



**Edlink New Extended Daycare Application Instruction Manual 2022**

# NEW EXTENDED DAYCARE APPLICATION INSTRUCTION MANUAL

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This documentation walks a Provider through the “Submit a New Extended Day Care Application.”

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# NEW EXTENDED DAYCARE APPLICATION INSTRUCTION MANUAL

## MAIN PAGE

An Official Louisiana.Gov Website. [Here's here you know.](#) English español français Tiếng Việt

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Call Toll-Free: 1 (855) 452-5437  
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By selecting “Login”, the Provider will be navigated to the “Dashboard.”

After logging in as an existing Provider, the Provider will be navigated to the “Dashboard” page.

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# NEW EXTENDED DAYCARE APPLICATION INSTRUCTION MANUAL

## DASHBOARD

The screenshot displays the EdLink dashboard for user Samad Ahmedusa. The left sidebar contains navigation options such as My Dashboard, School Systems, School Management, School Finder, Entity Management, Edlink Search, Account Settings, Messages, Help, WP Dashboards, Staff Management, Financial Management, Performance Profile, and My Professional Profile. The main content area is divided into two columns. The left column features a 'Welcome Samad Ahmedusa!' message, a 'Help Me Decide' link, and six application submission buttons: 'Submit a New Type III Application', 'Submit a New Type II Application', 'Submit a New Type I Application', 'Submit a New Family Home Application', and 'Submit a New In Home Application'. The right column shows a table of 'Active Applications' with columns for Application ID, Type, Status, and Last Update. Below the table is a 'Public School Application - Review & Attestation' section with an 'Application Id' dropdown and 'Superintendent Review' and 'Coordinator Review' buttons. At the bottom right, there is a 'Renew License' section with radio buttons for license types (Type I, Type II, Type III, In Home, Family Home, Extended Day Care, Type M) and a 'Start Renewal Application' button.

Application ID	Type	Status	Last Update
100628	Type III	In Progress	10/13/2021
100637	Type III	In Progress	10/13/2021
100659	Type III	In Progress	10/13/2021
100692	Family Home	In Progress	10/14/2021
100693	Family Home	In Progress	10/14/2021
100694	Family Home	In Progress	10/14/2021
100695	Family Home	Submitted	10/14/2021
100705	Type III	In Progress	10/15/2021
100745	In Home	In Progress	10/17/2021
100746	In Home	In Progress	10/17/2021

In “Dashboard,” there are 8 types of applications, which are:

1. Submit a New Type III Application
2. Submit a New Type II Application
3. Submit a New Type I Application
4. Submit a New Family Home Application
5. Submit a New In Home Application
6. Submit a New Public School Application
7. Submit a New Extended Day Care Application
8. Submit a New Type M Licensing Application

# NEW EXTENDED DAYCARE APPLICATION INSTRUCTION MANUAL

On the “Dashboard” page, in the section titled, “Active applications”, there are 4 columns, which are:

- Application ID
- Type
- Status
- Last Update

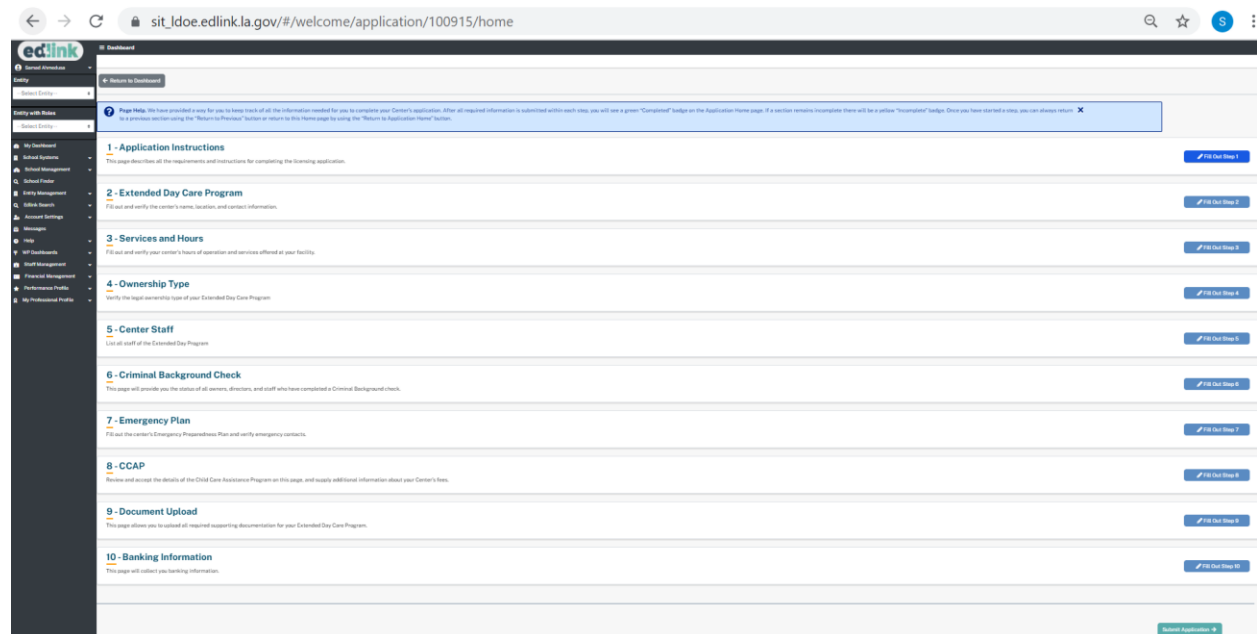
The “Dashboard” page also contains a section titled, “Renew License” where a Provider may “Select License Type” to be completed. The license types are:

- Type I
- Type II
- Type III
- In Home
- Family Home
- Extended Day care
- Type M

Within the same section, there is an additional dropdown titled, “Select one of the approved Applications from the list”. Here, an already approved application may be selected and the Provider may begin completion of the “Start Renewal Application” or a new application may be submitted.

A Provider may also select, “Submit a New Extended Daycare Application”, navigating the Provider to the “Application Home” screen.

## APPLICATION HOME



In the “Submit a New Extended Daycare” has 10 sections, which are:

- 1 - Application Instructions
- 2 - Extended Day Care Program
- 3 - Services and Hours

# NEW EXTENDED DAYCARE APPLICATION INSTRUCTION MANUAL

- 4 - Ownership Type
- 5 - Center Staff
- 6 - Criminal Background Check
- 7 - Emergency Plan
- 8 – CCAP
- 9 - Document Upload
- 10 - Banking Information

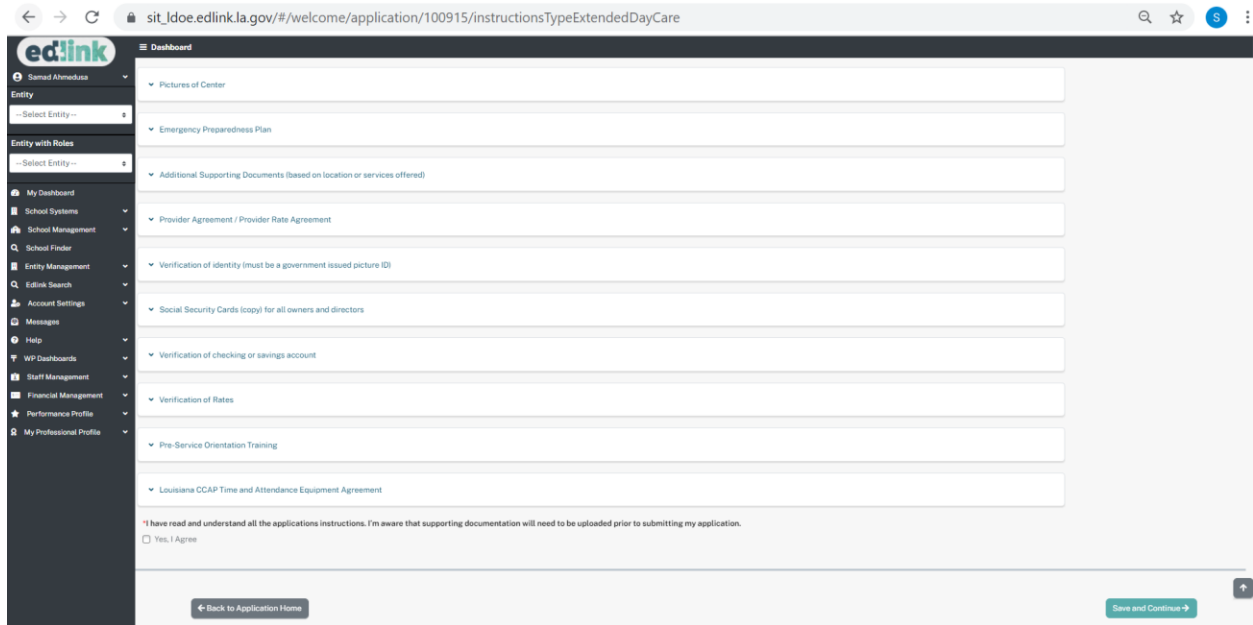
When a Provider selects, “Fill out step 1,” the “Application Instruction” page will appear.  
Note: Moving forward, all the sections will be explained.

