

Frequently Asked Questions Child Care Stabilization Grant - Spring 2022 Grant Spending Report July 29, 2022

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Basic Information

1. Why do I have to report on the Child Care Stabilization Grant?

The Child Care Stabilization Grant program is different than our traditional 'fee for service' funding mechanism by which we support child care services. The information in this report will be used by the Department for monitoring and federal reporting. Grant funds are to be used exclusively for costs and losses incurred due to the business interruption or other adverse conditions caused by the Coronavirus Disease 2019 (COVID-19) pandemic. The amounts reported must be the total expenditures charged to the grant (check) for the period.

A template has been created to help capture the expenses you are charging to the grant. This template is available on the child care website at www.michigan.gov.

2. What will be required for the grant spending report?

Providers will be required to report how they used the grant funds, current enrollment information, and the date staff bonuses were paid.

Reporting will occur through the Great Start to Quality system. To prepare for reporting, MDE recommends using the [Expense Tracking Tool \(michigan.gov\)](#) to track spending and maintain records.

Additional information about reporting will be available at www.michigan.gov/childcare.

3. What is the time period for reporting spending for the Spring 2022 child care stabilization grant?

Spring Grant Spending Reports will be available starting August 2, 2022 and must be completed no later than March 1, 2023.

4. What if I need help determining how to spend my grant funds?

BEFORE you decide to return funds to MDE, we ask that providers reach out to their Great Start to Quality Call Center at [877-614-7328](tel:877-614-7328) for ideas on how else they might use their funds.

5. What if I want to return the spring 2022 grant funds or have been overpaid?

It is very important to call the Child Development and Care office (866-990-3227) **prior** to returning funds in order to ensure funds returned are associated with your grant and your 1099-NEC gets adjusted! When you call the Child Development and Care office you will be asked to provide the following information:

- Name
- Phone number
- Provider license number
- Reason for returning funds

DEADLINE TO RETURN STAFF BONUS FUNDS IS SEPTEMBER 15, 2022. DEADLINE TO RETURN OTHER SPRING GRANT FUNDS IS MARCH 15, 2023.

6. Will my 1099-NEC be corrected if I return funds?

1099-NECs will be corrected if you follow the instructions in Question 5 AND return the funds by 12/15/22. After that, 1099's will have begun processing and will not be corrected. You will still be liable for any taxes owed on the grant funds if they are not returned PRIOR to 12/15/22.

7. Will there be assistance offered in completing required reporting?

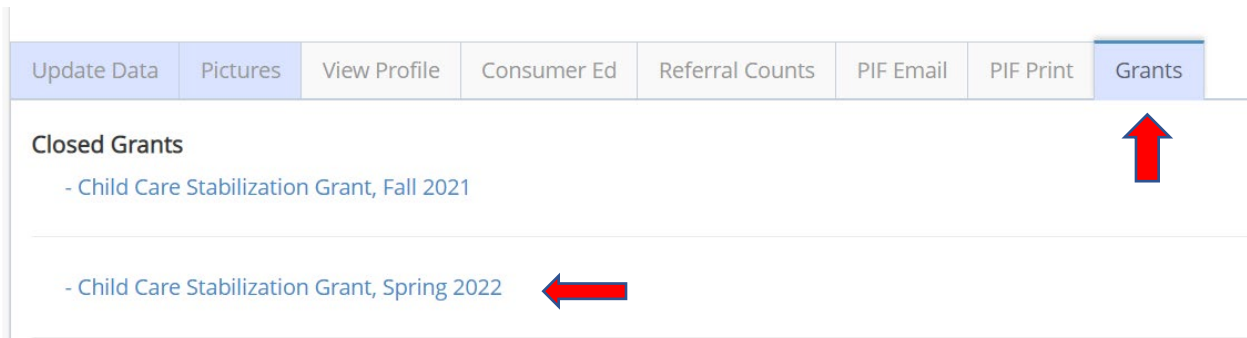
Yes. Technical assistances will be available for all provider-types eligible for the grants. Providers can contact their Great Start to Quality Resource Center or another community partner you normally work with. For assistance with reporting at [877-614-7328](tel:877-614-7328). Additional resources will be available at www.michigan.gov/childcare.

