

Child Care Stabilization Grant

Reporting Training for Providers

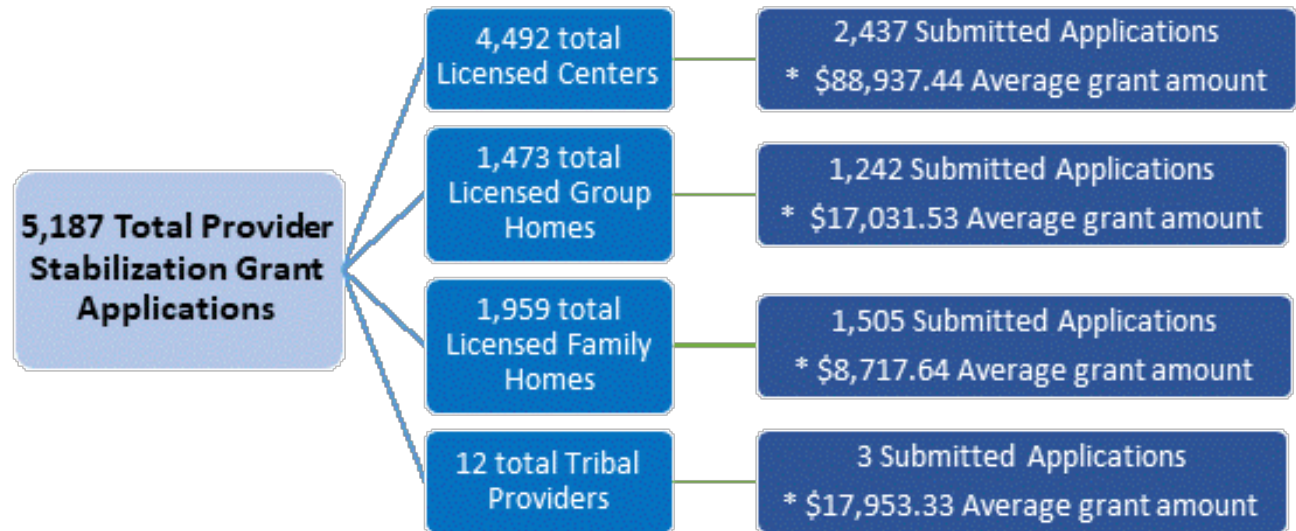
www.Michigan.gov/childcare





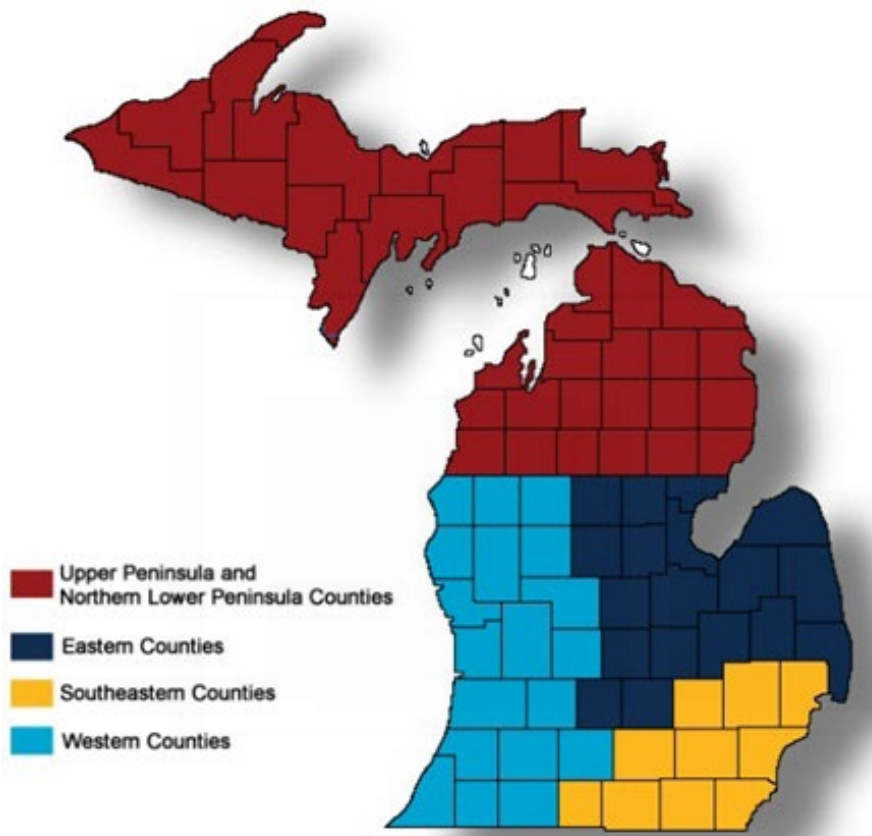
Summer 2022 Stabilization Grants

In Michigan, there are 7,936 eligible child care providers which includes 12 federally recognized tribes. Of those providers, 5,187 programs submitted applications for the Child Care Stabilization Grant. We're happy to report that **5,173 programs were approved**, 29 applications were incomplete, and only 14 were ineligible. In total, Michigan will distribute \$253,097,337.50 in grant funds.