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## APPLICATION INSTRUCTIONS

The screenshot shows a web browser window with the URL `sit_ldoe.edlink.la.gov/#/welcome/application/100915/instructionsTypeExtendedDayCare`. The page title is "Application Instructions" and it includes a sub-header: "Please review all of the instructions and requirements for completing your Extended Day Care Application. Items can be expanded to provide additional details." A "Return to Application Home" button is visible. The main content area contains a list of expandable sections: "List of all Staff Members", "Child Care Civil Background Check", "Current Commercial and Medical Liability Insurance", "Current State Fire Marshall Inspection", "Current Office of Public Health Approval", "Pictures of Center", "Emergency Preparedness Plan", "Additional Supporting Documents (based on location or services offered)", and "Provider Agreement / Provider Rate Agreement". A "Expand All" link is located in the top right corner of the list. The left sidebar contains a navigation menu with items such as "My Dashboard", "School Systems", "School Management", "Entity Management", "Edlink Search", "Account Settings", "Messages", "Help", "WP Dashboards", "Staff Management", "Financial Management", "Performance Profile", and "My Professional Profile".

# NEW EXTENDED DAYCARE APPLICATION INSTRUCTION MANUAL



In the “Application Instructions,” there are 15 sections that should be reviewed, which are:

- List of all Staff Members
- Child Care Civil Background Check
- Current Commercial and Medical Liability Insurance
- Current State Fire Marshall Inspection
- Current Office of Public Health Approval
- Pictures of Center
- Emergency Preparedness Plan
- Additional Supporting Documents (based on location or services offered)
- Provider Agreement / Provider Rate Agreement
- Verification of identity (must be a government issued picture ID)
- Social Security Cards (copy) for all owners and directors
- Verification of checking or savings account
- Verification of Rates
- Pre-Service Orientation Training
- Louisiana CCAP Time and Attendance Equipment Agreement

Note: Rows may be expended or collapsed all at once or individually.

On the “Application Instructions” page, there is agree button:

- I have read and understand all the application instructions. I'm aware that supporting documentation will need to be uploaded prior to submitting my application.

The Providers cannot go to the next page unless they check the “Yes, I Agree,” button.

On the “Application Instructions” page, there are two more buttons available:

- Back to Application Home.
- Save and Continue.

After clicking on “Back to Application home,” a Provider can go to the previous page.

After clicking on “Save and Continue,” a Provider can go to the next available page.

# NEW EXTENDED DAYCARE APPLICATION INSTRUCTION MANUAL

## EXTENDED DAYCARE PROVIDED IN PUBLIC SCHOOLS

The screenshot displays the 'edlink' application interface for the 'Extended Day Program Provided in a Public School' form. The browser address bar shows the URL: [sit\\_ldoe.edlink.la.gov/#/welcome/application/100915/facilityTypeExtendedDayCare](http://sit_ldoe.edlink.la.gov/#/welcome/application/100915/facilityTypeExtendedDayCare). The form is titled 'Extended Day Program Provided in a Public School' and includes a sub-header: 'The information entered on this page will be linked to the provider profile on the LDOE School Finder website.' A 'Return to Application Home' button is located at the top left of the form area.

**Section 1: School Name**  
\*As it will appear on [School or Center Finder](#)

**Section 2: Address Information**

**Physical Address**

\*Street Name 1  
Street Name 2  
\*City \*State (Louisiana)  
\*Zip \*Parish/County  
Copy to Mailing

**Mailing Address**

\*Street Name 1  
Street Name 2  
\*City \*State (State--)  
\*Zip \*Parish/County

**Section 3: School Contacts**

\*Provider Telephone Number  
Secondary Telephone Number  
\*Notification Email Address  
Provider Website Address  
Provider Facebook Page  
Provider Twitter Profile  
Provider Instagram Account

Navigation buttons at the bottom: 'Back to Application Instructions' and 'Save and Continue'.

In "Extended Day Program Provided in a Public School," there are 3 sections:

- Section 1: School Name
- Section 2: Address Information
- Section 3: School Contacts

In "Section 1: School Name," there is 1 text box:

- As it will appear on School or Center Finder (See hyperlink)

There are two sections in "Section 2: Address Information:"

- Physical Address.
- Mailing Address.



# NEW EXTENDED DAYCARE APPLICATION INSTRUCTION MANUAL

There are 5 text boxes and one dropdown in Physical Address:

- Street Name 1
- Street Name 2
- City
- Zip
- State(dropdown)
- Parish/County

There are 5 text boxes and one dropdown in Mailing Address:

- Street Name 1
- Street Name 2
- City
- Zip
- State (Dropdown)
- Parish/County

Note: The “Copy to mailing” option will save you time.

In “Section 3: School Contacts,” there are seven text boxes and one yes/no question:

- Primary Telephone Number
- Secondary Telephone Number
- Notification Email Address
- Center Website Address
- Center Facebook Page
- Center Twitter Account
- Center Instagram Account

---

## Service and Hours

The screenshot shows the 'Services and Hours' section of the edlink application. The browser address bar shows 'sit\_ldoe.edlink.la.gov/#/welcome/application/100915/licensedCapacityTypeExtendedDayCare'. The page title is 'Services and Hours' with a subtitle: 'The information entered on this page will be linked to the Center profile on the LDOE School Finder website.' There is a 'Return to Application Home' button. The form is divided into two sections: 'Section 1: Extended Day Program Capacity' and 'Section 2: Additional Services'. Section 1 includes a text box for 'Total capacity (as estimated by State Fire Marshal)', and two sets of fields for 'Enter Age' and '\*Select Age Range'. Section 2 includes radio buttons for 'Before Care' and 'After Care', and checkboxes for 'Transportation (To/From Home or School)' and 'Transportation (Field Trips)'. At the bottom, there are buttons for 'Back to Center Information' and 'Save and Continue'.

In the “Services and Hours,” there are 2 sections that will appear, initially, which are:

- Section 1: Extended Day Program Capacity
- Section 2: Additional Services

# NEW EXTENDED DAYCARE APPLICATION INSTRUCTION MANUAL

In “Section 1: Extended Day Program Capacity,” there are 3 text boxes and two dropdowns, which are:

- Select total capacity
- Enter Age
- Select Age Range (Dropdown)
- Enter Age
- Select Age Range (Dropdown)

In “Section 2: Additional Services,” there are 4 options to select, which are:

- Before Care
- After Care
- Transportation (To/From Home or School)
- Transportation (Field Trips)

In “Section 2: Additional Services,” if Provider selects “before care” or “After care,” an additional option will appear, which is:

**Section 3: Additional Service Hours**

**Before Care**

Start Time: 07:00 AM  
End Time: 05:00 PM

Days Available

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input checked="" type="checkbox"/> Available	<input checked="" type="checkbox"/> Available	<input checked="" type="checkbox"/> Available	<input checked="" type="checkbox"/> Available	<input checked="" type="checkbox"/> Available	<input type="checkbox"/> Unavailable	<input type="checkbox"/> Unavailable

---

**After Care**

Start Time: 07:00 AM  
End Time: 05:00 PM

Days Available

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input checked="" type="checkbox"/> Available	<input checked="" type="checkbox"/> Available	<input checked="" type="checkbox"/> Available	<input checked="" type="checkbox"/> Available	<input checked="" type="checkbox"/> Available	<input type="checkbox"/> Unavailable	<input type="checkbox"/> Unavailable

---

[← Back to Center Information](#) [Save and Continue →](#)

## OWNERSHIP TYPE

sit\_ldoe.edlink.la.gov/#/welcome/application/100915/OwnershipTypeExtendedDayCare

**Ownership Type**

Your Ownership Type selection will determine which information will need to be entered for Center Owners and determine if you are eligible for certain programs.