8. How long am I required to keep records?

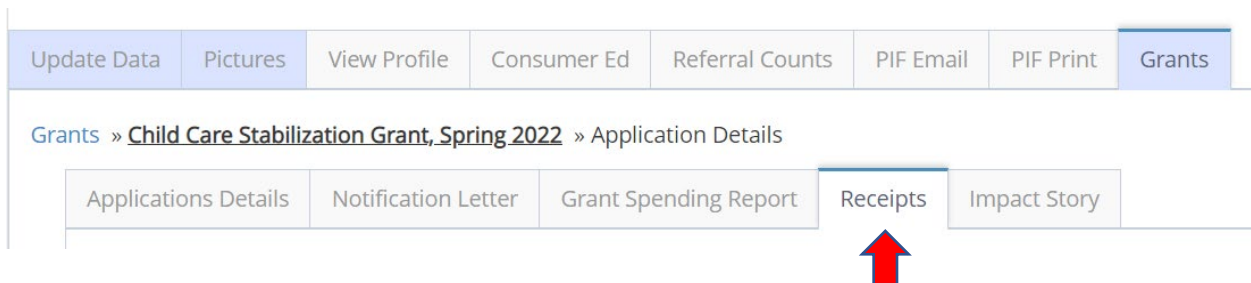
The Child Development and Care program requires that all documentation of how the funds are expended be kept on file for four years. Programs must maintain receipts for all actual expenses reported to the Department. The Department will be performing an audit on these grants. We encourage you to upload your receipts and documentation directly into your great start to quality profile/grant application as you are completing the report to save you time later and ensure you can locate the documentation.

9. If I want to upload my supporting documentation, how do I do that?

Supporting documentation can be added at any time. Go into your great start to quality profile and to the approved spring 2022 stabilization grants.



Select the Receipts Tab:



Enter the Vendor Name
Select the Receipt Date
Enter the Purchase Amount
Enter a brief Item Description:

Add New Receipt

Grant
2022 Spring

Vendor Name

Receipt Date*

Purchase Amount*

Item Description*

Select Choose File
to upload a receipt
from a saved file on
the device
Select Save
Select OK

Attach Receipt/Document*

Choose File No file chosen

*max file size=5M bytes, file extensions allowed: .pdf, .gif, .jpg, .png.

Save

10. Are bank records sufficient for receipts?

No, bank records would not be sufficient as the sole source of documentation. Bank records generally list the date, amount and location of a transaction, but fail to show purchase details. For that reason, bank records alone are insufficient.

You should also maintain records that create a trail from the expenses reported on the form back to the source document that shows the expense incurred. We would advise keeping a narrative with the expense report that explains the expense in more detail. For example, if a debit card was used to purchase PPE online three times and the only record was the bank records, you should provide a backup narrative that provides the date of the purchase, where the purchase was made, how much of the transaction was for PPE.

11. How do I report that I paid the staff bonus payments?

The report template will indicate the amount of funding you received specifically to provide bonuses for your full-time staff and part-time staff.

Staff Bonuses

You received 1 bonus of \$1,000.00 PER full-time employee. Staff Bonuses can ONLY be paid to staff as allotted - \$1,000.00 for full-time staff and \$500.00 for part-time staff - and cannot be used for any other purpose. **Staff Bonuses must be paid to staff by September 1, 2022.**

	Number of Staff at Time of Application	Amount of Staff Bonuses Received	Number of Staff Bonuses Paid by September 1, 2022	Staff Bonus Funds Remaining to be Returned
Full-Time	1	\$1,000.00	<input type="text"/>	\$1,000.00
Part-Time	1	\$500.00	<input type="text"/>	\$500.00
Totals	2	\$1,500.00	0	\$1,500.00

I certify that staff bonus funds awarded to the program were used only for that purpose. I understand that I must maintain a record of these bonus payments for four years and provide documentation if requested by the Department.

