Family Child Care Manual Procedure Letter No. 31

TO: All Family Child Care Manual Holders

FROM: Matt Damschroder, Director

SUBJECT: **2022 Child Care Stabilization Sub-Grants Application Process Phase 3**

This procedure letter obsoletes any reference to Phase 3 Child Care Stabilization Sub-Grants in the following manual procedure letter:
Family Child Care Manual Procedure Letter No. 30

Background
The American Rescue Plan Act (ARPA) of 2021 was signed into law on March 11, 2021, issuing three streams of federal funding to states through the Child Care and Development Fund which includes Supplemental Discretionary, Stabilization, and Mandatory/Matching funds. Stabilization funds support states in providing financial relief to child care programs by helping to defray unexpected business costs associated with the pandemic and to help stabilize child care program operations. As a result of House Bill 169 of the 134th General Assembly, the Ohio Department of Job and Family Services (ODJFS), Office of Family Assistance, was authorized to spend additional ARPA funding.

Phase 3
ODJFS has established several child care stabilization sub-grant opportunities. These sub-grants are available for ODJFS regulated family child care (FCC) type A and type B homes. ODJFS regulated child care programs do not need to be participating in publicly funded child care (PFCC) to be eligible to apply for these sub-grants.

The sub-grant opportunities include Operating/New Pandemic Costs, Workforce Recruitment/ Retention, and Access Development.

Payments for Type A and Type B Homes Caring for Children During Traditional Hours
Payments are based on the family child care program's maximum number of children permitted on-site at one time pursuant to rule 5101:2-13-01, of the Ohio Administrative Code (OAC). The formula, listed below, consists of a base payment plus an additional per child dollar amount. Programs' total sub-grant maximum funding amounts will not exceed $1,100 x the maximum number of children permitted on-site at one time, per OAC, which is twelve children for type A homes and six children for type B homes.

> **Base payment + (per child amount x maximum number of children allowed by rule)
> = Maximum Funding Amount**

Example 1- An FCC Type A home to provide care for 12 children at one time would receive a base payment of $10,000 plus $13,200 (the per child amount of $1,100 multiplied by 12) to equal the total amount of $23,200.

Example 2- An FCC Type B home to provide care for 6 children at one time would receive a base payment of $10,000 plus $6,600 (the per child amount of $1,100 multiplied by 6) to equal the total amount of $16,600.

The chart below indicates maximum funding amounts by program type:

Program Type	Base Payment	Per Child Amount Multiplied by Program Type Maximum
FCC - Type A Home	$10,000	$1,100 x 12 children
FCC - Type B Home	$10,000	$1,100 x 6 children

Payments for Type A and Type B Homes Offering Non-Traditional Care

Type A and type B programs who have indicated in the Ohio Child Licensing and Quality System (OCLQS) that they provide the option for care during non-traditional hours will receive additional funds. When determining the sub-grant amount, the ***maximum number of children permitted on-site per OAC, either 6 or 12 children, will be doubled.*** Non-traditional hours must be indicated in OCLQS prior to July 22, 2022. Non-traditional hours include the following timeframes, and do not include holidays.

- OCLQS Days of operation: Saturday and/or Sunday
- OCLQS Start/End times: 7 p.m. to midnight and/or midnight to 6 a.m.
- OCLQS Attendance Option: Weekends
- OCLQS Services Offered: Evening Care and/or Overnight Care

> **Base payment + (per child amount x *underline* doubled maximum number of children allowed by rule)
> = Maximum Funding Amount**

Example 3 (non-traditional care)- An FCC Type A home to provide care for 12 children at one time ***during non-traditional hours*** as indicated in OCLQS would receive a base payment of $10,000 plus $26,400 (the per child amount of $1,100 multiplied by 24 ***(double OAC maximum number of children)***) to equal the total amount of $36,400.

