Application for Temporary Assistance Grant to Retain Child Care

March 27, 2020
Topics

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2. Tutorial: How to Complete a Grant Application
3. Common Questions
Summary

- **Background:** The Temporary Assistance Grant to Retain Child Care has been made available by Indiana FSSA’s Office of Early Childhood and Out-of-School Learning (OECOSL) to support CCDF programs in loss of revenue from their private pay / cash pay families due to the COVID-19 pandemic.

- **Assistance:** This grant only provides assistance for self, private, or cash pay-funded children.

- **Eligibility:** Any provider that is CCDF eligible may apply.

- **Grant Length:** Each grant last two weeks.

- **Application Process:** Applicants must apply via Submittable, an online grant management platform. Additional step-by-step application instructions are included in this presentation.

- **Re-Application Frequency:** You must re-apply every two weeks.

- **Grant Status / Decision Communications:** All communications pertaining grant applications will be made within Submittable between OECOSL and applying programs. This includes status checks, approval/denial decisions, and questions from OECOSL. Please be on the lookout for these communications.

- **Multiple Locations:** If you are a provider with multiple locations, you must fill out one grant application per location per two-week period.
Tutorial

Completing a grant application involves four main steps:

1. Creating a Submittable account
2. Entering your contact information
3. Entering your rates, absences, and administrative costs
4. Submitting your application and checking on status
Create Your Account

The first step of the grant application process is creating an account, or by logging into your account if you have used Submittable in the past.

Application for Temporary Assistance Grant to Retain Child Care

FSSA's Office of Early Childhood and Out-of-School Learning is offering an opportunity to apply for temporary grants for assistance to impacted providers during periods of excessive absence of PRIVATE PAY children and closures due to COVID-19. This grant does NOT provide assistance to providers for CCDF/On My Way Pre-K funded children.

If you need to create an account, please provide the email address that you want us to use to contact you about your application.

If you have never used Submittable before, click here.

If you have applied for a grant in the past via Submittable and Early Learning Indiana, you already have an account. Click here.
Once you have created an account or logged in to your account on Submittable, you are ready to fill out the grant form application.

Important notes to remember as you fill out the grant application:

• **DO NOT ENTER CHILDREN PAID BY CCDF OR ON MY WAY PRE-K FUNDING**
• Enter only whole numbers into the absences chart. No decimals (i.e., 0.5).
• **DO NOT** enter special characters like $, %, &, or #.
• **DO NOT average** number of children absent. Include whole numbers only.
• Administrative Costs must be entered in decimal format only. For this, you must enter one of the following:
  – If 0% Administrative Costs, [leave blank]
  – If 1% Administrative Costs, enter 0.01
  – If 2% Administrative Costs, enter 0.02
  – If 3% Administrative Costs, enter 0.03
  – If 4% Administrative Costs, enter 0.04
  – If 5% Administrative Costs, enter 0.05
• If any number is entered using a disallowed character, the TOTAL GRANT AMOUNT REQUESTED will show as **#VALUE**. This lets you know that you will need to check your work before submitting.
Enter Your Contact Information

The first section of the grant application includes Directions for Completion and a place to enter Provider Information.

Directions for Completion

This application is for the time period of March 23, 2020, through April 5, 2020.

NOTE: This is the time period of the grant application

If you have multiple sites, you will need to fill out a separate application for each site. You will receive a confirmation e-mail for each application you submit.

NOTE: Each physical location requires its own application

Provider Information

Enter the following information about your child care program. All programs must be located in the State of Indiana.

Provider Name *

Provider License/ Registration/ Certification Number *

Enter Provider Name and License, Registration, or Certification Information here
Enter Your Contact Information

Provider Street Address *

City *

Zip Code *

Best Phone Number to Reach You (Include Area Code) *

Include the City, State, and ZIP for the location that this grant application is for. Do not include corporate address information.

With many people being out of the office due to COVID-19 related issues, please provide the phone number where we will have the best chance to reach you.
Enter Your Contact Information

(Optional) EPPIC Provider ID: U_______

NOTE: You may find your EPPIC Provider ID at the top POS machine receipt or you can contact the provider help desk at 800-422-0850.

NOTE: You may skip this step if you do not have an EPPIC Provider ID.

Reason for Temporary Assistance *

- Temporary closure due to confirmed COVID-19 case
- Excessive absence of private pay children
- Temporary closure due to other reason

Select the reason you are seeking temporary assistance from this grant.
Rates and Absences Overview

Next, you will enter your rates and absences.