Note:

- Number of staff at the time of application will prepopulate from the application that was submitted.
- Number of staff bonuses received will prepopulate from the application that was submitted.
- Number of staff bonuses paid by September 1, 2022 = the number of bonuses paid, not the amount paid.

_____ I certify that all funds received for staff bonuses were used for that purpose. I understand that I must maintain a record of these bonus payments for four years and provide documentation if requested by the Department.

12. What if I didn't use all of the staff bonus funds I received?

Providers **must return funds** if they did not issue the bonus funds to staff by September 1, 2022. Any bonus funds not paid by September 1, must be returned to MDE by September 15, 2022. See Question #6 above for instructions on returning funds.

13. How do I report on my grant spending?

You received operational funds from the Child Care Stabilization Grant. The report is meant to capture how you used the grant funds on allowable expenses and will be reported the Office of Child Care in the Departments federal reporting.

You cannot charge expenses that are covered by another dedicated funding source (Head Start/Early Head Start, 21st CCLC/Preschool for All/Prevention Initiative, disaster relief funding, Paycheck Protection Program, other federal funding sources, etc.)

Category	Funds Used	Expense Description
Personnel Costs: Wages for child care program personnel, including home based providers/owner.		

Category	Funds Used	Expense Description
<p>Employment taxes, health, dental, and vision insurance; scholarships; paid sick or family leave; worker’s compensation; and retirement contributions.</p> <p>Including increases in compensation for any staff in a child care.</p> <p>Premium or hazard pay, staff bonuses, and vaccine related costs for employees (paid time off to get vaccinated, transportation to and from vaccine, etc.).</p>		
<p>Rent, Mortgage, Utilities, Facilities Maintenance, and Insurance:</p> <p>Payments you made for your home or the location or facility where you provide care.</p> <p>Rent (including rent under a lease agreement), payment on a mortgage obligation, insurance, utilities (gas, water, electric, sewer), insurance (homeowners, general business liability), also includes late fees or charges related to a late payments.</p> <p>Telephone/internet.</p> <p>This category includes purchases of or updates to equipment and supplies to respond to the COVID-19 public health emergency. So long as the equipment and supplies are in response to the COVID-19 public health emergency, they may include indoor and outdoor equipment and supplies that facilitate business practices consistent with safety protocols and developmentally appropriate.</p> <p>Exs: cots, chairs, toys, portable partitions to enforce social distancing, hand washing stations, air filtration systems, plexiglass dividers, etc.).</p> <p>Maintenance and minor renovations to address COVID-19 concerns in making any facilities improvements that make</p>		

Category	Funds Used	Expense Description
<p>child care programs inclusive and accessible to children with disabilities and family members with disabilities.</p> <p>Minor renovations that do not meet the definition of major renovation at 45 CFR 98.2. Subgrant funds may not be used for construction or major renovations.</p> <p>Allowable facility maintenance and improvements may include, but are not limited to, building, or upgrading playgrounds, renovating bathrooms, installing railing, ramps, or automatic doors to make the facility more accessible, and removing non-load bearing walls to create additional space for social distancing. Renovations needed to comply with safety guidance in the context of developmentally appropriate practice and a welcoming environment for children and families.</p> <p>PLEASE NOTE: Expenses in this category should be charged to the grant using your time/space percentage for home providers.</p>		
<p>Personal Protective Equipment (PPE), Cleaning and Other Health and Safety Practices:</p> <p>Personal protective equipment (PPE), cleaning and sanitization supplies and services. Examples: sanitary wipes, air filtration systems, shampooers, vacuums, steam mops, washer/dryer, dishwasher, all soaps (laundry, hand, dish), mops, air purifiers. PPE costs would include things such as gloves, masks, digital thermometers, face shields, etc.</p> <p>Hiring cleaning companies, janitors, or any other cleaning services.</p> <p>Training for staff related to COVID-19 protocols.</p> <p>Payments for supplies and materials to respond to COVID-19.</p>		

