

ARISE Family Portal – Applying for a Family Subsidy

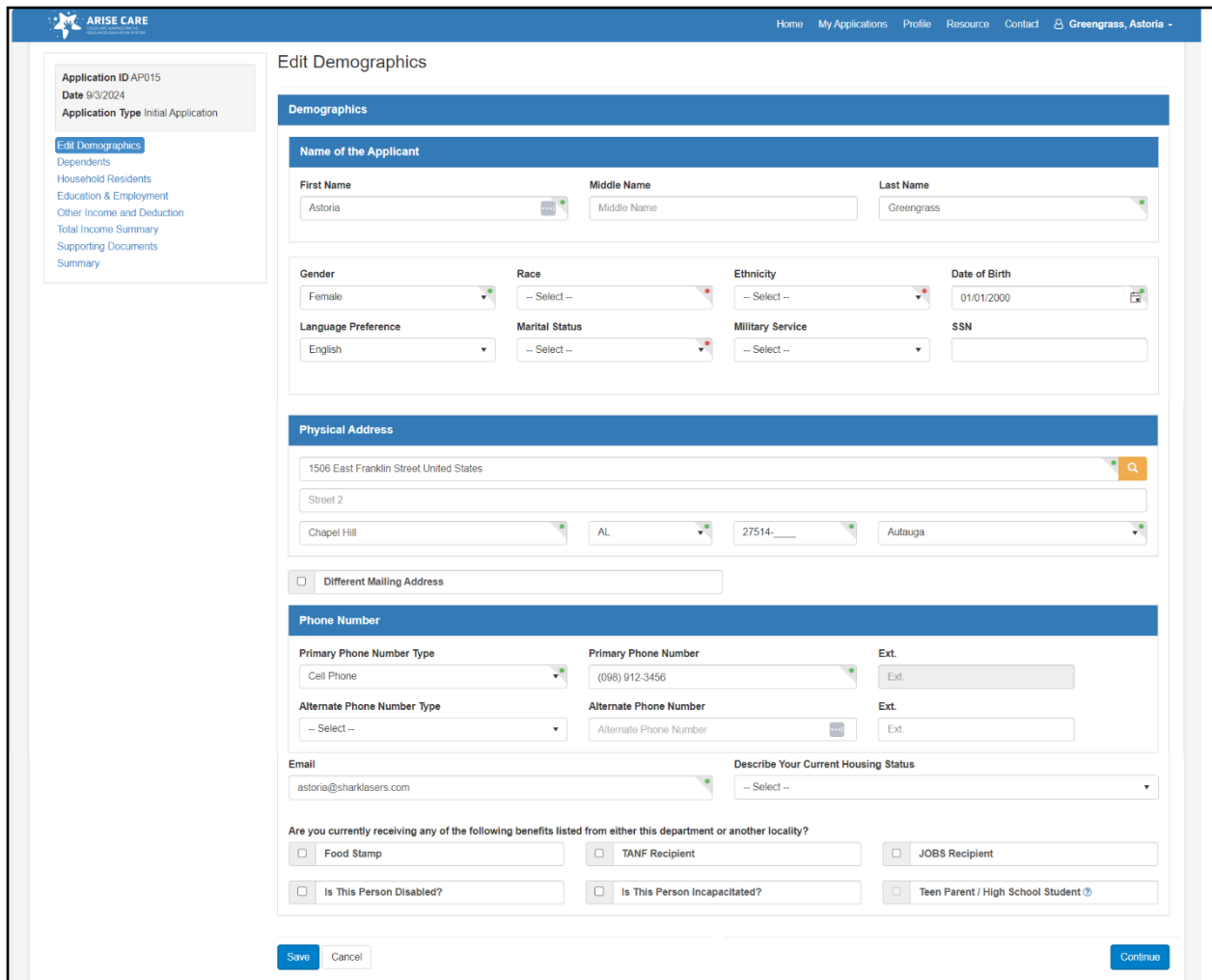
Once you have registered on the Family Portal, you can now log into the portal to apply for subsidies, keep track of placements, re-apply for subsidies, and more.

How to begin your Subsidy Application?

The following is a quick step-by-step guide to initiate and submit your subsidy application as a family!

Following the standard registration process (please refer to the Quick Reference Guide on Registration or to the Family User Manual for further details on this), log in to your family portal.

Logging in will bring you to the following page where you can initiate your subsidy application:



ARISE CARE Home My Applications Profile Resource Contact Greengrass, Astoria

Application ID AP015
Date 9/3/2024
Application Type Initial Application

[Edit Demographics](#)
[Dependents](#)
[Household Residents](#)
[Education & Employment](#)
[Other Income and Deduction](#)
[Total Income Summary](#)
[Supporting Documents](#)
[Summary](#)

Edit Demographics

Demographics

Name of the Applicant

First Name: Astoria Middle Name: Middle Name Last Name: Greengrass

Gender: Female Race: -- Select -- Ethnicity: -- Select -- Date of Birth: 01/01/2000

Language Preference: English Marital Status: -- Select -- Military Service: -- Select -- SSN:

Physical Address

1506 East Franklin Street United States

Street 2:

Chapel Hill AL 27514- Autauga

☐ Different Mailing Address

Phone Number

Primary Phone Number Type: Cell Phone Primary Phone Number: (098) 912-3456 Ext.: Ext.

Alternate Phone Number Type: -- Select -- Alternate Phone Number: Alternate Phone Number Ext.: Ext.

Email: astoria@sharklasers.com Describe Your Current Housing Status: -- Select --

Are you currently receiving any of the following benefits listed from either this department or another locality?

☐ Food Stamp ☐ TANF Recipient ☐ JOBS Recipient

☐ Is This Person Disabled? ☐ Is This Person Incapacitated? ☐ Teen Parent / High School Student

[Save](#) [Cancel](#) [Continue](#)

Figure 1: Edit Demographics

On this page, notice the navigation pane on the left, with clickable links. Each of these links indicates the sections to be completed before submitting your application.