For this, you will need to do the following:

• Select if this location uses Weekly or Daily Rate.
• Identify if the location you are applying for accepts children on a part-time or full-time basis, or both.
• Enter the daily or weekly rate for each age group.
  – Age groups include: Infants, Toddlers, Ages 3-4-5, and School Age Other.
  – Do not include $ in what you enter. (example: enter 150 instead of $150)
  – You may include decimals. (example: enter 150.50 if the rate is $150.50)
• Enter Administrative Costs.
  – Administrative Cost is a percentage cost required to facilitate your program. For the purposes of this grant, you may list an administrative cost between 1% and 5%. If you do not have Administrative Costs, leave the cell blank.
  – For this form, Administrative Costs must be entered as a decimal (example: 1% would be entered as 0.01).
• Enter the number of actual or estimated absences.
  – This is for PRIVATE PAY / CASH PAY CHILDREN ONLY, by day, by age group. DO NOT enter averages or decimals.
Enter Rates and Absences

The second section of the grant application asks for information necessary to calculate the amount of your grant application.

Do you have a daily or weekly rate? *
- Daily
- Weekly

Select if this location uses a daily or weekly rate.

Does your facility accept children on a part-time or full-time basis? *
- Part-time only
- Full-time only
- Both part-time and full-time

Select if this location traditionally has accepted children on a part-time or full-time basis, or both.

Choose the statement that best describes the status of your facility: *
- My facility has been/ will be completely closed between March 23, 2020 - April 5, 2020
- My facility has/ will experience significant absences between March 23, 2020 - April 5, 2020

Select if this location has been or will be completely closed for the duration of this grant period -or- has / will experience significant absences within this grant period.
Enter Rates and Absences

The first part of the rates and absences section of the application you will see is below:

Enter below: 1. Your daily rate for each age group 2. Your administrative cost percentage 3. Number of self, private, or cash-pay children absent by day

*DO NOT ENTER CHILDREN PAID BY CCDF OR ON MY WAY PRE-K FUNDING*

Enter only numbers into the chart. DO NOT enter special characters such as dollar, percentage, or pound signs. If your total requested grant amount is not a number, you have entered an unallowable character.

Administrative cost is a percentage cost required to facilitate your program. For the purposes of this grant, you may list an administrative cost between 1% and 5%.

Administrative cost must be entered in a DECIMAL FORMAT. In the administrative cost field, you may ONLY enter one of the following options:

0% administrative cost = leave box blank
1% administrative cost = 0.01
2% administrative cost = 0.02
3% administrative cost = 0.03
4% administrative cost = 0.04
5% administrative cost = 0.05

NOTE: CCDF and On My Way Pre-K children should not be part of what is entered into the application

NOTE: When entering Administrative Costs, you MUST ONLY use one of these six figures
Enter Rates and Absences

Here is where you enter in the rate (weekly or daily) of age group that this location charges.

<table>
<thead>
<tr>
<th></th>
<th>1. Weekly Rate</th>
<th>Infants</th>
<th>Toddlers</th>
<th>Ages 3-4-5</th>
<th>School Age Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

NOTE: If you have both part-time and full-time rates, you will have to enter rates for each age group in separate tables.

X = Cells you do not need to enter information into

NOTE: Do not enter a dollar sign ($), letters or any other special character as part of your Rate. You may only enter numbers and decimal points.
Enter Administrative Costs

Here is where you enter the percentage of administrative costs that you wish to claim.

Administrative Costs must be entered in decimal format only. For this, you must enter one of the following:

- If 0% Administrative Costs, [leave the cell blank]
- If 1% Administrative Costs, enter 0.01
- If 2% Administrative Costs, enter 0.02
- If 3% Administrative Costs, enter 0.03
- If 4% Administrative Costs, enter 0.04
- If 5% Administrative Costs, enter 0.05

**NOTE:**
You must either leave this cell blank or enter one of the following values for this calculation to be successful: 0.01, 0.02, 0.03, 0.04, or 0.05.
Enter Absences

Here is where you enter the number of actual and/or anticipated absences of PRIVATE PAY / CASH PAY children, for each age group, over each day of the grant period you are applying for.

<table>
<thead>
<tr>
<th>Monday, March 23</th>
<th>Number of Infants Absent</th>
<th>Number of Toddlers Absent</th>
<th>Number of Ages 3-4-5 Absent</th>
<th>Number of School Age Other Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, March 24</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday, March 25</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday, March 26</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday, March 27</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday, March 28</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday, March 29</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday, March 30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday, March 31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday, April 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday, April 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday, April 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday, April 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday, April 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Enter a number into each cell of this grid.