Example 4 (non-traditional care)- An FCC Type B home to provide care for 6 children at one time ***during non-traditional hours*** as indicated in OCLQS would receive a base payment of $10,000 plus $13,200 (the per child amount of $1,100 multiplied by 12 ***(double rule maximum number of children)***) to equal the total amount of $23,200.

The chart below indicates maximum funding amounts for non-traditional care:

Program Type	Base Payment	Per Child Amount Multiplied by Doubled Program Type Maximum
Non-Traditional FCC - Type A Home	$10,000	$1,100 x 24 children
Non-Traditional FCC - Type B Home	$10,000	$1,100 x 12 children

Application and Expenditure

The application for these sub-grants will be accessed in the Ohio Professional Registry (OPR). Guidance and requirements are available on the Ohio Child Care Resource and Referral Association's (OCCRRA) website at www.occrra.org. Eligible providers must submit an application through the OPR, via a program's organization dashboard at https://registry.occrra.org/. Providers can apply for Phase 3 funding regardless of whether they applied for or received funding during Phase 1 or Phase 2. When considering the amount to apply for, programs should determine the amount of expenses they will have in the expense period listed below.

When applying for the ARPA stabilization sub-grants, applicants are required to provide the program's owner/administrator demographics, operational status, and estimated monthly expense data (these items are federally required by ARPA).

The chart below is a summary of the application and allowable expense periods. Funds are dispersed according to this schedule. Reconciliation for the full amount issued in each previous phase is required prior to applying for the next sub-grant. If a program does not request all eligible funding in this phase, they may return to the OPR and request up to the maximum funding amount, as long as the application period is still open.

Phase	Application Period	Expense Period	Reconciliation Due
3	August 1, 2022 – November 30, 2022	July 1, 2022 – June 30, 2023	July 31, 2023

Programs can utilize none, some or all of the sub-grants; however, funds cannot be used toward an expense previously paid for with stabilization grant funding. Unused funds per phase cannot be carried forward.

Payments will be processed approximately four weeks to six weeks after the date the application is approved. Programs can see the status of their application in the program's organization dashboard in the OPR. Sub-grants will be awarded as long as ARPA funding is available and appropriation to spend the funding is provided to ODJFS.

Qualifications

Stabilization sub-grants are available by application to Ohio child care programs who qualify by meeting basic criteria outlined by the federal government. Child care programs are to be:

1. Licensed by ODJFS.
2. In "Open" status as verified in OCLQS and serving children. A temporarily closed program that reopens during the application period can apply for sub-grants for expenses incurred during the entire expense period for Phase 3.
3. In good standing as of the date of application
   a. Programs not in good standing include:
      i. Programs in enforcement during the qualification period
      ii. Programs who have had their Provider Agreement for Publicly Funded Child Care terminated, within the five years prior to this application, due to misuse of funds.
   b. If a program is in good standing at the time of application but is later determined not in good standing, prior to the funds being awarded, the funds will not be awarded.
4. Compliant with all applicable OAC and Ohio Revised Code (ORC) requirements which include Child Care and Development Block Grant Funds health and safety requirements and the completion of comprehensive background checks.
5. In agreement with sub-grant terms by certifying that the child care program will, for the duration of the sub-grant:
   a. Use funds only for the categories and purposes indicated
   b. Implement required ODJFS policies including OAC and ORC, orders from the State of Ohio, and to the greatest extent possible, implement policies in line with guidance from the Centers for Disease Control and Prevention. (CDC).
   c. Pay full compensation and maintain full benefits to staff and agree not to involuntarily furlough employees
   d. Implement a hiring bonus and a retention policy. If this option is selected this policy should include:
      i. A 6-month period that the staff member agrees to remain with the program in exchange for receipt of Workforce Recruitment/Retention funds.
      ii. Document the date the hiring and retention bonus is issued.

      iii. A written agreement between the professional and program articulating that the professional agrees to remain employed by the program for at least 6 months from the date of hiring bonus and/or retention.

