

## **Pandemic Support Payments (PSPG): Ratio Support Payment**

September 2020 Guidance Document

Ohio Department of Job and Family Services (ODJFS) is funding payments for Pandemic Support through the Federal CARES Act, CFDA # 93.575. The purpose of these funds is to assist with the expenses related to reopening child care for children and families they serve.

### **Eligibility Ratio Support Grant Payment:**

- Previously licensed and certified ODJFS child care providers (Centers, Type A Homes, Type B Homes, and In-Home Aides) opening for the first time since March 25, 2020 in September 2020 who received an August 2020 PSPG: Ratio Support Payment.
- Previously licensed and certified ODE Preschool and School-Age child care centers opening for the first time since March 25, 2020 in September 2020 who received an August 2020 PSPG: Ratio Support Payment.

### **How the Funds Can Be Used:**

Child Care Center – Ratio Support Payment: These payments are intended to support previously licensed and certified ODJFS Child Care Centers & ODE Preschool and School-Age Child Care Centers who committed to support reduced ratios in all classrooms. These payments are intended to provide assistance in covering the cost of COVID-19 classroom dividers, cleaning supplies, personal protective equipment (PPE), personnel working in reopened classrooms, temporary sinks, thermometers, and other expenses. Personnel working in reopened classrooms includes additional staff needed to meet the cleaning guidance.

1. To be eligible for the Ratio Support Payment - ODJFS Child Care Centers and ODE Preschool and School-Age Child Care Centers must maintain the following ratio and class size in all classrooms for September and October.



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| Age        | Teacher to Child Ratio/Class Size |
|------------|-----------------------------------|
| Infants    | 1:4 or 2:6                        |
| Toddlers   | 1:6                               |
| Preschool  | 1:9                               |
| School Age | 1:9                               |

2. To meet the Ratio Support Payment requirements - the children reported as enrolled MUST have attended at least one day prior to reporting. The September payment reporting deadline is September 25, 2020. Therefore, if you were submitting your application on September 25, 2020, to meet the “at least one day attended for the child”, the child must attend your program between September 1, 2020 and September 24, 2020.
3. The program must also have been open for no less than two full weeks in the month of September to receive payments.

#### How to Apply:

The application and reconciliation for these funds will be available through your Ohio Professional Registry’s Organization Dashboard. You must have access to your program’s dashboard to be able to access the application. Should you have questions about your organization dashboard access, please email [registry@occrra.org](mailto:registry@occrra.org). More information may be found in the [Organization Dashboard User Guide](#).

#### When to Apply for the Grant

Centers that received an August 2020 PSPG: Ratio Support payment will automatically be issued a September 2020 PSPG: Ratio Support payment as they committed to reducing ratio and class size for both September and October 2020. **A new application is not required, and no new applications will be accepted.**

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If a center was awarded an PSPG August 2020: Ratio Support payment and chooses to return to regular ratios for September, please send an email with program name and license number to [pandemicsupportgrant@ocrra.org](mailto:pandemicsupportgrant@ocrra.org) that the program is returning to regular ratios and therefore, is waiving the right to an September 2020 PSPG: Ratio Support payment, if funding allows.

**PSPG: Ratio Support Payment:**

This payment is intended to support centers as a result of reduced ratios. This payment will be based on your August PSPG: Ratio Support payment application enrollment of both your private pay children and those receiving publicly-funded child care. These payments are intended to provide assistance in covering the cost of COVID-19 classroom dividers, cleaning supplies, personal protective equipment (PPE), personnel working in reopened classrooms, temporary sinks, thermometers, and other expenses.