**NOTE:** You must only enter whole numbers into each cell (example: no decimals).

**NOTE:** Do not enter special characters like $, #, or % into the cells.

**NOTE:** If you have full and part-time children, you will have to enter those absences into separate tables.
Total Costs

This section of the grant application shows calculated costs based on the information you provided.

<table>
<thead>
<tr>
<th></th>
<th>X</th>
<th>X</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Cost</strong></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Infants</td>
<td>0</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Toddlers</td>
<td>0</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Ages 3-4-5</td>
<td>0</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>School Age Other</td>
<td>0</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Total Closure/Absenteeism Cost</td>
<td>0</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Administrative Costs</td>
<td>0</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>TOTAL GRANT AMOUNT REQUESTED</strong></td>
<td>0</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

0 = A cell with a formula in it and is not editable

X = Cells you do not need to enter information into

**NOTE:** If the TOTAL GRANT AMOUNT REQUESTED is #VALUE, you have entered a character or letter where we were looking for a number (example: $, %, &, g, z). Please check your work before submitting.
Future Closures

Optional Section: If you selected that this location has been or will be COMPLETELY CLOSED during this grant period, you have the option of selecting future grant periods you also anticipate complete closure.

Check all that may apply.

You have noted that you’ve been closed during this time period. Please check the boxes for the time periods below during which you know you will be closed FOR THE ENTIRE TIME PERIOD with no children present. *

- Monday, April 6 - Sunday, April 19
- Monday, April 20 - Sunday, May 3
- Monday, May 4 - Sunday, May 16
Notes and Submission

This section allows you to provide optional feedback that you may use to describe your situation in more detail (example: open 24 hours, accepting first responders, etc.), along with Attestation and Submission.

Provide optional feedback here

Submit or Save Draft here
Once your Grant Application is successfully submitted, you will receive a confirmation email via Submittable.

Submission emails will come from Early Learning Indiana, OECOSL’s Submittable Partner.

REMINDER: If you have multiple locations, click on this link to complete an additional application.
If your Grant Application is approved, you will receive an approval email via Submittable.

Approval emails will also come from Early Learning Indiana, OECOSL’s Submittable Partner.
If your Grant Application is declined, you will receive a denial email via Submittable.

Denial emails will also come from Early Learning Indiana, OECOSL’s Submittable Partner.
Tutorial / Status

- Submittable provides a user dashboard so you can see the real-time status of your grant application.
- You may access this dashboard by logging into Submittable.

NOTE: Check your grant’s application status here before contacting OECOSL.

NOTE: Statuses include:
- Received
- In-progress
- Withdrawn (if you withdraw it)
- Accepted
- Denied
Common Questions

Questions and Answers for Indiana Child Care Providers - March 19, 2020

• Can any provider apply for the grant or only providers that have children with CCDF vouchers?
  – Any provider that is CCDF eligible may apply. The provider does not have to have a child who receives CCDF currently enrolled.

• Is the temporary grant only available for days that we are closed or when enrollment is low?
  – The grant is available for either scenarios. The provider may have closed or may have low enrollment and is facing closure. These grants are meant to support programs in loss of revenue from their private pay/cash pay families.

• How long will it take to receive grant funding?
  – If the grant money is approved, it will be electronically deposited into accounts in the same cycle as CCDF payments. To see those payment schedules please visit the provider website at www.hoosierchildcare.com under payment schedule 2020.
Questions and Answers for Indiana Child Care Providers - March 19, 2020

• If I am an eligible CCDF provider and have not had a CCDF child attend or a POS machine installed how will I receive grant funding?
  – You will need to access the provider website at www.hoosierchildcare.com and complete the provider agreement and bank change forms and submit to Carrie Gray at carrie.gray@fssa.in.gov.

• If a program closes can the program apply the personal days and also apply for the grant opportunity every two weeks?
  – Yes, the program should utilize the personal days for the children that receive subsidy through CCDF and the grant funding to supplement for children that private pay.

• Are the grant funds to be used to pay the child care staff if we close?
  – Yes, this funding is meant to pay the child care staff in order to retain the supply of child care even after the COVID-19 pandemic is over.
Common Questions

Questions and Answers for Indiana Child Care Providers - March 19, 2020

- If a provider has multiple sites does each site have to apply for the grant funding?
  - Yes, each site must apply individually.

- If I am not a CCDF-eligible provider what other assistance is available?
  - OECOSL will continue to work with our community-based organizations as well as other state agencies to make you aware of any opportunities that might become available. Please check back frequently to the OECOSL webpage as we will update resources there.

- Will programs hear anything back once they submit the temporary assistance application?
  - Yes, programs will receive an email from OECOSL once the application has been approved.
Thank You!

If you have any questions, please contact Rene Withers at rene.withers@fssa.in.gov