Reconciliation

Programs are required to complete a reconciliation for each sub-grant phase. Phase 1 & 2 reconciliations and desk reviews must be approved in order to access the Phase 3 grant application. Phase 1 & 2 reconciliations are to be completed no later than July 31, 2022. Any grant repayments for Phase 1 & 2 must be sent to OCCRRA by September 15, 2022. Programs with an outstanding repayment may cause a Phase 3 payment delay. Phase 3 reconciliations must be submitted no later than July 31, 2023.

Reconciliations will be located in the program's organization dashboard in the OPR. Programs should retain receipts, invoices and documentation for expenses used toward these sub-grants. Reconciliation guidance will be located at https://occrra.org/.

Sub-Grant Opportunities

Operating/New Pandemic Costs Sub-Grant: Family child care type A and type B homes will be eligible for funds intended to assist with costs incurred as a result of the federal public health emergency. This sub-grant can be used for:

- Paying personnel costs; including wages or benefits such as health, dental, vision, paid sick leave or family leave, retirement contributions
- Paying ongoing costs including rent, mortgage, utilities, insurance
- Conducting family child care home maintenance, renovations, including those that address COVID-19 concerns as well as improvements that make child care programs inclusive and accessible for children and families with disabilities. Note: Construction or major renovations are not permitted. 45 CFR 98.2 defines "major renovation" to mean "(1) structural changes to the foundation, roof, floor, exterior or load-bearing walls of a facility, or the extension of a facility to increase its floor area; or (2) extensive alteration of a facility such as to significantly change its function and purpose, even if such renovation does not include any structural change." In other words, funds may be spent on renovations such as painting, carpeting, and other activities that neither add to the permanent value of the property nor significantly alter the function or purpose of the facility.
- Purchasing personal protective equipment (PPE) worn to minimize exposure to hazards that cause workplace injuries and illnesses must be either approved by the National Institute for Occupational Safety and Health (NIOSH) or authorized for use by the United States Food and Drug Administration (FDA), including under emergency use authorization.
- Purchasing sanitizer, classroom dividers, cleaning supplies, temporary sinks, thermometers, and COVID-19 testing, covering other expenses that facilitate business practices consistent with safety protocols.

Workforce Recruitment/Retention Sub-Grant: This sub-grant can be used for personnel costs including:

- Providing increased wages
- Providing benefits such as health, dental, vision, paid sick leave or family leave, retirement contributions
- Paying sign-on and retention bonuses, ongoing premium or hazard pay, transportation costs to/from work
- Creating substitute pools, providing administrative support
- Funding recruitment activities
- Supporting early childhood professionals through coaching as well as training and professional development on topics including communicable disease, first aid, CPR, sudden infant death syndrome, medication administration, shaken baby syndrome, emergency preparedness and response planning, transportation, handling and storage of hazardous materials. This includes Ohio Approved training.
- Supporting staff access to COVID-19 vaccinations including paid time off for vaccine appointments and to manage side effects, transportation cost to appointments
- Assisting with background check expenses

Access Development Sub-Grant: These sub-grants can be used for costs incurred when:

- Expanding the number of current classrooms or reopening classrooms closed due to the pandemic to serve additional children or serve new age groups. This does not include construction to build a program or construct a new room, but can include: adding or expanding infant/toddler, or school-age care, or care for children with special needs, or expanding hours of operation to include non-traditional hours weekdays 7:00 p.m. to 6:00 a.m. or between 12:00 a.m. Saturday to 6:00 a.m. Monday
- Increasing technology access by purchasing technology and new equipment for learning and development
- Supporting programs serving school-age children in addressing learning gaps and meeting the social and emotional needs of school-age children. (Examples: after hours tutoring, partnering with speech and hearing, etc.)

Questions
Please contact OCCRRA with questions at support@occrra.org or 1-877-547-6978.