Category	Funds Used	Expense Description
<p>Equipment and Supplies: Enter the total expense you incurred for software for your child care.</p>		
<p>Goods and Services: Food, snacks, beverages, and dishes, bottles, bibs, cups, silverware, and other supplies related to meal times and drinks.</p> <p>Diapers, wipes, toilet paper, toilet training diapers.</p> <p>Toys and games for children to play with both inside and outside. Books and workbooks. Craft materials.</p> <p>Cribs, crib mattresses, sheets, cots, pillows, blankets, and other materials for sleeping and napping.</p> <p>Child care licensing costs/fees and other expenses related to maintaining a license such as fire extinguishers, smoke detectors, CO2 alarms, etc.</p> <p>Tax preparation, Accountant fees, Legal Retainer, Snow plowing, Lawncare, etc.</p> <p>Infant and early childhood mental health consultation that you contracted for, mental health consultations for staff or yourself, purchase of mental health apps for you or your employees.</p>		
<p>Mental Health Services : Counseling services, enrolling in an Employee Assistance Program, purchasing mental health applications for employees or children.</p>		
<p>Tuition Relief Provided to Families</p>		
<p>Past Expenses: Costs incurred after the declaration of the public health emergency on January 31, 2020, (but before the March 11, 2021, ARP Act date of enactment), for any of the uses of funds outlined above, as long as those uses were made in response to the COVID-19 public health emergency (including child care operating expenses related to rent and</p>		

Category	Funds Used	Expense Description
mortgage and facilities; insurance, utilities, internet, phones, personal protective equipment, sanitation, and health and safety; equipment and supplies; goods and services; mental health services as described above). PLEASE NOTE: This cannot be Personnel Expenses.		
Total Awarded	(will prepopulate from application)	
Total Expenses	(will calculate as information is entered)	
Funds Remaining	(will calculate as information is entered)	

14. Where can I find a list of allowable expenses?

You can find a [List of allowable expenses](http://www.michigan.gov/childcare) at www.michigan.gov/childcare.

15. Did you provide relief to parents from copayments or tuition?

This was not required; however you will be asked to report whether you were able to provide tuition relief or the waiving of copayments for any families.

16. How do I report on my enrollment?

You will be asked to provide an update on your current enrollment. We will be asking what your enrollment capacity is and what your average enrollment is.

- **Enrollment capacity:** The total number of children your program **could** enroll in the **current** month based on your physical capacity, staffing, instructional approach, etc. Please note that this may be the same or less than your licensed capacity.
- **Average enrollment:** The total number of children enrolled in your program within the last month, at the time of submission. This may be OVER your license capacity if you have part time enrollment, different shifts. For Example, if your license capacity is 6, but you

have both first and third shift that you care for, you might have an average enrollment of 12 children.

	Enrollment Capacity	Average Enrollment
Infant(birth-12 months)		
Toddler (1-3 years)		
Preschool (3-5)		
School Age (Before and After Summer Care)		

You will also be asked:

- By your own definition are you fully enrolled? Y or N
- If no, why?
 - Operating fewer hours
 - Can't meet ratios due to staffing challenges
 - COVID health and safety protocols
 - Previously enrolled children have not returned to care and I'm saving their spot
 - Families haven't enrolled
 - Other, please describe
- Do you have a waiting list? Y or N
- Are you fully staffed? Y or N

17. What are the grant certifications?

Grant certifications remain the same as the original applications. You will be certifying that you:

- Paid staff bonuses by September 1, 2022
- Have spent grant funds on allowable expenses
- Will participate in monitoring activities and provide requested documentation
- Will notify the Department if you permanently close your program.

18. Is the grant award considered taxable income at the state and federal levels?

Yes. The Child Care Stabilization Grant is considered income and is taxable. Programs that are awarded a grant will receive an IRS Tax Form 1099-NEC. This funding is subject to the same tax rules as regular CCDF funding. State tax rules apply.

Regarding federal tax rules, please contact your tax preparer or the Internal Revenue Service for guidance. In some cases, funds used to cover operating expenses may be exempt from taxation.

