

School District Application Instructions

Please complete the following steps to submit an application -

1. Navigate to the following application website - <https://www.willcountyillinois.com/CARES-Act/Local-Government-Assistance/Local-Government-Application>
2. Download and fill out the following forms (links to download documents are available along the right side of the website)
 - a. *Coronavirus Relief Fund Acceptance Certification* (requires a notarized signature)
 - b. *W-9 form*
 - c. *Direct Deposit/ACH form* (only required if you wish to receive electronic payment)
 - You do **NOT** need to fill out the *Summary of Reimbursements* spreadsheet due to the flexibility provided to schools by the US Treasury as noted above. You can ignore that spreadsheet for this application.
3. If you wish to receive electronic payment, you must also submit a canceled check (PDF version) in addition to the form mentioned in step 2c.
4. When all forms are filled out and populated, please fill in the application at the bottom of the following website - <https://www.willcountyillinois.com/CARES-Act/Local-Government-Assistance/Local-Government-Application>
 - a. Populate all required fields
 - b. Use the upload function to upload the three required forms that were filled out in steps 2a, 2b, and 2c. You must hit the “Start Upload” button after you select the files, otherwise the files will not upload.
 - c. Submit the application (Select “Submit” at bottom of web page)
5. A confirmation email with your application will automatically be sent to the email provided.

The Will County Team will review your application upon receipt. Once all required documents are reviewed and verified, the application will be sent to the County Finance Department to make payment. It may take 2-4 weeks after application submission for you to receive payment.

Questions about the application process can be sent via email to caresgov@willcountyillinois.com.