



Thrive by 5 2025 Application Guide

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Overview

This guide was designed to support early care and education programs in applying to The Children's Trust's Thrive By 5 QIS program.

To complete the application, you will need to follow these steps:

1. Log in to the ElevatEd Portal.
2. Open the **Program Portal**.
3. Click **Apply for the Thrive by 5 Application** on your *Program Portal Dashboard*.
4. Complete each section of the application.
5. Review and submit your application.

This guide will walk you through how to complete each of these steps of the application process.

For any Thrive By 5 eligibility **questions/comments** please contact
ThriveBy5@TheChildrensTrust.org.

Need Technical Help?

Do not hesitate to contact us!

Use the [chat](#) in the Professional Portal. Just click the icon located in the bottom left corner of your screen.

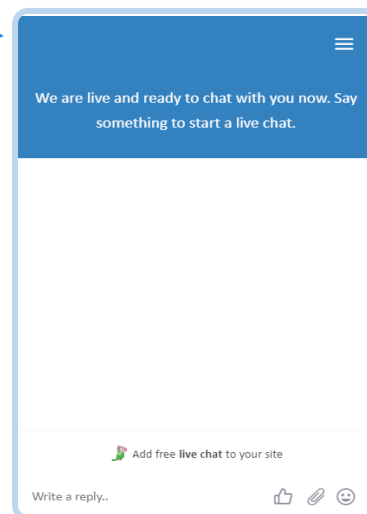
Send us a message via [email](#) at:

support@welsfoundation.org

Call us at:

(786) 735-0200

Monday - Friday, 9am to 5pm



1. Log In to the ElevatEd Portal

You will need to have an account in the ElevatEd site to access the Thrive By 5 Application. Through this account, you will also need to be assigned to your program's **Program Portal**.

***NOTE:** *If you work as a Director in a Thrive by 5 program and previously entered enrollment through the WELS Provider Portal, you will already have an account registered with the username (email address) used in that system. To access your account, follow the directions provided on the next page to **Reset your Password**.*

Sign Up

To access ElevatEd, you will need to create your own account.

To create your account, you will start by opening a browser window and type <https://portal.elevat-ed.miami> to get to the ElevatEd home page.

The diagram illustrates the sign-up process. On the left, the WELS logo is shown above two buttons: 'SIGN IN' and 'SIGN UP'. A blue arrow points from the 'SIGN UP' button to the 'Sign Up' form on the right. The form contains the following fields:

- Email Address:** A text input field containing 'myemail@myemailaddress.com'.
- Password:** A password input field with a strength indicator. Below it, a note states: 'Password must be at least 6 characters, contain a lowercase character, contain an uppercase character, contain at least one digit and contain at least one non letter or digit character.'
- First Name:** A text input field containing 'Emily'.
- Last Name:** A text input field containing 'Snowden'.
- Date of Birth:** A date input field containing '11/11/1990'.
- Mobile Phone:** A text input field containing '(784) 555-5555'.

Below the fields, there is a note: 'Enter your mobile number. You will receive a code via text for verification. Message and data rates may apply.' At the bottom of the form, there is a red 'SIGN UP' button with a user icon, a grey 'HOME' button, and a link 'Already Registered? Sign In'.

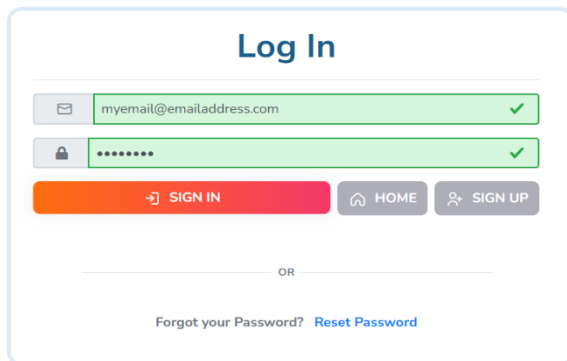
From the homepage, click **Sign Up** to create your personal account.

Fill in basic information about yourself, including:

- Email Address (This will also be your Username)
- Password
- First and Last Name
- Date of Birth
- Mobile Phone Number

When you are done, click **Sign Up**.

