

# American Rescue Plan Funding for Child Care

Grant Overview, Application Instructions, and payment reconciliation



# Webinar Overview

In this four-part session, we will cover:

- Part 1: Introduction and grant overview
- Part 2: Allowable Expenses and auditing
- Part 3: Step-by-step instructions for applying and reconciliation
- Part 4: FAQ and technical assistance

# Part 1: Introduction and Grant Overview



# Background

- Kentucky child care providers have continued to provide crucial child care services for families during COVID 19.
- In March 2021, the federal government passed the American Rescue Plan Act (ARPA), which provides billions of dollars in new child care funding to states. In Kentucky over 470 Million dollars was designated for child care sustainability payments for eligible child care providers.
- Information related to ARPA may be found at:  
<https://childcareta.acf.hhs.gov/child-care-stabilization-grants-child-careproviders>  
Information regarding Kentucky ARPA distribution can be found at:  
<https://chfs.ky.gov/agencies/dcbs/dcc/Pages/default.aspx>

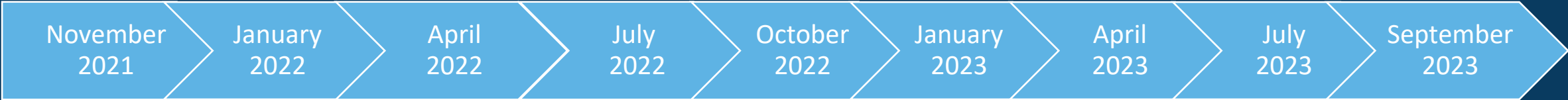
# Administration



- DCC will be partnering with Public Consulting Group (PCG) to supervise the stabilization payments, provide technical assistance and perform audits.
- You can receive technical assistance by reaching out to PCG at [KYARPAGrants@pcgus.com](mailto:KYARPAGrants@pcgus.com) or calling **888-805-1074** Monday through Friday 8:30 a.m. to 5:30 p.m. ET.
- We want to recognize that there are still payment issues we are working together to resolve for the November 2021 quarterly payment. We are committed to making sure payments are correct for every Kentucky child care provider and you will receive more information about this in the coming weeks.

# Disbursement

- Nine stabilization payments will be made to child care programs throughout Kentucky beginning in November 2021.
- Payments will be made quarterly for November 2021, January 2022, April 2022, July 2022, October 2022, January 2023, April 2023, July 2023, and September 2023.
- \$49.6 Million will be reserved for each grant period for the programs that apply for each funding round.



# Program Eligibility

- Child care programs must have been open and serving children by **March 11, 2021** (licensed, certified, or registered providers).
- Licensed and certified child care programs must participate in the All-STARS program in order to receive stabilization grants.
- Child care programs must be eligible to accept children on the Child Care Assistance Program in order to receive funding from the American Rescue Plan.

# Program Eligibility

- Child care programs must be OPEN and serving children, unless they have been temporarily closed by the health department due to a COVID outbreak and quarantining.
- Half-day child care programs (that are open for less than 25 hours per week) will receive funding that is pro-rated at 50% of the allotment for full-day child care programs.
- Programs that operate on the school year calendar and close temporarily in the summer will miss the July 2022 and July 2023 payments.



# Program Eligibility

- Child care providers receiving the American Rescue Plan funds must sign a contract outlining the requirements of the funding and must fill out the monthly data sheet for their program.
- Child care providers receiving the American Rescue Plan funds must complete a monthly data sheet by the **5<sup>th</sup> of each month, beginning on January 5<sup>th</sup>, 2022.** The data sheet will include data on enrollment, staff turnover, and other key data points. The link for the monthly data sheet will be emailed to all providers on the 15<sup>th</sup> of the previous month.

# Tier System

- Tier 1 (introductory pay rate based on program capacity as of March 11<sup>th</sup>):
  - ✓ Meets minimum labor cabinet requirements
  - ✓ Meets minimum child care regulatory requirements
  - ✓ Participates in the All-STARS program
- Tier 2 (pay rate based on capacity with an additional 10% funding):
  - ✓ Starting pay at \$10/hour or higher
- Tier 3 (pay rate based on capacity with an additional 20% funding):
  - ✓ Starting pay at \$13/hour or higher

# Tier System

- If you are not currently using the pay scale you applied for (Tier 2 or 3), then you have four months after receiving the award to provide documentation that raises have been provided and the requirements of the tiered system are in place.
- Payments received will be the total amount each quarter with the 10% or 20% already calculated and included in payments.