Geographic Location of Grant Awards



Of the approved applications, the following is a breakdown of applications by provider type and region.

	Licensed Centers	Group Homes	Family Homes	Tribal Centers
Total Applications	2,436	1,242	1,504	3
Northern	153	169	161	3
Eastern	445	302	307	0
Southeastern	1,293	381	464	0
Western	546	390	573	0



Reporting Requirements

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- As the lead agency for this funding the Department of Education is required to submit reports to the Office of Child Care on the spending of these federal dollars.
- This includes reporting on **each** grant awarded to a provider and how the funds were utilized by the provider.
- In addition, the Department participates in a monthly monitoring and reporting call to answer questions about the distribution of the grants and use of funds.



How Do I Fill Out Reports?

Grant Spending Report



Grants Tab

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- Update Data
- Pictures
- View Profile
- Cost of Care
- Consumer Ed
- Referral Counts
- PIF Email
- PIF Print
- Grants**

Closed Grants

- Child Care Stabilization Grant, Fall 2021

- Child Care Stabilization Grant, Spring 2022

- Child Care Stabilization Grant, Summer 2022

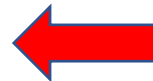


Approved Grant Applications

- Child Care Stabilization Grant, Fall 2021

- Child Care Stabilization Grant, Spring 2022

- Child Care Stabilization Grant, Summer 2022





Reports and Receipts

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Update Data | Pictures | View Profile | Cost of Care | Consumer Ed | Referral Counts | PIF Email | PIF Print | Grants

Grants » Child Care Stabilization Grant, Summer 2022 » Application Details

Applications Details | Notification Letter | Grant Spending Report | Receipts | Impact Story

If you are submitting a report from your phone, please hold it in LANDSCAPE mode, otherwise, you will not see the entire screen including the Receipts Tab.



Grant Spending Report

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- Summer round only had operational funds.
- At this time, **Summer Spending Reports are due by July 1, 2023.** (Please note that if further funding opportunities arise, you may have to complete the report sooner to be eligible.)
- **Unspent funds must be returned by July 15, 2023.**



Grant Spending Report

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Category	Funds Used	Expense Description
<p>Personnel Costs ⓘ</p> <p>Wages for child care program personnel, including home based providers/owner.</p> <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>\$</p> <input data-bbox="1166 572 1742 651" type="text"/>	<input data-bbox="1778 572 2364 651" type="text"/>



Certifications

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- Grant certifications remain the same as the original applications and the previous rounds. You will be certifying that you:
 - Have spent grant funds on allowable expenses
 - Will participate in monitoring activities and provide requested documentation
 - Will notify the Department if you close



What if I Close my Program?

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- By accepting this grant funding you are agreeing to stay open at least until July 31, 2023 or you must return unspent funds to MDE.
- You are agreeing to submit required reports on utilization of spending.
- You agree to maintain records for a minimum of four years and provide if requested by the Department.
- Any unspent funds must be returned to MDE.
- All licenses that close will be monitored for spending.



Uploading Receipts

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Update Data | Pictures | View Profile | Cost of Care | Consumer Ed | Referral Counts | PIF Email | PIF Print | Grants

Grants » [Child Care Stabilization Grant, Summer 2022](#) » Application Details

Applications Details | Notification Letter | Grant Spending Report | **Receipts** | Impact Story

Total Awarded Amount: \$7,865.00 Total Receipt Amount: \$0.00 Refunded Amount: \$0.00

Year	Vendor Name	Receipt Date	Item Description	Purchase Amount	Attachment
------	-------------	--------------	------------------	-----------------	------------

Remember to turn your phone sideways so you can see all the tabs!



New Receipts

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Add New Receipt

Grant
2022 Summer

Vendor Name

Receipt Date*

Purchase Amount*

Item Description*

Attach Receipt/Document*

Choose File No file chosen

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

Save

Receipts Tabs are grant Specific, so only Summer Expenses should be uploaded on the Summer Tab.

Make sure to include amount and description.