[← Return to Application Home](#)

**Section 1 - Ownership Type**

\*Select your organization structure type

--Select--

[← Back to Services and Hours](#) [Save and Continue →](#)

There is 1 section in “Ownership Type”

- Section 1 - Ownership Type

# NEW EXTENDED DAYCARE APPLICATION INSTRUCTION MANUAL

In this section there is dropdown with 4 options, which are:

- Corporation/limited liability company
- Church and/or religious organization
- University
- Government

If selecting the option “Corporation/Limited Liability Company” from the dropdown of “Ownership Type,” there will be 3 additional sections to complete, which are:

- Section 2: Corporation/LLC
- Section 3: Address Information
- Section 4: Tax Information

In “Section 2: Corporation/LLC,” there are 2 text boxes requiring that information be entered, which are:

- Business Entity Name
- Previous Name

In “Section 3: Address Information,” there are 2 sections requiring that information be entered, which are:

- Physical Address
- Mailing Address

In “Physical Address,” There are 5 text boxes and one dropdown requiring that information be entered, which are:

- Street Name 1
- Street Name 2
- City
- Zip
- State(Dropdown)
- Parish/County

In “Mailing Address,” there are 5 text boxes and one dropdown requiring that information be entered, which are:

- Street Name 1
- Street Name 2
- City
- Zip
- State(Dropdown)
- Parish/County

Note: The “Copy to Mailing” option may selected if the addresses are the same for both.

In “Section 4 – “Tax Information” there are 2 text boxes requiring that information be entered, which along with 1 yes/no question, which are:

The text boxes are:

- Federal EIN
- State Tax ID Number

# NEW EXTENDED DAYCARE APPLICATION INSTRUCTION MANUAL

The question is:

Is your organization a non-profit organization?

If selecting the option, “Church and/or Religious Organization” from the dropdown of “Ownership Type,” 3 sections will appear, which are:

- Section 2: Church and/or Religious Organization
- Section 3: Address Information
- Section 4: Tax Information

In “Section 2: Church and/or Religious Organization,” there are 2 text boxes requiring that information be entered, which are:

- Business Entity Name
- Previous Name

In “Section 3: Address Information,” there are 2 sections requiring that information be entered, which are:

- Physical Address
- Mailing Address
- 

In “Physical Address,” There are 5 text boxes and 1 dropdown requiring that information be entered, which are:

- Street Name 1
- Street Name 2
- City
- Zip
- State(Dropdown)
- Parish/County

In “Mailing Address,” there are 5 text boxes and 1 dropdown requiring that information be entered, which are:

- Street Name 1
- Street Name 2
- City
- Zip
- State(Dropdown)
- Parish/County

Note: Use the “Copy to Mailing” option to save time.

In “Section 4 – “Tax Information” there are 2 text boxes requiring that information be entered, which along with 1 yes/no question, which are:

The text boxes are:

Federal EIN  
State Tax ID Number

The question is:

Is your organization a non-profit organization?

# NEW EXTENDED DAYCARE APPLICATION INSTRUCTION MANUAL

After selecting the option, “University,” from the dropdown of “Ownership Type,” there are 3 more sections requiring that information be entered, which are:

- Section 2: University
- Section 3: Address Information
- Section 4: Tax Information

In “Section 2: University,” there are 2 text boxes requiring that information be entered, which are:

- Business Entity Name
- Previous Name

In “Section 3: Address Information,” there are 2 sections requiring that information be entered, which are:

- Physical Address
- Mailing Address

In “Physical Address,” there are 5 text boxes and 1 dropdown requiring that information be entered, which are:

- Street Name 1
- Street Name 2
- City
- Zip
- State(Dropdown)
- Parish/County

In “Mailing Address,” there are 5 text boxes and 5 dropdown requiring that information be entered, which are:

- Street Name 1
- Street Name 2
- City
- Zip
- State(Dropdown)
- Parish/County

Note: Use the “Copy to Mailing” option to save time.

In “Section 4 – “Tax Information” there are 2 text boxes requiring that information be entered, which along with 1 yes/no question, which are:

The text boxes are:

Federal EIN  
State Tax ID Number

The question is:

Is your organization a non-profit organization?

If selecting the option, “Government” from the dropdown of “Ownership Type,” there are 3 sections requiring that information be entered, which are:

- Section 2: Government
- Section 3: Address Information

# NEW EXTENDED DAYCARE APPLICATION INSTRUCTION MANUAL

- Section 4: Tax Information

In “Section 2: Government,” there are 2 text boxes and one dropdown requiring that information be entered, which are:

- Government Institution Type (the options in this dropdown are, federal, state, city, parish)
- Business Entity Name
- Previous Name

In “Section 3: Address Information,” there are 2 sections requiring that information be entered, which are:

- Physical Address
- Mailing Address

In “Physical Address,” There are 5 text boxes and 5 dropdown requiring that information be entered, which are:

- Street Name 1
- Street Name 2
- City
- Zip
- State(Dropdown)
- Parish/County

In” Mailing Address,” there are 5 text boxes and 5 dropdown requiring that information be entered, which are:

- Street Name 1
- Street Name 2
- City
- Zip
- State(Dropdown)
- Parish/County

Note: Use the “Copy to Mailing” option to save time.

In “Section 4 – “Tax Information” there are 2 text boxes requiring that information be entered, which along with 1 yes/no question, which are:

The text boxes are:

Federal EIN  
State Tax ID Number

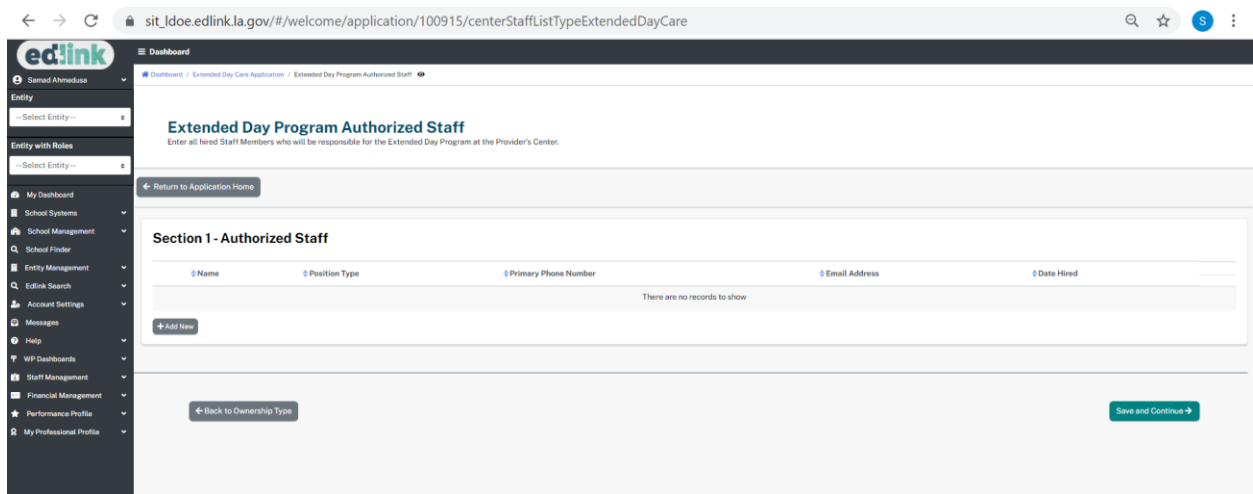
The question is:

Is your organization a non-profit organization?