After you have signed up, you will receive an email confirming that your ElevatEd profile has been created. This message will include your username, which is the email address you provided, and also the contact information for Help Desk support.



Log In

myemail@emailaddress.com ✓

***** ✓

[SIGN IN](#) [HOME](#) [SIGN UP](#)

OR

Forgot your Password? [Reset Password](#)

Sign In

Access the Log In page by typing our browser and selecting **Sign In**.

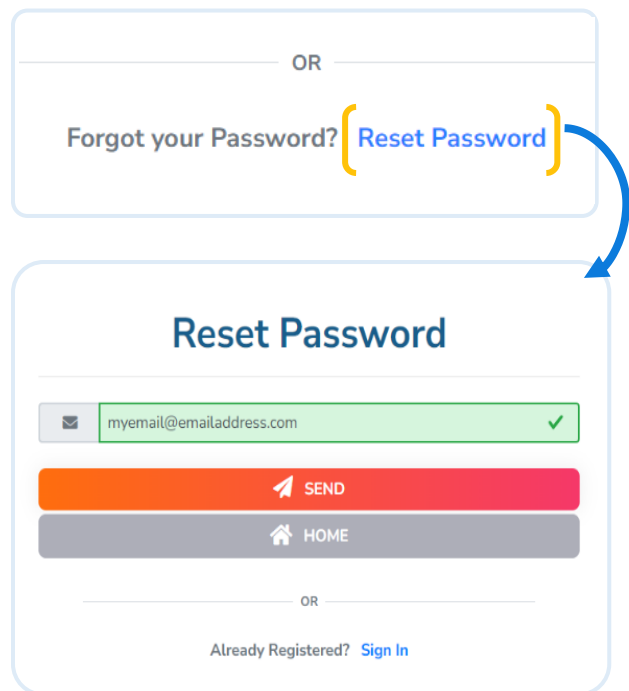
Once you have created your account, enter your username and password and click **Sign In**.

Reset your Password

From the Log In page, click the **Reset Password** link. Enter the email address you used to sign up and click **Send**. You will receive an email with a link to reset your password.

Clicking this link will take you back to the *ElevatEd Portal* where you will create a new password. Make sure your new password has each of the following:

- 1 uppercase letter [A-Z]
- 1 lowercase letter [a-z]
- 1 number [0-9]
- 1 symbol [!@#\$%^&*()_+{}?~]
- At least 6 characters



OR

Forgot your Password? [Reset Password](#)

Reset Password

myemail@emailaddress.com ✓

[SEND](#) [HOME](#)

OR

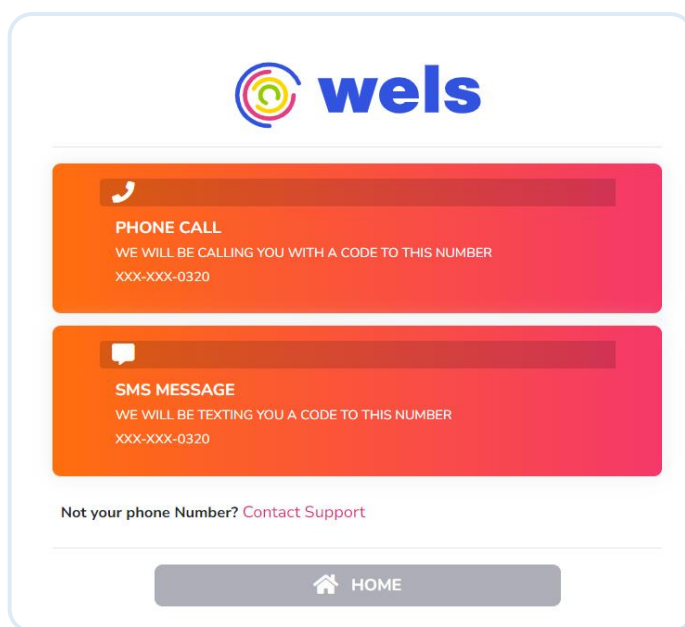
Already Registered? [Sign In](#)

When you are finished, click **Update** and use your new password to sign in to your account.