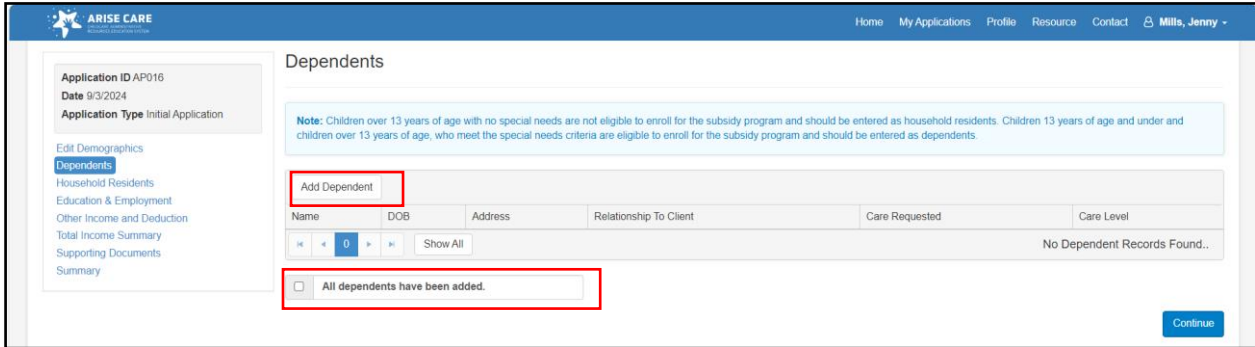
The first section is – Edit Demographics (the page you are currently on – Figure 1).

To proceed:

1. Review all pre-filled details based on the information that you had provided earlier.
2. Fill in all additional mandatory fields.
3. Click on 'Save' to save your information.

To proceed, click on the next item on the navigation pane on the left – Dependents.


4. Clicking on the link will lead to the following page:



The screenshot shows the 'Dependents' page in the ARISE CARE portal. The left navigation pane includes links for 'Edit Demographics', 'Dependents' (highlighted), 'Household Residents', 'Education & Employment', 'Other Income and Deduction', 'Total Income Summary', 'Supporting Documents', and 'Summary'. The main content area is titled 'Dependents' and contains a note about eligibility for the subsidy program. Below the note is a table with columns for Name, DOB, Address, Relationship To Client, Care Requested, and Care Level. The table is currently empty, and a message at the bottom states 'No Dependent Records Found..'. A red box highlights the 'Add Dependent' button in the top left corner of the table area. Another red box highlights a checkbox labeled 'All dependents have been added.' at the bottom left of the table area. A 'Continue' button is located at the bottom right of the page.

Figure 2: Dependents Summary Page

5. Click on the 'Add Dependents' button to proceed to the following page:


ARISE CARE
CHILD CARE ADMINISTRATIVE
RESOURCES EDUCATION SYSTEM

[Home](#)
[My Applications](#)
[Profile](#)
[Resource](#)
[Contact](#)
[Mills, Jenny](#)

Application ID AP016
 Date 9/3/2024
 Application Type Initial Application

[Edit Demographics](#)
[Dependents](#)
[Household Residents](#)
[Education & Employment](#)
[Other Income and Deduction](#)
[Total Income Summary](#)
[Supporting Documents](#)
[Summary](#)

Add Dependent

Dependent Information

First Name

Middle Name

Last Name

Gender

Languages

Race

Ethnicity

Date of Birth

0 Years / 0
Months / 0 Days

0 Absences To Date

SSN

Relationship With Primary Applicant

Address

☐ Different than Mills, Jenny

☐ Special Needs

☐ Yes ☐ No Care Requested

Legal Status/US Citizenship

☐ Children under Protective Services

☐ Child experiencing homelessness

☐ Child in foster care

☐ Child of recipients of vocational rehabilitation services

School

☐ Other/Out of State

☐ Yes ☐ No Include in Family size?

☐ Has Absent Parent

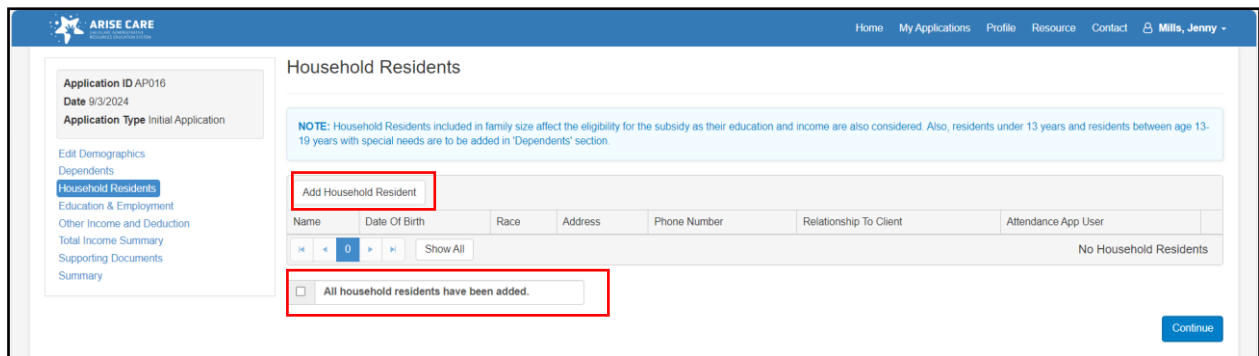
Child Care Referral

Figure 3: Add Dependent Page

On this page:

1. Fill in all mandatory details pertaining to dependents under the age of 13 (or those under the age of 19 but with special needs requirements). That is, details of all dependents living in the house.
2. Remember to select the 'Care Requested' option if you would like this dependent to be considered for subsidy benefits.
3. Click on 'Save' to save details and be redirected back to the Dependents Summary Page (Figure 2).
4. Click on the 'Add Dependent' button again and repeat the process until all dependents have been added.
5. Once all dependents have been added, select the 'All dependents have been added' checkbox to proceed (Refer to Figure 2).

To proceed, click on the next section – Household Residents - on the navigation pane. This action will direct you to the following page:



ARISE CARE | Home | My Applications | Profile | Resource | Contact | Mills, Jenny

Application ID AP016
Date 9/3/2024
Application Type Initial Application

Edit Demographics
Dependents
Household Residents
Education & Employment
Other Income and Deduction
Total Income Summary
Supporting Documents
Summary

Household Residents

NOTE: Household Residents included in family size affect the eligibility for the subsidy as their education and income are also considered. Also, residents under 13 years and residents between age 13-19 years with special needs are to be added in 'Dependents' section.

