Early Achievers Grantee/Contractor Registration – The Step-by-Step Guide

Six easy steps to complete and submit your Early Achievers Grantee/Contractor Registration in MERIT

The Managed Education and Registry Information Tool (MERIT) is operated by the Washington State Department of Early Learning

WASHINGTON
EARLY ACHIEVERS
PREPARING CHILDREN FOR SUCCESS IN SCHOOL

Step 1: Log into your MERIT account at merit.del.wa.gov

MERIT
Managed Education and Registry Information Tool

Home | **Sign in** | Search MERIT

MERIT » Sign in

Welcome to MERIT - Sign in

If you have a STARS ID number and this is your first time signing into MERIT, find your user type below and follow the steps to get your MERIT username and password.

Early Care & Education and School-age Professionals (ECE/SA)

To find your MERIT username:
- Your username will always be your STARS ID **OR** the primary email address used in your MERIT record.
- In the Early Care & Education and School-age Professional search, use your name and/or date of birth to find your STARS ID.
- If you do not find a STARS ID number assigned to you through the ECE/SA search, or you do not know which email is recorded in your MERIT profile, please Contact MERIT Support Services or call toll free: 1.866.482.4325 and choose option 8.

To receive your password:
- If you have forgotten your password, click here to reset your password, or click "Forgot Your Password?" on the right-hand side of this screen. You will receive a temporary password in an email from merit@del.wa.gov
- If you do not receive your temporary password, it may be that the record in MERIT does not have a valid email address. Please Contact MERIT Support Services to request an email update and to have your password reset.

Sign in

Returning users:

Username: ⓘ
(STARS ID or email address)

Password:

[Sign in]

Forgot your Password?

New users:

[MERIT Registration]

Please note: A working e-mail account is required to register in MERIT and submit applications on-line.

To find your username and password:

A. **Username**: Your username will always be either your STARS ID **or** the primary e-mail address recorded in your MERIT record.

B. **Password**: If you have forgotten your password, you may reset it. To do this, click on "Forgot Your Password?" and follow the instructions.

Step 2: Accessing the Grantee/Contractor Registration Application

MERIT   Managed Education and Registry Information Tool

| Home | News | My Record | **Grantee/Contractor** | Applications | Search MERIT | Logout |

Facility/Site Search   ECE Search   Early Achievers   Application Queue

MERIT » Grantee/Contractor » Early Achievers

Early Achievers Application

Grantee/Contractor Registration

Use this application to register for Early Achievers. This application is at the Grantee/Contractor level. You will be asked to provide general information about your program structure and services as well as your plans for integrating Early Achievers participation into your program. As a Grantee/Contractor you will have the ability to manage and track your site's Early Achievers participation and the responsibility for providing them with orientation and ongoing support for their participation. For more information, please see the Early Achievers Operating Guidelines for Head Start and ECEAP.

Once Early Achievers Orientation has been attended and DEL MERIT Admin have entered completion in the system, you should have access to the Grantee/Contractor Tab. Under the Grantee/Contractor tab click the sub tab titled Early Achievers*.

Click on the Early Achievers Grantee/Contractor Registration application to begin.

*If you do not see the sub tab for Early Achievers, please contact the Department of Early Learning at the email address listed on the final page of this guide to make sure that DEL MERIT Admin have entered completion of Orientation in MERIT.

Step 3: Grantee/Contractor Information

A. The Grantee/Contractor Name and Information will auto-fill. You will need to select your Business ID Type by clicking the drop-down menu and then add your Business ID Number in the second field.

B. Click on the box next to each county that you serve. The Head Start and/or ECEAP Slots you are approved to serve will auto fill. If you have any licensed slots, the system will automatically generate an additional field to request that information. Please enter the number of children you are licensed to serve, not the number of children actually enrolled.

C. Select the name of the Primary Contact and type their role within the organization directly below their name. Their email address and phone number will auto-fill based on the information provided in their account. You may also add an optional Secondary Contact.

Click "Next" to move to the next step.

Step 4: Grantee/Contractor Profile

Please type your responses in the fields provided. Your answers must be a minimum of 100 characters, and may not exceed 5,000 characters.

The system automatically marks the "No" answer for the last question about participation. Please mark "Yes" if you are requiring all of your sites to Participate in Early Achievers.

*Please note as a security feature MERIT automatically logs out after 60 minutes of inactivity. It is suggested that you write your facility profile responses for the application in a Word document and then copy/paste them into the Application when they are finished to avoid losing your work. *

Click "next" when you are finished.