Two-Factor Authentication

We want to keep your account safe by making sure only *you* can sign in to your account. That is why you will be asked to go through two-factor authentication when logging in to your account from a new device or browser.

Two-factor authentication ensures it is you signing in to your account by asking you to use two different methods of signing in. The first of these methods is through your username and password and is done from the **Log In** page.



Once you have clicked **Sign In**, this will bring you to a screen where you will be asked to confirm it is *you* signing in by entering a six-digit code that was sent via text message or phone call to the mobile number you provided when you created your profile.

When you receive your code, enter it in the *Verification Code* box.

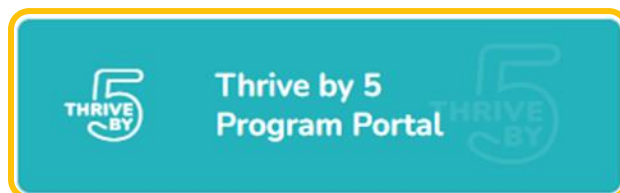
Click **Sign In** to access your account.

If you are not able to access your phone, contact support by sending

an email to support@welsfoundation.org or call (786) 735-0200.

2. Open the Thrive by 5 Program Portal.

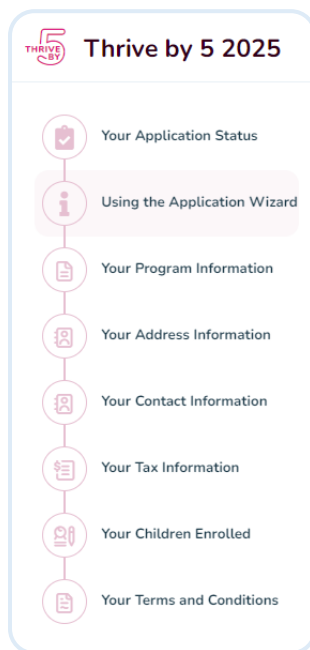
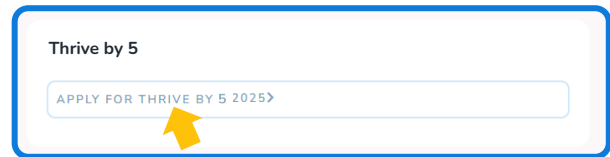
When you log in to your ElevatEd account, you will see a button on your *Home Page* called **Thrive by 5 Program Portal**. Click this button to open up the *Thrive by 5 Program Portal* area of the website.



3. Click ***Apply for Thrive by 5 2025*** on your Program Portal Dashboard.

Access the application from the Program Portal Dashboard by clicking the ***Apply for Thrive by 5 2025*** button in the **Thrive by 5 Application** section.

A new window will appear asking you to confirm that you want to complete this application. Click ***Apply*** to confirm and begin your program's application for 2025.



4. Complete each section of the application.

When you first enter the **Thrive by 5 2025** Application, you will see a page titled ***Using the Application Wizard*** with information about completing the application. Review this information before you get started.

Once you are ready to start the application, use the menu on the left side of the screen to guide you as you complete each section of the application.

Click ***Next*** to get started.

a) Your Program Information

Your Program Information asks you for some very basic information about your program.

Your **Program Name** and **License Number** may be pre-populated in your application from DCF licensing information and/or a previous application. Please complete this section or verify that all information is current and correct.

In addition to this information, you will also need to include the **Formal Business/Company Name** and **Previous Year's Application Date**.

The screenshot shows a form titled "Site Information" with a dashed border. Inside, there are four input fields arranged in a 2x2 grid, each with a green checkmark to its right. The first row contains "Program Name" with the value "WELS TEST SITE" and "License Number" with the value "welstest123". The second row contains "Formal Business/Company Name" with the value "WELS Test Site LLC" and "Previous Year's Application Date" with the value "10/10/2022". Below these fields, on the left, is the text "Site is Participating in Thrive By Five". To the right of this text is a light blue button with a pink border and the word "Yes" in pink text.

Field	Value	Status
Program Name	WELS TEST SITE	✓
License Number	welstest123	✓
Formal Business/Company Name	WELS Test Site LLC	✓
Previous Year's Application Date	10/10/2022	✓

Site is Participating in Thrive By Five Yes

Finally, if your program is currently participating in Thrive by 5, click the box to change the answer from *No* to *Yes*.