Add Household Resident

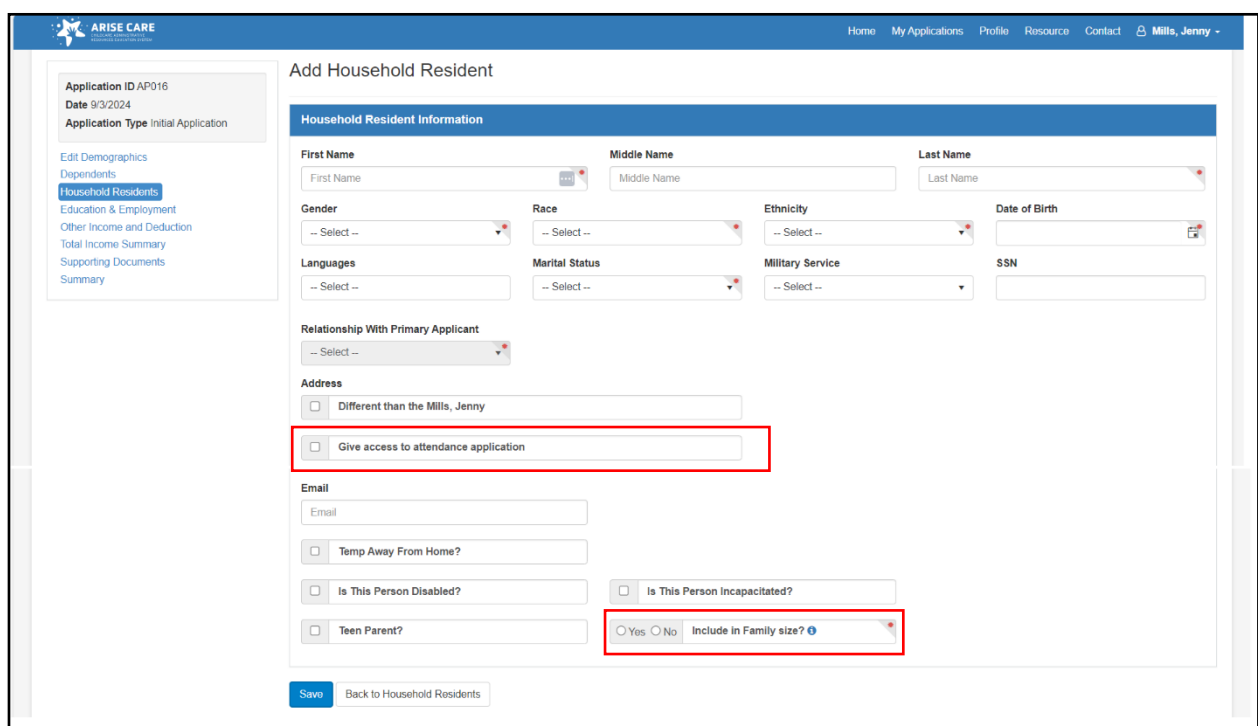
Name	Date Of Birth	Race	Address	Phone Number	Relationship To Client	Attendance App User
No Household Residents						

☐ All household residents have been added.

[Continue](#)

Figure 4: Household Residents Summary Page

Click on the 'Add Household Resident' button to proceed:



ARISE CARE | Home | My Applications | Profile | Resource | Contact | Mills, Jenny

Application ID AP016
Date 9/3/2024
Application Type Initial Application

Edit Demographics
Dependents
Household Residents
Education & Employment
Other Income and Deduction
Total Income Summary
Supporting Documents
Summary

Add Household Resident

Household Resident Information

First Name: Middle Name: Last Name:

Gender: Race: Ethnicity: Date of Birth:

Languages: Marital Status: Military Service: SSN:

Relationship With Primary Applicant:

Address:

☐ Different than the Mills, Jenny

☐ Give access to attendance application

Email:

☐ Temp Away From Home?

☐ Is This Person Disabled? ☐ Is This Person Incapacitated?

☐ Teen Parent? ☐ Yes ☐ No ☐ Include in Family size?

[Save](#) [Back to Household Residents](#)

Figure 5: Add Household Resident Page

On this page:

1. Fill in all mandatory details pertaining to household residents above the age of 13. That is, details of individuals living in the house, who are not dependents.
2. Remember to select the 'Include in Family Size' option if you would like this resident to be included in the final size and income calculation that will determine your subsidy eligibility.
3. Remember to select the 'Give access to attendance application' checkbox if you would like this resident to be able to check your child in and out of their childcare facility.
4. Click on 'Save' to save details and be redirected back to the Household Residents Summary Page (Figure 4).
5. Click on the 'Add Household Residents' button again and repeat the process until all residents have been added.

Once all residents have been added, select the 'All household residents have been added' checkbox to proceed (Refer to Figure 4).

Once the Household Residents section has been completed, click on the next section on the navigation pane – Education and Employment. This action will lead you to the following page:

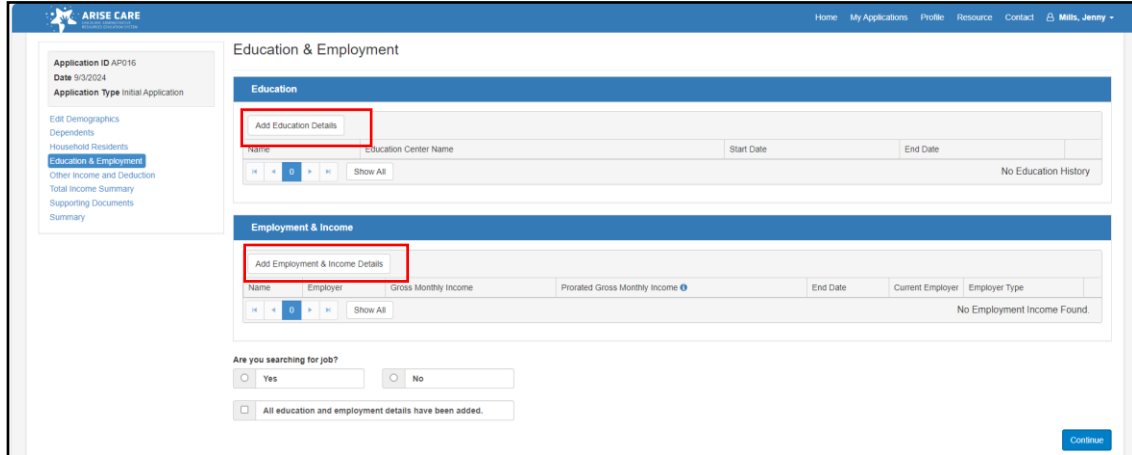


Figure 6: Education and Employment Summary Page

On this page, you are required to fill in current educational or professional engagements of household residents. The idea is to present daily schedules where external childcare is required.

