

# Employer-Sponsored Child Care Fund grantees quarterly reporting instructions

## Instructions for completing the quarterly report

### For reporting Period 1 only

**1 All grantees will have funds reported = \$0.** Due to not having an executed contract, no claims were able to be submitted during the first quarter, so you should not add a claims form (+) to reporting Period 1.

**2 Additional details:** You will only need to give a description in the “Additional details” box, which can simply be, “Waiting on executed contract to be completed.”

### For all other reporting periods

**1 Funds reported:** For all claims submitted during that quarter, grantees will upload the approved claims forms in the “(+) add claims form” upload section and enter the amount claimed in the form in the “Amount claimed” blank.

- a. There is the ability to add, via the (+) icon, additional claims forms submitted. If multiple claims were submitted during that quarter, multiple uploads should occur.
- b. One claim = one form upload and the associated \$ value.

**2 Detailed description:** A detailed description of funds used will be required for each uploaded claims form.

**3 Contributions reported:** Grantees should enter an amount for the monetary value of any grantee contributions that have been spent during the first quarter.

**4 Detailed description:** A detailed description is required for what was covered in these contributions and must be filled in.

**5 Click next:** Click “Next” once the above sections are filled in.

**6 Review to be certain:** Look over the form carefully to make sure that all of the information is correct.

**7 Click the check:** Click the check box next to “I agree that all of the information submitted is accurate.”

**8 Click finish:** Click the “Finish” button.