# Part 2: Allowable Expenses and Auditing Guidance



# Allowable Expenses

## Funds may be used for....



Personnel costs, employee benefits, premium pay, costs for recruitment and retention



Rent, mortgage obligation, utilities, insurance and facility maintenance or improvements



PPE, sanitization supplies and professional development related to health and safety



Updates to equipment to respond to COVID-19



Goods and services necessary to maintain or resume services



Mental health supports for children and employees



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# Auditing

Auditing will be implemented by Public Consulting Group. Audits are scheduled to begin in **March 2022**. PCG will walk you through this process. There are a few things you can do right now.

- Keep records of funds as soon as you receive and begin spending the funds. Receipts can be stored digitally and/or physically.
- Providers receiving tier 2 or tier 3 payments must provide payroll documentation for 4 months. This can be emailed to [KYARPAGrants@pcgus.com](mailto:KYARPAGrants@pcgus.com)

Please include the program name and provider ID in the subject line of all emails.

# Part 3: Step by Step Application and Payment Reconciliation Survey Instructions



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# Applications

Payment Month	Application Release Date	Provider Application Cut-Off Date	Payment Date
November 2021	October 2021	November 8, 2021	Late November 2021
January 2022	December 2021	January 5, 2022	Late January 2022
April 2022	March 2022	April 1, 2022	Late April 2022
July 2022	June 2022	July 1, 2022	Late July 2022
October 2022	September 2022	October 1, 2022	Late October 2022
January 2023	December 2022	January 1, 2023	Late January 2023
April 2023	March 2023	April 1, 2023	Late April 2023
July 2023	June 2023	July 1, 2023	Late July 2023
September 2023	August 2023	September 1, 2023	Late September 2023



# Applications

We are currently accepting applications (contracts) for the following programs:

- Programs who made a mistake on their initial application and need to correct it. An example would be a program who selected the wrong tier.
- Programs who have never applied for the grant but are eligible.
- Programs who would like to change tiers.

Once a child care program applies, it will not need to reapply unless it wishes to change tiers.

If you completed your application correctly, but your payment was incorrect you do not need to reapply.

# Step by Step Application Instructions

The Application link will be sent out today, Friday December 10<sup>th</sup> with the KY ARPA Payment Reconciliation survey and the link for the Application.

If you have not received an application by email and need to complete one please reach out to us at [KYARPAGrants@pcgus.com](mailto:KYARPAGrants@pcgus.com)

In the subject line of the email please include your provider ID and program name.

If you have questions about your application completion you may also call us at **888-805-1074** Monday through Friday 8:30 a.m. to 5:30 p.m. ET.



# Step by Step Application Instructions

Complete the top line with your full name.  
Complete the line below it with your email address on file with DCBS



**PowerForm Signer Information**

Fill in the name and email for each signing role listed below.  
Signers will receive an email inviting them to sign this document.  
Please enter your name and email to begin the signing process.

**Child Care Provider**

**Your Name: \***

**Your Email: \***

Please provide information for any other signers needed for this document.

**Dept. for Community Based Services/Division of Child Care**


**Name:**

**Email:**

# Step by Step Application Instructions

An email will be sent to the email you entered on the first screen. You will receive within 10 minutes

Please enter the access code to view the document


 **Brett Wooten**  
Kentucky CHFS – Department for Community Based Services

An email has just been sent to your email address with a special validation code in it. To proceed to sign your documents please open your email, and enter the code into the box below. Keep this browser window open while you get your email.

Access Code:  [Show Text](#) [I NEVER RECEIVED AN ACCESS CODE](#)

This email will contain a validation code you need to enter in the application.

