

WORK FORCE SUPPORT GRANT 2.0 APPLICATION, INFORMATION, AND REQUIREMENTS **For Department of Human Services (DHS) Certified Child Care Providers**

Please read all information in this document before completing and sending the *Work Force Support Grant (WFSG) 2.0 Application* to the Early Learning Resource Center (ELRC).

Overview: The Work Force Support Grant (WFSG) 2.0 is an initiative of the Office of Child Development and Early Learning (OCDEL) and was made possible through the enactment of Act 54 of 2022 and the availability of additional American Rescue Plan Act (ARPA) funds. WFSG 2.0 is intended to provide funding to eligible DHS certified child care providers (providers) for staff retention and staff recruitment purposes.

While the WFSG 2.0 is similar to the previous Work Force Support Grant released earlier this year, there are some areas that are significantly different. Some of the main differences include changes to:

- Provider and Staff Eligibility Requirements
 - The most significant changes are included in these sections
- Funding Categories
- Availability of grant funds
 - **Funding is limited. Funds will be made available on a first come-first serve basis** to providers who submit complete and accurate applications.

General Information

- The WFSG 2.0 Application is **due no later than Tuesday, December 6, 2022** to the ELRC. Applications received at the ELRC with a postmark date after December 6, 2022 will not be eligible.
 - Only **one** application can be submitted from each eligible child care provider location. Providers cannot submit multiple applications due to staffing changes that may occur after an application is submitted.
- It is preferred that **applications be submitted by email** to the ELRC.
- The ELRC should be contacted with any questions or help needed regarding the completion of the *WFSG 2.0 Application*.
 - Inaccurate or incomplete applications will need corrected prior to the application being included on the first come, first served list.
- All grant funds are contingent upon the availability of funds.

Who is Eligible?

Provider Eligibility Requirements

All requirements listed below must be met at the time a provider submits an application:

- Held a regular or initial provisional Certificate of Compliance (CoC) on or before June 30, 2022
 - If there is an ownership or MPI change, the provider must contact the ELRC to discuss;

- Be open and actively providing child care to one or more child(ren) in attendance at the physical child care provider location;
- Has a CoC that is not in a Revocation or Refuse to Renew status with OCDEL Bureau of Certification Services;
- Not be under investigation by the Office of State Inspector General for, or previously convicted of, fraud; and;
- Not had their Child Care Works (CCW) provider agreement revoked due to fraud since the inception of the ELRC.

NOTE: While the above criteria must be met to be eligible to apply for grant funds, all criteria must also be maintained continuously from June 30, 2022 through December 31, 2022 to receive a grant award payment.

- If a temporary closure occurs, the provider must contact the ELRC to discuss next steps.

Staff Eligibility Requirements

Only staff that work at the **physical child care provider location address** of an eligible DHS certified Child Care Center (CCC), Group Child Care Homes(GCCH) or Family Child Care Home (FCCH) may be considered eligible.

For staff to be eligible, the following two criteria **must be met** at the time a provider submits an application, unless otherwise noted:

1. Staff must work at the physical child care provider location a minimum of 15 hours per week (on average); be paid through the employer's payroll; and have state and federal taxes withheld from their paycheck.
 - Eligible staff who work in various locations within a legal entity/organization must only be included on one WFSG 2.0 application. These staff can use their combined work hours to meet the 15 hours per week (on average) criteria. It is the responsibility of the legal entity/organization to determine which location includes these staff on their application. **No staff can receive more than one grant award payment.**
 - Eligible staff must be working at the physical child care provider location not only at the time a provider applies, but also when the provider receives the grant award payment from the ELRC.
 - Any eligible staff who leaves or gives notice of their resignation of employment **after** the provider receives the grant award payment from the ELRC is still considered eligible and must be paid their grant award payment from the provider as outlined in the *Grant Payment and Spending Requirement* section below.

AND

2. Staff must be identified in one of the two categories listed below at the time a provider submits an application, unless otherwise noted:
 - A. **Staff Person.** An employee who is responsible for the direct supervision of a child(ren) **at the physical child care provider location** and is included on the work schedule.