We strongly urge you talk with your tax preparer to create a plan for how to estimate the tax implications for planning purposes.

View additional information about tax implications here: [Child Care Stabilization Grant Tax Implications \(michigan.gov\)](#)

[Tax Information including Time/Space Percentages \(English\)](#)

[Tax Information including Time/Space Percentages \(Spanish\)](#)

19. Can these funds be used to help cover the costs of consulting with a tax preparer?

Yes. Funds can be used for this purpose under “goods and services”.

20. Can these funds be used to pay for state and federal taxes?

No. The grant can only be used to support payroll and property taxes. Please consult a tax professional for all tax related questions.

21. Are child care stabilization subgrants considered “payments made to beneficiaries of a federal program,” as described in 45 CFR 75.2, similar to direct child care subsidies paid under the voucher program? Or are these considered “sub-recipients”?

Child Care Stabilization subgrants includes in the ARP Act are benefits to a child care provider and are considered payments made to beneficiaries of a federal program, which is the same as with child care subsidies under the voucher program. Providers receiving stabilization subgrants are not categorized as “sub-recipients” as defined at 45 CFR 75.2.

22. Are construction and major renovations allowed?

No. [Construction and major renovations](#) are specifically not allowed. Major renovation means: (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.

Improvements to a facility that are not considered major renovations may be considered minor renovations, facility maintenance, or improvements are allowed. See list of allowable expenses at the website www.michigan.gov/childcare.

23. Can I use the grant funds for previously incurred costs?

Costs incurred after the declaration of the public health emergency on January 31, 2020, (but before the March 11, 2021, ARP Act date of enactment), for any of the uses of funds outlined above, as long as those uses were made in response to the COVID-19 public health emergency (including child care operating expenses related to rent and mortgage and facilities; insurance, utilities, internet, phones, personal protective equipment, sanitation, and health and safety; equipment and supplies; goods and services; and mental health services as described above).

Expenses incurred between January 31, 2020 and March 11, 2021 specifically related to COVID and not paid for by other federal funding sources can be paid with this grant. The exception to this is PERSONNEL Costs. Those are specifically NOT allowed.

Current expenses are those that you incurred after March 11, 2021. For allowable uses see this [list](#).

24. What if I permanently close my program before December 31, 2022?

If you permanently close your program before December 31, 2022 you must repay any unspent funds to MDE. You will still be responsible for submitting a grant spending report and loading all documentation for expenses. You will be required to save receipts for four years for monitoring purposes and provide to the MDE if requested. **All closed programs will be monitored for spending.**

Bonus Payments

1. Can we split the staff bonus payment between pay periods?

No. Please pay the staff bonus in one payment, taxed as supplemental income.

2. What do I do if staff resigns before payment of the bonus?

We did not collect identifying information on staff members. If you intend to replace the staff member before September 1, please pay the bonus to the new staff member. If you do not replace the staff member by September 1, please return the money as per the instructions below.

Providers **must return funds** if they did not issue the bonus funds to staff by September 1, 2022. Any bonus funds not paid by September 1, must be returned to MDE by September 15, 2022. See Question #6 above for how to return funds.

3. What do I do if staff resigns after payment of the bonus?

Indicate on your report that the bonus was paid.

4. Is the staff bonus taxable?

Yes. Per the Department of Treasury:

- A bonus payment — broadly defined for tax purposes as anything paid to an employee beyond the employee's regular wage — is treated as a supplemental wage under federal tax law.
- Supplemental wages are taxable when received by the employee and, thus, subject to mandatory tax withholding (federal and state) and employment taxes by the employer.

5. What is the deadline for returning unspent staff bonus funds?

September 15, 2022.

6. Can I split a Full Time Bonus between two Part Time staff? Or Combine two Part Time Bonuses for a Full Time Staff?

Yes. However, on the report you will have to report them as paid in the way they were issued. Please upload your documentation of paying them to show how they were distributed.

7. Who qualifies for the Staff Bonus?

To qualify, staff must:

- provide direct child care services and/or administration,
- work at the child care facility (not funded by GSRP/Head Start only)
- be on payroll (receive a W-2 and have employer withholding taxes).

