Child Care Relief Fund
Application Tips
Application Process

- An application must be submitted each month to receive a grant award.
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?
Please make sure

- you have your license number (if applicable)
- your Provider Identification Number (if applicable, used for child care subsidy billing)
- your SIGMA vendor code (if applicable)

This grant application is for the Month of

☐ April
Who is applying for a grant?

*Provider name

[ ] Provider name

*License or registration number (use N/A if you do not have one)

[ ] License or registration number

*Provider Identification Number (use N/A if you do not have one)

[ ] Provider Identification Number

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

[ ] Yes
[ ] No

*If yes, do you also provide tuition based child care services?

[ ] Yes
[ ] No

During the COVID-19 crisis, both Head Start and GSRP providers are continuing to receive funds to support program and staff costs. If you are only a Head Start and/or GSRP provider and do not also provide tuition-based licensed child care, you are not eligible for funding through the Child Care Relief Fund.

Note: Wrap around child care (before and after Head Start or GSRP program hours) does not qualify as tuition-based child care services for the purpose of this grant.
Who is applying for a grant?

*Provider name

Provider name

*License or registration number (use N/A if you do not have one)

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Tip: If you select “no,” you can move onto the next page.
Step 2 of 5

Who is applying for a grant?

*Provider name

Provider name

*License or registration number (use N/A if you do not have one)

License or registration number

*Provider Identification Number (use N/A if you do not have one)

Provider Identification Number

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

☐ Yes

☐ No

*If yes, do you also provide tuition based child care services?

☐ Yes

☐ No

Tip: If you select “no,” you are not eligible for this grant.

During the COVID-19 crisis, both Head Start and GSRP providers are continuing to receive funds to support program and staff costs. If you are only a Head Start and/or GSRP provider and do not also provide tuition-based licensed child care, you are not eligible for funding through the Child Care Relief Fund.

Note: Wrap around child care (before and after Head Start or GSRP program hours) does not qualify as tuition-based child care services for the purpose of this grant.
How can we reach you?
Some providers will receive this funding through an electronic funds transfer (EFT). If you do not have an EFT set up with the state of Michigan, we will send you a check in the mail.

*Do you have a State of Michigan SIGMA Vendor code? (If you are a license exempt provider, select "No")
- Yes
- No

*Do you have an electronic funds transfer (EFT) set up with the state of Michigan?
- Yes
- No

If we have questions about your application, we may contact you to clarify.

*Contact Name
Your Name

*Contact Phone
XXX-XXX-XXXX

*Contact Email

Previous step  Step 3/5  Next step
Need help remembering your SIGMA vendor code?

Email the Help Desk at: SIGMA-Vendor@michigan.gov
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   - Yes
   - No

*Do you have an electronic funds transfer (EFT) set up with the state of Michigan?
   - Yes
   - No

If we have questions about your application, we may contact you to clarify.

*Contact Name
Your Name

*Contact Phone
XXX-XXX-XXXX

*Contact Email

Tip: If you select “yes,” you will be asked to provide your vendor code number.
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- Yes
- No

*Do you have an electronic funds transfer (EFT) set up with the state of Michigan?
- Yes
- No

If we have questions about your application, we may contact you to clarify.

*Contact Name
Your Name

*Contact Phone
XXX-XXX-XXXX

*Contact Email

Tip: If you select “no,” you will be asked to provide an address where we can mail a check.
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.

*Provider type
licensed family/group home

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

10

Direct care staff includes teachers, assistant teachers, and support staff. You may include full and part time staff.

*Were you open and serving essential workers in April?

☐ Yes
☐ No

How many children were in your care?

Report the number of children of essential workers that were in attendance for one or more days in the month.

*Number of children in your care under age 3

0

*Number of children in your care age 3 or older

0

What is your star rating?

1
Tell us more about your program
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☐ Yes
☐ No

How many children were in your care?
Report the number of children of essential workers that were in attendance for one or more days in the month.