When you have finished entering this information, click **Next** to save and move on to the next section.

b) Your Address Information

The **Your Address Information** section may be pre-populated in your application from DCF licensing information and/or a previous application. Please complete this section or verify that all information is current and correct.

Address Information

Address Line 1
321 Main Street ✓

Address Line 2
Unit B7

City
MIAMI ✓

State
FL ✓

Zip Code
33174 ✓

When you have finished entering this information, click **Next** to save and move on to the next section.

c) Your Contact Information

In **Your Contact Information**, you will need to review and provide answers for all required fields on the screen by typing in the box provided.

Contact Information

Owner Name *	Cell Phone *
Heidy Valdes ✓	7865555555 ✓
Owner E-mail Address *	Website
hvaldes@welstestsite.org ✓	www.welstestsite.com ✓
Program Director Name *	Center Phone *
Emily Snowden ✓	3059019913 ✓
Daily Opening Time *	Daily Closing Time *
7:30 AM ✓	5:30 PM ✓
Days of Operation *	
Monday Tuesday Wednesday Thursday Friday	
Does your program close or change significantly during the summer?	
Yes	
Additional Details	
Staff is reduced over the summer and "grade levels" are modified in response.	

If your program closes or changes significantly during the summer, click the box to change from *No* to *Yes*. If you change the answer to yes, you will next need to provide **Additional Details** about the summer season at your program by typing in the box provided.

When you have finished entering this information, click **Next** to save and move on to the next section.

d) Your Tax Information

In **Your Tax Information**, you will need to provide some information about you and your program. Then, you will need to upload a signed and completed W-9 form. This form can be a PDF or a JPG file. [Click here to download the W-9 form from the IRS' official website.](#)

Full Name *	Business Name *
Emily Snowden ✓	WELS Test Site LLC ✓
Tax Classification *	SSN (or EIN) *
Business ✓	23-45678910 ✓
Address Line One *	Address Line Two
321 Main Street ✓	Enter Address Line Two
City *	State *
Miami ✓	FL ✓
Zip Code *	
33174 ✓	

When you have finished entering the information in the **Your Tax Information** section, scroll down and add your signed and completed W-9 form in the **Document Upload** section.

To add this document, click **Add Document**. A window will pop up where you will select whether to **Create** a new document or **Find** a document that you previously uploaded. Your W-9 must be updated with this application, you will select create a new document.

Document Upload + **ADD DOCUMENT**

DOCUMENT
ES/WTS W-9 Remove

When you have finished entering the information and added your signed and completed W-9, click **Next** to save and move on to the next section.

e) Your Children Enrolled

As you answer each of the items on the screen, you will enter the number of children (by age group) who are currently enrolled and meet the criteria outlined on the left side of the screen.

If you are a new applicant, you will need to fill in the table below with your current enrollment numbers.

If you have previously applied to TB5, the numbers will be pre-populated from what you previously entered in the portal. If there are any errors in these numbers, please update them in the table provided.

Start by typing your **License Capacity** and **Current Enrollment** in the boxes provided.

License Capacity*	Current Enrollment*
60 ✓	46 ✓

Next, fill out the enrollment table. Answer the following questions in each of the columns (by care level/age group). As you update each section with your program's enrollment information, the total number of children will automatically calculate on the left side of the screen.

	0-12 Months	1 Year	2 Years	3 Years	4 Years/VPK
18 School Readiness	0 ✓	0 ✓	2 ✓	4 ✓	12 ✓
22 Private Pay	6 ✓	6 ✓	4 ✓	4 ✓	2 ✓
0 Head Start or Early Head Start	0 ✓	0 ✓	0 ✓	0 ✓	0 ✓
8 The Children's Trust Families Forward Scholarship	0 ✓	1 ✓	3 ✓	2 ✓	2 ✓
48 Current Enrollment	6 ✓	7 ✓	9 ✓	10 ✓	16 ✓

School Readiness

- Enter children with School Readiness (can also have VPK)
- If a child has School Readiness **and** Head Start or Early Head Start, the child will be entered under the Head Start/Early Head Start row.