CCC, GCCH and FCCH Directors and Assistant Directors **or** GCCH and FCCH owners/operators are **only eligible** as a Staff Person **if they:**

- meet staff eligibility criteria 1, as outlined above;

- are included on the work schedule to provide direct supervision work a minimum of 15 hours per week (on average); and
- provide direct supervision to a child(ren) a minimum of 15 hours per week (on average) at the physical child care provider location.

NOTE: CCC owners/operators **are not eligible** for WFSG 2.0

OR

B. **Environmental Services Staff.** An employee that provides services for children and families **at the physical child care provider location**; and is not identified on the list below of staff who are not eligible.

CCC, GCCH, and FCCH Directors and Assistant Directors or GCCH and FCCH owners/operators who **do not** provide direct supervision can be included as an Environmental Services Staff as long as they meet staff eligibility criteria 1, as outlined above.

NOTE: CCC owners/operators **are not eligible** for WFSG 2.0

NOTE: Staff working in Pre-K Counts (PKC), Head Start State Supplemental Assistance Program (HSSAP), Head Start (HS), Early Head Start (EHS), and Infant Toddler Contracted Slots (ITCS) Programs are **ONLY** eligible if they:

- work **outside of the PKC, HSSAP, HS, EHS, and ITCS program hours** a minimum of 15 hours per week (on average) at a DHS certified child care location; and
- work at the physical child care provider location, as outlined above in staff eligibility criteria 1 and are identified as, and meet the criteria of, a Staff Person or Environmental Services Staff, as outlined above in staff eligibility criteria 2.

Staff who **are not eligible** to receive WFSG 2.0 grant funds and should not be included on the application:

- Owners of CCC
 - This includes owners who also serve as directors or in any other job role at a physical CCC provider location;
- Executives;
- Administrators;
- Administrative support staff;
- Contracted staff (includes any staff that receives an Internal Revenue Services 1099 form; is not on the employer's payroll; and does not have state or federal taxes withheld from their paycheck);
- Volunteers;
- Staff who work less than 15 hours per week (on average) at the physical child care provider location; and
- Staff who do not work at the physical child care provider location identified on the grant application.

Categories of Funding

1. **Staff Retention.** Eligible providers will request grant funds, as listed below, on behalf of **all existing, eligible staff**. These grant awards are not based on job performance or who a provider thinks should receive the grant awards. Any eligible staff working at the physical child care provider location at the time a provider applies and who meets all staff eligibility criteria must be included on the application.

- **Staff A- Staff Person.** Eligible for a one-time payment of \$2,000 if they meet all staff eligibility criteria.
- **Staff B – Environmental Services Staff.** Eligible for a one-time payment of \$1,000 if they meet all staff eligibility criteria

NOTE: If eligible staff do multiple roles at the physical child care provider location and those roles are in Staff A and Staff B, then the provider should include staff in the group where the majority (50 percent or more) of their work time is spent.

- For example, if a staff person works as a food service staff for 15 hours each week and as an assistant teacher for 25 hours each week at the provider location, then this staff person would be included in Staff A. However, if that staff person works as a food service staff for 25 hours each week and as an assistant teacher for 15 hours each week at the provider location, then they would be included in Group B. If that same staff person would work 20 hours as a food service staff and 20 hours as an assistant teacher each week, then they would be included in Staff A.

2. **Payroll Tax Assistance.** These funds are to offset the 7.65% employer portion of payroll taxes associated with payments to eligible staff included on the application. These funds will be paid to the employer based on the amount of funds awarded to eligible staff identified on the application.

3. **Staff Recruitment.** Eligible providers have the **option** to request these funds to pay for expenses related to recruiting and hiring new staff. This is a **one-time payment** as outlined in the chart below and **cannot** be used for expenses related to any existing staff.

A provider should only request Staff Recruitment funds if they can use the funding to recruit and hire new staff. If a provider does not recruit or hire new staff, then this funding should not be requested on the application.