*Number of children in your care under age 3
0

*Number of children in your care age 3 or older
0

What is your star rating?
1

Tip: If you are a license exempt provider, the form will adjust and won’t ask you more questions about your program.
**Step 4 of 5**

**Tip:** Enter the number of direct care staff on your payroll as of March 10. Include full time and part time staff.
Tip: If you select “no,” you will not answer any questions about the number of children in your care.
Tip: If you cared for children of essential workers in April, enter the number of children under 3 and over 3 in your care for at least one day in the month.
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

When I am open, I will use this funding to lower weekly rates for the families I serve by at least 10%. This discount must continue (at a minimum) in the months I receive funding from the Child Care Relief Fund. (Note: Rates for essential workers may not exceed a provider’s rate before the state of emergency.)

☐ Yes

I will not charge a fee to hold a child’s spot in my program. This practice must continue (at a minimum) in the months I receive funding from the Child Care Relief Fund.

☐ 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 keep permanent and accurate records for four years showing time of arrival and departure for each child on a daily basis, and/or program closure.

☐ 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
Tip: You will also receive a confirmation email. We recommend taking a screenshot of your confirmation page for your records.
Reminder: FAQ & Grant Calculator

Frequently Asked Questions for Child Care Relief Fund

The Child Care Relief Fund is a grant program offering scaled-up grants for child care programs. The Department of Education has an in-house process to develop a grant application, and there is an online tool to help you complete the application. The purpose of this document is to provide answers to the most common questions.

1. **WHAT TYPES OF GRANTS ARE AVAILABLE?**
   - Child care relief funds are available to child care programs.
   - The formula is based on the amount of child care expenses in the first half of March. A downward adjustment is applied for expenses incurred in the last week of March.
   - The grant formula is designed to provide $2,000 per child care provider.
   - A grant formula is designed to provide $1,500 per child care provider.
   - A grant formula is designed to provide $1,200 per child care provider.

2. **WHO QUALIFIES FOR GRANT FUNDS?**
   - Child care programs
   - Child care programs that are funded by the Child Care Relief Fund
   - Child care programs that are funded by the Michigan Department of Education
   - Child care programs that are funded by the U.S. Department of Education
   - Child care programs that are funded by the U.S. Department of Education

3. **WHAT IS THE MAXIMUM GRANT AMOUNT?**
   - The maximum grant amount is $2,000 per child care provider.
   - The maximum grant amount is $1,500 per child care provider.
   - The maximum grant amount is $1,200 per child care provider.

4. **I AM A HEAD START AUTONOMOUS CHILD CARE PROVIDER. AM I ELIGIBLE?**
   - Yes, you are eligible to receive grant funds.

**Child Care Relief Fund Grant Calculator for April**

**Directions:** Use this worksheet to estimate your grant award from the Child Care Relief Fund. This form is not the application. To apply visit: [www.michigan.gov/childcare](http://www.michigan.gov/childcare)

<table>
<thead>
<tr>
<th>Question</th>
<th>Directions</th>
<th>Award Calculation</th>
<th>Enter your calculation here</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provider type</td>
<td>What is your provider type?</td>
<td>+ $3,000 for a child care center</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>+ $1,500 for a family/group home</td>
<td>$</td>
</tr>
<tr>
<td>Care for essential workers</td>
<td>If you are open, how many children of essential workers did you care for under age 3 in April?</td>
<td>X $300</td>
<td>$</td>
</tr>
<tr>
<td>Care for essential workers</td>
<td>If you are open, how many children of essential workers did you care for under age 3 in April?</td>
<td>X $215</td>
<td>$</td>
</tr>
<tr>
<td>Provider size</td>
<td>How many direct care staff were on your payroll as of March 10, 2020?</td>
<td>X $300</td>
<td>$</td>
</tr>
<tr>
<td>Star rating</td>
<td>What is your star rating?</td>
<td>2 star: $500</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 star: $800</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4 star: $1,200</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5 star: $1,500</td>
<td>$</td>
</tr>
<tr>
<td>Total estimated award</td>
<td>Add the amounts to estimate your grant award.</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

**Reminder:**

- To view the full version of the Child Care Relief Fund Grant Calculator, visit [www.michigan.gov/childcare](http://www.michigan.gov/childcare).