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# NEW EXTENDED DAYCARE APPLICATION INSTRUCTION MANUAL

## EXTENDED DAY PROGRAM AUTHORIZED STAFF

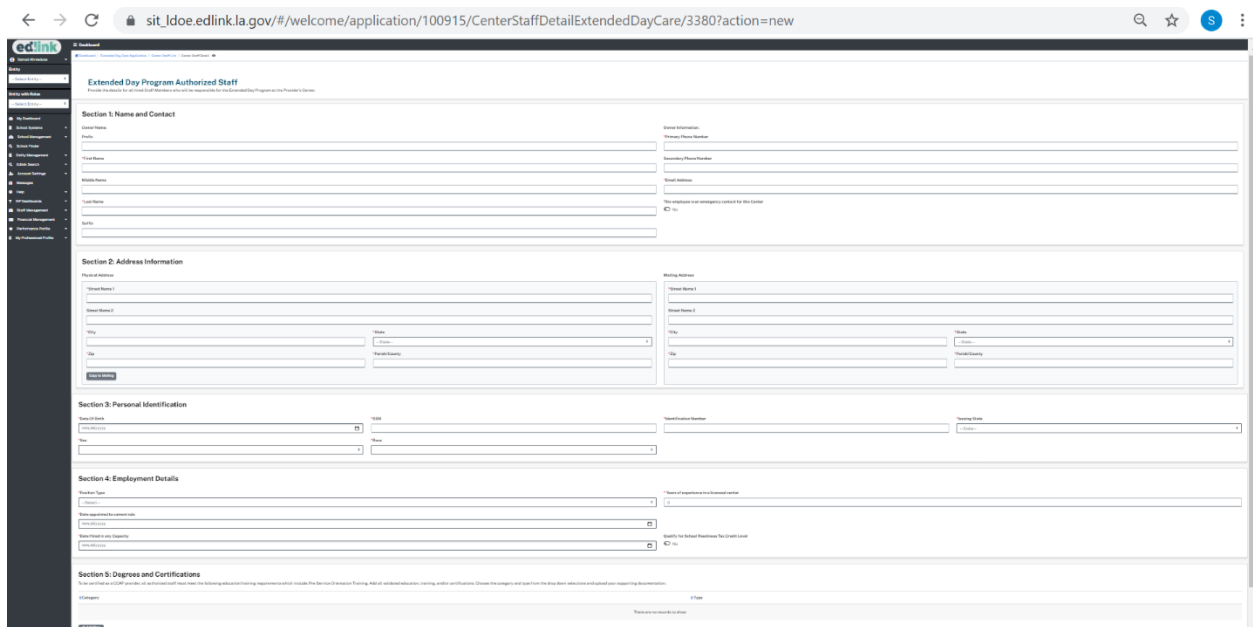


In “Extended Day Program Authorized Staff” begin with Section 1, which is:

- Section 1 - Authorized Staff

When a Provider selects the “Add new” option, 5 additional sections requiring that information be entered will appear, which are:

- Section 1: Name and Contact
- Section 2: Address Information
- Section 3: Personal Identification
- Section 4: Employment Details
- Section 5: Degrees and Certifications



In “Section 1; Name and Contact” there are 2 sections requiring that information be entered, which are:

- Owner name
- Owner Information

# NEW EXTENDED DAYCARE APPLICATION INSTRUCTION MANUAL

In “Owner Information,” there are 5 text boxes requiring that information be entered, which are:

- Prefix
- First Name
- Middle Name
- Last Name
- Suffix

In “Owner Information there are 3 text boxes and 3 yes/no questions requiring that information be entered, which are:

- Primary Phone Number
- Secondary Phone Number
- Email Address
- Is this employee an emergency contact for this Center?

In “Section 2: Address Information,” There are 2 section requiring that information be entered, which are:

- Physical Address
- Mailing Address

In “Physical Address,” there are 5 text boxes and dropdowns requiring that information be entered, which are:

- Street Name 1
- Street Name 2
- City
- Zip
- State(Dropdown)
- Parish/County

In” Mailing Address,” there are five 5 boxes and 1 dropdown requiring that information be entered, which are:

- Street Name 1
- Street Name 2
- City
- Zip
- State(Dropdown)
- Parish/County

In “Section 3: Personal Identification,” there are 6 sections requiring that information be entered, which are:

- Date of Birth (Date Picker)
- SSN 9 (Text box)
- Identification Number (Text Box)
- Issuing State (Dropdown)
- Race
- Sex



# NEW EXTENDED DAYCARE APPLICATION INSTRUCTION MANUAL

In “Section 4: Employment Details” there is 1 dropdown, 1 text box, 1 yes/no question and 2 date picker requiring that information be entered, which are:

- Position Type(Dropdown)
- Date appointed to current role (Date picker)
- Date Hired in any Capacity (Date picker)
- Years of experience in a licensed center (Text box)
- Qualify for School Readiness Tax Credit Level (yes/no question)

In “Section 5: Degree and category” there is a “add new” button

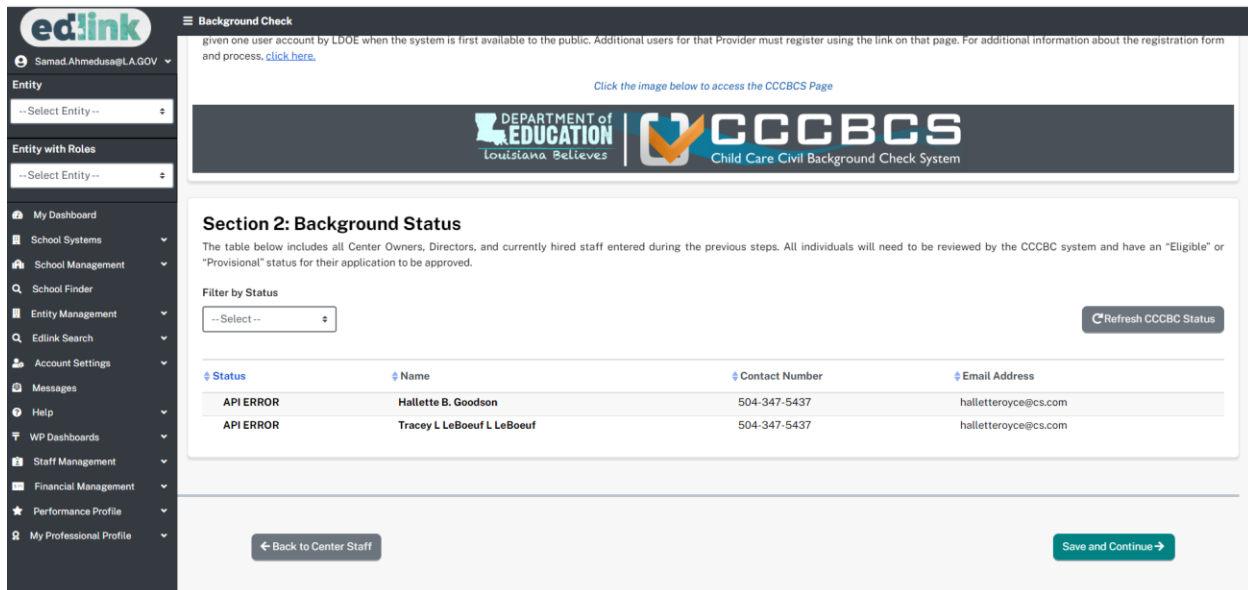
After clicking the “add new” button there is two drop downs and one browsing option will appear:

- Category
- Type
- Choose File (browsing and upload file)

## CRIMINAL BACKGROUND CHECK

The screenshot shows the 'Criminal Background Check' page in the edlink system. The page title is 'Criminal Background Check' and it includes a sub-header: 'Center Staff members are all required to submit to a Criminal Background Check. Employer and Employees will need to submit their information on the Child Care Civil Background Check System (CCCBCS)'. A 'Return to Application Home' button is visible. The main content area is divided into two sections: 'Section 1: Submit CCCBC Application' and 'Section 2: Background Status'. Section 1 provides instructions for submitting applications and includes a link to the CCCBCS page. Section 2 includes a table of background status and a 'Filter by Status' dropdown menu. A 'Refresh CCCBC Status' button is located at the bottom right of the page.

