



Updated October 1, 2020

Child Care Operations Grant - Amendment Frequently Asked Questions for Providers

What is the Child Care Operations Grant?

The Child Care Operations Grant provides funding to licensed child care providers and residential certificate holders that remain open and operating during the COVID-19 pandemic. The funding allows programs to meet expenses authorized under the Coronavirus Aid, Relief and Economic Security Act (CARES Act), including rent, utilities, supplies and payroll, as well as additional health and safety requirements imposed during the pandemic.

Which child care programs are eligible for this grant?

The grant is open to licensed-center child care programs, licensed-family child care programs and residential certificate programs that are open, operating and caring for children on a daily basis. In addition, these programs must meet the following additional requirements:

1. Operate with a license or certificate in good standing by the Department of Health's Child Care Licensing program
2. Not operate under an Emergency Child Care License in the One Utah Child Care system

How do I apply for funds through the Child Care Operations Grant?

Applications for the Child Care Operations Grant are no longer being accepted.

What expenses are allowable through the Child Care Operations Grant?

The Child Care Operations Grant is funded by the CARES Act. Only expenses allowable through the CARES Act may be paid for with these funds. These expenses include:

1. Payroll, including employee benefits
2. Rent, supplies, materials and other expenses to remain open and operating
3. Health and safety requirements as a result of COVID-19, including ensuring classrooms are separated by walls, implementing daily screening procedure and limiting the number of people coming into your building

4. Cleaning and janitorial services
5. Expenses to stay open and operating
6. Increased general liability insurance coverage

Family child care providers and residential certificate programs are encouraged to consult with their tax advisor or accountant to ensure the expenses reported with this grant align with the business expenses reported on annual tax returns.

Do I need to have liability insurance to apply for this grant?

Liability insurance is required for all providers, as stated in the Payment Agreement Terms and Conditions. The amount required has been adjusted for family child care providers and residential certificate programs and is based on the size of the business. Proof of liability insurance must be submitted by October 1, 2020, at 11:59 p.m. MT.

Is the grant considered income and will I have to claim it as such when filing my taxes?

Yes, grant funding is considered income and must be claimed as such when filing taxes. Workforce Services will send you an IRS 1099 form for Tax Year 2020.

When does the Child Care Operations Grant end?

Funding through the Operations Grant will end September 30, 2020, although programs will have the option to continue receiving funding through an amendment to the Operations Grant Payment Agreement. The amendment provides funding beginning October 2020 through December 2020.

How will I be paid?

Upon approval, Workforce Services will send your program a check each month to the mailing address provided in the application.

As a result of decreased enrollment, I laid off several caregivers who filed for Unemployment Insurance. Does this funding impact my employees who are currently receiving unemployment benefits?

The Unemployment Insurance Division has extensive information and resources available to help you and your employees answer questions regarding unemployment benefits. Please read the Unemployment Insurance information at jobs.utah.gov/covid19.

OPERATIONS GRANT PAYMENT AGREEMENT AMENDMENT

Which programs will be eligible to continue to receive funding through the Operations Grant after September 30, 2020?

Programs that submitted a completed Child Care Operations Grant Payment Agreement prior to August 31, 2020, and received funding through that grant will be eligible to amend the payment agreement and continue to receive funding for the months of October, November and December 2020 provided that ALL required monthly ledgers for previously received payments and ALL required documents have been submitted by October 1, 2020. Programs that do not submit all required documentation by October 1, 2020, will have their grant agreement terminated and will not be eligible to continue to receive funding through the Operations Grant.

I did not submit monthly ledgers or verification of liability insurance for payments I received through September 30, 2020. Can I receive funding through the amendment to the Child Care Operations Grant?

Child care programs that received funding through the Operations Grant will have until October 1, 2020, at 11:59 p.m. MT to submit all required documentation for previously issued payments. If the Office of Child Care receives the required documents by that date and time, programs will be eligible to continue receiving funding through the amendment.

Workforce Services will review the documentation to ensure it is valid. Programs that submit invalid documentation prior to October 1, 2020, will have until the October 1 deadline to submit valid documentation. If programs submit the required documents on October 1, 2020, and those documents are clearly not valid (i.e. lack a signature on the ledger or blank documents), these documents will be considered by Workforce Services as a failure to meet the requirement and will not have the option to continue receiving payments through the amendment.

What will Workforce Services do if I don't submit my monthly ledgers or other required documentation for payments I received through the Operations Grant through September 30, 2020?

Programs that received funding through the Operations Grant but failed to submit all required ledgers accounting for those funds, payroll attachments or verification of liability insurance will be issued an overpayment equal to the amount of funds your program received. You will be required to repay Workforce Services for those payments. Additionally, you will not be eligible to receive any additional funding or apply for any grants through Workforce Services until those funds are repaid. Child care

programs that received funding through the Operations Grant will have until October 1, 2020, at 11:59 p.m. MT to submit all required documentation for previously issued payments.

If I submit all of my required ledgers and documentation for payments I received through the Operations Grants by October 1, 2020, will I receive back pay for any months of the Operations Grant prior to the amendment?

