounds 1 – 5, and has **not** received any additional funding from other federal or state programs since completion of the prior survey. Navigate to the right of the screen to select the link to view prior survey responses.
- The child care facility completed the LaCAP Grant Survey for Rounds 1-5, and has received additional funding from other federal or state programs since completion of the prior survey. Navigate to the right of the screen to select the link to view prior survey responses.
- The child care facility submitted incorrect amounts in response to LaCAP Grant Survey for Rounds 1-5, and needs to revise the prior submission of funds received from other federal or state programs
- The child care facility received funds from other federal or state programs. Amounts are reported in the section below.

C5.i. PPP via Small Business Administration

Paycheck Protection Program (PPP) through the Small Business Administration. If applicable, both rounds of PPP funding should be included:

\$ 75,000.00

C5.ii. Non-PPP via Small Business Administration

Loan from the Small Business Administration (NOT PPP funding related):

\$ 0.00

C5.iii. Main Street Recovery Program

Main Street Recovery Program through the Louisiana Department of Treasury:

\$ 15,000.00

C5.iv. Public Health and Social Services Emergency Fund

\$ 0.00

C5.v. Unemployment Compensation

\$

C5.vi. Other

Funds not included in the categories above. Please describe.

\$ 0.00

C5.vii. Total funds received from other federal or state programs:

\$ 90,000.00

Section C. Grant Funds Expended – Question C6

Describe any type of technical assistance that you are interested in receiving.

C6. Is there any type of technical assistance that you are interested in receiving in reference to stabilizing your business and/or using these funds? If so, describe.

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[Save Form](#)

[Next Page](#)

Section D. Provider Survey Submission – Errors Exist

If there are any questions that do not have response or the response cannot be accepted, then you must navigate to the prior page, correct the response, and **click Save Form at the bottom of the section (A or C).**

D. Survey Submission

By entering your name below, you are signing this survey electronically and certifying that the information submitted within the survey is true and accurate to the best of your knowledge. Providing false, misleading, or incomplete information may result in recoupment of prior relief grant funds, ineligibility to participate in future grant funding, or prosecution.

You furthermore agree your electronic signature is the legal equivalent of your physical signature and serves the same function as signing and dating a document which certifies that all information contained in any document is true and correct to the best of your knowledge.

Section A: Is Information Accurate - No Response Selected

Section C: C1. Grant Funds Expended - No Response Selected

Section C: C2. Accounting Software Used - No Response Selected

Section C: C3. Documentation Description - No Response Selected

Section C: C4.ii. Facility Costs - No Response Selected

Section C: C4.iii. COVID-19 Equipment & Supplies Costs - No Response Selected

Section C: C4.iv. Enrollment and Subsidies Costs - No Response Selected

Section C: C4.v. Operating Materials and Services Costs - No Response Selected

Section C: C4.vi. Other Costs Description - No Response Selected

Section C: C5.ii. Non-PPP Small Business Loans Funds - No Response Selected

Section C: C5.iii. Main Street Recovery Program Funds - No Response Selected

Section C: C5.iv. Public Health and Social Services Emergency Funds - No Response Selected

Section C: C5.v. Unemployment Compensation Funds - No Response Selected

Section C: C5.vi. Other Funds - No Response Selected

Section C: C1 and C4 must match - Invalid Response

Section D. Provider Survey Submission

- Once all exceptions are corrected, you will be required to certify the information is true and accurate to the best of your knowledge.
- Select the confirmation checkbox, enter your name, and title.
- Click Submit Form

D. Survey Submission **EXAMPLE**

By entering your name below, you are signing this survey electronically and certifying that the information submitted within the survey is true and accurate to the best of your knowledge. Providing false, misleading, or incomplete information may result in recoupment of prior relief grant funds, ineligibility to participate in future grant funding, or prosecution.

You furthermore agree your electronic signature is the legal equivalent of your physical signature and serves the same function as signing and dating a document which certifies that all information contained in any document is true and correct to the best of your knowledge.

All required fields have been completed! You're all set to submit.

I confirm the aforementioned survey responses are accurate.*

Printed Name*	Title*	Signature Date*
<input type="text" value="First Name Last Name"/>	<input type="text" value="Enter Title"/>	<input type="text" value="02/17/2022"/>

Once this form has been submitted, you will be unable to make changes. Please ensure all information is true and accurate to the best of your knowledge prior to submission.

[Previous Page](#)

Once the survey is submitted you will be unable to make changes. Ensure all information is true and accurate to the best of your knowledge prior to submission.

How to Confirm Survey Submission

Header Section

License Number:

00000

Survey Type:

CCAP, Round 6

Provider:

Example Provider

Provider Status:

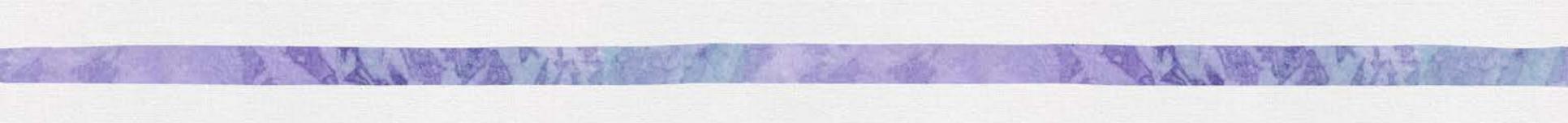
Submitted

Your Providers

Your Providers

Please click the "View" button in the grid below to start submission of a new survey or to reference back to a prior submission.

