



Ohio Child Care
Resource & Referral
Association

Pandemic Support Payments (PSPG): August 2020 Guidance Document
Type A Homes, Type B Homes, and In-Home Aides

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 for COVID-19 Support Grant Payment:

Only licensed, approved and certified child care providers (Type A homes and Type B homes and In- Home Aides) that are newly licensed/certified in August and programs licensed/certified prior to March just re-opening for the first time will be eligible for a monthly COVID-19 payment.

How the Funds Can Be Used

The funds can be used for the cost of COVID-19 classroom dividers, cleaning supplies, personal protective equipment (PPE), temporary sinks, thermometers, and other expenses. Personal protective equipment (PPE) includes masks, gloves, and baggies.

Other Expenses are defined as the goods and services required to meet the Responsible Restart Ohio Industry Factsheet on Child Care and comply with ODJFS Transitional Pandemic Child Care licensing requirements. Additional items can relate to Handwashing, Sanitation, Pick up/Drop off practices and Daily Symptom Assessments.

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@ocrra.org. More information may be found in the [Organization Dashboard User Guide](#).

When to Apply

To be considered for an August 2020 PSPG award, a program must submit an application and W-9 form by the application submission deadline of September 4, 2020. Below is a chart of when to apply for payments. If the application window is missed by a program, they will not be able to receive the payment for that payment period.

Payment Period	Application Date
August 2020	August 25 – September 4, 2020

Application Information

To complete the application, you will be asked for a reopen date. The grant calculation is based on license capacity information and Step Up To Quality rating.

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Monthly COVID-19 Base Payment (ODJFS Licensed Programs Only): COVID-19

Payment: Licensed, approved and certified child care providers (Type A homes and Type B homes and In-Home Aides) will be eligible for a monthly COVID-19 payment. These payments are intended to provide assistance in covering the cost of COVID-19 classroom dividers, cleaning supplies, personal protective equipment (PPE), temporary sinks, thermometers, and other expenses.

Payment for In-Home Aides is a flat monthly amount. Family Child Care programs will have payments based off the program’s star rating. The payment structure is as follows:

Setting	Base Payment	Rating					
		1 star	2 star	3 star	4 star	5 star	Unrated
In Home Aides	\$100						
Type B Homes	\$250	\$300	\$350	\$400	\$450	\$500	\$250
Type A Homes	\$500	\$600	\$700	\$800	\$900	\$1,000	\$500

In order to complete the payment request submission process, you will also need to upload a .pdf of the IRS W-9 form. The current W-9 form can be located at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.

Reconciliation

All programs are required to complete a reconciliation for each payment period that they receive funds. Detail and documentation will be required on what expenses the funds were spent between August 1, 2020 through September 30, 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.

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.

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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
August 2020	October 31, 2020

Monitoring

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

Questions

Questions about the application process can be sent to pandemicsupportgrant@occrpa.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)
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

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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)
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)
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)

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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
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

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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
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
51. Yard sprayer	Not allowable

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