

How to login to the grant application and complete provider verification

This user guide shows the steps to login to the *Invest in New York - Child Care Deserts Grant* application and complete the provider verification process.

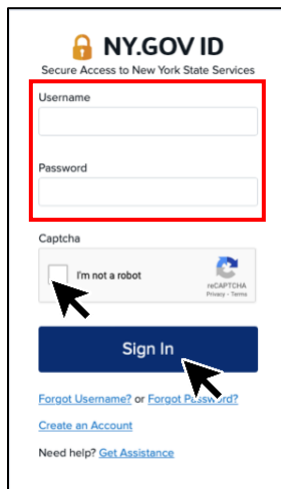
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Login to the grant application

1. **Go to:** <https://ocfs.ny.gov/programs/childcare/deserts/>
2. Click on the **Apply to the Grant Program** button.



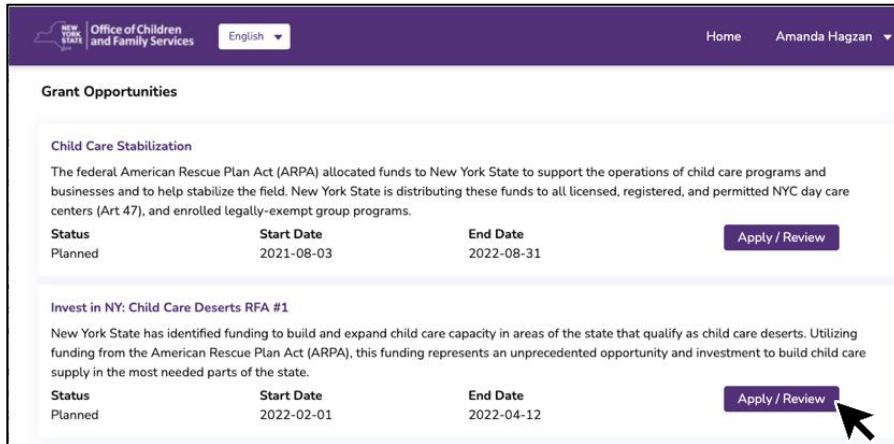
3. Enter your NY.gov ID username and password, check the box next to *I'm not a robot* and click the **Sign In** button.



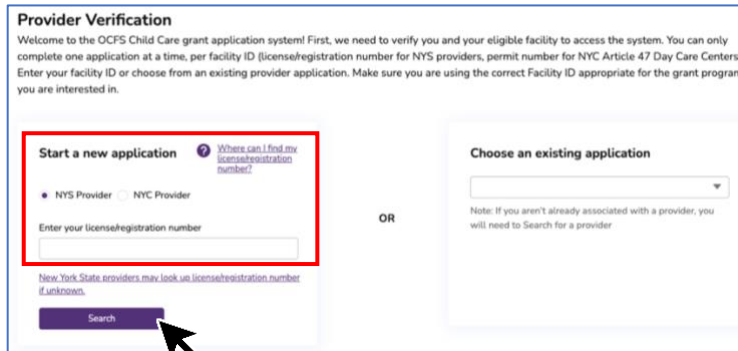
If you don't yet have a NY.gov ID account, click the "Create an Account" link under the Sign In button.

Complete provider verification

1. On the Grant Opportunities page, select the **Apply/Review** button for the *Invest in NY: Child Care Deserts RFA #1*.



2. Enter your provider license number into the field and click the **Search** button.




The screenshot shows the 'Provider Verification' page. It has two main sections: 'Start a new application' and 'Choose an existing application'. The 'Start a new application' section has a red box around it. Inside this box, there are radio buttons for 'NYS Provider' and 'NYC Provider', a text input field for 'Enter your license/registration number', and a 'Search' button. A mouse cursor is pointing to the 'Search' button. A link with a question mark icon says 'Where can I find my license/registration number?'. Below the input field, there is a note: 'New York State providers may look up license/registration number if unknown.'

Use the “where can I find my license/registration number” or the “New York State providers may look up license/registration number if unknown” links.

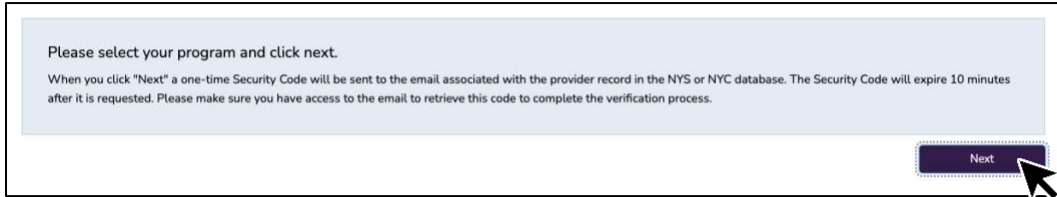
Eligibility Notice: If your license date is prior to January 28, 2022, or your base RFA Desert score is less than 30, than you will not be able to proceed past this point.

Thank you for your interest in this funding opportunity. Based on the information you have entered, you do not meet the minimum eligibility criteria as described in the Invest in NY Child Care Emergency Request for Applications (RFA) for New Programs.

3. Click on the **Select** button under the Select Provider column. The button will change to a checkmark. 

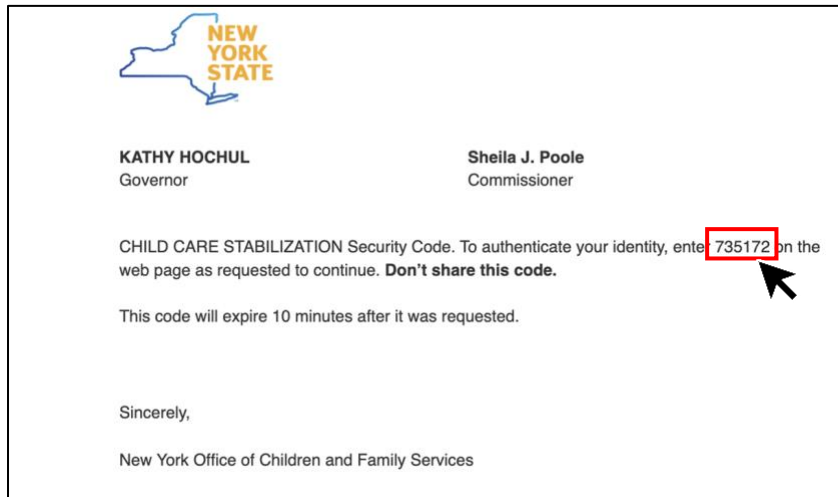
ID	Program Name	Address	License/ Registration Status Date	Facility Status	Contact	Select Provider
12345	Happy Kid Corps!	123 Arcade St Watertown, NY 12309	03/09/2022	Application Requested	WENDELL, LUCY	

4. **Click on the Next button.**



5. **Check your email and copy the security code.** A one-time provider verification security code will be sent to the email associated with the provider record in the NYS or NYC database. The Security code will expire 10 minutes after it is requested.

- If you do not see the email, check your Spam or Junk folder.
- If the email address in the system is not correct, contact your regulator to update the information so you can receive the security code.



Copy number

6. **Return to the application and enter the security code into the field. Click the Next button.**