Impact Story

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Update Data | Pictures | View Profile | Cost of Care | Consumer Ed | Referral Counts | PIF Email | PIF Print | Grants

Grants » Child Care Stabilization Grant, Summer 2022 » Application Details

Applications Details | Notification Letter | Grant Spending Report | Receipts | Impact Story

Please describe to us how the Child Care Impact Grant funds improved your child care program. We encourage you to upload photos/images that show your improvements when appropriate.

0/5000

Save Cancel

Upload Image:
 No file chosen

Image Description:

- You are not required to upload impact stories, but we love to see them.
- You can also upload a picture. If the picture includes children, please be sure you have a photo release!



How Can I Use My Grant Funds?

Resources are available to support you!



Resources Available at MDE Website

www.Michigan.gov/childcare


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- First Children's Finance documents for Centers and Homes
- MDE Allowable Grant Use document
 - Also indicates documentation to support expenses
- FAQs to answer reporting questions
- Reporting templates
- First Children's Finance tracking tool




First Children's Finance Tracking Tool

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 **First Children's Finance**

Category	Amount											
	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
Personnel												
Owner pay & benefits												
Employee pay & benefits												
Premium pay												
Bonuses												
Vaccine related costs												
Facility Costs												
Mortgage or rent												
Late fees												
Utilities												
Phone & internet												
Maintenance												
COVID-related expenses												
PPE, Cleaning and Safety												
Cleaning supplies												
PPE												
Trainings												
Cleaning services/janitor												
Equipment and Supplies												
Software												
Computers & IT												
Other equipment												
Goods and Services												
Supplies												
Learning materials/toys												
Licensing fees												
Other												
Other												
Other												
Mental Health Services												
Past Expenses												
Other												
Other												
Other												
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0

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www.firstchildrensfinance.org
 1-866-562-6801





Tips, Tools and Resources – ECIC

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ECIC created a website with some helpful resources

www.ecic4kids.org/grants/



Allowable Uses

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- Personnel Costs
- Rent, Mortgage, Utilities, Facilities Maintenance, and Insurance
- Personal Protective Equipment (PPE), Cleaning and Other Health and Safety Practices
- Equipment and Supplies
- Goods and Services
- Mental Health Services
- Tuition Relief to Families (not required)

- As a reminder, if there is something that is NOT ALLOWABLE under the grant, you can use [tuition funds collected from families](#) for those items.



What is an Allowable Use?

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- **Four questions to ask yourself:**

- Is it required by child care licensing to be in compliance?
- Is it required by my insurance in order to operate my child care business?
- How does it make the environment safer for the children during COVID?
- How does it directly benefit the children in my care and improve my program?



Paying Yourself

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- **ONLY DF and DG LICENSES**
- Write a check or use an electronic transfer if grant went into a business account to transfer money to personal account.
- If grant was deposited into a personal account, use bank statement showing the deposit.
- Include memo or note that grant was used for salary and the dates you are claiming it as salary for (Ex: Salary: October 2022-December 2022).
- Upload the cancelled check or the bank statement with the note and your report is DONE.



Can I Use These Funds for Taxes?

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Allowable:

- Consulting with a tax preparer
- Employment taxes (part of operating)
- Property tax (part of operating)

Not Allowed:

- To pay state or federal taxes associated with receiving the grant funds



How Do I Document My Expenses?



Personnel Costs - Examples

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- Records or supporting documentation for these types of expenses include: payroll and benefit records; employee timecards; invoices, receipts and check information for professional development trainings; documentation of other benefits provided to child care staff members such as coverage of insurance costs or tuition reimbursement; and bank statements.



Rent, Mortgage, Utilities, Facilities Maintenance and Insurance Payments - Examples

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- Things in this category should be charged to the grant using the time/space percentage for home care providers.
- Records or supporting documentation for these types of expenses may include: mortgage/rent/space cost statements; utility statements; original invoices and/or receipts for purchases of materials/supplies; and bank statements.



Calculating Home Use

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Home care providers who are unsure of how to calculate their time/space percentage should check out this resource located at www.ecic4kids.org/grants.

Tax Resources from Home Grown

The 2022 tax season is here! We are sharing the resources below which are designed to support home-based child care providers as they prepare their taxes, including guidance for handling relief funding, including the PPP.

[Home-Grown Preparing for the 2021 Tax-Season \(English\)](#)

[Home-Grown Preparing for the 2021 Tax-Season \(Español\)](#)

Space used for care ÷ total square footage of your home =
percentage of your home that you use for child care

For example: a provider uses 500 square feet of her 1,100 square foot home, regularly for care. If she divides 500 by 1,100 she finds that she gets .454 or 45.4% of her home is used regularly for care.