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In “Criminal Background Check,” there are 2 sections that permit the Provider to submit a CCCBC Application and retrieve status on a previously submitted application. The sections are:

- Section 1: Submit CCCBC Application
- Section 2: Background Status

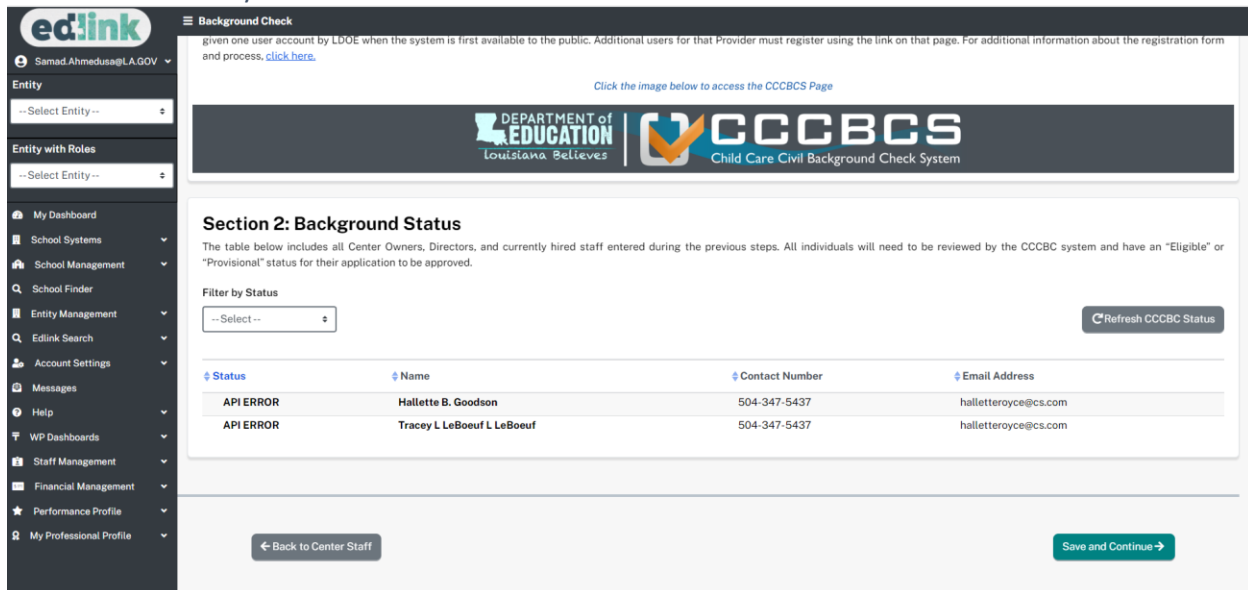
In “Section 1: Submit CCCBC Application,” there are 2 Hyperlinks, which are:

- [Click here.](#)
- *Click the image below to access the CCCBCS Page*

In “Section 2: Background Status,” will appear as shown below.

In “Section 2: Background Status,” there is 1 dropdown, which is:

- Filter by Status



# NEW EXTENDED DAYCARE APPLICATION INSTRUCTION MANUAL

## EMERGENCY PREPAREDNESS PLAN

**edlink** Emergency Preparedness Plan

Samad.Ahmedusa@LA.GOV

Entity: --Select Entity--

Entity with Roles: --Select Entity--

My Dashboard, School Systems, School Management, School Finder, Entity Management, Edlink Search, Account Settings, Messages, Help, WP Dashboards, Staff Management, Financial Management, Performance Profile, My Professional Profile

Dashboard / New Type III Application / Emergency Preparedness Plan

### Emergency Preparedness Plan

The Emergency Plan describes the procedures your Early Learning Center uses to provide for the care and well-being of children under care and your staff. This plan addresses circumstances that threaten lives and property.

Return to Application Home

#### Section 1: Upload your Plan

Upload your Plan by using the Add File button. If you do not have an existing plan, [download the template below](#).

Download Plan Template

\*File

Choose File

#### Section 2: Emergency Plan Requirements

Once your application is submitted, your plan is reviewed and a field inspection is scheduled. The plan must provide the items outlined in the file below. [Emergency Preparedness and Evacuation Planning](#)

**Info:** If you choose to upload an Emergency Plan not based on the template provided, you must ensure your plan meets the requirements outlined in the file available below. Plans that do not meet the requirements will be rejected and the application will not move forward until all elements are fulfilled.

Download Emergency Plan Requirements

#### Section 3: Emergency Contacts

Your plan must have named contacts for Staff in the event of an Emergency. Please review below to confirm that these are your intended Emergency Contacts. At least two on-site contacts and two off-site contacts are required.

**Warning!** The Center will need two on-site and two off-site emergency contacts. Off-site emergency contacts are individuals who the Department can reach in the event of an emergency should we be unable to reach anyone via the Center, Office, or Director's Home Phone Numbers.

Contact Type	Name	Primary Phone	Secondary Phone
On-Site	Halette B. Goodson	504-347-5437	
On-Site	Tracey L. LeBoeuf L. LeBoeuf	504-347-5437	

+Add New

Back to Background Check

# NEW EXTENDED DAYCARE APPLICATION INSTRUCTION MANUAL

**Emergency Preparedness Plan**

The Emergency Plan describes the procedures your Early Learning Center uses to provide for the care and well-being of children under care and your staff. This plan addresses circumstances that threaten lives and property.

**Section 1: Upload your Plan**

Upload your Plan by using the Add File button. If you do not have an existing plan, [download the template below](#).

**Section 2: Emergency Plan Requirements**

Once your application is submitted, your plan is reviewed and a field inspection is scheduled. The plan must provide the items outlined in the file below. [Emergency Preparedness and Evacuation Planning](#)

**Section 3: Emergency Contacts**

Your plan must have named contacts for Staff in the event of an Emergency. Please review below to confirm that these are your intended Emergency Contacts. At least two on-site contacts and two off-site contacts are required.

Contact Type	Name	Primary Phone	Secondary Phone
On-Site	Hallette B. Goodson	504-347-5437	
On-Site	Tracey L LeBoeuf L LeBoeuf	504-347-5437	

In “Emergency Preparedness Plan,” there are 3 sections that require information to be entered, which are:

- Section 1: Upload your Plan
- Section 2: Emergency Plan Requirements
- Section 3: Emergency Contacts

In “Section 1: Upload your Plan,” a Provider may select the option to “upload a file.”

In “Section 2: Emergency Plan Requirements,” Provider may download emergency plan requirements for printing or saving.

In “Section 3: Emergency Contacts,” Provider may add emergency contact information.

# NEW EXTENDED DAYCARE APPLICATION INSTRUCTION MANUAL

## CHILD CARE ASSISTANCE PROGRAM

The screenshot shows the 'Child Care Assistance Program' application interface. The left sidebar contains navigation options like 'My Dashboard', 'School Systems', and 'Entity Management'. The main content area is titled 'Child Care Assistance Program' and includes a sub-header 'Section 1: CCAP Agreement Provisions'. Below this, there is a text box for agreement and a scrollable area containing the text of section 25, 'Recovery', which states that if the Department determines that any amounts paid to the provider exceeded the amount to which the provider was qualified, the Department shall have the right to recover or recoup those amounts from any future payments. At the bottom, there is a checkbox labeled 'Accepted'.

The screenshot shows the 'Child Care Assistance Program' application interface, specifically 'Section 2: CCAP Assurances'. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Section 2: CCAP Assurances' and includes the instruction 'Please initial each section as you agree to the provisions.' Below this, there are six rows of text, each starting with '\*Initial Here' and a text input field. The text for each row describes a specific assurance or understanding related to the CCAP program, such as understanding federal CCAP rules, reporting problems with POS devices, notifying the Department of removal of a child, retaining fiscal documents, understanding administrative noncompliance, and understanding that failure to provide documentation in a timely manner will result in denial of the application. At the bottom right of the page, there is an upward-pointing arrow icon.

# NEW EXTENDED DAYCARE APPLICATION INSTRUCTION MANUAL

**edlink** Child Care Assistance Program

Samad.Ahmedusa@LA.GOV

Entity: --Select Entity--

Entity with Roles: --Select Entity--

- My Dashboard
- School Systems
- School Management
- School Finder
- Entity Management
- Edlink Search
- Account Settings
- Messages
- Help
- WP Dashboards
- Staff Management
- Financial Management
- Performance Profile
- My Professional Profile

### Section 3: Rates and Fees

Please enter your Center's rates and registration fees. Provide them both as a daily rate for full time care and as an hourly rate for part time care. Rates can be changed in the future from the Entity Management section of the Entity Portal. However, changes will not take affect until the next calendar month.