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The September 2020 PSPG payments for centers will be as follows:

| # of Children Served/Enrolled Public & Private | Star Ratings |          |          |          |          |          |
|--|--------------|----------|----------|----------|----------|----------|
|  | 1 star       | 2 stars  | 3 stars  | 4 stars  | 5 stars  | Unrated  |
| Up to 6  | \$273        | \$305    | \$313    | \$333    | \$348    | \$250    |
| 7 - 12   | \$545        | \$610    | \$625    | \$645    | \$695    | \$500    |
| 13 - 18  | \$3,234      | \$3,634  | \$3,726  | \$3,973  | \$4,157  | \$2,961  |
| 19 - 24  | \$4,311      | \$4,845  | \$4,968  | \$5,297  | \$5,543  | \$3,948  |
| 25 - 33  | \$5,928      | \$6,662  | \$6,832  | \$7,283  | \$7,622  | \$5,429  |
| 34 - 42  | \$7,545      | \$8,479  | \$8,695  | \$9,270  | \$9,701  | \$6,909  |
| 43 - 51  | \$9,162      | \$10,296 | \$10,558 | \$11,256 | \$11,780 | \$8,390  |
| 52 - 60  | \$10,779     | \$12,113 | \$12,421 | \$13,242 | \$13,858 | \$9,871  |
| 61 - 69  | \$12,395     | \$13,930 | \$14,284 | \$15,229 | \$15,937 | \$11,351 |
| 70 - 75  | \$13,473     | \$15,141 | \$15,526 | \$16,553 | \$17,323 | \$12,338 |
| 76+  | \$13,653     | \$15,343 | \$15,733 | \$16,774 | \$17,554 | \$12,503 |

**Reconciliation:**

All programs are required to complete a reconciliation for each payment period that they receive funds. Reconciliations are site specific. Detail and documentation will be required on what expenses the funds were spent between September 1, 2020 through October 31, 2020. One reconciliation will be required per application. In the reconciliation, the amount spent on the expense categories will be required. You will need to upload .pdf copies of expense documentation for the amount claimed. If there is missing documentation or not all funds were expended, then the remaining funds will need to be repaid. Programs should maintain all expense and enrollment attendance records for a period of 12-months following the grant period.

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Expense documentation includes documents from a third-party vendor for goods or services that shows order and payment information. These include but are not limited to receipts, purchase orders with payment information, paid invoices, and payroll journals. Please clearly label the expense category on this documentation.

If you are a program administrator of multiple sites, it is possible that information provided will be for multiple sites. Please clearly label site allocations as needed.

Below is a chart of when reconciliations are due. Failure to provide a reconciliation and documentation may require repayment of the funds provided.

| Payment Period | Reconciliation Due Date |
|----------------|-------------------------|
| September 2020 | December 31, 2020       |

### Monitoring

OCCRRA will be completing subrecipient monitoring of these funds. Programs may be selected for desk review audits. OCCRRA will communicate with programs selected for this process.

### Questions

Questions about the application process can be sent to [pandemicsupportgrant@occrra.org](mailto:pandemicsupportgrant@occrra.org).

### Allowable & Non-Allowable Expenditures/Items

| Allowable Expenditures/Items |                                |
|------------------------------|--------------------------------|
| Allowable Expenditures/Items | Category                       |
| 1. 3 bowl sink               | Other (Allowable Expenses)     |
| 2. Air duct cleaning         | Professional cleaning services |
| 3. Air purifiers             | Other (Allowable Expenses)     |

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| 4. Baby gates (Must Comply with Licensing Rules)        | Classroom Materials (Indoor/Outdoor)   |
| 5. Baggies  | PPE                                    |
| 6. Basketball hoop                                      | Classroom Materials (Indoor/Outdoor)   |
| 7. Bikes/trikes/scooters                                | Classroom Materials (Indoor/Outdoor)   |
| 8. Bleach   | Cleaning Supplies                      |
| 9. Bureau of workman's compensation fees                | Personnel working in reopened programs |
| 10. Bye Bye Buggy/strollers for kids                    | Classroom Materials (Indoor/Outdoor)   |
| 11. Changing tables                                     | Classroom Materials (Indoor/Outdoor)   |
| 12. Classroom Dividers                                  | Classroom Dividers                     |
| 13. Cleaning Supplies                                   | Cleaning Supplies                      |
| 14. Couch/Furniture (Business Use Only)                 | Classroom Materials (Indoor/Outdoor)   |
| 15. Connectable foam Floor mats                         | Classroom Materials (Indoor/Outdoor)   |
| 16. Cots/sleeping mats                                  | Classroom Materials (Indoor/Outdoor)   |
| 17. Crocs   | PPE                                    |
| 18. Desks   | Classroom Materials (Indoor/Outdoor)   |
| 19. Dishwasher (Commercial or residential)              | Other (Allowable Expenses)             |
| 20. Dishwasher installation (commercial or residential) | Other (Allowable Expenses)             |
| 21. Disposable plates, cups and silverware              | Other (Allowable Expenses)             |
| 22. Dollhouse and manipulatives                         | Classroom Materials (Indoor/Outdoor)   |
| 23. Dryer   | Other (Allowable Expenses)             |
| 24. Dust Busters  | Cleaning Supplies                      |
| 25. Floor scrubber                                      | Other (Allowable Expenses)             |
| 26. Gliders/chairs                                      | Classroom Materials (Indoor/Outdoor)   |
| 27. Gloves  | PPE                                    |
| 28. Hands free dryers                                   | Other (Allowable Expenses)             |
| 29. Handwashing station (indoor or outdoor)             | Other (Allowable Expenses)             |
| 30. High chairs   | Classroom Materials (Indoor/Outdoor)   |