It is possible that you may be able to submit past due ledgers and documents for previous payments you received with sufficient time to receive an Operations Grant payment for one month of backpay. For example, if you failed to submit your July ledger for a July payment but submit the ledger prior to September 30, 2020, you may be eligible to receive a payment for August only.

In order to continue to receive funding through December 30, 2020, I need to submit all previous ledgers and required documents by October 1, 2020. I will not have my September 2020 expenses closed out and reconciled by October 1, 2020. For my September ledger can I submit estimates of my September 2020 expenses and then submit a finalized ledger later in October 2020? If I do this will I still be able to sign the Operations Grant Amendment?

The Office of Child Care understands that it may be difficult to report final expenses on the September ledger and still submit it by the October 1, 2020 deadline. In order for OCC to issue an October Operations Grant payment, September ledgers must be submitted by the deadline even if those ledgers incorporate estimated expenses for September. OCC will accept the ledger with estimated expenses as valid and permit the program to execute the amendment to the Operations Grant.

If a program's initial September ledger contains estimated expenses, the program should submit a final September ledger no later than October 31, 2020. After October 31, 2020, OCC will consider all submitted ledgers as final.

My child care program receives the Child Care Operations Grant. Do I need to submit a new Child Care Operations Grant Payment Agreement to receive funding through amendment to the Child Care Operations Grant?

Child care programs that want to continue receiving funding through the amendment do not need to submit new Child Care Operations Grant Payment Agreements. However, child care programs will need to sign the amendment when they receive it from the Department of Workforce Services. Signed amendments are due by 11:59 p.m. MT on October, 16, 2020.

When will we receive the amendment?

Workforce Services will begin sending eligible child care programs the amendment as soon as ALL required ledgers and documentation are processed.

Is there a deadline for signing the amendment to the Child Care Operations Grant Payment Agreement?

Yes. Child care programs will be required to sign the amendment and return it to Workforce Services by October 16, 2020, at 11:59 p.m. MT.

What happens if I do not submit a signed amendment by October 16, 2020, at 11:59 p.m. MT.

The Operations Grant will terminate as of October 1, 2020 and you will receive no additional funds through the Operations Grant.

Do I need to submit any documentation each month during the terms of the amendment to receive the funds?

While grantees are not required to submit monthly ledgers or other documentation when receiving monthly payments in October, November and December 2020, programs are required to retain all records of fund expenditures for audit purposes.

GRANT AMENDMENT AMOUNT & PAYMENT

How much money will my program be eligible to receive through the amendment to the Operations Grant Payment Agreement?

The amendment to the Operations Grant Payment Agreement provides a flat monthly payment to eligible programs based on program capacity recorded by the Child Care Licensing program.

Flat monthly payment rates are as follows:

Capacity Range (number of children)	Flat Monthly Payment
1-8	\$1,500
9-25	\$2,000
26-50	\$3,700
51-75	\$6,000
76-100	\$8,000

101-125	\$10,500
126-150	\$12,600
151-200	\$15,000
201+	\$20,000

If I don't need the maximum amount for the licensing capacity of my center, can I take the full amount and make a profit from the Child Care Operations Grant funds?

No, you may not make a profit from the receipt of grant funds. The grant funds are intended to support child care providers to meet their CARES Act allowable expenses while programs continue to experience low enrollment due to the pandemic. The expenses funded with this grant and the amendment must be supported with documentation and are subject to audit by Workforce Services. Programs that have not lost significant enrollment and do not need these grant funds should not accept the terms of the amendment.

If I don't need the maximum amount for the licensing capacity of my center, can I request a lesser monthly amount?

No. Child care programs that do not have expenses that are allowable through the CARES Act that equal the monthly grant amount should not accept the terms of the amendment.

How many months will I receive payment through the Operations Grant amendment?

Child care programs that accept the terms of the amendment will receive a total of three payments each month from October 2020 through December 2020.

In my last Operations Grant payment prior to the amendment, I reported expenses less than the amount of my Operations Grant for that month. Will my October flat amount be reduced to account for this overpayment??

Yes. The Office of Child Care will reduce the flat amount to account for any unresolved overpayments in Operations Grant funds issued during previous months.

OTHER

I did not apply for the Child Care Operations Grant by August 31, 2020. Is my child care program eligible to receive funding through the amendment to the Operations Grant?

No. Only programs that completed a signed Operations Grant Payment Agreement and had that agreement approved by the Office of Child Care prior to August 31, 2020, are eligible to continue to receive funding through December 2020.

What if I temporarily close my child care program after receiving a Child Care Operations Grant?

Child care programs receiving funding through the Child Care Operations Grant, including the amendment, are required to notify the Office of Child Care by email at occ@utah.gov if they temporarily close their programs during the COVID-19 pandemic. Programs that close for less than 14 calendar days will continue to receive Operations Grant funds. However, if a program is closed longer than 14 calendar days, the program will not be issued subsequent grant funds.

Programs that decide to temporarily close after receiving a payment and fail to notify the Office of Child Care will be issued an overpayment by Workforce Services that will be recouped in accordance with with Utah Administrative Code R986-700-731.1 (see [Utah State Bulletin, April 1, 2020, Vol. 2020](#), No. 7, page 45).

If I have additional questions, who can I contact?

Please email the Office of Child Care at occ@utah.gov.