



July 11, 2022

**Child Care Center Manual Procedure Letter No. 39**  
**Child Care Day Camp Manual Procedure Letter No. 10**  
**Child Care In-Home Aide Manual Procedure Letter No. 14**

**TO: All Child Care Center Manual Holders**  
**All Child Care Day Camp Manual Holders**  
**All Child Care In-Home Aide 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 letters:**

**Child Care In-Home Aide Manual Procedure Letter No. 13**

**Child Care Center Manual Procedure Letter No. 38**

**Child Day Care Manual Procedure Letter No. 9**

### **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 134<sup>th</sup> 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 to the following program types: ODJFS regulated child care centers, approved day camps and in-home aides (IHA), as well as Ohio Department of Education (ODE) licensed preschool (PS) and school-age (SA) programs that are approved to provide publicly funded child care (PFCC). ODJFS regulated child care programs do not need to be participating in PFCC to be eligible to apply for these sub-grants, however, ODE programs must be approved to provide PFCC at the time of application.

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

**Payment**

Payments are based on the program's license capacity on June 28, 2022 for child care centers, and for ODE PFCC PS and SA programs, using the formula below which consists of a base payment determined by program type plus an additional per child dollar amount. License capacity requests must have been submitted in the Ohio Child Licensing and Quality System (OCLQS) before June 14, 2022. If a program is licensed after that date, the maximum funding amount is based on the capacity at the time of licensure. Programs total sub-grant maximum funding amounts will not exceed \$1,100 x total license capacity. Maximum funding amounts for ODJFS approved day camps and in-home aide providers do not include a per child amount.

**Base payment + (per child amount x program capacity) = Maximum Funding Amount**

**Example-** A medium-sized center with a license capacity of 80 children would receive a base payment of \$50,000 plus \$88,000 (the per child amount of \$1,100 multiplied by 80) to equal the total amount of \$138,000.

The charts below indicate the maximum funding amounts by program type:

Program Type	Base Payment	Per Child Amount by License Capacity (as of 6/28/2022)
Centers - XX Large (200+)	\$50,000	\$1,100
Centers - X-Large (151- 199)	\$50,000	
Centers - Large (100 - 150)	\$50,000	
Centers - Medium (50 to 99)	\$50,000	
Centers - Small (49 or less)	\$50,000	

Program Type	Maximum Funding Amount
Approved Day Camps	\$50,000
In-Home Aides	\$10,000

### **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](http://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.

<b>Phase</b>	<b>Application Period</b>	<b>Expense Period</b>	<b>Reconciliation Due</b>
3	July 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/certified/approved by ODJFS or ODE PFCC.

2. In “Open” status as verified in OCLQS and serving children. A temporarily closed child care center 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 Ohio Administrative Code (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 [www.occrpa.org](http://www.occrpa.org).

### **Sub-Grant Opportunities**

***Operating/New Pandemic Costs Sub-Grant (Centers, Approved Day Camps, IHA, and ODE PFCC PS and SA):*** Child care programs 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 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. 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 (Centers, Approved Day Camps, and ODE PFCC PS and SA):*** 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 (Eligible program types are noted by each 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 (Centers or Approved Day Camps), 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 (Centers)
- Increasing technology access by purchasing technology and new equipment for learning and development (Centers)
- 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.) (Centers, Approved Day Camps, IHA, ODE PFCC SA programs)
- Engaging in the expansion of programming to include therapeutic child care by partnering with an Ohio Mental Health and Addiction Services (OhioMHAS) certified community mental health agency to provide ongoing mental health services to children and staff. Child care programs identified by the community mental health agency to participate in the pilot program will enter into a partnership agreement/MOU with the community mental health agency. This includes community mental health agencies that operate a child care program. All selected child care programs will implement therapeutic child care built upon evidence-based mental health practices. (Centers)

***Mental Health Workforce and Family Support Sub-Grant: (Centers and ODE PFCC PS and SA)*** Programs may use sub-grant funds to support costs related to the mental health and well-being of their children and employees. This sub-grant can be used for the following:

- Coaching, training, local team building, resiliency, stress reduction and developing staff in mental health and social-emotional development topics
- Organizing stress reduction and wellness experiences for children
- Addressing staffing patterns and schedules to support staff mental health
- Purchasing program materials, and supplies to promote mental health and social-emotional learning in the classroom
- Providing family engagement activities to strengthen mental health and wellness, like take-home toolkits and family game nights
- Providing childhood mental health supports (e.g., infant/toddler and early childhood mental health consultation services, targeted programming, etc.)
- Utilizing the Mental Health Bridge to expand access to mental health services for children and their caregivers in ODJFS licensed centers. This includes an online referral tool for setting up ongoing treatment services for children and their families delivered by community-based mental health agencies. Services may include sessions held at the child care center, clinical office, community, or via telehealth. Sub-grant funds may be used for

creating private, comfortable, HIPPA-compliant spaces within child care centers for families and staff to use for telehealth services, purchasing technology for telehealth mental health services, including tablets for real-time medical assessments and assisting with fees for telehealth services obtained for children and staff. Additionally, the Mental Health Bridge offers child care professionals opportunities aimed at addressing the child's challenges via developmentally appropriate behavior management approaches prior to referral, classroom consultation, various online resources and tools, as well as numerous training sessions through the OPR. (ODJFS Centers)

### **Questions**

Please contact OCCRRA with questions at [support@occrra.org](mailto:support@occrra.org) or 1-877-547-6978.