

Close Window When Finished



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Recruitment/Hiring Report

This report is due by July 31, 2022.

If you are unable to spend the funds as agreed for hiring and recruitment you must return the funds to the Department.

You received funding specifically to pay for hiring and recruitment of \$2,000.00 for 2 full-time staff and \$500.00 for 1 part-time staff.

Recruitment/hiring funds must be used to provide additional wage, salary, employee benefits, or bonus compensation to new staff. In addition, they can be used for recruitment costs (mailings, ads, etc.). Providers agree to return funds if it is determined that they did not use these funds to pay staff as described here.

	Staff Vacancies at Time of Application	Number of Hiring/Recruitment Funds Requested	Number of Staff Hired	Number of Current Staff Vacancies
Full-Time	3	2	<input type="text"/>	<input type="text"/>
Part-Time	1	1	<input type="text"/>	<input type="text"/>
Totals	4	3	0	0

Hiring and Recruitment Spending

Tell us how you utilized your hiring and recruitment funds to fill your vacant positions.

Expenses	Amount	Notes
Hiring Costs	\$ <input type="text"/>	<input type="text"/>

Expenses	Amount	Notes
Employee Benefits	\$ <input type="text"/>	<input type="text"/>
Bonuses/Wages	\$ 3000 <input type="text"/>	<input type="text"/>
Total Hiring and Recruitment Expenses	\$3,000.00	
Total Hiring and Recruitment Funds Requested	\$2,500.00	
Funds Remaining to Return to MDE	-\$500.00	

Certifications and Attestations

By agreeing to these terms and conditions and applying for the Child Care Stabilization Grant, I certify that all information provided as part of the reporting process is true and accurate to the best of my knowledge and agree to each of the following statements:

I agree that I have spent the grant funds I received on allowable expenses:

- All funds received from this child care stabilization fund for hiring and recruitment must be used for those purposes.
- Funds cannot be used to pay for expenses expressly covered by another external source, i.e. Paycheck Protection Program (PPP), previous Child Care Relief Fund Grants, CACFP, GSRP, Head Start, etc. or to supplant other federal or state funds.
- All funds received for the staff hiring and recruitment bonus must be reported, as required to the Department. Any improper use of funds for staff hiring and recruitment will require repayment to the Department.
- I understand any unspent funds that were received for hiring and recruitment must be returned to the Department by no later than July 31, 2023.

NOTE: 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).

I agree to participate in monitoring activities and provide accurate documentation:

- The Child Development and Care Office or its agents may monitor this application and use of funds to ensure the accuracy of the information provided and the proper use of funds.
- All child care programs/providers that receive funds may be subject to audit and may be required to submit supporting documentation. I agree to provide information and supporting documentation as requested.
- I agree to provide, for audit purposes, access to the child care facility for which this application is submitted, information and documentation related to the application and use of funds, and access to interview child care staff members in connection with this application and the use of funds received.
- Supporting documentation for all expenses must be retained for a period of four years and promptly submitted to the Department (or others) when requested.
- Providing false or inaccurate information on this application or improper use of the funds will result in the return or repayment of funds and any program applying for these funds agrees to repay funds as required.
- The child care program must be prepared to affirm estimates of operating expenses and report the use of funds received to the Department or its agents as requested.

I agree to notify MDE (The Child Development and Care Office) when:

- There are any changes to information provided in the application, including the closure of the child care program or inability to open within 3 months if currently closed.
 - Closure of the program will require the return of all unspent funds.

I certify that all funds received for staff bonuses were used for that purpose and funds were used by March 1, 2022. I understand that I must maintain a record of these hiring/recruitment expenses for four years and provide documentation if requested by the Department.

Once you submit the report, you can't edit this report data anymore.