

ARISE Provider Portal - Applying for a Provider Subsidy

As a provider, while you may be fully licensed or exempted based on the provider category you are a part of, your facility will only be eligible for the placement of children who come under the State subsidy category once you submit a Subsidy application and the same is approved.

All provider types, except faith-based facilities, are eligible to enroll for subsidies and will need to do so, to be considered for subsidy placements.

How to apply for a Provider Subsidy?

There are two ways to apply for a Provider Subsidy –

1. Method One – When creating a Provider Profile
2. Method Two – Once your facility has been fully licensed or exempted

Method One: When creating a Provider Profile

When creating your Provide Profile (please refer to the Quick Reference Guide on applying for a license or exemption, based on the provider category that you are a part of, or to the complete Provider User Manual for more information on the license application), you will be directed to a section titled 'Account Details'.

You may also access this section by clicking on the link on the navigation pane on the left.

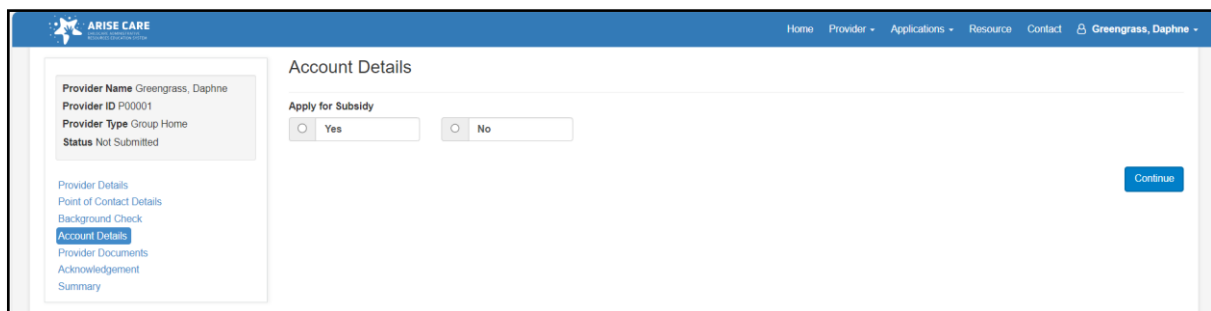


Figure 1: Account Details Page

At this point in your application process, if you are certain that you would like to apply for a subsidy:

1. Select the 'Yes' checkbox
2. Clicking on 'Yes' will reveal the following form:

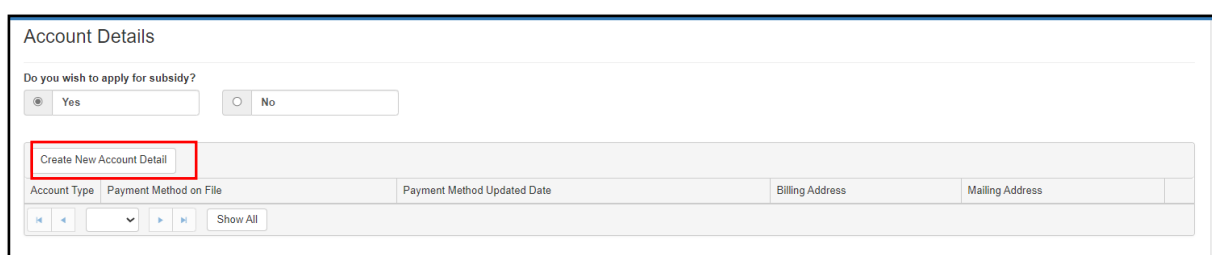
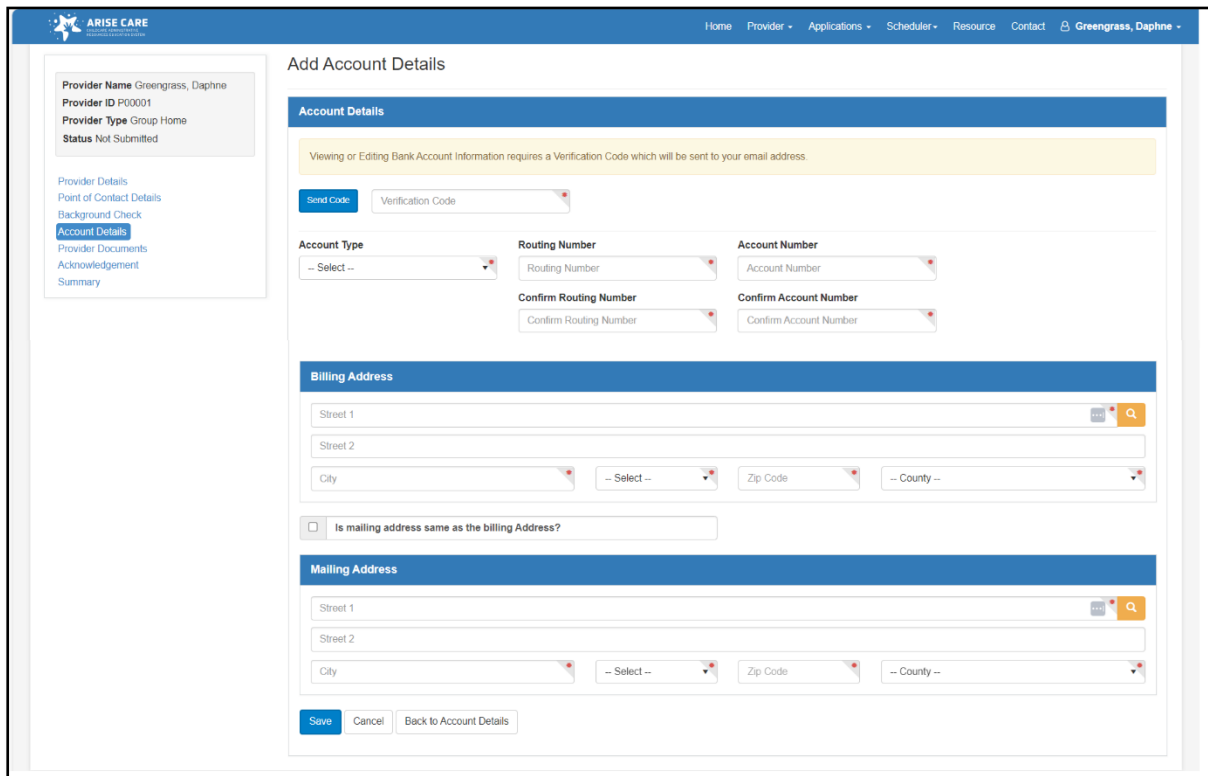


Figure 2: Create New Account Detail

- Click on the 'Create New Account Detail' button on the grid, to be redirected to the following page:



ARISE CARE Home Provider Applications Scheduler Resource Contact Greengrass, Daphne

Add Account Details

Account Details

Viewing or Editing Bank Account Information requires a Verification Code which will be sent to your email address.

Send Code: Verification Code

Account Type: -- Select --

Routing Number: Routing Number

Account Number: Account Number

Confirm Routing Number: Confirm Routing Number

Confirm Account Number: Confirm Account Number

Billing Address

Street 1

Street 2

City -- Select -- Zip Code -- County --

☐ Is mailing address same as the billing Address?