**DocuSign**

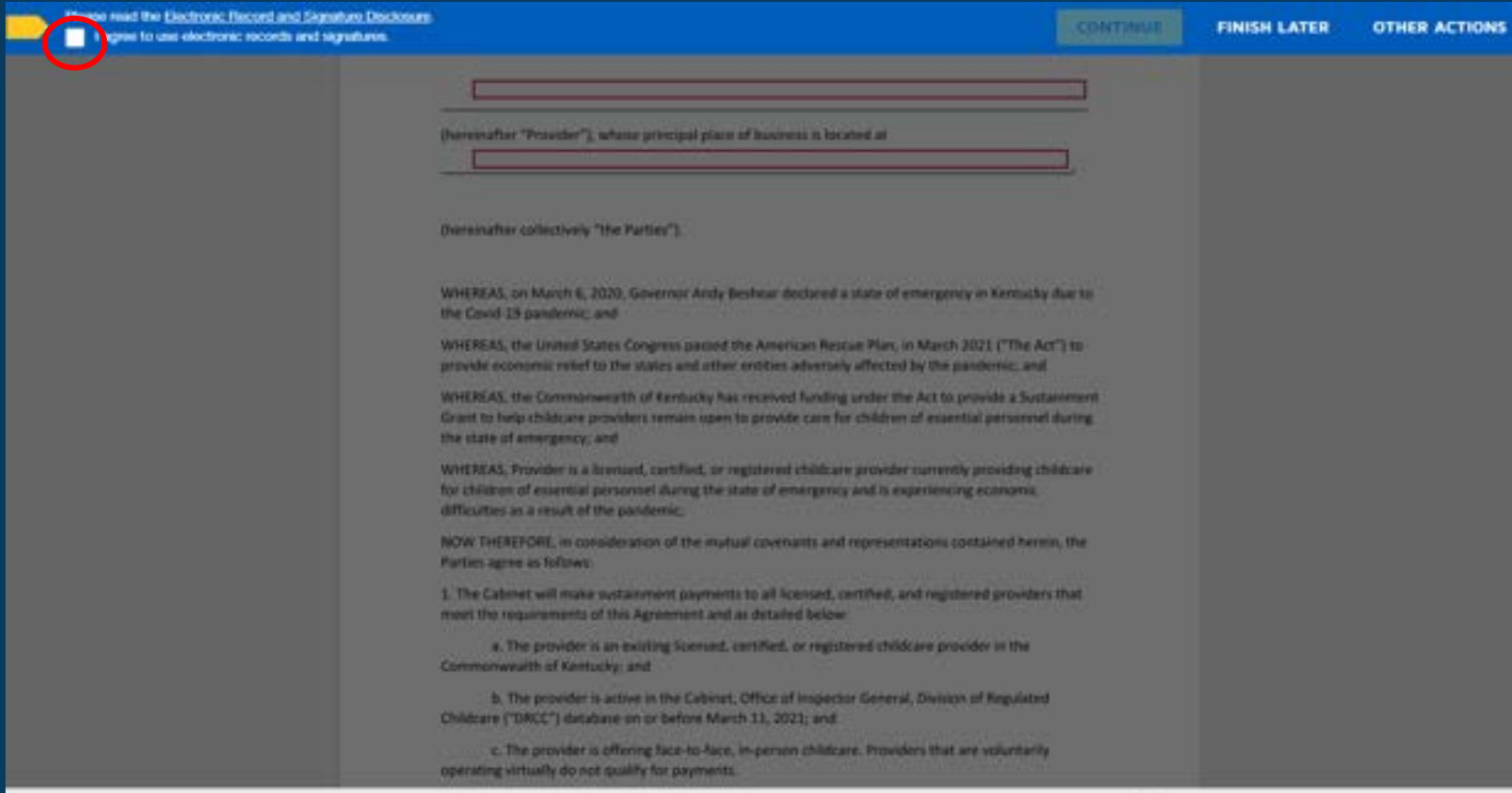


Signing validation code: 7bdac8e4

**RESUME SIGNING**

# Step by Step Application Instructions

Select the box to agree to use electronic records and signatures



Please read the Electronic Record and Signature Disclosure.  I agree to use electronic records and signatures.

[CONTINUE](#) [FINISH LATER](#) [OTHER ACTIONS](#)

(hereinafter "Provider"), whose principal place of business is located at

(hereinafter collectively "the Parties").