	Survey Type	License Number	Survey Close Date	Facility Name	Provider Status	Last Updated	Funds Expended	Funds Distributed
	<input type="text"/>							
View	CCAP, Round 6	00000	03/24/2022	Example Provider	Submitted	02/21/2022	\$10,500.00	\$140,650.00



Common Questions



- **Who is required to participate in the LaCAP Grant surveys?**
 - Type III Centers, Family Child Care and In Home Providers that received LaCAP Grant Round 6 and/or Type I and II Centers that received LaCAP Grant Rounds 1 and/or 2.
- **Are closed providers required to participate in the surveys?**
 - Yes, child care providers that received LaCAP Grants and are currently closed are required to participate in the grant survey(s).
- **When were the LaCAP grants distributed?**
 - LaCAP Grant Round 6 was distributed around July 2021 to Type III Centers, Family Child Care and In Home Providers. For Type I and II centers, Grant Round 1 was distributed around May 2021 and Grant Round 2 was distributed around July 2021. Information on the amounts distributed to the provider are available in Section B. Grant Funds Distributed within each survey.

- **Can I access the LDOE LaCAP Portal with my smartphone?**
 - No, the survey must be completed online using a desktop/laptop browser, such as Google Chrome. Mobile devices are not supported.
- **What should I do if I never received an email?**
 - Emails were sent March 8, 2022, and March 10, 2022. Search your inbox, junk, and spam folders for an email from info@ldoe-pnsurvey.com. If you are unable to locate, email info@ldoe-pnsurvey.com and include your license number and facility name with your email inquiry.
- **Where is the link to access the portal?**
 - If you have not previously registered, you will have a unique link in the email that is sent directly to you. If previously registered, you can access with your prior login info on the portal login page at <https://ldoe-pnsurvey.com/>

- **How do I reset my password?**

- If you have previously registered and need to reset your password, click on “Forgot Your Password?” on the login page. You must use the same email that was previously used to register. Follow the prompts to reset the password.

- **How do I access my prior survey response for Grant Round 1-5?**

- After you login to the LDOE LaCAP Portal, you can access the survey response from the “Your Providers” page next to the survey type CCAP, Round 1-5. You can also navigate to the prior survey response when you are completing the current survey, by clicking on the provided link on the right side of the screen. This will open a new browser window for the prior survey response.

- **What is the time period for expenses to be included in Section C. Grant Funds Expended?**
 - Expenses paid through 12/31/2021 with LaCAP Grant funds received by the facility should be entered.
 - LaCAP grant funds could have been used for eligible expenses since January 31, 2020.
 - If LaCAP grant funds have not been expended as of 12/31/2021, do not enter amounts into the survey(s).
- **If I received a LaCAP Grant for Rounds 1 through 5, should this be included in the information entered in Section C. Grant Funds Expended?**
 - No, only expenses paid with LaCAP Grants received in Round 6 as a Type III, Family Child Care or In Home Provider, or Round 1 and 2 as a Type I and II center should be entered in the respective survey. Do not include expenses paid for with LaCAP Grant Funds from Rounds 1 through 5 in the survey response(s).

- **Do I need to provide grant fund expense supporting documentation with the survey response?**
 - No, you do not need to provide supporting documentation at this time. Supporting documentation will be required if a provider is selected to participate in the grant assessment.

- **Where can I find examples of allowable use of LaCAP grant funds?**
 - Within each survey, select the link to an [attached PDF](#) below question C4 in Section C. Grant Funds Expended.

C4. For each category listed below, enter the amount of expenses that were paid with LaCAP grant funds **as of 12/31/2021**. If applicable, multiple categories should be selected. Please enter 0 if no LaCAP grant funds were used for each provided category.*

Please refer to the [attached PDF](#) for additional examples of the allowable use of LaCAP grant funds. This information is provided as a reference, and is not comprehensive.

- **If the expenditure paid with LaCAP grant funds is not specifically listed as an example of eligible/allowable use, how do I find out if it is allowable and/or if I should include it within my submission of LaCAP Grant survey?**

- The eligible/allowable use list is not comprehensive, but rather provides examples. If you have questions regarding the eligible use of LaCAP grant funds, please contact:

Provider Assistance Help Line (225)250-7635 or (225)252-9543

Provider Ticket System Link: <https://provider.supportsystem.com>

ProviderCertification@la.gov

- **Can I save my entries and come back the survey before submitting the survey information in the LDOE LaCAP Portal?**
 - Yes, use the “Save Form” function frequently to save your progress.

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- **Can I edit my submission of LaCAP Grant survey (add/remove amounts, revise categories)?**
 - Once the survey has been Submitted in Section D. Provider Survey Submission, you **cannot** edit or make changes to the submission.
 - If you submit the LaCAP Grant survey information in error, reach out to P&N via the Info Account as info@ldoe-pnsurvey.com
- **How can I confirm that my survey was successful submitted?**
 - Once the survey is successfully submitted, the Provider Status will show as Submitted. The Provider Status is available in the header section of each survey screen and within the “Your Providers” section after logging into the portal.

Next Steps and Resources



Next Steps

- Access the LDOE LaCAP Portal and complete the LaCAP Grant Survey by entering all expenses paid with LaCAP grant funds as of 12/31/2021.
- The deadline to provide your survey response is **Thursday, March 24, 2022.**
- A sample of providers will be selected to participate in the grant assessment, which is anticipated to begin in April 2022. A separate email communication will be sent to sampled providers. Those providers must upload the requested supporting documentation by the deadline in the Portal. An additional webinar recording will be made available to those providers.

Contact Information

- Questions regarding the requirement to participate in the survey should be directed to Provider Help Desk at 225-252-9543 or email providercertification@la.gov
- Technical assistance questions regarding how to use the online portal should be directed to P&N at info@ldoe-pnsurvey.com
 - Please do not call P&N phone lines, as the operator is unable to assist. Send an email to P&N at info@ldoe-pnsurvey.com and a team member will contact you via email or phone within 1-2 business days.

Thank you!