Mailing Address

Street 1

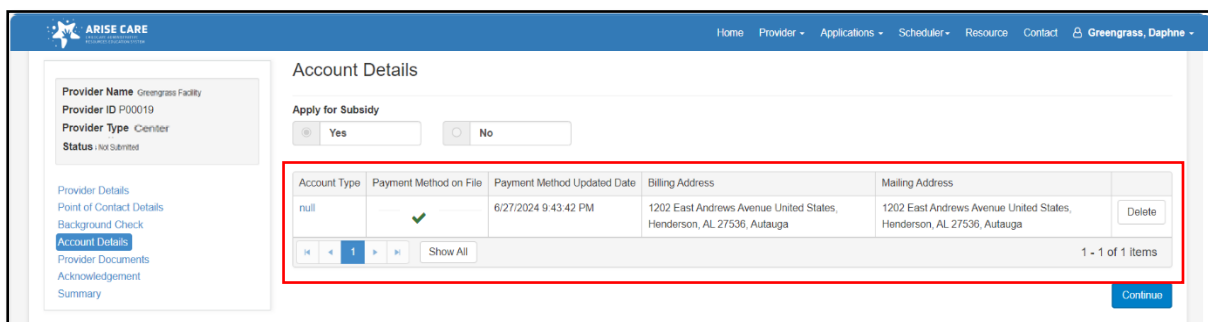
Street 2

City -- Select -- Zip Code -- County --

Save Cancel Back to Account Details

Figure 3: Add Account Details

- Click on the 'Send Code' button to receive a code on your associated email address
- Fill in the code that you receive
- Fill in all mandatory fields
- Click on 'save' to save your progress and be directed back to the 'Add New Account Details' page (Figure 2).
- The Account Details page will now reflect the updated information, as seen in the figure below:



ARISE CARE Home Provider Applications Scheduler Resource Contact Greengrass, Daphne

Account Details

Apply for Subsidy: Yes No

Account Type	Payment Method on File	Payment Method Updated Date	Billing Address	Mailing Address	
null	✓	6/27/2024 9:43:42 PM	1202 East Andrews Avenue United States, Henderson, AL 27536, Autauga	1202 East Andrews Avenue United States, Henderson, AL 27536, Autauga	Delete

1 - 1 of 1 items

Show All

Continue

Figure 4: Sample Account Details

Following this, you may continue the licensing/exemption process as described in the Quick Reference Guides on Provider Applications/Provider User Manual, including submitting your provider profile and initiating your license application.

Once your first application has been accepted, you will notice that there are two additional steps on the application wizard of your home page:

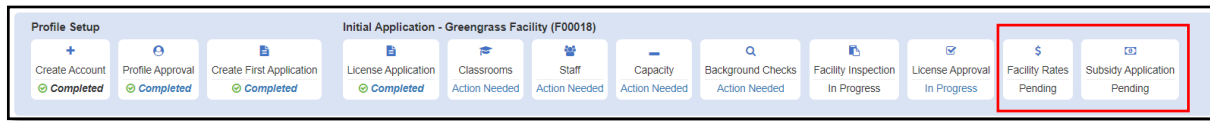
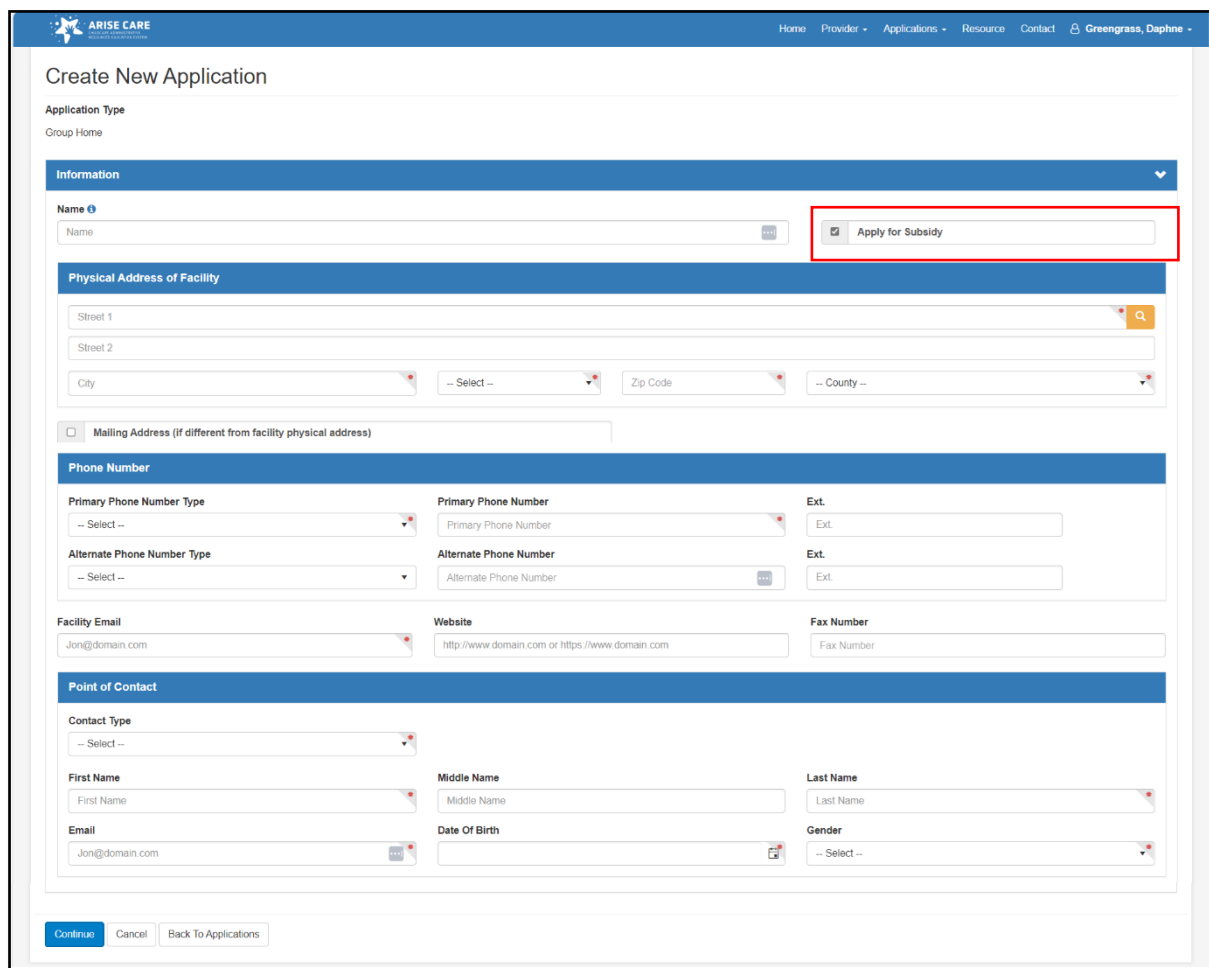


Figure 5: Facility Rates and Subsidy Application Steps

The 'Facility Rates' and 'Subsidy Application' steps have now become a part of the entire licensing/exemption application process itself.

Similarly, you will also notice that checkboxes that indicate your desire to apply for a subsidy along with the facility license/exemption application are now pre-filled or are already selected.

For instance, on the 'Application Details' page as seen in the figure below:



ARISE CARE
CHILD CARE ADMINISTRATIVE
RESOURCES EDUCATION SYSTEM

Home Provider Applications Resource Contact Greengrass, Daphne

Create New Application

Application Type
Group Home

Information

Name

Name

☒ Apply for Subsidy

Physical Address of Facility

Street 1

Street 2

City -- Select -- Zip Code -- County --

☐ Mailing Address (if different from facility physical address)

Phone Number

Primary Phone Number Type Primary Phone Number Ext.

Alternate Phone Number Type Alternate Phone Number Ext.