WHEREAS, on March 6, 2020, Governor Andy Beshear declared a state of emergency in Kentucky due to the Covid-19 pandemic; and

WHEREAS, the United States Congress passed the American Rescue Plan, in March 2021 ("The Act") to provide economic relief to the states and other entities adversely affected by the pandemic; and

WHEREAS, the Commonwealth of Kentucky has received funding under the Act to provide a Sustainment Grant to help childcare providers remain open to provide care for children of essential personnel during the state of emergency; and

WHEREAS, Provider is a licensed, certified, or registered childcare provider currently providing childcare for children of essential personnel during the state of emergency and is experiencing economic difficulties as a result of the pandemic;

NOW THEREFORE, in consideration of the mutual covenants and representations contained herein, the Parties agree as follows:

1. The Cabinet will make sustainment payments to all licensed, certified, and registered providers that meet the requirements of this Agreement and as detailed below:
  - a. The provider is an existing licensed, certified, or registered childcare provider in the Commonwealth of Kentucky; and
  - b. The provider is active in the Cabinet, Office of Inspector General, Division of Regulated Childcare ("DRCC") database on or before March 11, 2021; and
  - c. The provider is offering face-to-face, in-person childcare. Providers that are voluntarily operating virtually do not qualify for payments.



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# Step by Step Application Instructions

Complete the top line with your full name.  
Complete the line below it with your business address.

START

Design Envelope ID: D7AF4EC1-0236-48E4-801A-B7AFT5A8709

DESIGNATION DOCUMENT ONLY  
PROVIDED BY DOCUMENT ONLINE SIGNING SERVICE  
890 5th Ave, Suite 1700 - Seattle - Washington 98104 • (206) 219-0200  
www.docuSign.com

### CHILDCARE PROGRAM AGREEMENT

THIS AGREEMENT is entered by and between the Commonwealth of Kentucky, Cabinet for Health and Family Services, Department for Community Based Services, Division of Child Care (hereinafter "Cabinet"), and

\_\_\_\_\_

(hereinafter "Provider"), whose principal place of business is located at

\_\_\_\_\_

(hereinafter collectively "the Parties").

WHEREAS, on March 6, 2020, Governor Andy Beshear declared a state of emergency in Kentucky due to the Covid-19 pandemic; and

WHEREAS, the United States Congress passed the American Rescue Plan, in March 2021 ("The Act") to provide economic relief to the states and other entities adversely affected by the pandemic; and

WHEREAS, the Commonwealth of Kentucky has received funding under the Act to provide a Sustainment Grant to help childcare providers remain open to provide care for children of essential personnel during the state of emergency; and

WHEREAS, Provider is a licensed, certified, or registered childcare provider currently providing childcare for children of essential personnel during the state of emergency and is experiencing economic difficulties as a result of the pandemic;

NOW THEREFORE, in consideration of the mutual covenants and representations contained herein, the Parties agree as follows:

1. The Cabinet will make sustainment payments to all licensed, certified, and registered providers that meet the requirements of this Agreement and as detailed below:
  - a. The provider is an existing licensed, certified, or registered childcare provider in the Commonwealth of Kentucky; and

# Step by Step Application Instructions

h. If the provider only offers half-day child care services (child care services for less than 5 hours per day), then the award amount will be pro-rated by fifty percent.

i. If the provider operates only during the school year calendar, then payments issued in June or July will be subtracted from the total award amount.

j. If the provider is in an emergency suspension status or appealing a revocation, then the provider will not receive payments issued during the time of suspension or revocation.

k. However, a provider that would otherwise meet the requirements of Section 1 but is required by a local health department to temporarily close in order to comply with COVID-19 health and safety guidelines, shall still qualify for payments.

3. The Cabinet will issue payments to licensed and certified childcare programs based on licensure/identification capacity as reported to the DRCC by March 11, 2021. The Cabinet will issue payments to registered providers based on subsidy enrollment.

4. The Cabinet will issue nine stabilization payments to the Provider prior to September 30, 2023, in accordance with Section 1 of the agreement.

5. The Provider receiving the American Rescue Plan funds must complete a monthly data sheet and send it to the third party vendor by the 5<sup>th</sup> of each month. The data sheet will include data on enrollment, staff turnover, and other key data points.

