

# Application Guidance Document – Phase 4

## Family Child Care – Type A and Type B

### BACKGROUND

The American Rescue Plan Act (ARPA) of 2021 was signed into law on March 11, 2021, issuing \$14.99 billion in Supplemental Discretionary funds to states. Supplemental Discretionary Funds support states efforts to recover from the COVID-19 pandemic and rebuild a better child care system. Section 307.230 of Amended Substitute House Bill No. 33 of the 135th General Assembly re-appropriated authority for the Ohio Department of Job and Family Services (ODJFS) to expend the Supplemental Funds to be used, in part, for workforce supplements, program business development supports, and special needs services. As a result, Phase 4 stabilization grants are being implemented.

### PHASE 4

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.

Phase 4 Dates	
Phase 4 Application Window	November 20, 2023 at noon – January 12, 2024 at 5:00 pm
Phase 4 Expense Period	July 1, 2023 – June 30, 2024
Phase 4 Reconciliation Due	July 31, 2024

### 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 \$330 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.

<p><b>Base payment + (per child amount x maximum number of children allowed by rule)</b>  <b>= Maximum Funding Amount</b></p>
---

**Example 1-** An FCC Type A home to provide care for 12 children at one time would receive a base payment of \$3,000 plus \$3,960 (the per child amount of \$330 multiplied by 12) to equal the total amount of \$6,960.

**Example 2-** An FCC Type B home to provide care for 6 children at one time would receive a base payment of \$3,000 plus \$1,980 (the per child amount of \$330 multiplied by 6) to equal the total amount of \$4,980.

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	\$3,000	\$330 x 12 children
FCC - Type B Home	\$3,000	\$330 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 October 31, 2023. 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

$$\text{Base payment} + (\text{per child amount} \times \text{doubled maximum number of children allowed by rule}) = \text{Maximum Funding Amount}$$

**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 \$3,000 plus \$7,920 (the per child amount of \$330 multiplied by 24 (**double OAC maximum number of children**)) to equal the total amount of \$10,920.

**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 \$3,000 plus \$3,960 (the per child amount of \$330 multiplied by 12 (**double rule maximum number of children**)) to equal the total amount of \$26,960.

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	\$3,000	\$330 x 24 children
Non-Traditional FCC - Type B Home	\$3,000	\$330 x 12 children

**STABILIZATION SUB-GRANTS APPLICATION**

The application, guidance and requirements will be made available on OCCRRA’s website **November 20, 2023**, at [www.occrra.org](http://www.occrra.org). Programs that have met the reconciliation requirement will see a green ‘Phase 4’ button to add the application. Eligible providers must submit an application through the Ohio Professional Registry (OPR), via a program’s Organization Dashboard at <https://registry.occrra.org/>. Only those programs that have Organization Dashboard access will be able to open and complete the application and payment portal. The individual who has banking information and required program details should complete and submit the application and payment portal. The person who completes the application should also be the signer on the application.

Program eligibility is assessed two times during the application process. First, when the program completes their application. The second is right before payment is made. If a program is eligible to complete the application but is later determined ineligible before the payment is made, the program will not receive the funds. The program may reapply if they are deemed eligible before the application deadline.

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

The **maximum funding amount** is based on program type, the program’s maximum number of children allowed by rule and if the program offers nontraditional hours per OCLQS. This number can be found on the funding charts in the Child Care Manual Procedure Letter. Programs cannot exceed the maximum funding amount in the expense period.

The **requested amount** is the amount that your program intends to spend during the expense period. The amount may equal the maximum funding amount, be a number less than the maximum funding amount, or a program may enter \$0 if not applying for a specific sub-grant. Programs should apply for all sub-grants they anticipate needing at one time. Programs can utilize none, some or all the sub-grants but cannot exceed the maximum funding amount for each phase. Additionally, these funds cannot be used toward an expense previously paid for with stabilization grant funding. Unused funds per phase cannot be carried forward.

The **expense period** is the timeframe when the funds need to be used. **The expense period for Phase 3 is July 1, 2023 – June 30, 2024.** Your expense receipts, paid invoices and documentation will need to have dates within this period.