Age Group	*Full Daily Rate	*Part Time Hourly Rate
Age 0	<input type="text"/>	<input type="text"/>
Age 1 - 2	<input type="text"/>	<input type="text"/>
Age 3 & Over	<input type="text"/>	<input type="text"/>

\*Do you charge a registration fee?  
 No

### Section 4: Time and Attendance Agreement

Download and complete the Louisiana CCAP Provider Time and Attendance Equipment Agreement below. Then scan your signed and completed document and upload using the "Get File" button below.

[Download CCAP 14EA Form](#)

**edlink** Child Care Assistance Program

Samad.Ahmedusa@LA.GOV

Entity: --Select Entity--

Entity with Roles: --Select Entity--

- My Dashboard
- School Systems
- School Management
- School Finder
- Entity Management
- Edlink Search
- Account Settings
- Messages
- Help
- WP Dashboards
- Staff Management
- Financial Management
- Performance Profile
- My Professional Profile

### Section 4: Time and Attendance Agreement

Download and complete the Louisiana CCAP Provider Time and Attendance Equipment Agreement below. Then scan your signed and completed document and upload using the "Get File" button below.

[Download CCAP 14EA Form](#)

\*Upload File  
 [Browse](#)

### Section 5: Agreement Signatures

An authorized Director or Owner will need to sign the Child Care Assistance Program Agreement.

I certify that I have personally completed this application and have carefully investigated all facts necessary to complete this Application. I further certify that all information contained in this Application is true and correct to the best of my knowledge and ability. I understand that knowingly providing false information on this Application may cause my application to be denied or my certification to be terminated, or not renewed. I further understand that failure to provide complete information may result in my application being delayed, denied, or my certification terminated, or not renewed. I also understand that knowingly providing false information may result in criminal charges. I understand that failure to comply with the law and regulations governing the certification of child care facilities could result in my certification being denied or revoked.

*Position Type	*Full Name	*Date of Birth
<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text" value="01/01/1900"/>

[← Back to Emergency Plan](#) [Save and Continue →](#)

# NEW EXTENDED DAYCARE APPLICATION INSTRUCTION MANUAL

**edlink** Child Care Assistance Program

Samad.Ahmedusa@LA.GOV

Entity: --Select Entity--

Entity with Roles: --Select Entity--

My Dashboard  
School Systems  
School Management  
School Finder  
Entity Management  
Edlink Search  
Account Settings  
Messages  
Help  
WP Dashboards  
Staff Management  
Financial Management  
Performance Profile  
My Professional Profile

### Section 2: CCAP Assurances

Please initial each section as you agree to the provisions.

**\*Initial Here** I understand that Federal CCAP rules require that the provider must charge caregivers the rate provided on the current CCAP 10 form and must collect the difference between the rate charged and the amount of CCAP assistance received. This difference is the caregiver's "copay".

**\*Initial Here** I agree to report problems with a Point of Service (POS) device or finger image scanner to the Conduent Provider Help Desk and the Department within 48 hours of failure.

**\*Initial Here** I agree to notify the Department immediately of the removal of any child from its care so that payment from the Department for that child can be discontinued.

**\*Initial Here** I will retain supporting fiscal documents (invoices, remittances, attendance logs, etc.) adequate to insure that claims for matching federal funds are in accordance with federal requirements. Provider will retain such documents for three (3) years after the close of the state fiscal year (July 1 through June 30) in which services are provided.

**\*Initial Here** I understand that when the Department determines the provider is not in compliance with an administrative requirement, the Department may send written notice by mail or email informing the provider of the administrative noncompliance and requiring that the provider come into compliance.

**\*Initial Here** I understand that if the provider does not come into compliance within 14 calendar days of such notice, the Department may suspend payments to the provider until the provider is in compliance.

**\*Initial Here** I understand that if I do not turn my required documentation in timely that my application will be denied.

**edlink** Child Care Assistance Program

Samad.Ahmedusa@LA.GOV

Entity: --Select Entity--

Entity with Roles: --Select Entity--

My Dashboard  
School Systems  
School Management  
School Finder  
Entity Management  
Edlink Search  
Account Settings  
Messages  
Help  
WP Dashboards  
Staff Management  
Financial Management  
Performance Profile  
My Professional Profile

### Section 3: Rates and Fees

Please enter your Center's rates and registration fees. Provide them both as a daily rate for full time care and as an hourly rate for part time care. Rates can be changed in the future from the Entity Management section of the Entity Portal. However, changes will not take affect until the next calendar month.

**Enter Your Daily Rates**

Age Group	*Full Daily Rate	*Part Time Hourly Rate
Age 0	<input type="text" value="15"/>	<input type="text" value="14"/>
Age 1-2	<input type="text" value="16"/>	<input type="text" value="15"/>
Age 3 & Over	<input type="text" value="17"/>	<input type="text" value="16"/>

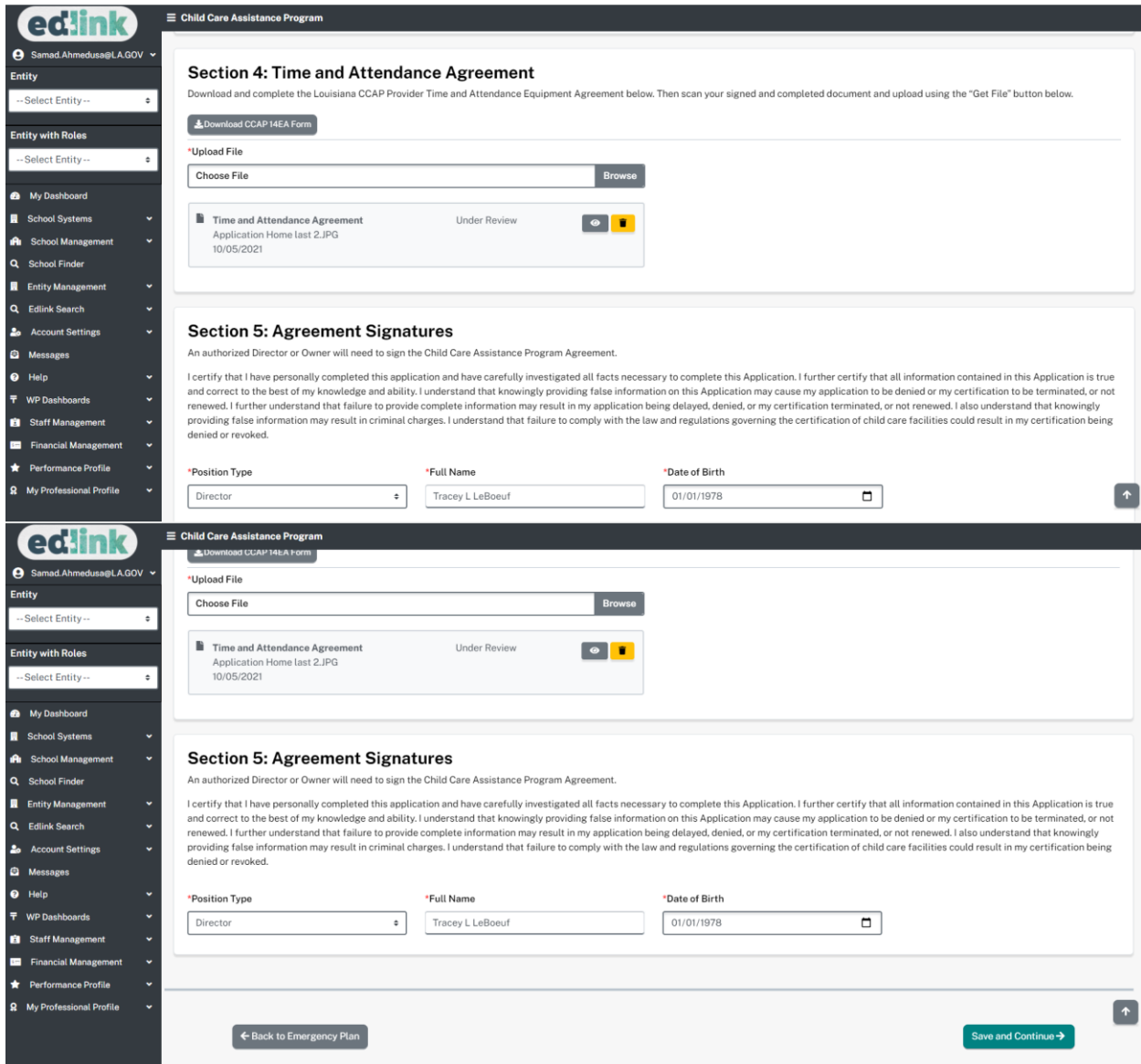
**\*Do you charge a registration fee?**  
 No

### Section 4: Time and Attendance Agreement

Download and complete the Louisiana CCAP Provider Time and Attendance Equipment Agreement below. Then scan your signed and completed document and upload using the "Get File" button below.