6. The Provider will be offered payments based on a three-tier system:

a. The first, introductory tier will require the Provider to meet minimum labor cabinet requirements, minimum child care regulatory requirements, and to participate in the Kentucky **AS STARS** program. The pay rate for the Provider's award will be based on the program capacity for certified and licensed child care programs. For registered providers, the payment will be based on the enrollment at the time of the award.

b. The second tier of payment will require the Provider to meet the requirements in 5.a., and in addition, the minimum pay rate for all employees in the child care program (including kitchen, office, and janitorial staff) must be a minimum pay rate of \$13/hour. Licensed and certified tier 2 participants will receive payment based on capacity with an additional ten percent of the award. Registered providers in Tier 2 will receive payment based on their current enrollment with an additional ten percent added to the award.

c. The third tier of payment will require the Provider to meet the requirements in 5.a., and in addition, the minimum pay rate for all employees in the child care program (including kitchen, office, and janitorial staff) must be a minimum pay rate of \$13/hour. Licensed and certified tier 3 participants will receive payment based on capacity with an additional twenty percent of the award. Registered providers in Tier 3 will receive payment based on their current enrollment with an additional twenty percent added to the award.

d. If the Provider has the ability to move tiers during the award periods, there is a rolling application deadline to move from one tier to another.

e. The Provider may move from one tier to another throughout the award period, the amount of the award will vary from payment to payment. The Provider must meet the 30-day cut-off date for the application of each tier in order for the Cabinet (and third party vendor) to total amount of each payment.

f. The Provider must provide documentation, such as payroll records, to verify eligibility for Tier 2 or Tier 3 payment.

g. If the Provider does not currently pay staff members in accordance with Tier 2 or Tier 3 payment, then the Provider can still apply for Tier 2 or Tier 3; however, the Provider will have to show payroll documentation within four months of the award to show that staff salaries have increased to Tier 2 or Tier 3 status.

7. The Provider can apply in October 2021 in order to be eligible for the first round of payments. Then, prior to each payment, there is a rolling application time frame for the Provider to switch to a different tier, if desired. The cut-off date for application would be 30-days prior to the beginning of the funding month. The per-child amount will be determined 15 days after the application period ends. Once the Provider applies for an initial application in October 2021, the Provider will not need to reapply unless it wishes to move to a higher or lower tier.

8. Each payment is conditioned upon the Provider meeting the requirements of this Agreement. Prior to payment, the Cabinet will examine the DRCC database (or any other available material) to ensure that the Provider is still operating and continues to meet the requirements of this Agreement.

9. The Provider shall use a portion of these payments to pay of each Provider employee who is currently providing childcare to essential employees. These employee payments may be in the form of salary, salary increases, hiring bonuses, retention bonuses, or hazard pay. The Provider shall detail and document compliance with this requirement and shall secure written verification from each employee that he or she has received payment. The Cabinet reserves the right to confirm with each employee that payment has been made.

10. Payments may also be used for "fixed expenses," including but not limited to, facility rent or mortgage, facility utilities, insurance premiums, personal protective equipment, cleaning supplies, and food. The Provider may also use payments to make updates to equipment necessary to respond to COVID-19 requirements and protocols. Along with personal protective equipment, the Provider may use funds for training and technical assistance on health and safety practices.

11. The Provider may use the awards to purchase materials for social/emotional curriculum activities and curriculum used in the school to benefit the students. The Provider shall detail and document these expenditures and keep documentation for verification.

12. If the Provider obtained loan financing during the declared state of emergency in order to continue to operate, payments may be used toward the repayment of this loan. Any payments used in this manner shall be documented and retained by the Provider.

13. The Provider agrees that it shall not use any portion of the payments as detailed below: a. Payments cannot be used for the creation of new programs or for the expansion of existing programs; and b.

Payments cannot be used for "elective expenses," including but not limited to elective facility repairs, new furniture, or new playground equipment.

14. If the Provider elects not to receive or use any portion of the payments, the Provider shall document and mail this decision to the DCC.

15. In the event the Provider closes or ceases to operate, the Provider shall return any unused funds to the Cabinet.

16. The Provider agrees that payments shall not be transferred to any third party. In the event the Provider is purchased prior to the completion of the sustainment payments, the Provider shall return any unused funds to the Cabinet. The new purchasing entity shall not be entitled to any of the Provider's remaining sustainment payments.