To fill in current education details:

1. Click on the 'Add Education Details' button to be directed to the following page:

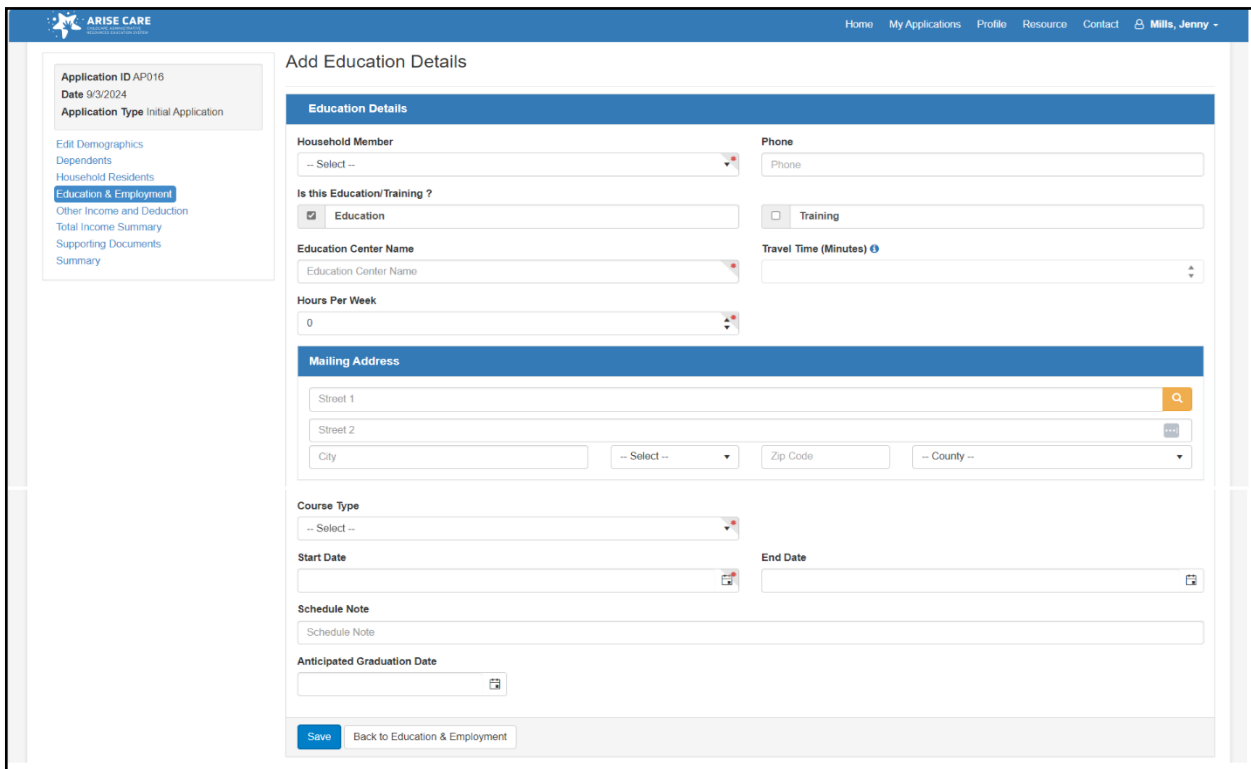


Figure 7: Education Details

2. Fill in all mandatory details.
3. Click on the 'Save' button to save your progress and be redirected back to the Education and Employment Summary Page (Figure 6).
4. You will see the updated education details.

To add your education schedule:

5. Click on the schedule button that appears on the top right of the education grid once your education details have been added:

Name	Education Center Name	Start Date	End Date	
Greengrass, Astoria	Manor Training Group	06/01/2024		Delete

1 - 1 of 1 items

Figure 8: Schedule

Clicking on the button will lead you to the following page:

Application ID AP016
Date 9/3/2024
Application Type Initial Application

Schedule
Hills, Jane
abc education
9/1/2024 - Present
M-F 8-5

(Drag resource above onto calendar below to add to schedule or select a resource by clicking it then mouse over the calendar and hit CTRL+V. You can also copy events by holding CTRL while dragging.)

Today: Sunday, September 01, 2024 - Saturday, September 07, 2024

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							

Figure 9: Schedule Calendar

On the top left, you will see a box reflecting the education details that you had saved in the earlier step.

To fill in your schedule:

1. Drag and drop the box onto the appropriate timeslots on the calendar, to reflect your weekly schedule and timings.
2. Adjust the size of the box to reflect the hours spent in a day.
3. Alternatively, if your schedule follows a regular pattern (8am to 5pm, Monday to Friday), you can simply click on the small box that says 'M-F 8-5' on the top left. This will autofill the schedule into the calendar.
4. Click on 'Back to Employment/Training Program' to be redirected back to the Education and Employment Summary Page.

On the same page, to fill in current employment details:

1. Click on the 'Add Employment & Income Details' button (refer to Figure 6), to be directed to the following page:

The screenshot shows the 'Add Employment Details' form. On the left is a sidebar with navigation links: 'Edit Demographics', 'Dependents', 'Household Residents', 'Education & Employment' (highlighted), 'Other Income and Deduction', 'Total Income Summary', 'Supporting Documents', and 'Summary'. The main form area has a header 'Add Employment Details'. Below this, there's a 'Household Member' section with a dropdown menu and a 'Self Employed' checkbox. The 'Employment Information' section contains fields for 'Employer Name', 'Employer Industry Type', 'Manager', 'Phone', 'Travel Time (Minutes)', 'Hours Per Week', 'End Date', and a 'Varied Schedule' checkbox. There's also a 'Schedule Note' field. The 'Mailing Address' section has fields for 'Street 1', 'Street 2', 'City', 'Zip Code', and 'County'. A note states: 'Note: Please save the form to enable income entry'. The 'Employment Income Details' section features an 'Add Employer Income' button, a table with columns 'Effective Date', 'Income Type', and 'Monthly Income', and a 'Show All' button. At the bottom, there are 'Save' and 'Back to Education & Employment' buttons.