Allowable uses for Staff Recruitment grant funds include:

- Provide recruitment sign-on bonuses for new employees;
- Pay for advertisement costs for staff vacancies;
- Pay for new employee benefit package costs (such as, healthcare, paid time off, 401K);
- Pay for or reimburse costs for new employee criminal and child abuse clearances;
- Pay for or reimburse costs associated with staff training that is required for new employees; and
- Pay for staffing agency services.

Unallowable uses for Staff Recruitment grant funds include the following:

- Pay for any existing staff expenses;
- Support staff included in the Staff Retention request;
- Pay for existing staff’s employee benefit package costs.;
- Purchase of land, new construction, or major renovations’
- Purchase of gift cards, money orders, gift certificates, travel checks, or any other comparable legal tender;
- Purchase of materials, equipment, or supplies to operate the child care facility;
- Payment of mortgages, utilities, or rental/lease payments for basic facility operations;
- Purchase of alcohol;
- Purchase of vehicles;
- Payment toward staff entertainment, including amusement, diversion, and social activities or any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) that are not professional development related events;
- Costs of membership in civic, community and social organizations (Kiwanis, Lions Club, Rotary, etc.); and
- Purchase of **any** second hand (used) items, including but not limited to those items from individuals, yard sales and auctions.

Staff Recruitment Grant Award Amounts

Child Care Centers		Group Child Care Homes	Family Child Care Homes
<i>Licensed Capacity</i>	<i>Funding Amount</i>	\$625	\$500
999	\$625		
6-26	\$625		
27-38	\$750		
39-49	\$1,000		
50-62	\$1,125		
63-77	\$1,250		
78-93	\$1,375		
94-113	\$1,500		
114-138	\$1,625		
139-180	\$2,000		
181-598	\$2,125		

Grant Award Requirements

Grant funds are limited, so **this is a first come-first serve grant opportunity**. It is possible that not all providers who meet eligibility requirements will be awarded funding. Early submission of an accurately completed application is recommended.

The ELRC will determine the eligibility status of each provider. Each provider will be notified by the ELRC of their eligibility status. If grant funds are no longer available, eligible providers will be placed on a waitlist. If the ELRC receives additional funding from OCDEL, those providers placed on a waitlist may receive grant funds.

Grant Payment and Spending Requirements

Grant payments will be sent to eligible providers by the ELRC between January 1, 2023 and March 17, 2023. The ELRC will provide a timeframe as to when payment will be sent out.

Once payment is received from the ELRC, providers must spend the grant funds as listed below:

- **Staff Retention** grant funds, as outlined above, must be used to supplement eligible staff salaries/wages. These grant funds must be paid in full by the provider, through the employer payroll, to eligible staff that were included on the application. These funds must be used within 45 calendar days of the provider receiving payment from the ELRC.
 - If there is a valid reason that a provider cannot pay staff within the 45 calendar days, the provider must submit a written request to the ELRC explaining why additional time is needed. If the ELRC approves the request, the provider will be notified by the ELRC and will have up to an additional 45 calendar days to pay Staff Retention grant funds to eligible staff.
- **Payroll Tax Assistance** grant funds, as outlined above, must be used to pay the employer's portion of payroll taxes of eligible staff identified on the application within 90 calendar days of the provider receiving payment from the ELRC.
- **Staff Recruitment** grant funds, as outlined above, must be used to pay the employer for expenses incurred between July 1, 2022 and June 30, 2023 related to recruiting and hiring new staff. These funds must be used within 90 calendar days of the provider receiving payment from the ELRC.
 - If there is a valid reason that a provider cannot use Staff Recruitment grant funds within the 90 calendar days, the provider must submit a written request to the ELRC explaining why additional time is needed. If the ELRC approves the request, the provider will be notified by the ELRC and will have up to an additional 90 calendar days to pay Staff Retention grant funds to eligible staff. However, all Staff Recruitment grant funds must be used no later than 180 calendar days after the provider receives payment from the ELRC

If all grant funds are not spent, providers must **return unused grant funds** to the ELRC **by no later than September 30, 2023**.