17. The Provider agrees to use all payments in accordance with this Agreement. The Cabinet will use a third party vendor to audit the purchases of the Provider. The Provider agrees that if the Cabinet determines that any portion of the payments has not been used in accordance with this Agreement, that any amount identified is an overpayment and shall be returned to the Cabinet.

18. The Provider agrees to document the use of the payments in accordance with this Agreement. The Cabinet reserves the right to conduct an audit to determine the Provider's compliance with the Agreement. The Provider shall cooperate with the Cabinet in the event of an audit and shall make all documentation available upon request. The Provider shall retain all documentation for a minimum of five (5) years after September 30, 2023. The Provider agrees that if the Cabinet determines that any payment has not been properly documented and/or not retained, this shall result in an overpayment and the identified amount shall be reimbursed to the Cabinet.

19. The Provider agrees that the payments referenced herein are grants and that it is not entitled to any additional sums.

20. The Provider acknowledges that all payments are conditioned upon the availability of federal funds.

21. This Agreement represents the entire understanding of the Parties and the Parties acknowledge that there are no promises, terms, conditions, obligations, or commitments other than those contained herein. This Agreement supersedes all previous or contemporaneous communications, representations, or agreements of the Parties, whether verbal or written. The Provider acknowledges that it has not been induced to execute this Agreement by any promise, threat, representation, or other communication from any source not expressly stated herein.

22. This Agreement shall be binding upon the Parties, their Affiliates, successors, and assigns.

23. A waiver of any of the terms of this Agreement shall not be valid unless in writing and signed by an authorized representative of the waiving Party.

24. This Agreement may only be modified by a writing signed by authorized representatives of all Parties.

25. This Agreement shall be construed and enforced in accordance with the laws and regulations of the Commonwealth of Kentucky. The Parties agree that the exclusive jurisdiction and venue for any action at law, suit in equity, or other judicial proceeding for the enforcement hereof shall be in the location



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Carefully read each page of  
the application.

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# Step by Step Application Instructions

First Complete:

- Job title
- Licensure #
- Tier

Then Click  
on the  
Yellow  
"Sign"  
box


according to the plain meaning hereof and without resort to any canon of construction interpreting the Agreement against its drafter.


26. There are no third-party beneficiaries, express or implied, to this Agreement.

27. The Parties hereto acknowledge that each of them has read this Agreement, fully understands his, her, or its rights, privileges, and duties under this Agreement, and executes and delivers this Agreement freely and voluntarily. The Parties further acknowledge that each of them has had the opportunity to consult with an attorney to explain the terms of this Agreement and the consequences of signing.

28. Nothing contained herein shall be construed to waive the inherent sovereign immunity of the Commonwealth of Kentucky.

IN WITNESS HEREOF, the Parties have executed this Agreement:

Provider 

By: 

Name: Jessica Decker


Title:

Date: 11/2/2021

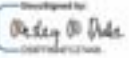
Licensure#

Tier 1  Tier 2  Tier 3

CHFS Cabinet Approval:

Developed by:   
eric.friedlander  
Secretary  
11/16/2021 | 3:36 PM EST

Approved as to form and legality:

Developed by:   
wesley.w.duke  
General Counsel  
11/15/2021 | 2:27 PM EST



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# Step by Step Application Instructions

Select your signature style, if desired.

Click adopt and sign

### Adopt Your Signature

Confirm your name, initials, and signature.

\* Required

Full Name\*  Initials\*

**SELECT STYLE** DRAW UPLOAD

PREVIEW [Change Style](#)

DocuSigned by:  
Jessica Decker  
B7D55CFA3AAF481...

DS  
JD

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

**ADOPT AND SIGN** CANCEL



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# Step by Step Application Instructions

- After you submit your application, you will have the option to download it.
- You will also receive an email confirming your application was received and an email when your application has been approved.
- If your application needs revision you will receive an email from PCG with instructions to make revisions.

# Payment Reconciliation

- Kentucky recognizes the importance of every provider receiving the correct payment.
- They would like for every provider that received a payment to take a short survey to confirm that their payment was correct or to provide updated information to be used to calculate future payments and reconcile the last payment.
- If you should have received a payment but did not, or need instructions on how to return a payment, please reach out to our inbox at [KYARPAGrants@pcgus.com](mailto:KYARPAGrants@pcgus.com)

# Payment Reconciliation Survey Instructions

When you click the link, this is the screen that will pop up.