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| 31. Individual sensory bins                                 | Other (Allowable Expenses)           |
| 32. Individual water bottles/ thermos                       | Classroom Materials (Indoor/Outdoor) |
| 33. Ink and paper for signage                               | Other (Allowable Expenses)           |
| 34. Labor for install of divider walls                      | Classroom Dividers                   |
| 35. Laminating pouches                                      | Classroom Materials (Indoor/Outdoor) |
| 36. Laundry detergent                                       | Cleaning Supplies                    |
| 37. Masks   | PPE                                  |
| 38. Mud kitchens  | Classroom Materials (Indoor/Outdoor) |
| 39. Outdoor greenhouse                                      | Classroom Materials (Indoor/Outdoor) |
| 40. Outdoor gross motor toys                                | Classroom Materials (Indoor/Outdoor) |
| 41. Pack and play   | Classroom Materials (Indoor/Outdoor) |
| 42. Paper towel dispensers                                  | Other (Allowable Expenses)           |
| 43. Paper towels  | Other (Allowable Expenses)           |
| 44. Paying staff to do program laundry at Business Location | Professional cleaning services       |
| 45. Picnic tables   | Classroom Materials (Indoor/Outdoor) |
| 46. Plexiglas   | PPE                                  |
| 47. Power washer  | Other (Allowable Expenses)           |
| 48. Professional cleaning services                          | Other (Allowable Expenses)           |
| 49. Repairs for allowable expenses                          | Repairs to allowable                 |
| 50. Roomba sweepers or other smart sweepers                 | Other (Allowable Expenses)           |
| 51. Rugs  | Classroom Materials (Indoor/Outdoor) |
| 52. Scrubs/Smocks   | PPE                                  |
| 53. Sensory tables/water tables                             | Classroom Materials (Indoor/Outdoor) |
| 54. Shade (tents, canopies, etc.)                           | Other (Allowable Expenses)           |
| 55. Shade built with lumber                                 | Other (Allowable Expenses)           |
| 56. Shade- cost of labor                                    | Other (Allowable Expenses)           |
| 57. Shelving in classrooms                                  | Classroom Materials (Indoor/Outdoor) |

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| 58. Shipping, taxes, installation   | Included in packaging of an item       |
| 59. Small 3 feet tall plastic structures for toddlers on playgrounds            | Outdoor Classroom Materials            |
| 60. Smocks/Scrubs   | PPE                                    |
| 61. Soap  | Other (Allowable Expenses)             |
| 62. Soap dispensers   | Other (Allowable Expenses)             |
| 63. Staff bonuses   | Personnel working in reopened programs |
| 64. Standalone human temp reader  | Thermometers                           |
| 65. Steam cleaner   | Other (Allowable Expenses)             |
| 66. Step stools   | Classroom Materials (Indoor/Outdoor)   |
| 67. Swings for a playground structure (Must Comply with Licensing Requirements) | Classroom Materials (Indoor/Outdoor)   |
| 68. Temporary sinks   | Temporary Sinks                        |
| 69. Thermometers  | Thermometers                           |
| 70. Toilet paper  | Other (Allowable Expenses)             |
| 71. Toys for children   | Classroom Materials (Indoor/Outdoor)   |
| 72. Trash cans (indoor or outdoor)  | Other (Allowable Expenses)             |
| 73. Unemployment  | Personnel working in reopened programs |
| 74. Uniform shirts/work shirts  | PPE                                    |
| 75. Vacuum  | Cleaning Supplies                      |
| 76. Warranty on washer/dryer  | Other (Allowable Expenses)             |
| 77. Washer  | Other (Allowable Expenses)             |
| 78. Watercooler   | Other (Allowable Expenses)             |