NOTE: If a provider has eligible staff leave after an application is submitted and **before** the grant payment is made by the ELRC, the provider **must** either shift the funds for that staff from Staff Retention and Payroll Tax Assistance to Staff Recruitment or return the funds to

the ELRC. However, if eligible staff leave or give notice of their resignation of employment **after** the grant payment is received by the provider from the ELRC, then those staff **must** be paid their Staff Retention payment within the required timeframe outlined above.

Grant Reporting Requirements

All providers that receive Work Force Support Grant 2.0 funds must report how grant funds were spent. Providers must keep all documentation of how and when grant funds were spent. Grant Reporting instructions will be sent to eligible providers when the ELRC releases grant payments.

Grant Monitoring Requirements

Providers must keep original receipts for all grant funds for their records for review by ELRCs and state/federal agents who may need to review receipts for auditing/monitoring purposes. All grant related documents must be maintained for 7 years.

- Receipts may exceed the total amount of funds issued with the understanding that the provider is responsible to pay for balances out of their program's operating budget for amounts exceeding the grant award.
- Original receipts must have at a minimum:
 - a purchase date (must be between July 1, 2022 and June 30, 2023);
 - the name of the vendor or supplier;
 - a description of purchased items;
 - the cost of each item and evidence of payment – the receipt must show a balance due or, if paid, a balance due of \$0. If the receipt or invoice shows a balance due, proof of payment must be provided either by cancelled check or a document indicating balance due of \$0;
 - the dollar figures for total purchases must equal or exceed the amounts on the Work Force Support Grant 2.0 Award Letter for each category.
 - Payroll receipts/documentation must also be available for review and include the date of payment and a detailed justification for what and why the additional payment was given to the staff.

All staff grant funds must be processed through payroll and are subject to applicable taxes (processing through IRS 1099 is prohibited).

Provider must adhere to IRS guidelines for employers and be responsible for any employer portion of taxes as awards are distributed.

- If a legal entity is a limited liability corporation (LLC) and must file a Schedule K-1, they must also submit a 1040 Form to document that the appropriate taxes are being paid.
- For Family Child Care Homes that file taxes with a Schedule C, they must also submit a 1040 Form to document that the appropriate taxes are being paid.

Application Instructions

The application submission period is October 24 – December 6, 2022. ***However, funding will be awarded on a first come, first served basis to providers who submit an accurate and complete application.*** Applications should be sent to the ELRC by email (preferred) or

other identified methods found on the *Work Force Support Grant 2.0 Application Submission* document. Applications received with a postmark date after December 6, 2022 will not be eligible for grant funds.

Only **one** application can be submitted from each eligible child care provider location. Providers cannot submit multiple applications due to staffing changes that may occur after an application is submitted. ***All sections of the application below must to be completed.*** If you need assistance completing this application, contact the ELRC.

WORKFORCE SUPPORT GRANT 2.0 APPLICATION

All sections of the application must be accurately completed, signed and dated by the provider.
The completed application must be submitted to the ELRC on or before **December 6, 2022**.
If you have questions or need assistance, contact your ELRC.

SECTION 1: PROVIDER INFORMATION – PLEASE PRINT

Provider Location Name: _____ Provider MPI#: _____

Address: _____
Street Address Apartment/Unit #

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Contact Phone Number: _____

Contact Email Address: _____

SECTION 2: RACE, ETHNICITY, AND GENDER OF THE OWNER/OPERATOR OR DIRECTOR

What is your Race? (check all that apply) Black/African American American Indian/Alaskan Native Asian
 White Native Hawaiian/Pacific Islander Unknown Other _____

What is your Ethnicity? Hispanic Non-Hispanic What is your Gender? _____

SECTION 3: GRANT FUNDING DETERMINATION FACTORS

Use the *Work Force Support Grant 2.0 Information and Requirements* to help clarify the following questions.