You will enter your CLR Number and click on Auto Complete Fields. This will populate your provider information that is on file.

## KY ARPA Payment Reconciliation

The purpose of this survey is to resolve payment related issues from the first round of grant funding and to remedy any incorrect data we may have for your provider agency.

Please review the information below regarding your first payment and confirm whether each criteria outlined is correct. If there are pieces of information that are incorrect, please provide us with the correct information.

If you have any questions about this process, please contact Public Consulting Group (PCG) at [KYARPAGrants@pcgus.com](mailto:KYARPAGrants@pcgus.com) or 888-805-1074.

Please enter your CLR Number below. **This field is case sensitive, so please enter a capital "C", "L", or "R" before the numeric value.**

CLR Number:

Provider Name:



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# Payment Reconciliation Survey Instructions

The form will ask you about your hours of operation. Use the drop-down menu to select your hours.

Below are your Hours of Operation that we have on file:

Are your Hours of Operation correct? \*

Is the program associated with this CLR Number a summer program? \*

Is the program associated with this CLR Number a before and/or after-school program? \*

Are you open Morning and/or open again in the Evening

Please enter your Hours of Operation using the table below. Please enter N/A for any days that you are not open. \*

	Monday open	Monday closed	Tuesday open	Tuesday closed	Wednesday open	Wednesday closed	Thursday open	Thursday closed
Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Payment Reconciliation Survey Instructions

If you are a before or after school program you will have a table with additional drop-down options.

There is **1** error in this page. Please correct it before moving on. [See Errors](#)

Is the program associated with this CLR Number a before and/or after-school program? \*

Yes ▾

Are you open Morning and/or open again in the Evening

Please enter your Hours of Operation using the table below. Because you indicated that you are a before and or after school program please provide open and closed hours for each day and shift. Please enter N/A for any shift that you are not open. \*

	Monday Morning Shift	Monday Evening Shift	Tuesday Morning Shift	Tuesday Evening Shift	Wednesday Morning Shift	Wednesday Evening Shift	Thursday Morning Shift	Thursday Evening Shift
Open	5:30 / ▾	4:00 / ▾	▾	▾	▾	▾	▾	▾
Closed	7:00 / ▾	6:00 / ▾	▾	▾	▾	▾	▾	▾

Every cell is required.



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# Payment Reconciliation Survey Instructions

Your capacity will be auto generated, to what was on file on March 11<sup>th</sup>, 2021. This is your **capacity** not **enrollment**. Select No and enter the correct number if incorrect.

**Capacity:**

Payments to childcare programs are based on licensure/certification capacity as reported to the DRCC by **March 11, 2021**.

Licensure/certification capacity as reported to the DRCC by March 11, 2021:

Is your Capacity from March 11, 2021 correct? \*

Correct Capacity as of March 11, 2021: \*



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# Payment Reconciliation Survey Instructions

Your Tier will be auto generated. If it is not correct, please choose one of the reasons why.

**Tier:**

Please find below the per child amounts for the initial payment and a detailed description of Tier levels.

Tier 1	Tier 2	Tier 3
\$353.30	\$388.63	\$423.95

**Tier 1** (introductory pay rate based on program capacity):  
Meets minimum labor cabinet requirements  
Meets minimum child care regulatory requirements  
Participates in the All-STARS program

**Tier 2** (pay rate based on capacity with an additional 10% funding):  
Starting pay at \$10/hour or higher for all staff

**Tier 3** (pay rate based on capacity with an additional 20% funding):  
Starting pay at \$13/hour or higher for all staff.

Tier submitted with initial application in October/November 2021

Is this the Tier level that you submitted on your October/November application? \*

Is this the Tier level you intended to submit on your October/November application? \*

At the top of this page, you will find the total amount paid for each child, for the November round of funding.





# Payment Reconciliation Survey Instructions

1. Review your responses
2. Click Yes
3. Click Submit

All of the information entered above is true and accurate to the best of my knowledge. \*

Yes

Save

Submit



**Thank You!**

Your submission has been received.

# Payment Survey Instructions

You will receive an email with your responses. If you do not see it, please check your junk or spam mail.