Facility Email Website Fax Number

Point of Contact

Contact Type

First Name Middle Name Last Name

Email Date Of Birth Gender

[Continue](#) [Cancel](#) [Back To Applications](#)

Figure 6: Prefilled Checkboxes

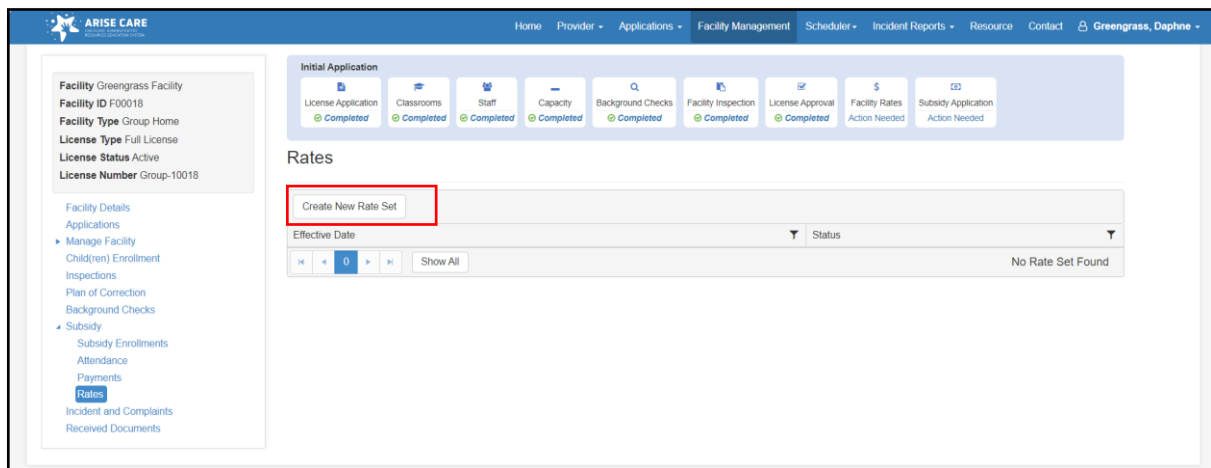
With these minor changes, you will need to complete the entire license/exemption application process until your facility is fully licensed or exempted (as described in the Quick Reference Guides on applications and in the Provider User Manual).

Once you have received notification of your facility being licensed or exempted, log into your provider portal to view your dashboard.

Notice that all steps on the application wizard reflect a 'completed' status, except the 'Facility Rates' and 'Subsidy Application' steps.

To proceed:

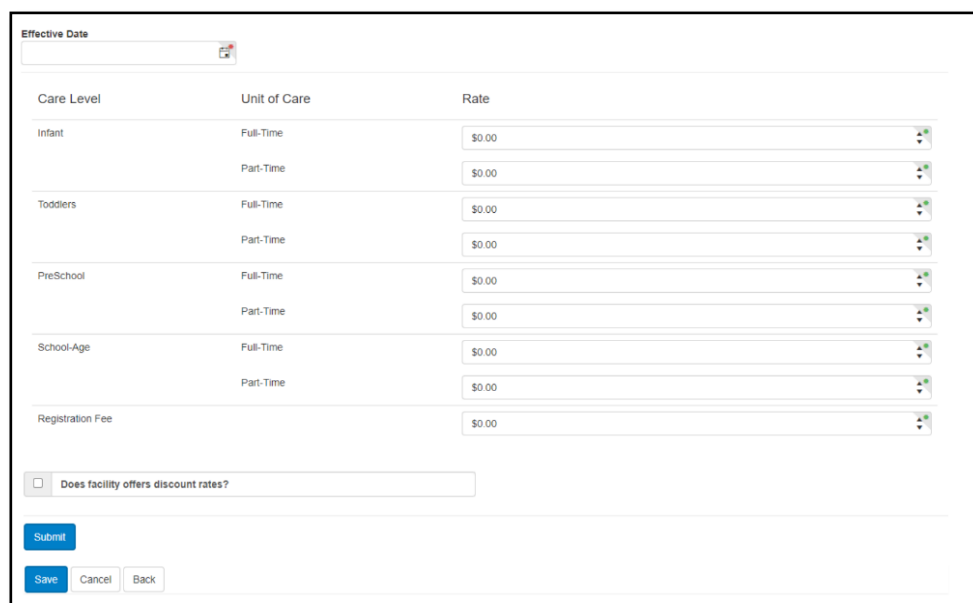
1. Click on the 'Action Needed' link in the Facility Rates step, to be guided to the following page:



The screenshot shows the ARISE Provider Portal interface. On the left is a sidebar with facility details for 'Greengrass Facility' (ID F00018, Type Group Home, License Full License, Status Active, Number Group-10018). The main area has a progress bar for the 'Initial Application' with steps: License Application (Completed), Classrooms (Completed), Staff (Completed), Capacity (Completed), Background Checks (Completed), Facility Inspection (Completed), License Approval (Completed), Facility Rates (Action Needed), and Subsidy Application (Action Needed). Below the progress bar is the 'Rates' section, which includes a 'Create New Rate Set' button (highlighted with a red box), an 'Effective Date' field, a 'Status' dropdown, and a 'Show All' button. The status indicates 'No Rate Set Found'.

Figure 7: Facility Rates Page

2. Click on the 'Create New Rate Set' button to be redirected to the following form:



The screenshot shows the 'Creating a New Rate Set' form. It includes an 'Effective Date' field at the top. Below is a table with three columns: 'Care Level', 'Unit of Care', and 'Rate'. The table has rows for 'Infant', 'Toddlers', 'PreSchool', and 'School-Age', each with 'Full-Time' and 'Part-Time' units. The 'Rate' column contains input fields with '\$0.00' and up/down arrows. Below the table is a checkbox labeled 'Does facility offers discount rates?'. At the bottom are buttons for 'Submit', 'Save', 'Cancel', and 'Back'.

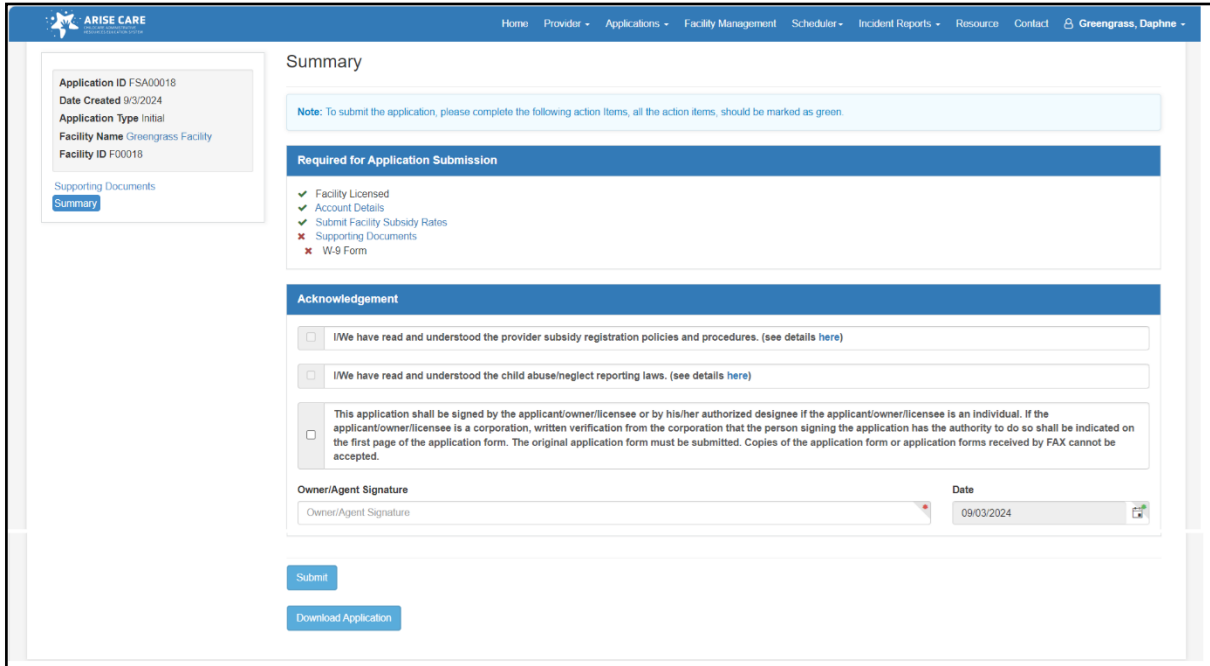
Care Level	Unit of Care	Rate
Infant	Full-Time	\$0.00
	Part-Time	\$0.00
Toddlers	Full-Time	\$0.00
	Part-Time	\$0.00
PreSchool	Full-Time	\$0.00
	Part-Time	\$0.00
School-Age	Full-Time	\$0.00
	Part-Time	\$0.00
Registration Fee		\$0.00