Only the sub-grants that your program is eligible for will appear in the application. Please complete your application with all sub-grants and all funding you wish to receive during this funding cycle. When entering a requested amount, you will need to select sub-grant activities you will spend the funds on. For example, in Operating/New Pandemic Costs, if you only check the Personal Protective Equipment (PPE) box, that is the only activity you can spend those funds on. These activities will appear on the program's reconciliation expense report when it is time to complete.

The **application period** for the Phase 4 funding cycle is **November 20, 2023 at noon – January 12, 2024**. Applications must be submitted **by 5:00 pm on January 12, 2024**. A complete submission includes the Stabilization Grant application and payment portal submissions. Incomplete submissions will not be accepted.

At times, there might be a need for a change to your program's application. Examples include but are not limited to the following:

- Waiving a sub-grant initially, but would now like to submit an application to access the funds
- Submitting for additional funds that do not exceed the maximum funding amount.

Programs will submit a new application for the changes above. Reminder – the new applications must be submitted before the application due date. In situations where access for an application or reconciliation needs to be changed, please reach out to [grants@occrra.org](mailto:grants@occrra.org).

Programs can see the status of their application in the Organization Dashboard of the OPR.

## **PAYMENT**

Payments are based on the program's type, the program's maximum number of children allowed by rule and if the program offers nontraditional hours per OCLQS. Programs will be required to complete the payment portal for payments to generate. The payment portal contains information for a substitute W-9 and Bank Account information. Programs that provide bank account information will be able to receive their payments via Automated Clearing House (ACH) transactions. Programs that do not enter bank account information, have the option to receive funding via a paper check. It is the program's responsibility to enter the correct bank account information. OCCRRA is not liable for incorrect information entered by the program.

Payment Portal information entered by the professional, will be evaluated using a tool called GIACT. If the information does not match, the program will receive a check. Professionals will have one attempt to enter banking information for the program.

Corporate programs are multi-site, single owner programs, where payments may be going to a centralized banking account. For corporate programs, please add a fiscal representative contact name and a fiscal representative email so we may provide license number information when paying a corporate account.

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

## RECONCILIATION

Programs are required to complete a reconciliation for each sub-grant phase. Phase 4 reconciliations must be submitted no later than July 31, 2024. 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 [www.occrra.org](http://www.occrra.org).

## SUB-GRANT OPPORTUNITIES: Phase 4

### 1. Operating/New Pandemic Cost Grant

- a. Sub-Grant Funding Activities:
  - i. Paying personnel costs; including maintaining/increasing wages or benefits such as health, dental, vision, paid sick leave or family leave, retirement contributions
  - ii. Paying ongoing costs including rent, mortgage, utilities, insurance
  - iii. 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.
  - iv. 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.
  - v. Purchasing sanitizer, classroom dividers, cleaning supplies, temporary sinks, thermometers, and COVID-19 testing, covering other expenses that facilitate business practices consistent with safety protocols.

b. Allowable Expenses for Operating / New Pandemic Costs Sub-Grant:

<b>Personnel Costs</b>	
Programs use sub-grant funds for personnel costs including wages or benefits such as health, dental, vision, paid sick leave or family leave, retirement contributions.	
<b>Expenses</b>	<b>Examples of Reconciliation Supporting Documentation</b>
<ul style="list-style-type: none"> <li>▪ Payroll and salaries</li> <li>▪ Employee benefits (health, dental, vision, insurance)</li> <li>▪ Retirement costs and contributions</li> <li>▪ Paid sick or family leave</li> </ul>	<ul style="list-style-type: none"> <li>▪ Payroll and benefit records</li> <li>▪ Employee timecards and pay stubs</li> <li>▪ Documentation of other benefits provided to child care staff members such as overage insurance costs</li> <li>▪ Bank statements</li> </ul>