[Download CCAP IAEA Form](#)

# NEW EXTENDED DAYCARE APPLICATION INSTRUCTION MANUAL



In “Child Care Assistance Program,” there are 5 sections, which are:

- Section 1: CCAP Agreement Provisions
- Section 2: CCAP Assurances
- Section 3: Rates and Fees
- Section 4: Time and Attendance Agreement
- Section 5: Agreement Signatures

In “Section 1: CCAP Agreement Provisions,” there are 25 agreement conditions. After reading all the conditions, a Provider must first select the check box. Next, by selecting the “Download CCAP Agreement,” a Provider can download the CCAP agreement.

In “Section 2: CCAP Assurances,” there are 7 boxes that require Provider’s initials to be entered.

In “Section 3: Rates and Fees,” there is a section titled, “Enter Your Daily Rates,” where a Provider must enter Age, Full Daily Rate, Part Time Hourly Rate and answer a Yes or No question, which is:



# NEW EXTENDED DAYCARE APPLICATION INSTRUCTION MANUAL

- Do you charge a registration fee?

In “Section 4: Time and Attendance Agreement,” there is 1 option titled, “Download CCAP 14EA Form” and an option where the Provider may upload documentation.

In “Section 5: Agreement Signatures,” there are 2 text boxes and 1 dropdown that require information to be entered or selected, which are:

- Position Type (dropdown)
- Full Name
- Date of Birth (date picker)

After clicking “Continue,” the Provider will be navigated to the “Academic Approval” page:

## Document Upload

The screenshot shows a web browser window with the URL [sit\\_idoe.edlink.la.gov/#/welcome/application/100915/documentUploadTypeExtendedDayCare](http://sit_idoe.edlink.la.gov/#/welcome/application/100915/documentUploadTypeExtendedDayCare). The page is titled "Document Upload" and contains the following sections:

- Section 1: State Fire Marshal Information**  
Upload the Center's completed and approved State Fire Marshal Inspection Form. To request a State Fire Marshal Inspection, visit [this link](#) for more details.  
Upload File: Choose File [Remove]
- Section 2: Extended Day Program Pictures**  
Pictures of the Extended Day Program that the services will take place at. Pictures may include The Extended Day Program entrance, space where care will be provided.  
Upload File: Choose File [Remove]
- Section 3: Safety and Health Procedures**  
Verification of BESE Guidelines for following Safety and Health protocols.  
Upload File: Choose File [Remove]
- Section 4: Office of Public Health Approval**  
Upload the Center's completed and approved Office of Public Health Inspection. To schedule your inspection, complete and submit your Day Care Plans Review Packet to LDI [this link](#).  
Upload File: Choose File [Remove]
- Section 5: Vehicle Information**  
Upload a current copy of the automobile liability insurance for the vehicle that is used to transport children. If a contract vehicle is used, please upload a copy of the contract.  
Upload File: Choose File [Remove]
- Section 6: W-9 or IRS SS-Form**  
Upload a copy of the most recent W-9 or IRS SS-Form. If you have not applied for an EIN, then you may submit an IRS Form W-9.  
Upload File: Choose File [Remove]
- Section 7: Rates Verification**  
Upload a copy of notice to parents such as newsletter, bulletin, memo, etc.  
Upload File: Choose File [Remove]

At the bottom of the page, there is a button labeled "Back to Child Care Assistance Program".

There are 7 sections that require information be entered and/or upload, which are:

- Section 1: State Fire Marshal Information
- Section 2: Extended Day Program Pictures
- Section 3: Safety and Health Procedures
- Section 4: Office of Public Health Approval
- Section 5: Vehicle Information
- Section 6: W-9 or IRS SS-Form

# NEW EXTENDED DAYCARE APPLICATION INSTRUCTION MANUAL

- Section 7: Rates Verification

Each section will have 1 upload box for the Provider to upload the required documents.

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## APPLICATION FEES AND BANKING INFORMATION

The screenshot displays the 'Application Fees and Banking Information' page in the edlink system. The page is divided into two main sections: 'Section 1: License Application Fee' and 'Section 2: Transaction Receipt'. A sidebar on the left contains navigation options such as 'My Dashboard', 'School Systems', 'School Management', 'School Finder', 'Entity Management', 'Edlink Search', 'Account Settings', 'Messages', 'Help', 'WP Dashboards', 'Staff Management', 'Financial Management', 'Performance Profile', and 'My Professional Profile'. The user is logged in as 'Samad.Ahmedusa@LA.GOV'.

**Application Fees and Banking Information**  
License fees are based on the licensed capacity size of your Early Learning Center. An initial \$25 fee will be required to submit the application.

[Return to Application Home](#)

**Section 1: License Application Fee**  
Please review your information below. Click the "Submit Payment" button below to submit your License Application fee.

**License Application Fee**      **\$25**      This is the initial fee for a Licensing Application. [Note](#); Additional fees may be required based on the approved capacity of your Early Learning Center. Payments are made through US Bank.

[Submit Payment](#)

**Section 2: Transaction Receipt**

Transaction Number	Payment Date	Amount	Status
12381	01-02-2020	1875	success
12382	02-02-2020	1876	success
12383	03-02-2020	1877	success
12384	04-02-2020	1878	success
12385	05-02-2020	1879	success

# NEW EXTENDED DAYCARE APPLICATION INSTRUCTION MANUAL

The screenshot shows the 'Application Fees and Banking Information' section of the edlink application. On the left is a dark sidebar with the edlink logo and a user profile for 'Samad.Ahmedusa@LA.GOV'. Below the profile are two dropdown menus for 'Entity' and 'Entity with Roles', both currently set to '--Select Entity--'. A list of navigation items follows, including 'My Dashboard', 'School Systems', 'School Management', 'School Finder', 'Entity Management', 'Edlink Search', 'Account Settings', 'Messages', 'Help', 'WP Dashboards', 'Staff Management', 'Financial Management', 'Performance Profile', and 'My Professional Profile'. The main content area has a title bar 'Application Fees and Banking Information' and a table with the following data:

Transaction Number	Payment Date	Amount	Status
12381	01-02-2020	1875	success
12382	02-02-2020	1876	success
12383	03-02-2020	1877	success
12384	04-02-2020	1878	success
12385	05-02-2020	1879	success

Below the table is a note: '\* If you believe there was an error in submitting your payment, please contact a Licensing specialist at 225-342-9905 or email [Idelicensing@la.gov](mailto:Idelicensing@la.gov) for assistance.'

The next section is titled 'Section 3: Banking Information'. It contains the text: 'Please upload your banking information to indicate where provider reimbursements and public funding will be deposited for your Early Learning Center. A template is provided below that includes all instructions and requirements to receive State funding.' Below this text is a button labeled 'Download Bank Info Template'. Further down is an 'Upload File' section with a 'Choose File' input field and a 'Browse' button. At the bottom of the main content area are two buttons: 'Back to Document Upload' and 'Save and Review'.

