



Child Care Relief Fund Grants

May Application for Providers





Child Care Relief Fund Application

Child Care Relief Fund Application

The Child Care Relief Fund is a grant program that helps child care providers cover costs during the COVID-19 state of emergency. The goal of the program is to help child care providers stay in business and make child care more affordable for Michigan families.

For licensed providers, tribal providers, and disaster relief child care providers: Grant funds are available in April, May, and June. You must apply each month to receive funding. Grants are not competitive, meaning if you submit a complete application, and are eligible, you will receive funding.

For license exempt providers: License exempt providers are eligible for a one-time payment of \$550. Complete the application once to receive funding.

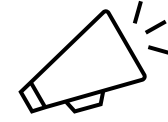
What do I need to apply?

- License or registration number (if applicable)
 - Centers have a license number. These numbers start with two letters (DC) and have nine numbers.
 - Family group homes have a license number. These numbers start with two letters (DG) and have nine numbers.
 - Family homes have a registration number. These numbers start with two letters (DF) and have nine numbers.
 - License exempt providers and some tribal providers have a provider identification number. These numbers are seven characters.
- SIGMA vendor code and mail code
 - If you do not have a SIGMA vendor code, you must request one by contacting the SIGMA Help Desk at SIGMA-Vendor@michigan.gov or 1-888-734-9749.
 - Note: License exempt providers do not need SIGMA vendor codes to apply.

Use the calculator at www.michigan.gov/childcare to assist you with calculating your amount and fill out your application.



Child Care Relief Fund Application



You will be prompted to enter your license or registration number, depending on your provider type.

Who is applying for a grant?

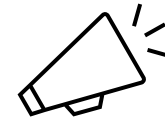
***Provider name**

***Provider type**

***Are you a Head Start and/or GSRP provider?**

Yes

No



If you are a license exempt provider, you will be asked for your address.

Previous step



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Next step



Child Care Relief Fund Application

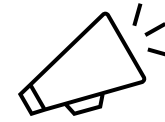
Tell us more about your program

This information will be used to calculate the total amount of your grant.

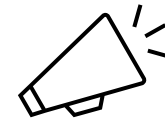
For license exempt providers: License exempt providers are eligible for a one-time payment of \$550. Complete the application once to receive funding.

This field is intended to understand the size of your program. Count the number of staff on your payroll as of **March 10** (declaration of COVID-19 emergency), regardless of whether you are open or closed. Direct care staff includes teachers, assistant teachers, and support staff. You may include full and part time staff. **If you are a family or group home provider, count yourself.**

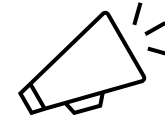
***Enter the number of direct care staff on your payroll as of March 10, 2020.**



Direct care staff includes teachers, assistant teachers, and support staff.



Include full and part time staff.



Include yourself, if you are a family or group home provider.

***Were you open and serving children in May?**

Yes

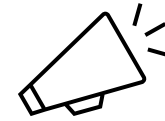
No

How many children were in your care?

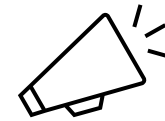
Report the number of children that were in attendance for five or more days in May.

***Number of children in your care 0 through age 2**

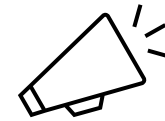
***Number of children in your care age 3 or older**



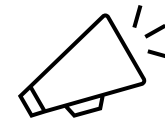
Only count children in your care five or more days in May.



Count children 0 through age 2



Count children ages 3 and older



Do not count your own children, unless they are part of your licensing ratio.

What is your Great Start to Quality star rating?

-- Select an option --

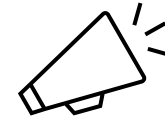
If necessary, enter comments about your grant application

Comments must be less than 300 characters.

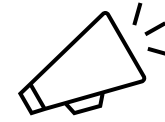
Previous step

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Next step



You can look up your Great Start to Quality star rating at www.greatstarttoquality.org.



Only enter comments if necessary. These are not required to submit your application.

Agree to the grant requirements

Grants from the Child Care Relief Fund can be used to help you cover a variety of expenses during the COVID-19 crisis including (but not limited to) rent, mortgage, utilities, payroll, insurance, and supplies.

To receive a grant, you must certify that:

When I am open, I will care for children of essential workers, regardless of where their parents or caregivers work. (For example, providers may not deny children access to care because their parents or caregivers work in the health care field.)

Yes

The information I have reported in this transaction is true and accurate to the best of my knowledge based on available information.

Yes

I will keep permanent and accurate records for four years documenting the information provided in this application, when I received grant funds, and how those funds were used.

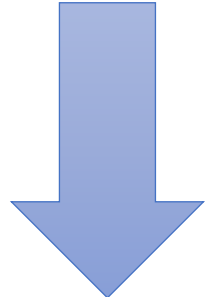
Yes

I will not use Child Care Relief Fund grant dollars for costs that are reimbursed or compensated by other federal or state programs that provide for such benefits, including but not limited to the Small Business Administration Paycheck Protection Program (PPP), the Public Health and Social Services Emergency Fund, or unemployment compensation. I will keep records indicating the use of each of these funds for 4 years for audit purposes.

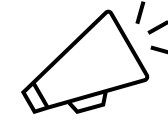
Yes

I understand if the grant is overpaid for any reason, the extra benefits received will have to be repaid. If intentional misrepresentation caused the overpayment, the responsible party (including any adult in the program group, the group's authorized representative, or the provider of goods and services) may be prosecuted for fraud.

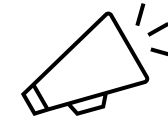
Yes



You will receive a confirmation email to **test@gmail.om**. Please **STOP** and review your application for accuracy before submitting.



Confirm your email address is correct.



If there was a typo, click “previous step” and go back and fix it.

Previous step

Step 5/ 5

Next step

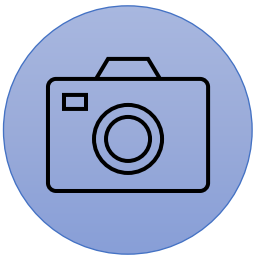
2/2

Need help remembering your SIGMA
vendor code?

Email the Help Desk at: [SIGMA-
Vendor@michigan.gov](mailto:SIGMA-Vendor@michigan.gov).

Grant Application Processing Tips

- Use the tools at www.Michigan.gov/childcare BEFORE submission.
 - FAQ
 - Grant Calculator Tool
 - SIGMA tools
- Have your SIGMA information, license number, and provider ID (if you care for subsidy children) with you when you begin your application.
- Call and ask questions before submission if you aren't sure.
- Submit ONE complete application to avoid processing delays.



Visit www.Michigan.gov/childcare to apply!

Stuck? We're here to help!

- Child Development and Care Office: 866-990-3227
- Regional Resource Centers: 877-614-7328
- SIGMA Help Desk:
 - SIGMA-Vendor@michigan.gov or
 - 888-734-9749