| Non-Allowable Expenditures/Items |          |
|----------------------------------|----------|
| Non-Allowable Expenditures/Items | Category |

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| 1. Accountant fees for payroll processing   | Not allowable                  |
| 2. Air conditioning units of any form (window units, HVAC units)                              | Not allowable                  |
| 3. Automatic faucets  | Construction/Repair/Renovation |
| 4. Bus and/or bus insurance   | Not allowable                  |
| 5. Cameras (security or photo)  | Technology                     |
| 6. Carpet repair, install   | Construction/Repair/Renovation |
| 7. Ceiling fan  | Construction/Repair/Renovation |
| 8. Computer software (for tracking attendance or children's work, or games for classroom PCs) | Technology                     |
| 9. Copy machine (repairs or purchase)   | Technology                     |
| 10. Curriculum- (ex: teaching strategies)   | Not allowable                  |
| 11. Door bells of any kind (Ring, smart door bells)   | Technology                     |
| 12. Doors   | Construction/Repair/Renovation |
| 13. Drinking fountain   | Construction/Repair/Renovation |
| 14. Fencing for playgrounds   | Construction/Repair/Renovation |
| 15. Floor sink/ drain   | Construction/Repair/Renovation |
| 16. Food purchases  | Food Purchases                 |
| 17. Freezer for food  | Food Purchases                 |
| 18. Gaming systems (PlayStation, Xbox, Switch, Wii, etc.)                                     | Technology                     |
| 19. Gas   | Not allowable                  |
| 20. Generators  | Construction/Repair/Renovation |
| 21. Google mini homes, Alexa's or other smart devices   | Technology                     |
| 22. HDMI cables or cords for technology   | Technology                     |
| 23. Laptops/desktops/iPad   | Technology                     |
| 24. Lawn mower or other outdoor lawn devices  | Not allowable                  |

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| 25. Mobile devices  | Technology                     |
| 26. Mortgage payments   | Rent/Mortgage                  |
| 27. Mosquito/insect repellent treatments for outdoor              | Not allowable                  |
| 28. Mulch/rubber landing mats for playgrounds or outdoors         | Not allowable                  |
| 29. Non carpet flooring installs                                  | Construction/Repair/Renovation |
| 30. Outdoor storage sheds   | Construction/Repair/Renovation |
| 31. Ovens/other household appliances (excluding sanitation items) | Not allowable                  |
| 32. Permanent Fencing   | Construction/Repair/Renovation |
| 33. Playground equipment structures                               | Playground Equipment Structure |
| 34. Professional development for staff                            | PD not covered                 |
| 35. Refrigerators of any size                                     | Construction/Repair/Renovation |
| 36. Rent  | Rent/Mortgage                  |
| 37. Rental of port a potty  | Not allowable                  |
| 38. Resurfacing wood floors                                       | Construction/Repair/Renovation |
| 39. Room dividers built by construction crew                      | Construction/Repair/Renovation |
| 40. Rubber tiles for drop zones outside                           | Construction/Repair/Renovation |
| 41. Screen doors  | Construction/Repair/Renovation |
| 42. Tablets   | Technology                     |
| 43. Toilets   | Construction/Repair/Renovation |
| 44. Turf  | Construction/Repair/Renovation |
| 45. Utility payments  | Utility payments               |
| 46. Walkie talkies  | Technology                     |
| 47. Water heater  | Construction/Repair/Renovation |
| 48. Watercooler   | Subscription service=no        |
| 49. Windows   | Construction/Repair/Renovation |
| 50. Yard Barn with sinks  | Construction/Repair/Renovation |

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| 51. Yard sprayer | Not allowable |
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