

1. Who is conducting the survey?

The Louisiana Department of Education (LDOE) has partnered with Postlethwaite and Netterville (P&N) to collect information regarding the use of Louisiana Child Care Assistance Provider (LaCAP) grant funds to report to the Office of Child Care, legislators, BESE, and other stakeholders.

2. 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.

3. Are closed providers required to participate in the surveys?

Yes, child care providers that received LaCAP grant funds and are currently closed are required to participate in the grant survey(s).

4. What are the timelines for each survey?

The survey for LaCAP Grant Round 6 for Type III, Family Child Care and In Home Providers is available on March 8, 2022. The survey for LaCAP Grant Round 1 and 2 for Type I and II centers is available on March 10, 2022. Both surveys must be completed by the deadline of March 24, 2022.

5. 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.

6. Can I access the LDOE LaCAP Online Portal with my smartphone?

No, the survey must be completed online using a desktop browser, such as Google Chrome. Mobile devices are not supported.

7. What should I do if I never received the survey launch notification email?

Emails will be sent March 8, 2022, and March 10, 2022 (see question #4 above). 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.

8. 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 you previously registered, you can access with your prior login credentials on the portal login page at <https://ldoe-pnsurvey.com>

9. How can 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.

10. 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.

11. 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.

12. 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 of the survey?

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).

13. 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.

14. 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.

15. 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 the 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 LDOE through one of the following mechanisms:

Provider Assistance Help Line (225)250-7635 or (225)252-9543
Provider Ticket System Link: <https://provider.supportsystem.com>
ProviderCertification@la.gov

16. For other state and federal funds (survey question C5), should I include funds from LaCAP or ARPA grants?

No, do not include funds received from LDOE LaCAP Grants, ARPA Stabilization grants (Round 1), Local R&R Playground grants, and/or Network payroll grants.

17. How should the survey be completed in response to question C5, if other state or federal funds are received by an entity?

If you operate multiple child care facilities that received funds from other federal or state programs at the entity level (e.g., to one Taxpayer Identification Number), do not enter the same amount(s) in the response for each facility survey. Choose one facility and enter the amount in that facility survey.

18. 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.

19. Can I edit my submission of the 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 at info@ldoe-pnsurvey.com

20. How can I confirm that my survey was successfully 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 LDOE LaCAP portal.