**KY ARPA Payment Reconciliation**

Provider Name: Jessica  
CLR Number: 1023  
Is your CLR Number correct? Yes  
Hours of Operation: Full Time  
Are Hours of Operation correct? Yes

Please enter your Hours of Operation using the table below. Please input time using the following format: 3:00.

	Monday AM	Monday PM	Tuesday AM	Tuesday PM	Wednesday AM	Wednesday PM	Thursday AM	Thursday PM	Friday AM	Friday PM	Saturday AM	Saturday PM	Sunday AM	Sunday PM
Week	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8	8	8	8	8	8

Is the program associated with this CLR Number an after-school program? Yes  
Is the program associated with this CLR Number a summer program? Yes  
Licensure/certification capacity as reported to the DRCC by March 11, 2021: 34  
Is your Capacity from March 11, 2021 correct? No  
Correct Capacity as of March 11, 2021: 35  
Tier submitted with initial application in October/November 2021: 1  
Is this the Tier level



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# Part 4: FAQ and Technical Assistance



# FAQ



**Do I have to have CCAP children enrolled to receive this grant?**

No, but you do need to have the ability to accept CCAP children.

**How do I know who is counted in my payroll?**

Staff includes substitutes, high school students, cleaning or food prep staff, or anyone on payroll. It does not include contracted positions.

**How do I know my grant award amount?**

\$49.6 Million will be reserved for each grant period for the programs that apply for each funding round. The payment amounts could vary each time due to facilities changing tiers. The payment amounts will not be known until after all applications are received. We will not know the amount per child until after the application period closes.

# FAQ



## Is there a date when the funds must be spent?

There is not an end date on when the funds must be spent.

## How will facility closures be addressed?

If you must close your center before payments have ended, any unused funds will have to be paid back to the Division of Child Care.

Payments shall not be transferred to any third party. In the event the provider is purchased prior to the completion of the sustainment payments, the provider shall return any unused funds to the Cabinet. The new purchasing entity shall not be entitled to any of the provider's remaining sustainment payments.

Your payment will not be affected if you are closed for vacations or holiday breaks.

## Are centers required to accept these funds?

No, a program is not required to accept these funds, though we highly recommend you do to assist with sustainability of your business.

# FAQ

**Do you have to pay taxes on the funds?**

Yes, these funds are taxable.

**What do we do when funds run out and we are not able to continue paying staff \$13 per hour?**

We understand this concern. We are hopeful more funding becomes available. We also want to be able to use the data collected from this project to show that the increase in funding is vital to keep providers open.

**Are programs required to teach, or abstain from teaching, any specific curriculum to receive grant funds?**

No, there are no curriculum requirements to receive grant funds.



# FAQ



**How will I receive my grant funds? How do I update my bank account information?**

Funds will be deposited into the bank account on file with DCC. If you receive paper checks from DCC, you will also receive a paper check for this grant. If you need to change your bank account information you will need to reach out to DCC at [CCAPproviderpayments@ky.gov](mailto:CCAPproviderpayments@ky.gov)

**What if I do not receive paycheck but I've taken out a loan from SBA? Can I use these funds to pay back the loan?**

Yes, no matter what Tier. You can use the stabilization funds to pay back a loan.

# Resources

The following technical assistance opportunities are available for you in English and Spanish:

1. Provider support email inbox – Send questions to [KYARPAGrants@pcgus.com](mailto:KYARPAGrants@pcgus.com) for additional support in completing the grant application.
2. Call our toll-free hotline to speak to a support staff member at: 888-805-1074
3. The hotline is staffed from 8:30am to 5:30pm ET Monday- Friday.

Posted Materials and Resources:

Visit <https://chfs.ky.gov/agencies/dcbs/dcc/Pages/default.aspx> to find resources about this grant or ARPA may be found at: <https://childcareta.acf.hhs.gov/child-care-stabilization-grants-child-careproviders>



# Avoid Scams

The following website will provide information to help you identify and protect yourself against these scams: <https://www.consumer.ftc.gov/articles/government-grantscams#How%20Governmnet%20Grant%20Scammers%20Try%20To%20Trick%20You>

Please be aware all communications related to your grant application will come from [KYARPAGrants @pcgus.com](mailto:KYARPAGrants@pcgus.com)

# Questions