Figure 10: Employment and Income Details

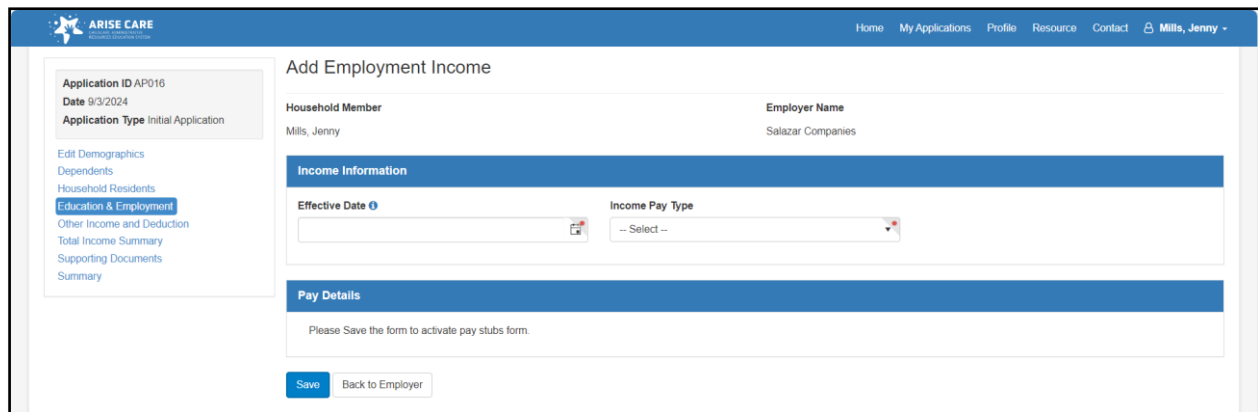
On this page:

1. Fill in all mandatory details regarding current employment.
2. Click on the 'save' button to save your progress and activate the income section as follows:

This is a close-up of the 'Employment Income Details' section. The 'Add Employer Income' button is highlighted with a red rectangular box. Below this button is a table with three columns: 'Effective Date', 'Income Type', and 'Monthly Income'. There is a 'Show All' button to the right of the table. At the bottom right of the section, it says 'No Employment Income Found.' Below the table, there are 'Save' and 'Back to Education & Employment' buttons.

Figure 11: Add Employer Income

3. Click on 'Add Employer Income' for the following form to appear:



ARISE CARE Home My Applications Profile Resource Contact Mills, Jenny

Application ID AP016
Date 9/3/2024
Application Type Initial Application

Edit Demographics
Dependents
Household Residents
Education & Employment
Other Income and Deduction
Total Income Summary
Supporting Documents
Summary

Add Employment Income

Household Member: Mills, Jenny
Employer Name: Salazar Companies

Income Information

Effective Date:
Income Pay Type:

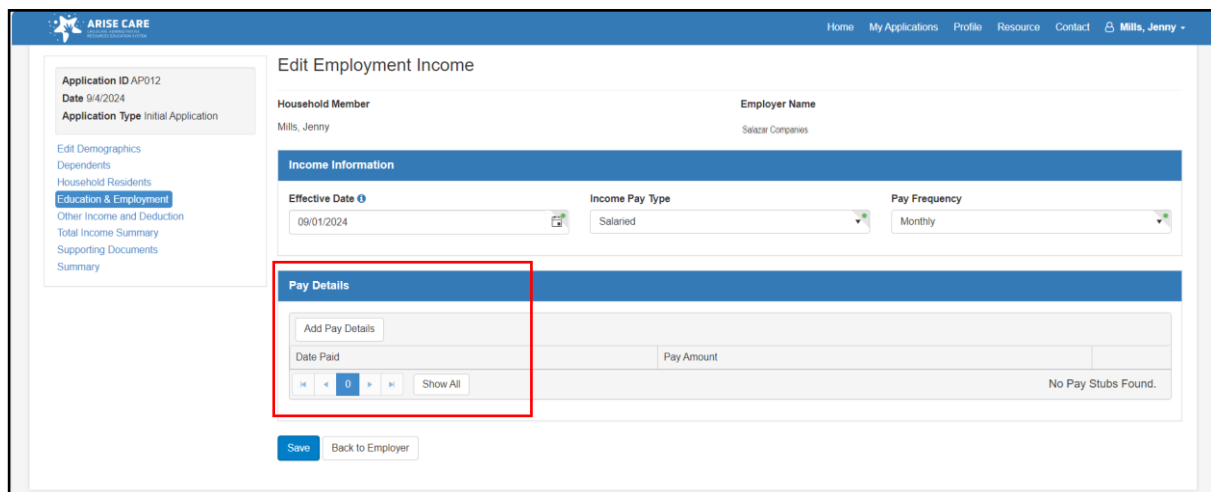
Pay Details

Please Save the form to activate pay stubs form.

Save Back to Employer

Figure 12: Employment Income Details

4. Fill in all mandatory details, including Income Pay Type.
5. Add Pay Frequency and click on the 'Save' button to add further pay details, as follows:



ARISE CARE Home My Applications Profile Resource Contact Mills, Jenny

Application ID AP012
Date 9/4/2024
Application Type Initial Application

Edit Demographics
Dependents
Household Residents
Education & Employment
Other Income and Deduction
Total Income Summary
Supporting Documents
Summary

Edit Employment Income

Household Member: Mills, Jenny
Employer Name: Salazar Companies

Income Information

Effective Date: 09/01/2024
Income Pay Type: Salaried
Pay Frequency: Monthly

Pay Details

Add Pay Details

Date Paid	Pay Amount
0	

Show All No Pay Stubs Found.

Save Back to Employer

Figure 13: Pay Details

6. Click on the 'Add Pay Details' button to access the pay details form.
7. Add all relevant details.
8. Click on 'Save' to update your payment details and save your progress.

To proceed:

1. Click on the 'Education & Employment' link on the navigation pane on the left, to be redirected back to the education and employment summary page (Figure 6).
2. Click on the 'Schedule' button to fill in the employment schedule, using the same process as described above.
3. Once completed, return to the Education and Employment Summary Page (Figure 6).
4. Repeat the same process to add all current education and employment details for all household residents included in the family size.
5. Once completed, select the "All education and employment details have been added" checkbox on the Education and Employment Summary Page (refer to Figure 6) to proceed.