Figure 8: Creating a New Rate Set

3. Fill in proposed rates for each care level
4. Add discount rates, if applicable
5. Click on 'Save' to save your details
6. Click on 'Submit' to submit your rates

To proceed:

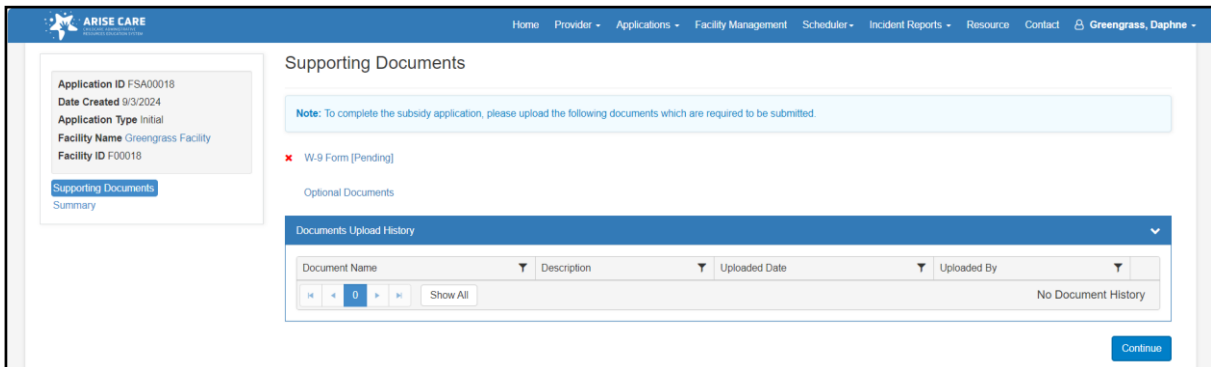
1. Click on the 'Action Needed' link in the subsidy application step, to be guided to the following page:



The screenshot shows the 'Summary' page of the subsidy application. The left sidebar contains the application details: Application ID FSA00018, Date Created 9/3/2024, Application Type Initial, Facility Name Greengrass Facility, and Facility ID F00018. The main content area is titled 'Summary' and includes a note: 'To submit the application, please complete the following action items, all the action items, should be marked as green.' Below this, there are two sections: 'Required for Application Submission' and 'Acknowledgement'. The 'Required for Application Submission' section lists four items: 'Facility Licensed' (checked), 'Account Details' (checked), 'Submit Facility Subsidy Rates' (checked), and 'Supporting Documents' (marked with a red X). The 'Acknowledgement' section contains three checkboxes: 'I/We have read and understood the provider subsidy registration policies and procedures. (see details here)' (unchecked), 'I/We have read and understood the child abuse/neglect reporting laws. (see details here)' (unchecked), and a statement about the application signature (unchecked). At the bottom, there are fields for 'Owner/Agent Signature' and 'Date' (09/03/2024), and buttons for 'Submit' and 'Download Application'.

Figure 9: Subsidy Application Summary Page

2. Use the navigation pane, or the links on the summary page to upload all required supporting documents to complete your subsidy application.
3. Click on 'Supporting Documents' on the navigation pane, to be directed to the following page:



The screenshot shows the 'Supporting Documents' page. The left sidebar contains the application details: Application ID FSA00018, Date Created 9/3/2024, Application Type Initial, Facility Name Greengrass Facility, and Facility ID F00018. The main content area is titled 'Supporting Documents' and includes a note: 'To complete the subsidy application, please upload the following documents which are required to be submitted.' Below this, there is a section for 'Optional Documents' and a 'Documents Upload History' section. The 'Documents Upload History' section has a table with columns: Document Name, Description, Uploaded Date, and Uploaded By. The table is currently empty, and there is a 'Show All' button. At the bottom right, there is a 'Continue' button.

Figure 10: Subsidy Application Supporting Documents Page

4. Upload all required documents
5. Click on the 'Summary' link to be redirected back to the Subsidy Application Summary Page (Figure 9)

This time, you will see that all required items have been completed and display green ticks.

Summary

Note: To submit the application, please complete the following action items, all the action items, should be marked as green.

Required for Application Submission

- ✓ Facility Licensed
- ✓ Account Details
- ✓ Submit Facility Subsidy Rates
- ✓ Supporting Documents
- ✓ W-9 Form

Figure 11: Completed Subsidy Application Summary Page

To proceed:

6. Select all Acknowledgement checkboxes (refer to Figure 9)
7. Add your signature
8. Click on submit. You may also download the application following this step, by clicking on the download button on the same page.

Congratulations! You have successfully completed your subsidy application.

Now, you must await approval of your subsidy application, following which your facility will officially be eligible to enroll children under the state subsidy category.

Method Two: Once your facility has been fully licensed or exempted

When seeking to apply for a subsidy once you have already received full licensing or exemption, you will need to first log into the provider portal to access the landing page:

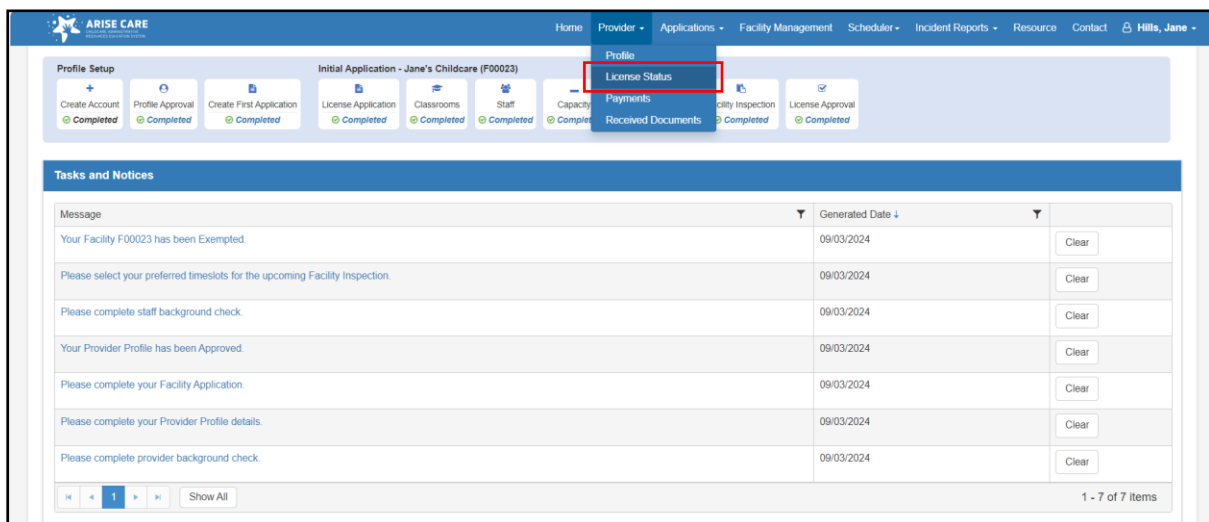
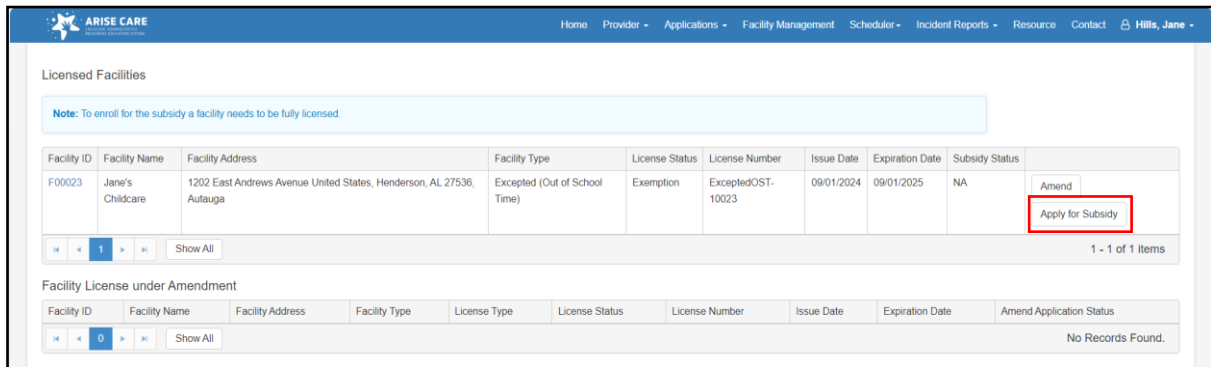


Figure 12: Landing Page/Dashboard

On this page, note that all steps of the licensing/exemption application have been completed and there is no step for subsidy application. To proceed:

1. Click on the 'Provider' module dropdown menu at the top
2. Select 'License Status' from the menu, to be redirected to the following page:



Facility ID	Facility Name	Facility Address	Facility Type	License Status	License Number	Issue Date	Expiration Date	Subsidy Status	
F00023	Jane's Childcare	1202 East Andrews Avenue United States, Henderson, AL 27536	Excepted (Out of School Time)	Exemption	ExceptedOST-10023	09/01/2024	09/01/2025	NA	Amend Apply for Subsidy

1 - 1 of 1 Items

Facility ID	Facility Name	Facility Address	Facility Type	License Type	License Status	License Number	Issue Date	Expiration Date	Amend Application Status
No Records Found.									

Figure 13: License Status Page

3. Click on the 'Apply for Subsidy' button at the extreme right of the licensed facility summary grid. This action will bring up the following confirmation message:

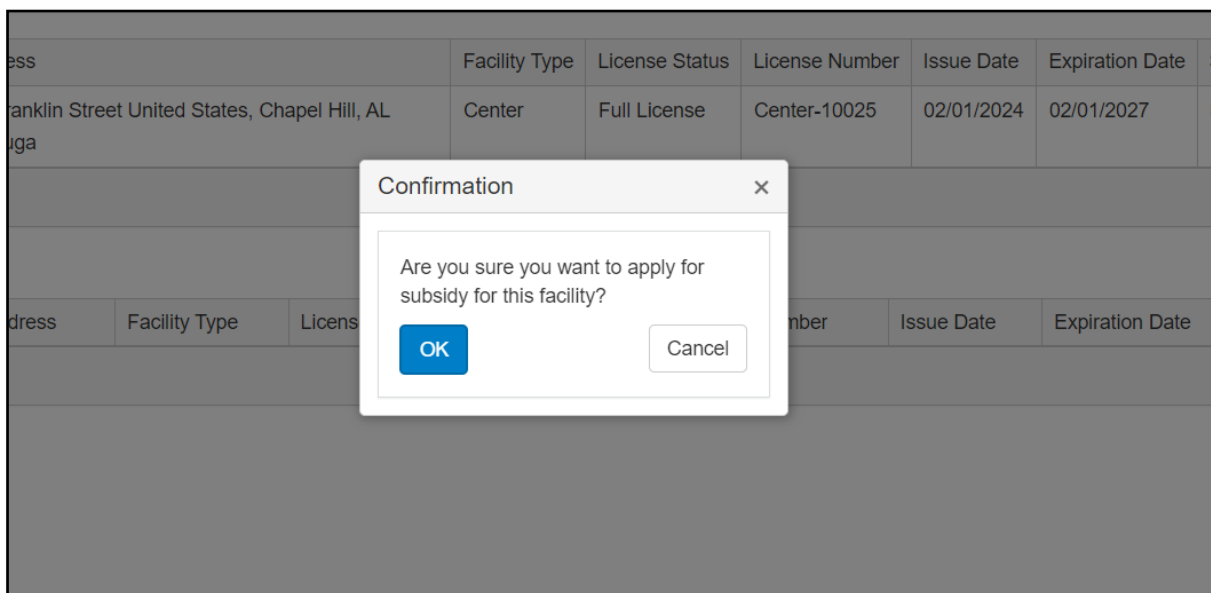


Figure 14: Confirmation Message

4. Click on 'OK' to proceed to the following page:

ARISE CARE							
Home Provider Applications Facility Management Scheduler Incident Reports Resource Contact Hills, Jane							
Current Subsidy Application							
Application ID	Provider ID	Facility Name	FEIN/SSN	Application Type	Application Status	Application Created Date	
FSA00020	P00024	Jane's Childcare	937483920	Initial	In Progress	09/03/2024	Delete
1 - 1 of 1 Items NOTE: To edit a saved application, please click on the Application ID to open the application form for any update.							
Submitted Subsidy Applications							
Application ID	Provider ID	Facility Name	FEIN/SSN	Application Type	Application Status	Application Created Date	Effective Date
No Records Found.							

Figure 15: Subsidy Application Summary Grid

Note that a new subsidy application has automatically been created and is reflected on the page in the image above – the Subsidy Application Summary Grid.

On this page:

1. Click on the Application ID on the extreme left of the Current Subsidy Application grid to be redirected to the following page:

ARISE CARE							
Home Provider Applications Facility Management Scheduler Incident Reports Resource Contact Hills, Jane							
Application ID FSA00020 Date Created 9/3/2024 Application Type Initial Facility Name Jane's Childcare Facility ID F00023 Supporting Documents Summary		Summary Note: To submit the application, please complete the following action items, all the action items, should be marked as green.					
		Required for Application Submission ✓ Facility Licensed ✗ Account Details ✗ Submit Facility Subsidy Rates ✗ Supporting Documents ✗ W-9 Form					
		Acknowledgement <input type="checkbox"/> I/We have read and understood the provider subsidy registration policies and procedures. (see details here) <input type="checkbox"/> I/We have read and understood the child abuse/neglect reporting laws. (see details here) <input type="checkbox"/> This application shall be signed by the applicant/owner/licensee or by his/her authorized designee if the applicant/owner/licensee is an individual. If the applicant/owner/licensee is a corporation, written verification from the corporation that the person signing the application has the authority to do so shall be indicated on the first page of the application form. The original application form must be submitted. Copies of the application form or application forms received by FAX cannot be accepted.					
		Owner/Agent Signature Owner/Agent Signature		Date 09/03/2024			
		Submit Download Application					