<b>Ongoing Costs</b>	
Programs may use sub-grant funds for ongoing costs such as rent, mortgage, utilities, and insurance.	
<b>Expenses</b>	<b>Examples of Reconciliation Supporting Documentation</b>
<ul style="list-style-type: none"> <li>▪ Rent/Lease or mortgage payments</li> <li>▪ Business utility bills (heat, electric, phone, Wi-Fi service, etc.)</li> <li>▪ Liability and/or accident insurance, transportation insurance, homeowner’s insurance, business insurance, etc.</li> <li>▪ Late fees or charges for late payments</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mortgage/rent/space cost statements</li> <li>▪ Utility statements/bills</li> <li>▪ Original paid invoices and/or receipts for purchases of insurance</li> <li>▪ Bank statements</li> </ul>

<b>Facility Maintenance and Renovations</b>	
Program may use sub-grant funds for facility 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.	
<b><i>Please note that sub-grant funds from this category CANNOT be used for construction or major renovations/remodeling (e.g., structural changes to foundations and loadbearing walls, extensive alternations of a facility, etc.).</i></b>	
<b>Expenses</b>	<b>Examples of Reconciliation Supporting Documentation</b>
<ul style="list-style-type: none"> <li>▪ Facility maintenance or minor improvements such as:                             <ul style="list-style-type: none"> <li>○ Upgrading playgrounds</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Original paid invoices and/or receipts for purchases of materials/supplies</li> <li>▪ Bank statements</li> </ul>

<ul style="list-style-type: none"> <li>○ Renovating bathrooms</li> <li>○ Installing ramps, railings, and other accessibility features</li> <li>○ Removing non-loadbearing walls to create more space for social distancing</li> <li>○ Replacing flooring (e.g. carpet with linoleum or another easily cleaned surface)</li> <li>○ Installing touch-free faucets or light switches</li> </ul>	
--	--

<b>Personal Protective Equipment (PPE)</b>	
<p>Programs may use sub-grant funds for Personal Protective Equipment (PPE), sanitizer, classroom dividers, cleaning supplies, temporary sinks, thermometers, other expenses that facilitate business practices consistent with safety protocols.</p>	
<b>Expenses</b>	<b>Examples of Reconciliation Supporting Documentation</b>
<ul style="list-style-type: none"> <li>▪ Personal protective equipment (gloves, masks, digital thermometers, face shields, changing table paper, etc.)</li> <li>▪ Cleaning and sanitation supplies and services (cleaning/disinfecting wipes, ventilations systems, vacuums, washer/dryer, bleach, hand sanitizer, spray bottles, soaps, garbage bags, professional cleaning and sanitation services, independent cleaning services, etc.)</li> <li>▪ Training on health and safety practices (state required trainings on health and safety requirements and best practices, staff time to review and prepare Center for Disease Control (CDC) guidance, etc.)</li> <li>▪ Indoor and outdoor equipment and supplies (portable partitions, plastic shields, sink installation, disposable utensils and dishes, COVID-19 signage, storage containers, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Original paid invoices and/or receipts for purchases of materials/supplies</li> <li>▪ Employee timecards and pay stubs</li> <li>▪ Paid invoices, receipts, and check information for professional development trainings</li> <li>▪ Bank statements</li> </ul>

**2. Workforce Recruitment/Retention Sub-Grant**

a. Sub-Grant Funding Activities:

- i. Paying sign-on and retention bonuses, ongoing premium or hazard pay, transportation costs to/from work
- ii. Creating substitute pools, providing administrative support
- iii. Funding recruitment activities to increase early childhood workforce
- iv. 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.
- v. Supporting staff access to COVID-19 vaccinations including paid time off for vaccine appointments and to manage side effects, transportation cost to appointments
- vi. Assisting with background check expenses

b. Allowable Expenses for Workforce Recruitment/Retention Sub-Grant:

<b>Workforce Recruitment/Retention</b>	
Programs use sub-grant funds for workforce related expenses including retention bonuses.	
<b><i>Please note that grant funds from this category CANNOT be used for gift cards.</i></b>	
<b>Expenses</b>	<b>Examples of Reconciliation Supporting Documentation</b>
<ul style="list-style-type: none"> <li>▪ Recruitment incentives</li> <li>▪ Staff retention bonuses</li> <li>▪ Sign-on bonuses</li> <li>▪ Work-related transportation costs for employees (e.g., transportation and mileage reimbursement for educational training programs, to and from work, etc.)</li> <li>▪ Create substitute pools, provide administrative support</li> <li>▪ Recruitment activities to increase the early childhood workforce (fees for job postings, attending job fairs on behalf of your program)</li> <li>▪ Support to 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</li> </ul>	<ul style="list-style-type: none"> <li>▪ Invoices, receipts and check information for professional development trainings</li> <li>▪ Documentation of other benefits provided to child care staff members such as overage insurance costs, tuition reimbursement or mileage reimbursement</li> <li>▪ Bank statements</li> </ul>



<p>storage of hazardous materials. This includes Ohio Approved Training.</p> <ul style="list-style-type: none"> <li>▪ Support for get the COVID-19 vaccine (appointments, paid sick leave, transportation, etc.)</li> <li>▪ Background Check expenses</li> </ul>	
--	--

**3. Access Development Sub-Grant**

a. Sub-Grant Funding Activities:

- i. 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

b. Allowable Expenses for Access Development Sub-Grant:

<b>Expansion or Reopening of Classrooms</b>	
<p>Programs use sub-grant funds to expand number of current classrooms or reopening classrooms closed due to the pandemic to serve additional children or serve new age groups by: 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</p> <p><b><i>Please note that sub-grant funds from this category CANNOT be used for construction or major renovations/remodeling (e.g., structural changes to foundations and loadbearing walls, extensive alternations of a facility, etc.).</i></b></p>	
<b>Expenses</b>	<b>Examples of Reconciliation Supporting Documentation</b>
<ul style="list-style-type: none"> <li>▪ Payroll and salaries</li> <li>▪ Premium pay (e.g., higher wages provided to employees who work holidays, weekends, nights, vacation days or more than eight hours per day)</li> <li>▪ Employee benefits (health, dental, vision, insurance)</li> <li>▪ Retirement costs and contributions</li> <li>▪ Paid sick or family leave</li> </ul>	<ul style="list-style-type: none"> <li>▪ Payroll and benefit records</li> <li>▪ Employee timecards and pay stubs</li> <li>▪ Documentation of other benefits provided to child care staff members such as overage insurance costs</li> <li>▪ Original paid invoices and/or receipts for purchases of materials/supplies</li> <li>▪ Bank statements</li> </ul>

<ul style="list-style-type: none"> <li>▪ Food and beverage services for program-provided meals</li> <li>▪ Equipment and materials necessary to increase number of classrooms.</li> <li>▪ Materials for play and learning</li> <li>▪ Materials for eating</li> <li>▪ Materials for diapering and toileting</li> <li>▪ Materials to ensure safe sleep</li> <li>▪ Business automation training and support services (e.g., child care management systems)</li> <li>▪ Costs for shared services (e.g., Shared Service Alliance)</li> <li>▪ Child care management services (online payroll systems, accounting services)</li> <li>▪ Transportation services</li> <li>▪ Janitorial or cleaning services</li> <li>▪ State required health and safety training or Ohio Approved professional development</li> </ul>	<ul style="list-style-type: none"> <li>▪ Paid invoices, receipts and check information for professional development trainings</li> </ul>
---	--

**4. Non-Allowable Expenses**

- a. The following items are not allowable for these grant funds.
  - i. Purchase of a new program - Funds cannot be used to change from one program type to another.
  - ii. Construction or major renovations/remodeling
    - 1. 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.
  - iii. Gift cards
  - iv. Gaming systems and accessories

**SUPPORT / QUESTIONS**

Please contact OCCRRA with questions at [grants@occrra.org](mailto:grants@occrra.org) or 614-396-5959.

## **2023 Child Care Stabilization Sub-Grants**

### Phases 4 Application Guidance Document - FCC

Your regional Child Care Resource and Referral Agency will be assisting with grant support related to promoting the availability of these sub-grants and ensuring eligible programs submit their application by the deadline.