To move to the next step, click on the next section on the navigation pane on the left – Other Income and Deduction.

This will direct you to the following page:

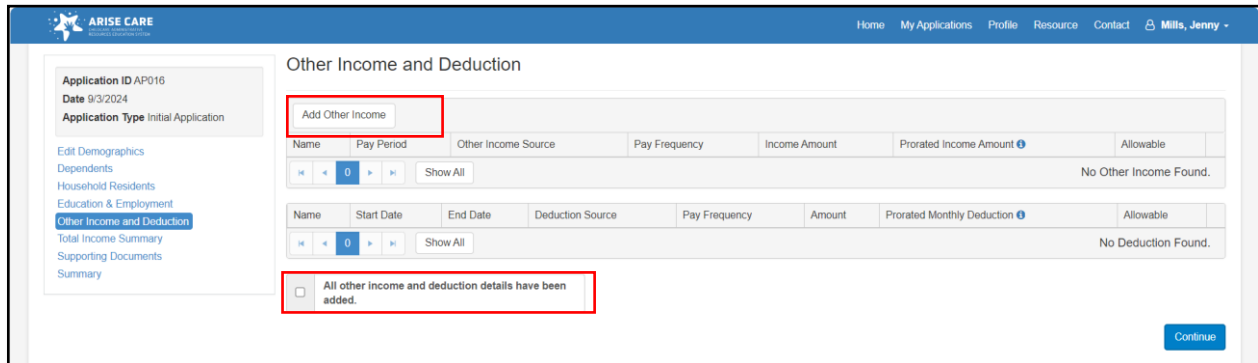


Figure 14: Other Income and Deduction Summary Page

On this page, you are required to input details regarding alternate income sources, if any. If there are no other sources, simply select the checkbox that states ‘All other income and deduction details have been added’.

To add alternate income details, proceed as follows:

1. Click on the ‘Add Other Income’ button to be redirected to the following page:

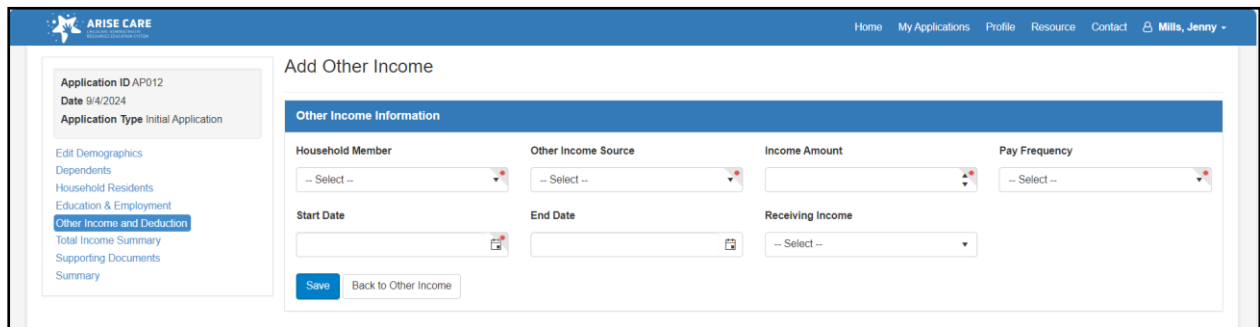


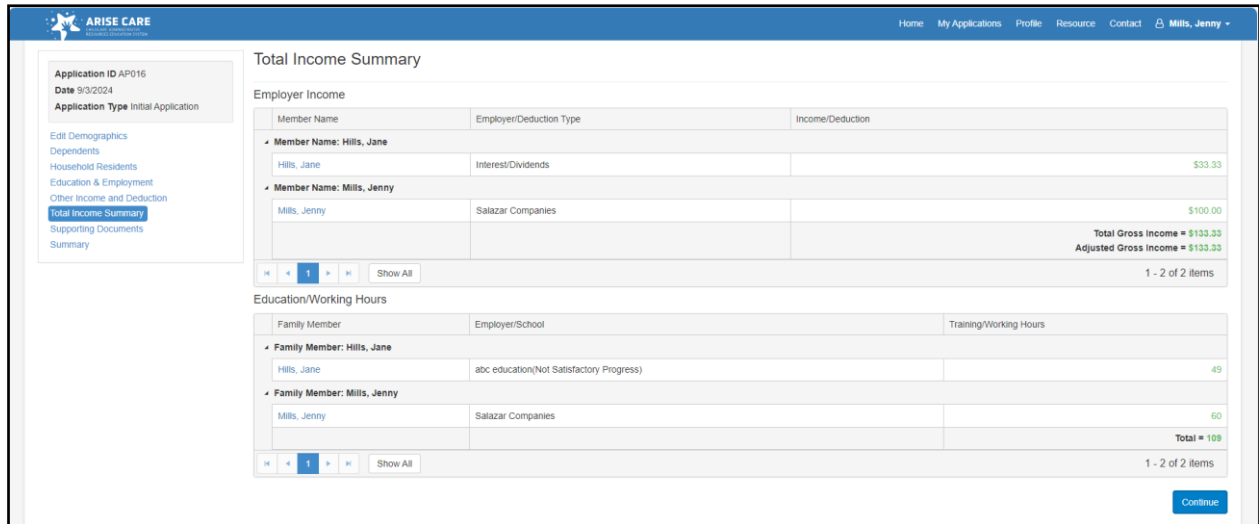
Figure 15: Add Other Income

2. Fill in all mandatory details.
3. Click on ‘Save’ to save your information and be redirected back to the Other Income and Deductions Summary Page (Figure 14).

Repeat the process as required, until all income sources have been added. Once all details have been added, select the ‘All Other Income and deduction details have been added’ checkbox to proceed (refer to Figure 14).

All applicable deductions will be automatically added to the grid as required.