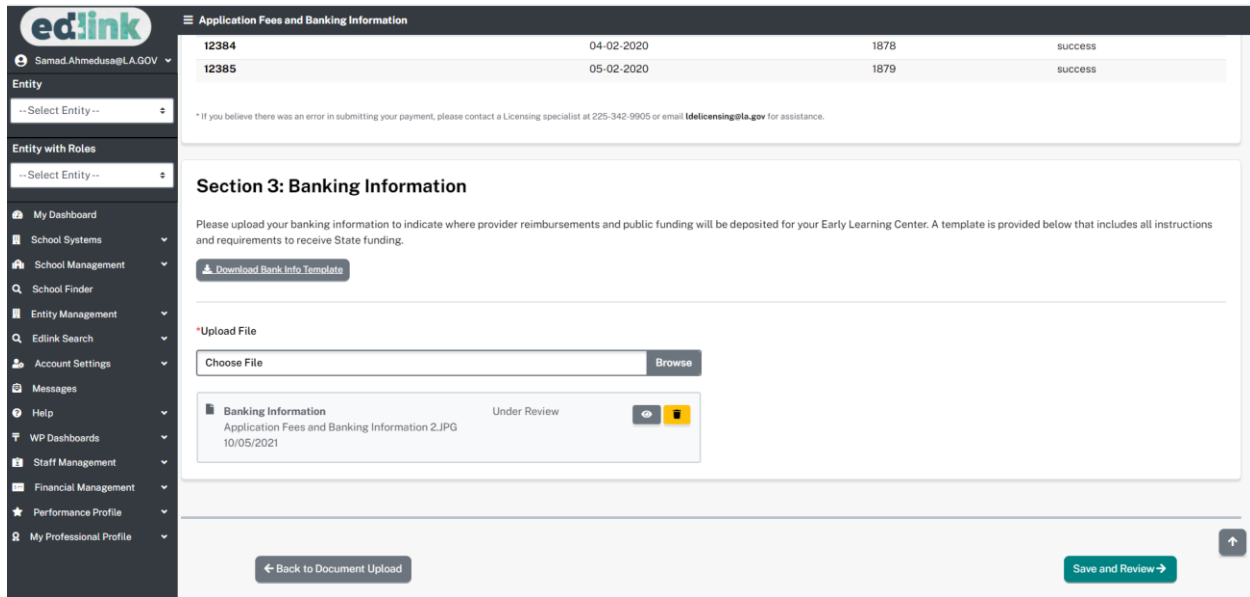
This screenshot shows the 'Section 2: Transaction Receipt' section of the edlink application. The sidebar is identical to the previous screenshot. The main content area has a title bar 'Application Fees and Banking Information' and a section titled 'Section 2: Transaction Receipt'. Below the title is a table with the following data:

Transaction Number	Payment Date	Amount	Status
12381	01-02-2020	1875	success
12382	02-02-2020	1876	success
12383	03-02-2020	1877	success
12384	04-02-2020	1878	success
12385	05-02-2020	1879	success

Below the table is the same note as in the first screenshot: '\* If you believe there was an error in submitting your payment, please contact a Licensing specialist at 225-342-9905 or email [Idelicensing@la.gov](mailto:Idelicensing@la.gov) for assistance.'

The next section is titled 'Section 3: Banking Information'. It contains the same text as in the first screenshot: 'Please upload your banking information to indicate where provider reimbursements and public funding will be deposited for your Early Learning Center. A template is provided below that includes all instructions and requirements to receive State funding.' Below this text is a button labeled 'Download Bank Info Template'. Further down is an 'Upload File' section with a 'Choose File' input field and a 'Browse' button. At the bottom of the main content area are two buttons: 'Back to Document Upload' and 'Save and Review'.

# NEW EXTENDED DAYCARE APPLICATION INSTRUCTION MANUAL



In “Application Fees and Banking Information,” there are 3 sections displaying specific application information, which are:

- Section 1: License Application Fee
- Section 2: Transaction Receipt
- Section 3: Banking Information

In “Section 1: License Application Fee,” the options of “License Application Fee” and “Submit Payment” are visible.

In “Section 2: Transaction Receipt,” 4 options are visible, which are:

- Transaction Number
- Payment Date
- Amount
- Status

In “Section 3: Banking Information,” Providers may download the “Banking Information” template for printing or saving.

Select the “Save and Review” option to be redirected back to the “Application Home”.

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# NEW EXTENDED DAYCARE APPLICATION INSTRUCTION MANUAL

## APPLICATION HOME

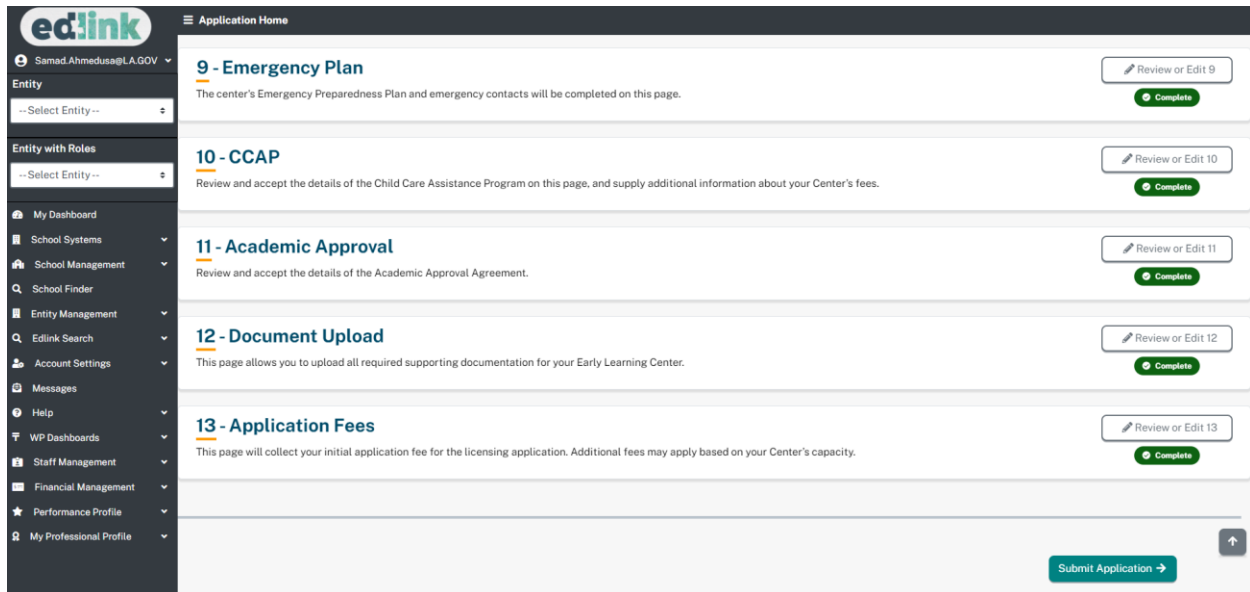
The screenshot shows the 'Application Home' page in the edlink system. The user is logged in as Samad.Ahmedusa@LA.GOV. The page title is 'Application Home' and the breadcrumb trail is 'Dashboard / New Type III Application / Application Home'. A 'Return to Application Selector' button is visible. A blue 'Page Help' box explains the application process. The main content area lists three steps:

- 1 - Application Instructions**: This page describes all the requirements and instructions for completing the licensing application. [Review or Edit 1] [Complete]
- 2 - Funding Source**: Enter all the funding sources for your Early Learning Center on this page. [Review or Edit 2] [Complete]
- 3 - Early Learning Center Information**: Provide the name, location, and contact information for your Early Learning Center on this page. [Review or Edit 3] [Complete]

The screenshot shows the 'Application Home' page in the edlink system, continuing from the previous page. The user is logged in as Samad.Ahmedusa@LA.GOV. The page title is 'Application Home' and the breadcrumb trail is 'Dashboard / New Type III Application / Application Home'. The main content area lists steps 4 through 9:

- 4 - Services and Hours**: This page allows you to enter the Center's hours of operation and list the services offered at your facility. [Review or Edit 4] [Complete]
- 5 - Ownership Type**: This page asks for the legal ownership type of your Early Learning Center. [Review or Edit 5] [Complete]
- 6 - Center Owner**: List all the legal owners of the Early Learning Centers on this page. [Review or Edit 6] [Complete]
- 7 - Center Staff**: Enter in all currently hired Directors, Director Designees and other staff on this page. [Review or Edit 7] [Complete]
- 8 - Criminal Background Check**: This page will provide you the status of all owners, directors, and staff who have completed a Criminal Background check. [Review or Edit 8] [Complete]
- 9 - Emergency Plan**: The center's Emergency Preparedness Plan and emergency contacts will be completed on this page. [Review or Edit 9] [Complete]

# NEW EXTENDED DAYCARE APPLICATION INSTRUCTION MANUAL



After selecting "Submit Application," a new page will appear. For renewals with previously entered information, a bar chart will display current information, including the recent application submission.