Home providers should include themselves in the full-time count. Center directors should also be included in the full-time count.

Volunteers and contracted staff do not qualify for bonus payments. If you issue a 1099 to a staff member, they are considered a contracted staff and do not qualify.

If a staff member works in more than one location, you should only request funding for them at one location.

Salaries

- 1. If we are receiving private pay that falls short of covering expenses, does the Child Care Relief Fund Grant only cover the difference OR can we expense salaries etc. against the full amount of the grant, and save Private Pay funds against future expenses or shortfalls?**

Yes, you can expense all salaries toward the full amount of the grant **as long as those staff are not covered by other grant or federal relief funds** and save private pay funds to pay for expenses not covered by the grant.

2. For salaries, do you want the gross amount or the net amount?

List the full amount of your cost for salary for your staff. Fringe benefits are also allowable costs.

3. Can I expense all employees' salaries to the grant?

To be counted as an employee, you must be withholding state and federal taxes and paying the employers share of FICA.

Contract Staff, those who receive a 1099 from you at the end of the year, can also be paid out of grant funds, however, they are not eligible for the staff bonus. See Question 7 under Staff Bonuses.

4. How does a family child care owner account for their salary, draw or pay?

A family child care provider or owner may enter what you pay yourself in salary equivalent. To find this number, you could use the number from Line 31 of your Schedule C. The amount listed reflects your net annual income (your "take home" pay for calendar year after paying the financial obligations and operating expenses of your child care business). Divide the number listed on line 31 by 12 months if you want to determine your average monthly net pay. This is a reasonable number to use as your salary equivalent (net profit) per month when you prepare your grant report.

You will need to use the Schedule C for the year that covers the months you are claiming. For example, if you are claiming salary on the Spring Grant for June 2022-February 2023, you will need your 2022 Schedule C and 2023 Schedule C when it is available if you are selected for monitoring.

5. Can the entire grant be used toward staff salary, or do we have to use the funding in multiple categories?

Yes, the entire grant amount can be used solely on salaries as long as staff salaries are not covered by another funding source, like Head Start, GSRP, or 21st CCLC.

6. Can you use the cost for hiring a staffing agency to stay properly staffed due to COVID related issues?

Yes.

7. Can family child care owners and Center Directors be considered staff? Can we pay ourselves?

Yes, you can pay yourself. Show the amount in Salaries.

8. How do you want home providers to show proof of payment to self?

Payment to yourself should be included in the salaries line of the budget reporting form.

The easiest way to document this would be to write yourself a check and deposit it in your personal account. Another way would be to upload a copy of your 2022 Schedule C after you file your 2022 tax return.

9. Can you spend the grant on payroll taxes?

Yes. Payroll taxes are part of the salary expenses and can be included in what you claim.

10. Can I offer hazard pay to my staff using grant dollars?

Yes. Hazard pay is an allowable grant expense.

11. Can I pay staff a bonus for returning to work?

Yes.

Fringe Benefits

1. What exactly qualifies as fringe benefits?

Fringe benefits are commonly known as non-wage compensation benefits. These often include health insurance, retirement plans, family, and medical leave, etc.

2. Do salaries include employer portion of FICA, Medicare, and health insurance?

FICA, Medicare, and health insurance should be claimed in fringe benefits and can be covered by the grant.

3. Can salaries include health care benefit costs?

Health care benefit costs can be included under Fringe Benefits if you provide to your employees.

4. Can I expense fringe benefits for staff that are paid by other public funding sources?

No. The fringe benefits should follow the staff salary. If the staff is paid out of other public funding sources, their fringe benefits should also be paid out of other public funding sources.

Occupancy Cost

1. If I'm a home provider how much can I charge to the grant?

If you are a Family Child Care Home, you may charge the percentage of rent/mortgage that is attributable to your home business. You may use the time/space percentage you use for tax purposes associated with your business. If you have questions, please speak to your tax preparer. Some information on this is available at www.ecic4kids.org/grants under the Tax Resources from Home Grown.