1. What is your provider type as identified on your DHS Certificate of Compliance?
 Child Care Center Group Child Care Home Family Child Care Home

2. If you are a child care center – What is your licensed capacity as listed on the Certificate of Compliance? _____

Provider Location Name: _____

Provider MPI#: _____

3. How many eligible staff do you have on your employer payroll in **Staff A for the Staff Retention category?** _____

(Staff A - Staff Person: *An employee who is responsible for the direct supervision of a child(ren) at the physical child care provider location and is included on the work schedule*) **See attached grant Information and Requirements.**

4. List the name and job title of all staff included in your answer to question #3. If more space is needed, include additional staff on the last page of this application.

Staff A Name		Staff A Job Title		Staff A Name		Staff A Job Title	
1				7			
2				8			
3				9			
4				10			
5				11			
6				12			

5. How many eligible staff do you have on your employer payroll in **Staff B, Environmental Services Staff?** _____

(Staff B - Environmental Services Staff. *An employee that provides services for children and families at the physical child care provider location; and is not identified on the list of staff who are not eligible.*) **See attached grant Information and Requirements.**

6. List the name and job title of all staff included in your answer to question #5. If more space is needed, include additional staff on the last page of this application.

Staff B Name		Staff B Job Title		Staff B Name		Staff B Job Title	
1				7			
2				8			
3				9			
4				10			
5				11			
6				12			

7. Do you want the optional Staff Recruitment grant funds? Yes No

- These funds can only be used on allowable expenses, outlined in the Instructions and Requirements, to recruit and hire new child care staff
- These funds **cannot** be used for any existing staff expenses

8. Do any staff identified in questions 4 and 6 work at more than one location? Yes No

Provider Location Name: _____

Provider MPI#: _____

SECTION 4: ATTESTATION

I understand by selecting “Yes” or “No” to the following questions, I am attesting that my answers are true.

<p>I have completely reviewed the Work Force Support Grant 2.0 Provider Information and Requirements and understand that by accepting grant funds, I must follow ALL grant requirements and must do the following:</p> <ul style="list-style-type: none"> • Only use grant funds on allowable costs and eligible staff. • Process and issue staff payments through payroll. • Keep a record of how grant funds were used. • Report how grant funds were used to the ELRC. • Return unused funds to the ELRC. • Repay grant funds to the ELRC if all Reporting Requirements are not met. 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Did you hold a Regular or Initial Provisional Certificate of Compliance on or before June 30, 2022?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Are you open and actively providing child care to one or more child(ren) in attendance at your provider location at the time you submit this application?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Is your Certificate of Compliance in a Revocation or Refuse to Renew status with OCDEL’s Bureau of Certification Services at the time you submit this application?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>At the time you submit this application:</p> <ul style="list-style-type: none"> • are you under investigation by the Office of State Inspector General for fraud? or • have you been convicted of fraud? or • has your Child Care Works provider agreement been revoked due to fraud? <p>If you answered “Yes” to any one of these questions, then select “Yes.”</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

5. AFFIDAVIT, SIGNATURE, AND RECORD MAINTANANCE/MONITORING INFORMATION

Affidavit: *An affidavit is a sworn statement of fact. By signing this affidavit, you are saying that the information you entered in this form is true. The affidavit is the legal way to swear that your statements are fact. Your signature below validates the information you entered on the form as true, correct, and complete to the best of your ability, knowledge, and belief. You also agree that you understand that your information may be shared with the Office of the State Inspector General or other local, state and federal agencies, as mentioned in bold print below. Further, you agree that you understand that the penalty for false swearing (affirming false information to mislead a public servant) is a misdemeanor of the third degree pursuant to Section 4903(b) of the Criminal Code and that you can be penalized by fine, jail, prison, subsidized child care ineligibility, or a mixture of these four for making any false statements.*

Signature: _____

Date: _____

Providers must keep original receipts for their records for review by the ELRC and local/state/federal agencies who may need to review receipts for auditing/monitoring purposes. All grant-related documents must be maintained for seven years, including receipts for how the grant funds were used. Providers must cooperate and participate in reporting and monitoring activities upon request by ELRCs or local, state, or federal agencies.

Provider Location Name: _____

Provider MPI#: _____

Staff A Name	Staff A Job Title	Staff A Name	Staff A Job Title
Staff B Name	Staff B Job Title	Staff B Name	Staff B Job Title