Private Pay

- Enter children that are Private Pay (can also have VPK)

Head Start or Early Head Start

- Enter children receiving Head Start/ Early Head Start
- Enter children receiving Head Start/Early Head Start **and** School Readiness
- Enter children receiving Head Start/Early Head Start **and** funding from other sources

The Children's Trust Families Forward Scholarship

- Enter children receiving the Families Forward scholarship (can also have VPK)

As you provide answers in age group, the **Current Enrollment** numbers will automatically calculate in the bottom row based on the answers you provided above. Check this information for accuracy and update your provided answers as needed.

Finally, answer each of the following questions:

- **Does your program participate in the USDA Child Care Food Program?**
- **Has your program had a School Readiness Program Assessment (SRPA) CLASS Observation?**
- **Does your program provide The Children's Trust Families Forward Scholarship?**

Does your Program Participate in the USDA Child Care Food Program?	No
Has your program had a School Readiness Program Assessment (SRPA) CLASS Observation?	Yes
Does your program provide The Children's Trust Families Forward Scholarship?	Yes
If so, how many? *	
8 ✓	

To answer "Yes" to a question, click the box on the right side of the screen to change from *No* to *Yes*. If the question does not apply to your program, leave the box to read *No*.

If you indicate (in the last question) that Yes, you provide The Children's Trust Families Forward Scholarship, you will need to type 'how many' in the box provided.

When you have finished entering your information, click **Next** to save and move on to the next section.

f) Terms and Conditions

Read the **Terms and Conditions** provided on the page. When you have finished reviewing the information, indicate your agreement to the statement “*I agree to the Terms and Conditions Stated*” by clicking the box labeled *No* to change to *Yes*.

The screenshot shows a digital form with two agreement statements, each followed by a light blue button labeled "Yes" in pink text. The first statement is "I agree to the Terms and Conditions stated." with a red asterisk. The second statement is "I agree to the Private Pay and the School Readiness payment tables" with a red asterisk. Below these are two buttons: "Type Signature" and "Draw Signature". The "Type Signature" button is active, and a text box below it contains the name "Emily Snowden". To the right of the text box is a large rectangular area containing a black ink signature.

Next, click the links provided to review the *Private Pay* and *School Readiness* payment tables. To indicate your agreement to the statement “*I agree to the Private Pay and School Readiness payment,*” click the box labeled *No* to change to *Yes*.

Finally, you will need to provide a signature by typing your name in the **Electronic Signature** box and clicking **Draw Signature** and following the directions on the screen for each.

Click **Next** to save and move on to the final section.

5. Review and Submit your Application

The **Review and Submit** page will list any areas where you are missing information in red. Return to any sections where you are missing information before submitting. Return to any sections that are missing information and update as needed.

The screenshot shows the 'Review and Submit' page for 'Thrive By Five 2025'. On the left is a vertical navigation menu with icons and labels for: Introduction, Your Program Information, Your Address Information, Your Contact Information, Your Payment Information, Your Children Enrolled, Your Terms and Conditions, and Review and Submit (which is highlighted with a magnifying glass icon). The main content area is titled 'Review and Submit' and contains several progress bars for each section. Each bar is preceded by a green checkmark icon and a message: 'Congratulations, you have completed all of the requirements for this section.' The progress bars show 100% completion for: Your Program Information, Your Address Information, Your Contact Information, Your Children Enrolled Information, and Your Terms and Conditions. The 'Your Payment Information' bar is blue and shows 91% completion, with a red text note above it: 'Social Security Number is required.' and a link 'Click here to Update.' At the bottom right of the main area are two buttons: 'PREVIOUS' with a left arrow and 'Submit' with a green checkmark.

When each section shows as complete, you will be able to **Submit** your application.

***NOTE:** Once you submit your application, the application will lock and you will not be able to edit any of the information that was provided at the time of submission unless specifically requested by The Children's Trust team.

When your application has been submitted, a message will appear confirming that the submission was successful. You will also receive an email confirming the submission was successful.

Check your Application Status

Once your application has successfully been submitted, it will be reviewed by The Children's Trust. Use the **Thrive by 5 2025 Application** button on your

Program Portal Dashboard to return to your application and view your current status.

