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!

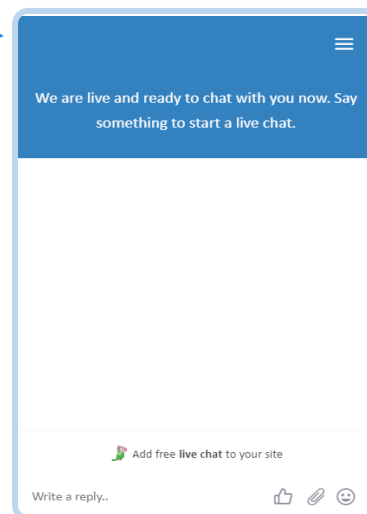Use the **chat** in the Professional Portal. Just click the icon located in the bottom left corner of your screen.

Send us a message via **email** at:

support@welsfoundation.org

Call us at:

(786) 735-0200

Monday - Friday, 9am to 5pm

We are live and ready to chat with you now. Say something to start a live chat.

Add free **live chat** to your site

Write a reply..

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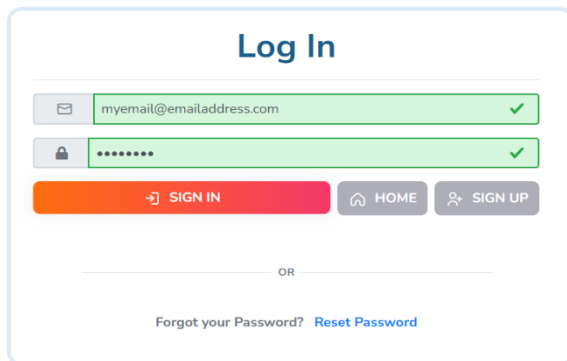
From the homepage, click **Sign Up** to create your personal account.

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.

Sign In

Access the Log In page by typing our browser and selecting **Sign In.**
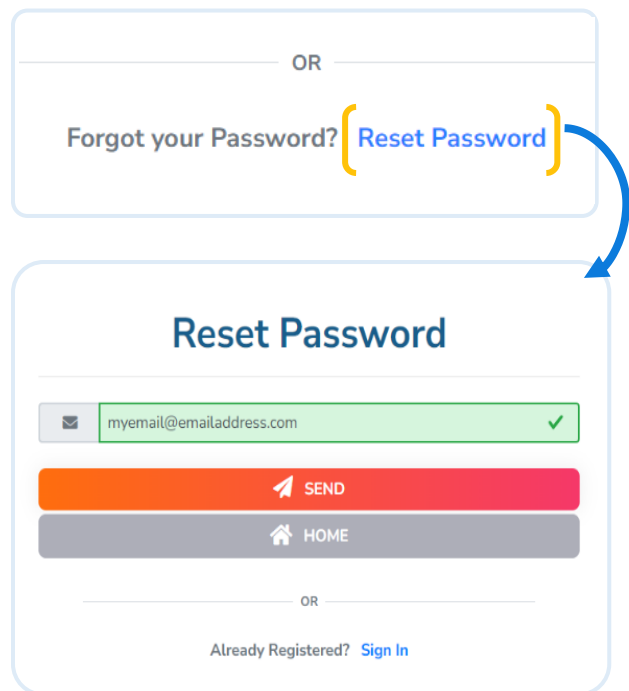
Once you have created your account, enter your username and password and click **Sign In.**

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

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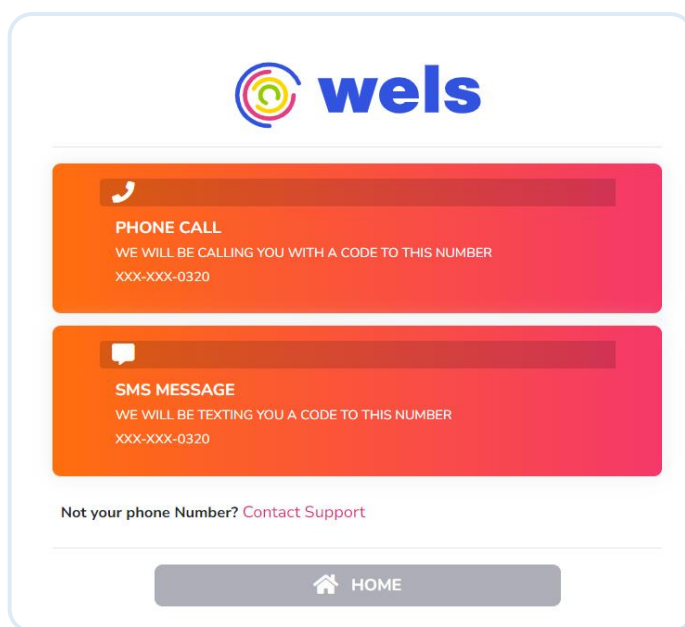
Once you have clicked **Sign In**, this will bring you to a screen where you will be asked to confirm it is *you* signing in by entering a six-digit code that was sent via text message or phone call to the mobile number you provided when you created your profile.

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.

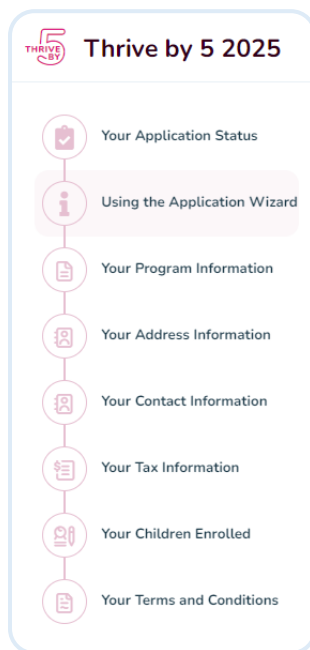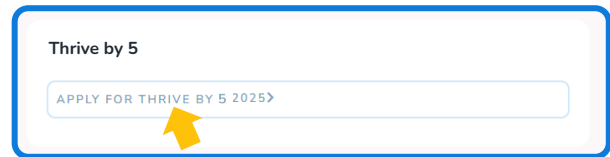## 2. Open the **Thrive by 5 Program Portal**.

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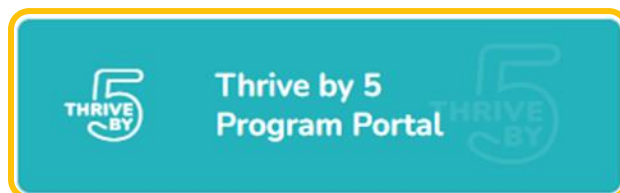
3. Click *Apply for Thrive by 5 2025* on your Program Portal Dashboard.

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.

Thrive by 5

APPLY FOR THRIVE BY 5 2025 >

Thrive by 5 2025

Your Application Status

Using the Application Wizard

Your Program Information

Your Address Information

Your Contact Information

Your Tax Information

Your Children Enrolled

Your Terms and Conditions

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**.

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.

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.](#)

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.

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?**

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*.

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.

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.