Figure 16: Subsidy Application Summary Page

2. Notice that 'Account Details' and 'Supporting Documents' are pending
3. Click on the 'Account Details' link to be directed to the following page:

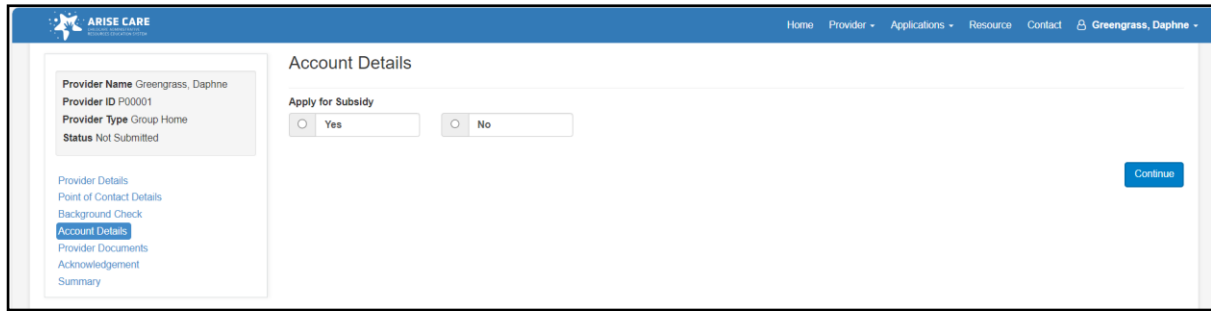


Figure 17: Account Details Page

On this page:

1. Select the 'Yes' checkbox
2. Clicking on 'Yes' will reveal the following form:

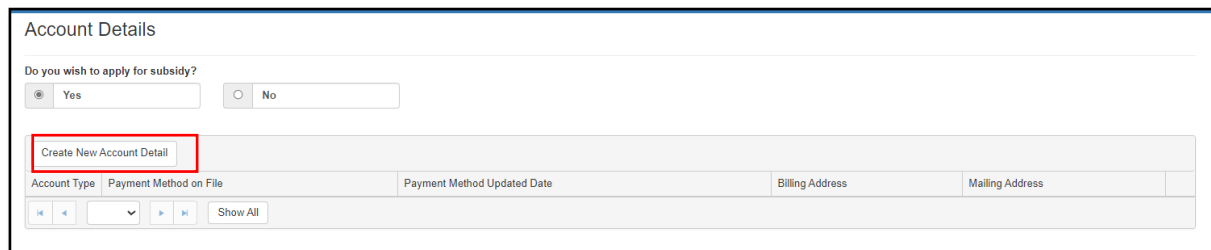


Figure 18: Create New Account Detail

3. Click on the 'Create New Account Detail' button on the grid, to be redirected to the following page:

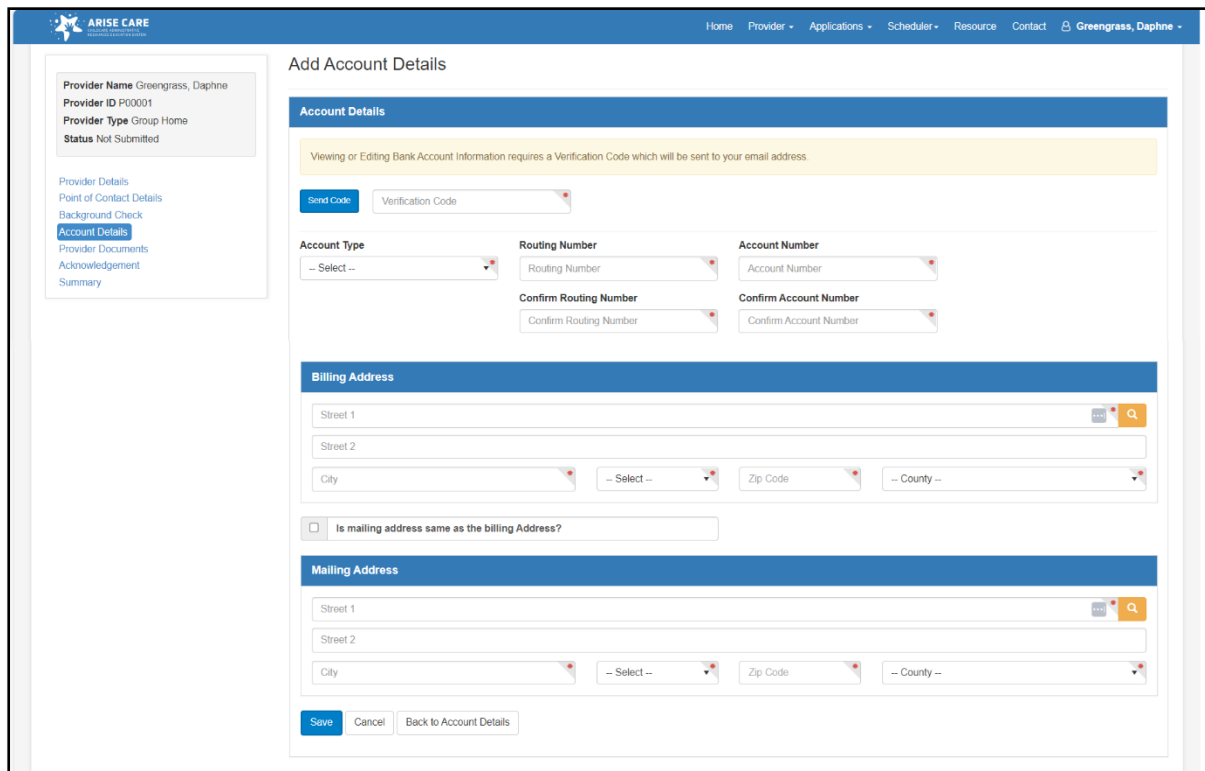
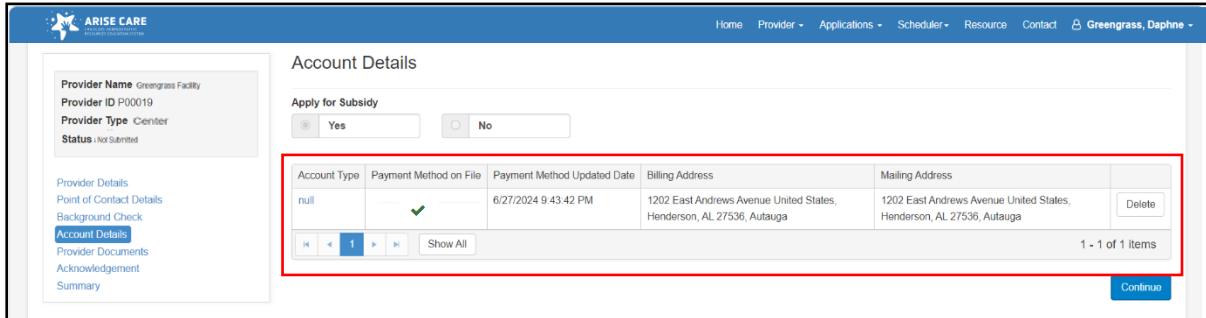


Figure 19: Add Account Details

4. Click on the 'Send Code' button to receive a code on your associated email address
5. Fill in the code that you receive
6. Fill in all mandatory fields
7. Click on 'save' to save your progress and be directed back to the 'Add New Account Details' page (Figure 2).
8. The Account Details page will now reflect the updated information, as seen in the figure below:



Account Details

Provider Name: Greengrass Facility
 Provider ID: P00019
 Provider Type: Center
 Status: Not Submitted

