

Special Accommodation Grant (SAG) Guidance and FAQ's

[Request for Grant Applications \(RFGA\) 09/04/2025](#)

1. What is JotForm and why are we using it for SAG applications?

JotForm is an online system that lets you complete and submit your SAG application electronically. Instead of filling out paper forms, you will enter your information directly into JotForm.

- **Easy to use:** You can type your answers, upload documents, and sign electronically.
- **Automatic sharing:** Forms like the Service/Health Provider Letter of Support can be sent directly to the provider, and once completed, they will automatically be attached to your application.
- **Secure:** JotForm meets state requirements for keeping information safe.
- If you have any trouble using JotForm, you can reach out to our [Special Accommodations Grant Email](#) for help.

2. What browsers work best with JotForm?

JotForm works well with any modern, up-to-date browser that has JavaScript enabled. For the best experience, JotForm recommends using:

- **Google Chrome**
- **Mozilla Firefox**
- **Safari** (especially on Mac)
- **Microsoft Edge**
- **Opera**
- JotForm support confirms it runs smoothly on these browsers

3. How do I clear my cache if JotForm isn't working correctly?

If a JotForm page doesn't load or something seems stuck, clearing your cache usually fixes the problem.

Option 1: **Clear your browser cache.**

- **In Chrome:** Click the three dots in the top right > *More Tools* > *Clear browsing data* > choose "Cached images and files."
- **In Firefox:** Click the three lines in the top right > *Settings* > *Privacy & Security* > *Cookies and Site Data* > *Clear Data*.
- **In Safari:** Go to *Safari* > *Preferences* > *Privacy* > *Manage Website Data* > *Remove All*.
- **In Edge:** Click the three dots > *Settings* > *Privacy, search, and services* > *Clear browsing data*.

Option 2: **Clear JotForm's form cache (if you have a JotForm account).**

- Log into your JotForm
- Click your profile picture > *Settings*.

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- Under *System*, choose *Clear Cache*.

4. How can I confirm my application was received?

You should receive a confirmation email from the system. The email is computer generated and is from JotForm. Please check your spam or junk folders if you don't receive one in your inbox shortly after submitting the application. If you still cannot locate your confirmation, you may contact the [Special Accommodations Grant Email](#), and we can check that for you.

5. How do I save my application in JotForm?

You can save and continue later by clicking the save button at the bottom of the page.

To save, you will be required to create a JotForm account (if you don't already have one) using an existing Google or Facebook account or your email. An email with a link to continue your application will be sent to your registered email with JotForm. You can also view and continue the draft submission by logging into your JotForm account.

6. We have a student in our mixed-age Kindergarten at our licensed child care who turned 6 in January. Would this student be eligible for the SAG grant?

Yes, but only in certain circumstances. SAG funds are intended to cover any **gaps left after all entitled or eligible services** have been provided for the child. If the child is school age, you may submit a grant request for support during after school hours and vacations.

7. Where can I find the CIS Parent/Legal Guardian Authorization Consent Form for parents to complete?

<https://outside.vermont.gov/dept/DCF/Shared%20Documents/CDD/Funding/SAG-App-Parent-Guardian-Consent.pdf>

8. What if a health provider doesn't want to fill out the online JotForm HIPAA compliant letter?

If the provider goes to this link: <https://hipaa.jotform.com/230244351146042> they can access the pdf version to complete and send back to the child care program.

9. What happens if I need to correct my submission?

Only one submission is allowed per program; please ensure you have all the correct information on your application prior to submitting it. Questions regarding your application, including submitting application corrections, can be sent to the [Special Accommodations Email](#).

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10. When do we need to hire an Inclusion Assistant after being approved for a SAG grant?

You will receive an **approval letter** from our Grants and Contracts office stating whether your application has been approved, denied, or requires additional follow-up.

- Sometimes the approval letter will request additional information from your program. Please respond promptly so your grant agreement can move forward.
- If approved, you may **begin the hiring process right away**.
- It may take up to **four weeks** after you receive the approval email for the official grant agreement to be sent to you for signature.

11. How long after the grant agreement is signed do we have to hire an Inclusion Assistant?

- a. Programs have up to **four weeks from the grant start date** to hire an Inclusion Assistant. If you are unable to hire within that timeframe, please contact us at the [Special Accommodations Grant Email](#).
- For time-limited programs (e.g., summer camps), if the four-week period falls within the program's final month, we recommend withdrawing the grant.

