

Missouri Child Care Relief Funds - Instructions for Online Application System



Before You Begin: Setup your user account

- Email address
- First name
- Last name
- Phone number

NOTE: Returning providers who've already setup their contact details can skip to Step 1



Step 1. Setup your business (vendor) details

- IRS Type
- Business name
- Owner's name (first & last)
- MissouriBUYS System ID (6-digit)
- Business address
- Tax clearance verification (form 943)
- Business declaration
 - **Non**-Business entities
 - Prepare & upload **Exhibit A Box A**
 - Business entity **without** a Federal Work Authorization form
 - Prepare & upload **Exhibit A Box B**
 - Prepare & upload Affidavit of Work Authorization
 - Business entity **with** a Federal Work Authorization form
 - Prepare & upload **Exhibit A Box C**

NOTE: Returning providers who've already setup their business (vendor) details can skip to Step 2



Step 2. Setup your facility details

- Select associated business (vendor)
- DVN (or School District Code)
- Facility (business/program) name
- Facility address
- Provider type
- Capacity
- Facility Tax ID (FEIN or last 4 SSN)

NOTE: Returning providers who've already setup their facility details can skip to Step 3



Step 3. Apply for Funding

- Select associated business (vendor)
- Select associated facility (program name)
- Select request type
 - Paycheck Protection Program [this is the only active app](#)
- Prepare supporting documents
 - Staffing/Benefits information
- Read Exhibit B
- **IMPORTANT!** You must click **Save button** – save as you go or you will lose information you entered
 - **Draft**
 - **Ready to Submit**

Step 4. Check your Application Statuses

Return to the [ProMO app site](#) to then click **Launch ProMO**

- **Draft:** applications you started but have not submitted
- **Submitted:** applications successfully entered by the user
- **Under Review:** the state or its designee is reviewing the application
- **More Info Requested:** the state or its designee needs more information from the provider
- **Approved:** the state or its designee approved the application, payment is pending (applications that are later paid will appear in this category too)
- **Cancelled:** the provider canceled the application before approval
- **Not Eligible:** the state or its designee determined the provider is not eligible for a particular application

Step 5. Important Reminders

- When your application is in **Draft** or **Submitted** status, you can still make changes to your application, such as upload another document
- When your application is in **Under Review** status, you cannot make any changes to the online application
- Emails about your application will come from **ChildCareRelief@dese.mo.gov**
- After your application is **Submitted**, you'll receive an automated email from Child Care Relief
- You may receive other email correspondence when additional information about your application is needed.
- When your application is **Approved**, you'll receive another automated email from Child Care Relief indicating the time frame for payment within 7 to 10 business days
 - Please wait until the 11th business day to contact us about payment, sometimes it takes the full 10 business days for the payment to appear in your bank account.
 - Payments made by paper check will take longer