To move forward, click on the next section on the navigation pane – Total Income Summary. You will be directed to the following page:



ARISE CARE
CHILD CARE ADMINISTRATIVE RESOURCES EDUCATION SYSTEM

Home My Applications Profile Resource Contact Mills, Jenny

Application ID AP016
Date 9/3/2024
Application Type Initial Application

Edit Demographics
Dependents
Household Residents
Education & Employment
Other Income and Deduction
Total Income Summary
Supporting Documents
Summary

Total Income Summary

Employer Income

Member Name	Employer/Deduction Type	Income/Deduction
Member Name: Hills, Jane		
Hills, Jane	Interest/Dividends	\$33.33
Member Name: Mills, Jenny		
Mills, Jenny	Salazar Companies	\$100.00
		Total Gross Income = \$133.33
		Adjusted Gross Income = \$133.33

1 - 2 of 2 items

Education/Working Hours

Family Member	Employer/School	Training/Working Hours
Family Member: Hills, Jane		
Hills, Jane	abc education(Not Satisfactory Progress)	49
Family Member: Mills, Jenny		
Mills, Jenny	Salazar Companies	60
		Total = 109

1 - 2 of 2 items

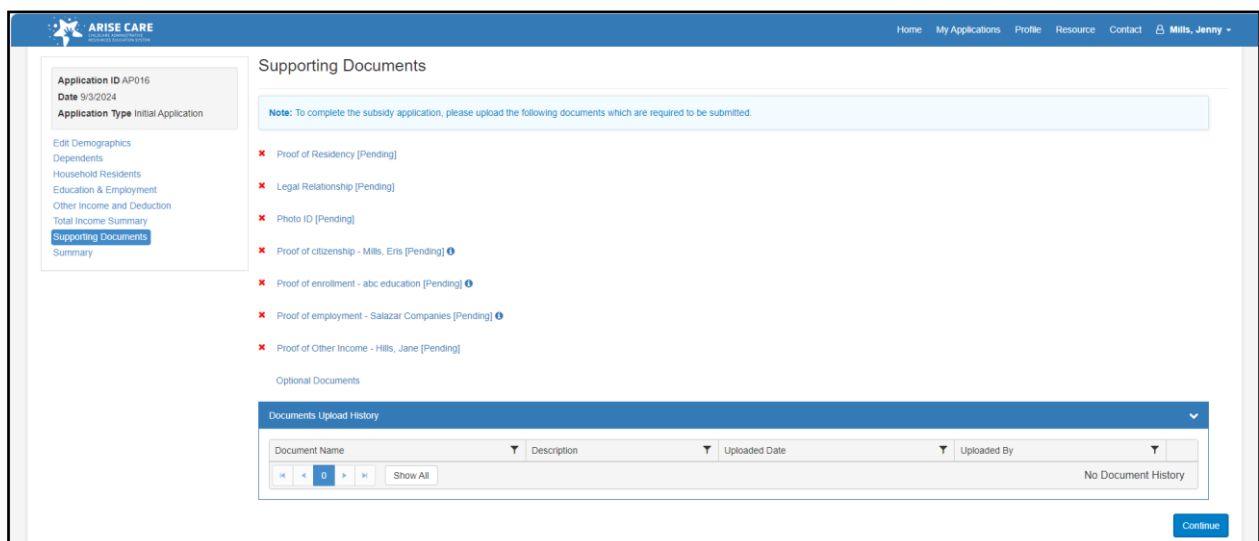
Continue

Figure 16: Sample Total Income Summary Page

On this page, you will see a complete final account of your annual income, taking into consideration all sources of income that you had filled in earlier.

Double-check the pre-filled information and account before moving on to the next section.

To proceed, click on the next section on the navigation pane on the left – Supporting Documents. Clicking on the link will lead you to the following page:



ARISE CARE
CHILD CARE ADMINISTRATIVE RESOURCES EDUCATION SYSTEM

Home My Applications Profile Resource Contact Mills, Jenny

Application ID AP016
Date 9/3/2024
Application Type Initial Application

Edit Demographics
Dependents
Household Residents
Education & Employment
Other Income and Deduction
Total Income Summary
Supporting Documents
Summary

Supporting Documents

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

- ✗ Proof of Residency [Pending]
- ✗ Legal Relationship [Pending]
- ✗ Photo ID [Pending]
- ✗ Proof of citizenship - Mills, Eris [Pending]
- ✗ Proof of enrollment - abc education [Pending]
- ✗ Proof of employment - Salazar Companies [Pending]
- ✗ Proof of Other Income - Hills, Jane [Pending]

Optional Documents

Documents Upload History

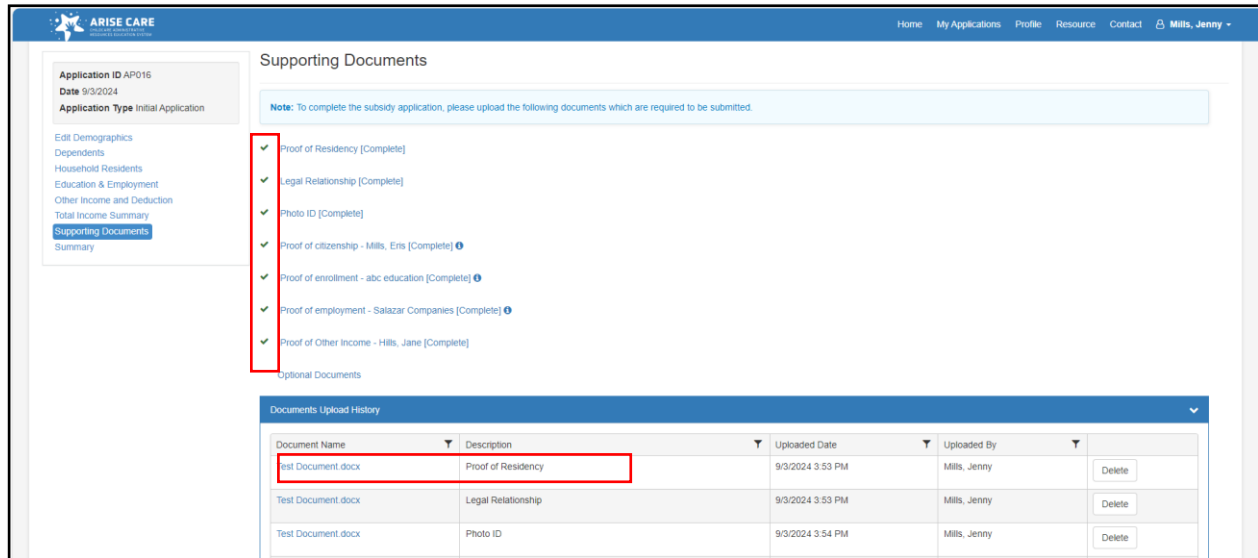
Document Name	Description	Uploaded Date	Uploaded By
No Document History			