2. What are examples of occupancy costs? And is there a certain percentage of this cost that can be paid with the grant funds?

Occupancy costs cover rent and mortgage. There is not a certain percentage that must be claimed for occupancy costs, however there is a maximum percentage. The maximum percentage would match the percentage you may claim on your taxes for your home-based business. If you have questions, please speak to your tax preparer.

3. Is rent the only acceptable occupancy cost or is Mortgage acceptable as well?

Both rent and mortgage are allowable expenses.

4. Do property taxes count towards occupancy costs?

Yes.

5. Can we include business insurance payments as occupancy cost?

Yes.

Utilities

1. Which utilities are covered?

All utilities needed to operate your program including gas, water, electric, telephone expense, etc. are allowable expenses.

If you are a Family Child Care Home, you may charge the percentage of utilities that is attributable to your home business. You may use the time space percentage you use for tax purposes associated with your business. If you have questions please speak to your tax preparer.

2. Can I charge 100% of my utilities to the grant?

Not for a home-based business. If you are a Family Child Care Home, you may charge the percentage of rent/mortgage that is attributable to your home business. You may use the time space percentage you use for tax purposes associated with your business. If you have questions please speak to your tax preparer.

Food Service

1. Can 100% of food service expense be covered with grant funds?

Food services is an allowable grant expense and expenses related to snacks and meals not reimbursed by CACFP can be covered by the grant.

Supplies (Consumables)

1. What are some examples for consumable supplies?

If you are purchasing paper plates and cups due to COVID restrictions this could be an allowable expense. If you have had to alter your curriculum due to social distancing and additional supplies are needed to teach the children, that would also qualify as an allowable expense.

PPE/Cleaning Supplies & Testing

1. Would additional cleaning services from a janitorial service to clean more times a day/do deep cleaning fit into Contractual Services or PPE/Cleaning Supplies?

Yes.

2. What testing could be covered?

You may pay for COVID testing for your staff as an allowable grant expense.

3. Can all cleaning supplies be expensed to the grant or only additional supplies needed for COVID related activities?

Yes. All cleaning supplies, maintenance supplies, and PPE are allowable expense with grant funds.

Equipment

1. What equipment is considered an allowable grant expense?

If the equipment needed can be directly related to COVID then it is an allowable expense. For example, this category could include the purchase and installation of hand washing stations, partitions to promote social distancing, an additional washing machine or vacuum.

Contractual Services

1. What are examples of allowable expense under contractual?

This could include janitorial services, cleaning services, trainers for staff, etc. If you hire a contractor to create dividers to accommodate social distancing, or install hand washing stations, the contractors fees are an allowable expense.

- 2. We have secured a contract with a classroom communication app, so that we can communicate with parents since they are no longer allowed in the classroom, can we use this as a COVID expense?**

Yes, because this contractual service allows for parent communication outside of the building directly related to COVID guidance this would be allowable.

- 3. If we had to change our technology and required outside assistance/consulting to do so (for example, moving to handsfree tuition payment and online tracking tools) is this a covered COVID cost?**

Yes, a technology change to provide parent services to promote social distancing is directly related to COVID and would be allowable.

- 4. Are improvements to the ERV (Air Exchange System), HVAC (Heating, ventilation, and air conditioning) or other air filtration systems considered an equipment or contractual cost and are they allowable?**

Yes, if the improvements are related to health and safety precautions due to COVID, they are allowable expenses. This expense should be listed in contractual. Please note, adding ducts is a major renovation and not allowed.

Consultant Services

- 1. What expenses can be covered under consultant services?**

An example would be nurse consultants, social services consultant, tax preparation, etc.

Mental Health Services

- 1. What counts as Mental Health Services?**

Counseling services, enrolling in an Employee Assistance Program, purchasing mental health applications for employees or children, etc.

- 2. What does NOT count as Mental Health Services?**

Mental Health Services are not 'self-care' and do not include things like staff retreats, team building days, trips, massages, etc.