Personal Protective Equipment (PPE), Cleaning and Other Health and Safety Practices - Examples

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- Records or supporting documentation for these types of expenses may include: original invoices and/or receipts for purchases of materials/supplies; employee timecards; invoices, receipts and check information for professional development trainings; and bank statements.



Health and Safety Training Costs - Examples

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- Records or supporting documentation for these types of expenses may include: original invoices or receipts; payroll records; employee timecards; invoices, receipts and check information from professional development training; and bank statements



Goods and Services - Examples

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- Records or supporting documentation for these types of expenses may include: original invoices and/or receipts for purchases of materials/supplies; bank statements; invoices, receipts and check information for professional development trainings.



Mental Health Services and Supports for Children and Employees - Examples

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- Records or supporting documentation for these types of expenses include: original invoices and/or receipts for purchases; employee timecards; invoices, receipts and check information for professional development trainings; and bank statements.

Mental Health Services is NOT “self-care” or Staff Retreats or Team Building Days!



Staff Bonuses

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There were not specific Staff Bonuses in the Summer Grant Round.

Operational funds CAN be used to give staff a bonus if the staff works in your tuition based program. No personnel costs for staff funded by other programs are allowed.

- 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.



Need Ideas for Spending?

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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.

Remember, Current Expenses are from 3/11/21 to now. What allowable expenses from this time frame have you used tuition dollars on?



If Needed - How Do I Return Grant Funds to the Department

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Very important to follow these steps to ensure funds appropriately returned and the 1099-NEC associated with your grant is adjusted appropriately for tax year 2022!

- **FIRST ---- Call the CDC office at 866-990-3227**
- Provide the following information:
 - Name
 - Provider license number
 - Phone number
 - Reason for returning the funds
- After MDE establishes a record of the return of funds you will be contacted with next steps.



What if I Was in the Process of a Licensing Change with LARA?

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- If your license has changed since you applied for the grant you can use your grant dollars at the new location/license.
- You will still need to do reports on the old license.
- Contact your Great Start to Quality Resource Center at 877-614-7328 for help on how you will complete reports on a closed license number.
- Have a second email address ready so that we can set up a second log in for your old license.



Grant Monitoring

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- Will begin federally required monitoring of grant spending once reports are submitted.
- You are required to hold your receipts for 4 years from when the grant ends (2027 taxes).
- MDE will be monitoring between approximately 10% of the grants awarded in each round, so assume you **WILL** be monitored.
- If monitored, you will be required to upload all receipts into your great start to quality profile. You can begin now with your reports and have less to worry about later.



Monitoring Categories

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The following categories will have a higher chance of being monitored:

- Grants of more than \$250k (25%)
- Grants of more than \$400k (All)
- Programs with HS/GSRP/21st CCLC Funds (25%)
- Closed Licenses (All)
- Providers who indicated they were temporarily closed or didn't have children enrolled (All)



NO EDITS!!!!!!

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**PLEASE NOTE, ONCE YOU SUBMIT THE REPORT
IT CANNOT BE EDITED BY YOU OR BY THE
DEPARTMENT!!!!!!**

Please DO NOT submit your report until you have recorded ALL expenses.

**IF IT SHOWS YOU NEED TO RETURN FUNDS
YOU WILL BE REQUIRED TO RETURN THE
FUNDS!!!!!!**



Important Dates to Remember

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Date	
November 15, 2022	Summer Grant Reports Available in WLS
December 15, 2022	Deadline to return funds to MDE to have your 1099-NEC edited for 2022.
March 1, 2023*	Spring Grant Spending Report Due
March 15, 2023	Deadline to Return Unspent Spring Funds
July 1, 2023*	Summer Grant Spending Report Due
July 15, 2023	Deadline to Return Unspent Summer Funds
July 31, 2023	Deadline for ALL REPORTS IF LATE AND ALL UNSPENT FUNDS RETURNED.

*** DATE SUBJECT TO CHANGE IF ADDITIONAL FUNDING SOURCES BECOME AVAILABLE.**



Where Can I Get Information and Help?

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- www.Michigan.gov/childcare
- ECIC sponsored webinars and panels
 - www.ecic4kids.org/grants/
- Great Start to Quality Resource Centers ([877-614-7328](tel:877-614-7328)) and other community partners can support you with your grant spending and reporting
- Child Development and Care office [886-990-3227](tel:886-990-3227)
- Questions can also be sent to lfuller@ecic4kids.org