Apply for Subsidy: ☐ Yes ☐ No

Account Type	Payment Method on File	Payment Method Updated Date	Billing Address	Mailing Address	
null	✓	6/27/2024 9:43:42 PM	1202 East Andrews Avenue United States, Henderson, AL 27536, Autauga	1202 East Andrews Avenue United States, Henderson, AL 27536, Autauga	Delete

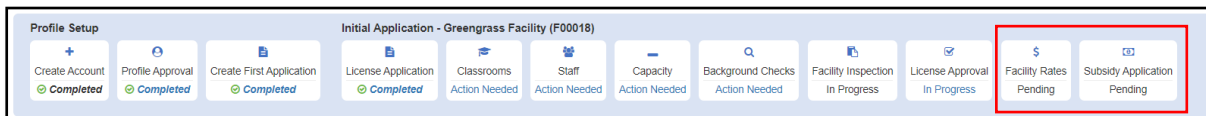
1 - 1 of 1 items

Continue

Figure 20: Sample Account Details

To proceed:

1. Click on the 'Home' module at the top of the page to access the application wizard
2. You will see two new steps on the application wizard as follows:



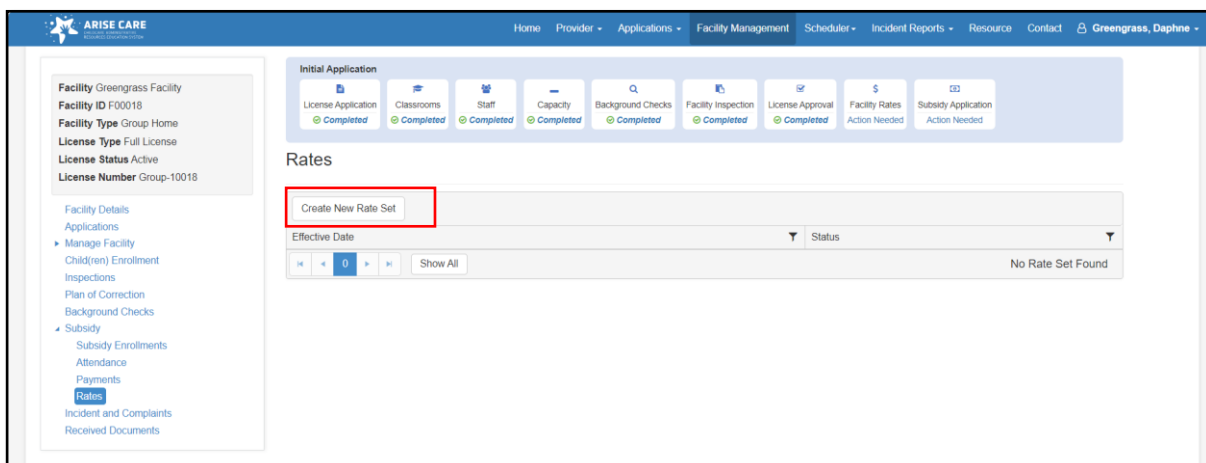
Profile Setup: Create Account (Completed), Profile Approval (Completed), Create First Application (Completed)

Initial Application - Greengrass Facility (F00018): License Application (Completed), Classrooms (Action Needed), Staff (Action Needed), Capacity (Action Needed), Background Checks (Action Needed), Facility Inspection (In Progress), License Approval (In Progress), **Facility Rates (Pending)**, **Subsidy Application (Pending)**

Figure 21: Additional Steps on the Application Wizard

To proceed:

3. Click on the 'Action Needed' link in the Facility Rates step, to be guided to the following page:



Facility Rates

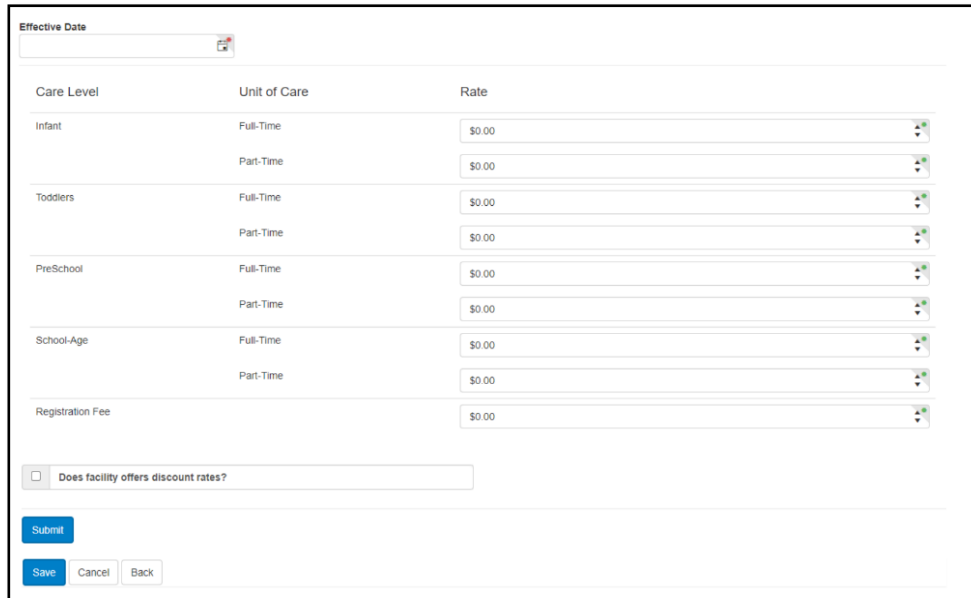
Initial Application: License Application (Completed), Classrooms (Completed), Staff (Completed), Capacity (Completed), Background Checks (Completed), Facility Inspection (Completed), License Approval (Completed), **Facility Rates (Action Needed)**, Subsidy Application (Action Needed)

Create New Rate Set

Effective Date: Status: No Rate Set Found

Figure 22: Facility Rates Page

4. Click on the 'Create New Rate Set' button to be redirected to the following form:



Care Level	Unit of Care	Rate
Infant	Full-Time	\$0.00
	Part-Time	\$0.00
Toddlers	Full-Time	\$0.00
	Part-Time	\$0.00
PreSchool	Full-Time	\$0.00
	Part-Time	\$0.00
School-Age	Full-Time	\$0.00
	Part-Time	\$0.00
Registration Fee		\$0.00

☐ Does facility offers discount rates?