Step 5: Review & Submit

| 1 | 2 | 3 |
| Grantee/Contractor Information | Grantee/Contractor Profile | Review & Submit |

← Back   Submit

Application Review

Grantee/Contractor Information   View/Edit Information

Grantee/Contractor Name: ESD
Address: 123 Early Care Dr N
Olympia, WA 98501
County:
Phone: 3605555555

Business ID Type: UBI   Business ID Number: 846465460

Which counties do you serve?

☐ Adams	☐ Franklin	☐ Lewis	☐ Skamania
☐ Asotin	☐ Garfield	☐ Lincoln	☐ Snohomish
☐ Benton	☐ Grant	☐ Mason	☐ Spokane
☐ Chelan	☐ Grays Harbor	☐ Okanogan	☐ Stevens
☐ Clallam	☐ Island	☐ Out of State	☐ Thurston
☐ Clark	☐ Jefferson	☐ Pacific	☐ Wahkiakum
☐ Columbia	☐ King	☐ Pend Oreille	☐ Walla Walla
☐ Cowlitz	☑ Kitsap	☐ Pierce	☐ Whatcom
☐ Douglas	☐ Kittitas	☐ San Juan	☐ Whitman
☐ Ferry	☐ Klickitat	☐ Skagit	☐ Yakima

How many Head Start and/or ECEAP slots are you approved to serve? 212

Applicant Assurances

The information I provided is true and accurate. I authorize the Department of Early Learning (DEL) to enter this information into the Managed Education and Registry Information Tool (MERIT), a secure system owned and operated by DEL. I agree to and understand that:

☐ I understand that my participation in Early Achievers is voluntary
☐ I have read, fully understand and will abide by the Early Achievers Operating Guidelines for Head Start and ECEAP
☐ I have read and fully understand the Participation Agreement

Signature: I, [_____], affirm that the information on the application and the supplemental documentation provided are true and correct to the best of my knowledge.

9/16/2013

← Back   Submit

Please review your answers and ensure that the information is correct.

After you have reviewed your application, you will be asked to complete the Applicant Assurances boxes.

It will ask you:
  ☐ *I understand that my participation in Early Achievers is voluntary.*
  ☐ *I have read, fully understand, and will abide by the Early Achievers Operating Guidelines for Head Start and ECEAP.*
  ☐ *I have read and fully understand the Participation Agreement.*

As a signature, the system will ask you to type in your first and last names as they appear in MERIT. They system will pre-populate with the current date.

Then click "Submit".

Step 6: Early Achievers Grantee/Contractor Registration, Confirmation
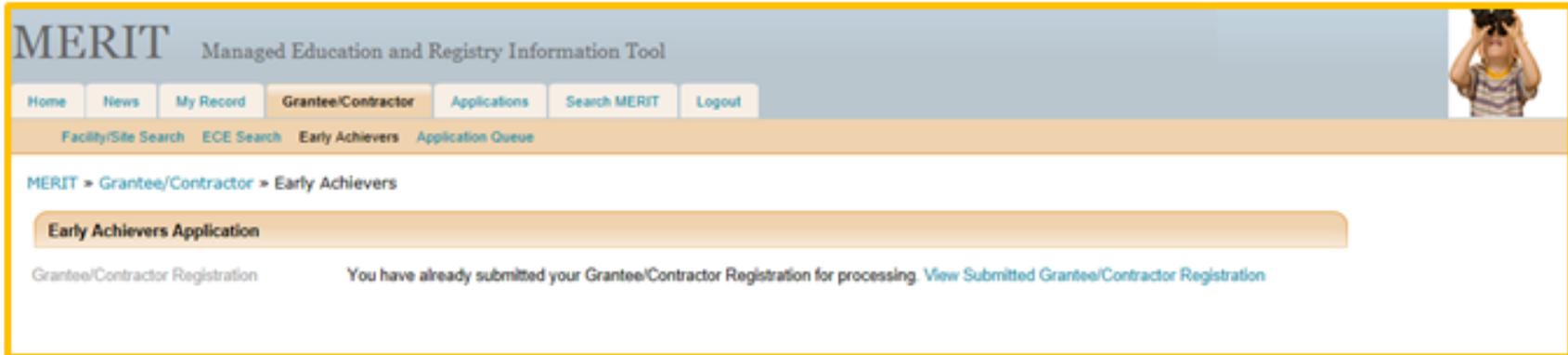
You will now return to a confirmation screen and have the opportunity to view a copy of the application for your records.

Once DEL MERIT Admin approve your Early Achievers Grantee/Contractor Registration application you will have access to view and manage Facility/Site information, enter completion of site orientations, assign site Primary Early Achievers Contacts, and grant sites permission to participate with Early Achievers.

Questions? *Please Contact: QRIS@DEL.WA.GOV*