Continue

Figure 17: Supporting Documents Page

On this page:

1. Upload all relevant documents by clicking on the respective links and then clicking on the 'select file' button.
2. On uploading the documents, you will see that the red cross next to each item turns green, as follows:



Supporting Documents

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

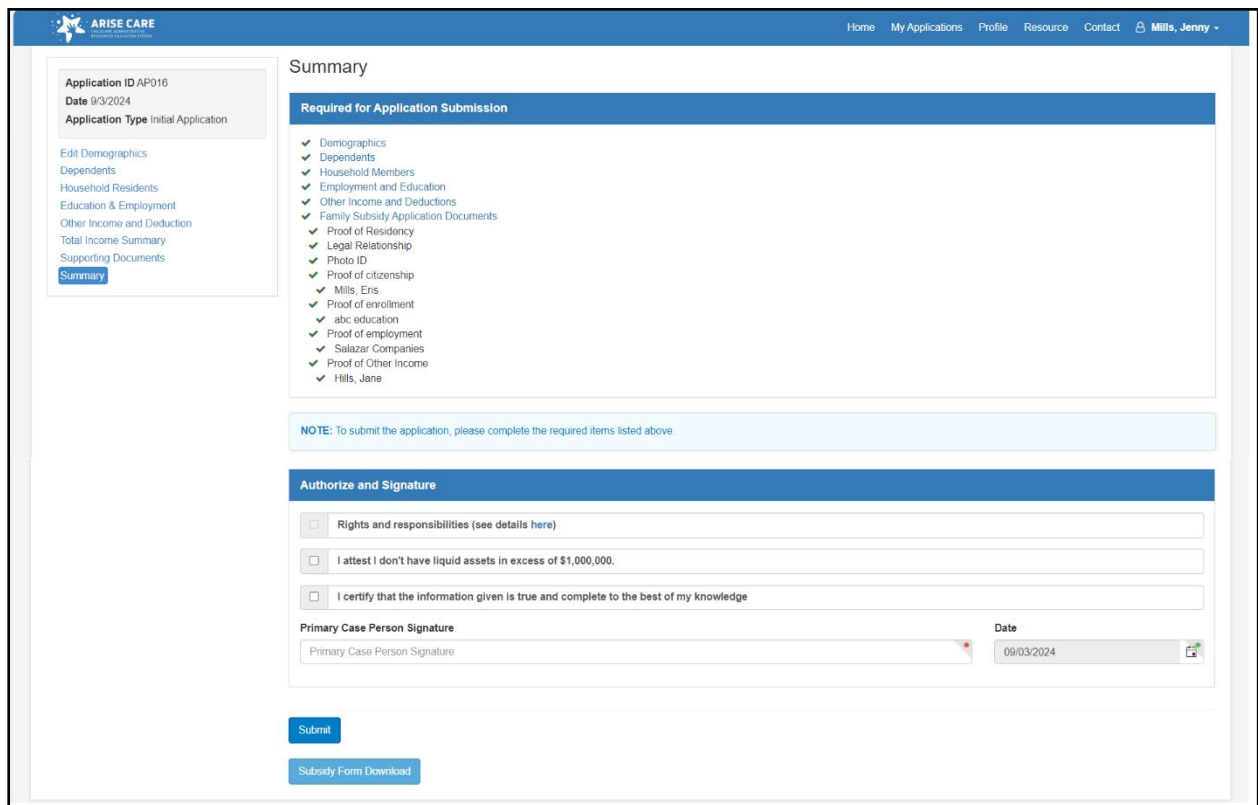
- ✓ Proof of Residency [Complete]
- ✓ Legal Relationship [Complete]
- ✓ Photo ID [Complete]
- ✓ Proof of citizenship - Mills, Eric [Complete]
- ✓ Proof of enrollment - abc education [Complete]
- ✓ Proof of employment - Salazar Companies [Complete]
- ✓ Proof of Other Income - Hills, Jane [Complete]

Documents Upload History

Document Name	Description	Uploaded Date	Uploaded By	
Test Document.docx	Proof of Residency	9/3/2024 3:53 PM	Mills, Jenny	Delete
Test Document.docx	Legal Relationship	9/3/2024 3:53 PM	Mills, Jenny	Delete
Test Document.docx	Photo ID	9/3/2024 3:54 PM	Mills, Jenny	Delete

Figure 18: Uploaded Documents Page

- To proceed from here, click on 'Summary' on the left navigation pane to be guided to the following page:



Summary

Required for Application Submission

- ✓ Demographics
- ✓ Dependents
- ✓ Household Members
- ✓ Employment and Education
- ✓ Other Income and Deductions
- ✓ Family Subsidy Application Documents
- ✓ Proof of Residency
- ✓ Legal Relationship
- ✓ Photo ID
- ✓ Proof of citizenship
- ✓ Mills, Eric
- ✓ Proof of enrollment
- ✓ abc education
- ✓ Proof of employment
- ✓ Salazar Companies
- ✓ Proof of Other Income
- ✓ Hills, Jane

NOTE: To submit the application, please complete the required items listed above.

Authorize and Signature

☐ Rights and responsibilities (see details here)

☐ I attest I don't have liquid assets in excess of \$1,000,000.

☐ I certify that the information given is true and complete to the best of my knowledge

Primary Case Person Signature

Primary Case Person Signature Date
09/03/2024

Submit

Subsidy Form Download

Figure 19: Summary Page

This page depicts all actions that need to be completed before you can submit your application. At this stage, all items should ideally be complete. If there are any incomplete items, click on the respective links (marked with a red cross) to complete them.

Once all items are complete, proceed as follows:

1. Select the 'Rights and Responsibilities' checkbox (you will be able to select the checkbox once you download the required details).
2. Select the pending checkboxes.
3. Double-check the date.
4. Add your signature.
5. Click on 'submit' to finally submit your application.

Congratulations! You have successfully submitted your Family Subsidy Application!

You may download your completed application by clicking on the 'Subsidy Form Download' button on the Summary Page (refer Figure 19).