Submit

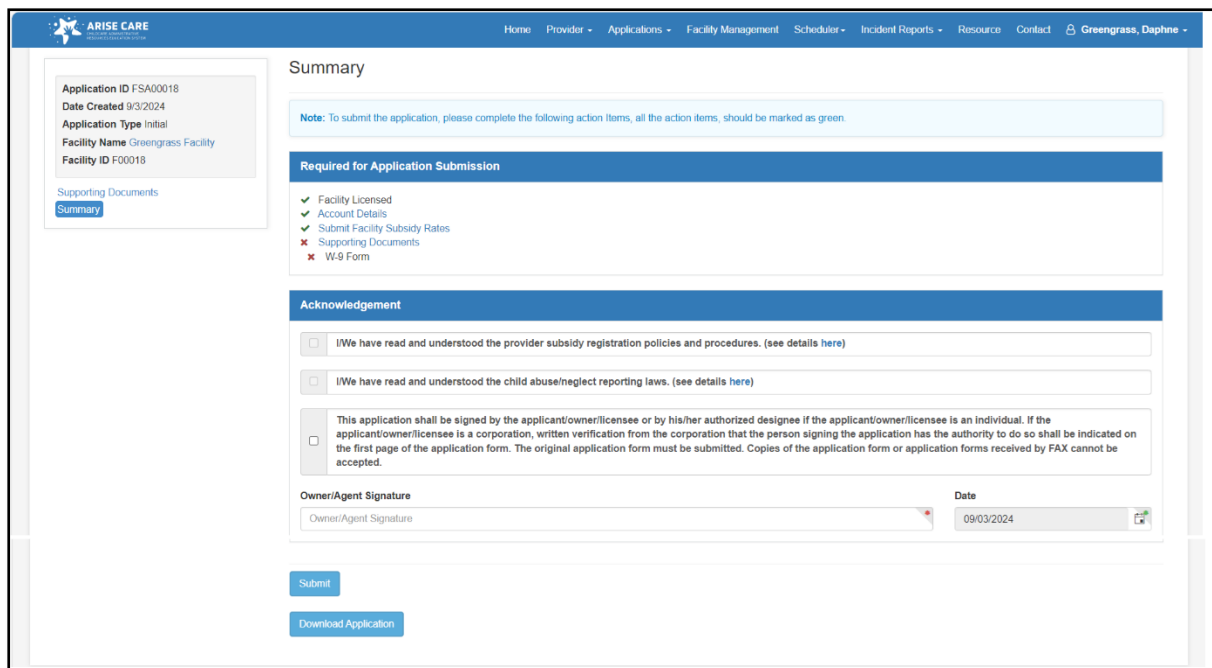
Save Cancel Back

Figure 23: Creating a New Rate Set

5. Fill in proposed rates for each care level
6. Add discount rates, if applicable
7. Click on 'Save' to save your details
8. Click on 'Submit' to submit your rates

To proceed:

9. Click on the 'Action Needed' link in the subsidy application step (refer to Figure 21), to be guided to the following page:



Application ID FSA00018
 Date Created 9/3/2024
 Application Type Initial
 Facility Name Greengrass Facility
 Facility ID F00018

Supporting Documents
 Summary

Summary

Note: To submit the application, please complete the following action items, all the action items, should be marked as green.

Required for Application Submission

- ✓ Facility Licensed
- ✓ Account Details
- ✓ Submit Facility Subsidy Rates
- ✗ Supporting Documents
- ✗ W-9 Form

Acknowledgement

☐ I/We have read and understood the provider subsidy registration policies and procedures. (see details [here](#))

☐ I/We have read and understood the child abuse/neglect reporting laws. (see details [here](#))

☐ This application shall be signed by the applicant/owner/licensee or by his/her authorized designee if the applicant/owner/licensee is an individual. If the applicant/owner/licensee is a corporation, written verification from the corporation that the person signing the application has the authority to do so shall be indicated on the first page of the application form. The original application form must be submitted. Copies of the application form or application forms received by FAX cannot be accepted.

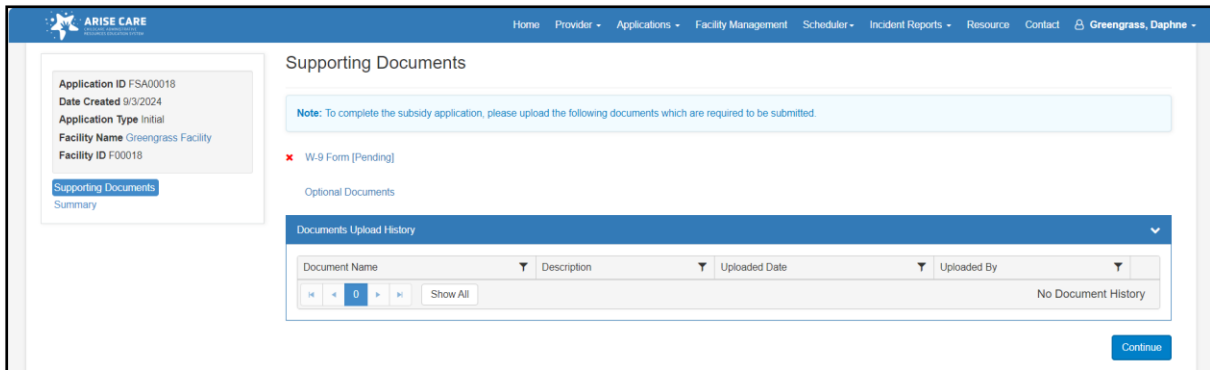
Owner/Agent Signature _____ Date 09/03/2024

Submit

Download Application

Figure 24: Subsidy Application Summary Page

10. Use the navigation pane, or the links on the summary page to upload all required supporting documents to complete your subsidy application.
11. Click on 'Supporting Documents' on the navigation pane, to be directed to the following page:



Supporting Documents

Note: To complete the subsidy application, please upload the following documents which are required to be submitted.

✖ W-9 Form [Pending]

Optional Documents

Documents Upload History

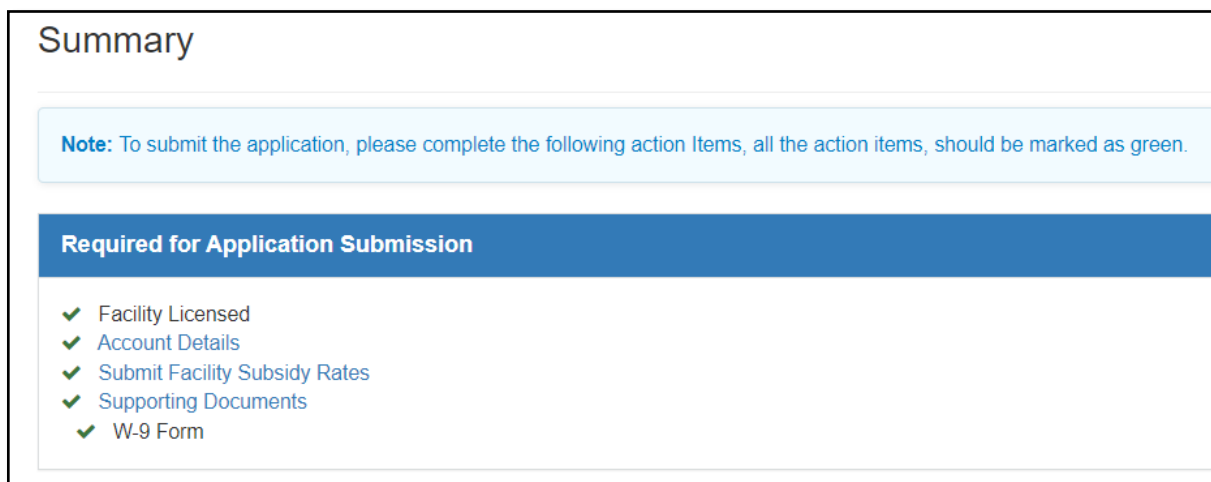
Document Name	Description	Uploaded Date	Uploaded By
No Document History			

[Continue](#)

Figure 25: Subsidy Application Supporting Documents Page

12. Upload all required documents
13. Click on the 'Summary' link to be redirected back to the Subsidy Application Summary Page (Figure 24)

This time, you will see that all required items have been completed and display green ticks.



Summary

Note: To submit the application, please complete the following action items, all the action items, should be marked as green.

Required for Application Submission

- ✓ Facility Licensed
- ✓ Account Details
- ✓ Submit Facility Subsidy Rates
- ✓ Supporting Documents
- ✓ W-9 Form

Figure 26: Completed Subsidy Application Summary Page

To proceed:

14. Select all Acknowledgement checkboxes (refer to Figure 24)
15. Add your signature
16. Click on submit. You may also download the application following this step, by clicking on the download button on the same page.

Congratulations! You have successfully completed your subsidy application.

Now, you must await approval of your application, following which your facility will officially be eligible to enroll children under the state subsidy category.