12. What is the maximum number of months I can apply for through this SAG grant?

You can apply for support for **at least 6 weeks and up to 12 months**. The amount of time approved will depend on the child's needs and the funding available.

Picking a Grant Start Date

- Your grant start date **cannot be before the application deadline** for the round you're applying to. *Example:* If applications are due September 15, 2025, the earliest start date you can choose is September 15, 2025.
- Your grant start date **cannot be more than 2 months after you apply**. *Example:* If a child starts in January 2026, the earliest you can apply is November 2025.

13. What if we were approved for two children and one of the children leaves the program?

If a child named in your SAG approval leaves your program, please notify the Child Development Division right away through the [Special Accommodations Grant Email](#).

- The grant award cannot be **transferred to another child**.
- If the other child is still enrolled, the grant agreement can remain in place for that child.

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- The award amount will be **adjusted** to reflect the change. You will only bill for the **hours you reported in your budget for the child who remains.**

14. Where do I find my license number?

The license number can be found on your license certificate.

15. How do I find my VISION Supplier ID number?

1. Log in to the CDDIS [Provider portal](#).
2. Click on My account.
3. This brings up the list of accounts, click the appropriate account.
4. This brings up the details screen, click related.
5. This brings up the provider information, click Parties.
6. This brings up the provider information, click the party name.
7. This screen will show the vision ID.

16. What if I need help with building a budget?

For general technical assistance in building budgets for grant applications, you may contact First Children's Finance at infovt@firstchildrensfinance.org.

17. What are the indirect costs?

Indirect costs are the costs associated with supporting the organization that can't easily be allocated to specific programs because they often are not directly related to service delivery (your organization's accountant or IT security provisions are good examples). Indirect costs are capped at the de minimis rate of 10% of modified total direct costs.

18. What is Fringe?

Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries/wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans.

19. How much does it cost to get my UEI and SAM registration?

These are free!! If you are being asked to pay for either of these numbers, you are not on the correct page for this. DO NOT enter any of your personal information.

20. I already have a DUNS, do I still need to get a UEI?

If you have a current DUNS, you were automatically assigned a UEI when the change was made. Please see [How can I view my Unique Entity ID?](#) to view your UEI.

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21. How does the payment for SAG grants work? SAG grants are paid on a **reimbursement basis**. Programs can only request funds for actual expenses they have already incurred.

- Once the grant is executed, programs may use another teacher or substitute as an **Inclusion Assistant (IA)** while working to hire a permanent person
- If the hours or rate paid are lower than what was originally budgeted, the program can only request reimbursement for the **actual expenses incurred**.
- Reimbursement for **equipment or training** can be requested after the purchase is made.
- Programs must keep **purchase receipts and/or payroll documentation** to back up their expenses. These documents should be submitted with invoices but may be requested by CDD or the business office at any time.

22. Can I complete my application if I have not received my UEI from SAM.gov?

Yes, if you have already requested a UEI, you can attach a copy of the email from SAM.gov showing that you have requested a UEI and/or the help desk email confirmation regarding any follow-up on the issuance of a UEI.

23. Where is the link and a draft of the SAG application in the RFGA:

[Vermont Business Registry and Bid System - Bid Detail](#)

24. Am I able to provide benefits to an employee funded through a SAG?

Yes. You may provide benefits to employees whose positions are supported by a SAG, such as retirement contributions, health or dental insurance, life insurance, vacation or sick leave, or workers' compensation. These costs can be included as part of your "fringe rate" in your grant budget.

It's important to note that the State of Vermont does not provide these benefits directly to vendor employees. Instead, programs are responsible for offering and managing any benefits, and for including those costs in their budgets.

Section 5 Attachment C: No Employee Benefits For Party: *The Party understands that the State will not provide any individual retirement benefits, group life insurance, group health and dental insurance, vacation or sick leave, workers compensation or other benefits or services available to State employees, nor will the State withhold any state or Federal taxes except as required under applicable tax laws, which shall be determined in advance of execution of the Agreement. The Party understands that all tax returns required by the Internal Revenue Code and the State of Vermont, including but not limited to income, withholding, sales and use, and rooms and meals, must be filed by the Party, and information as to Agreement income will be*

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provided by the State of Vermont to the Internal Revenue Service and the Vermont Department of Taxes.