



Child Care Sustainability Grant FAQ

Is this a competitive grant or first come, first serve?

- No, this is not a competitive grant nor is it a first come first serve type of grant. Approval is based on standing with KDHE Licensing, and all programs will get approved together.

What are the award amounts for each type of child care and when will funds be dispersed to providers?

- Funds will be split into 3 payments and paid monthly, from August 2021 to October 2021. The award amounts are based on the program's licensed capacity.

	Number of Months	August 2021 Payment	September 2021 Payment	October 2021 Payment	Total Grant Award
Family Child Care Homes					
Family and Group Child Care Homes	3	\$1,667	\$1,667	\$1,666	\$5,000
Child Care Centers, Preschools, Head Start, School Age Programs and Drop-in Care					
Licensed Capacity 24 or Less	3	\$3,333	\$3,333	\$3,334	\$10,000
Licensed Capacity 25 to 99	3	\$10,000	\$10,000	\$10,000	\$30,000
Licensed Capacity 100+	3	\$20,000	\$20,000	\$20,000	\$60,000

If we received COVID aid/funds previously are we still eligible to apply?

- Yes, all KDHE licensed child care providers, in good standing with KDHE (Kansas Department of Health & Environment), are eligible to apply, but purchases made with other grant funds cannot be claimed under these funds.

Do we need estimates?

- Estimates are not needed, though programs must specify in their application what they anticipate using the funds for. Programs will record their actual expenses in a monthly tracking form once approved and are required to keep receipts as documentation.

How will Technical Assistance help in the application process?

- There is now a grant navigator in each region. The grant navigators are available to assist programs with any questions they may have. Grant navigators provide support and guidance to providers who need assistance navigating our online system or completing paper applications. Grant navigators can help in assisting with receipt collection, completing the monthly tracking form, and with finding additional resources that the current grant opportunity does not cover.

What items are we allowed to spend funds on?

- The sustainability grant application lists specific allowable expense categories that the applicant determines with a check box. The awarded funds can only be spent on the specified categories checked on the application. Definitions of each expense category are provided in the monthly tracking forms.

Is this grant the only one available currently?

- Child Care Aware of Kansas has one grant available currently, and it is the sustainability grant; however, we do encourage providers to frequently check our website for new opportunities, and if any arise, emails will be sent out.

What is the best way to get questions answered?

- Grants@ks.childcareaware.org is monitored Monday-Friday 8am-5pm, and sending a question to this email address is the quickest way to get questions answered by our team.

Is there a place online where I can upload/fill out the monthly tracking form?

- Monthly tracking forms can be filled out in WLS in provider profiles. If providers choose to fill out a paper application, they can submit paper monthly tracking forms, though we highly encourage using WLS.

Do we need to submit receipts?

- Child care programs are required to maintain receipts for all expenses reported on the monthly tracking form for a period of 5 years. A random audit will be performed requiring a random selection of applicants to submit copies of receipts that support expenses as reported on the monthly tracking form. During the random audit, any funds reported on the monthly tracking form that cannot be supported with receipts, will need to be returned to Child Care Aware of Kansas by 1-31-2022. We will contact you if you are selected for audit and need to submit receipts.

Do receipts need to be dated during a certain period?

- All expenses and receipts need to be dated between March 1, 2020 and January 31, 2022. This grant opportunity is intended to cover expenses incurred during the COVID-19 pandemic.

If I have 2 centers/programs, do I fill out two separate applications?

- Yes, if you have more than 1 program or child care center, then you need to fill out an application for each individual program or center operating under a separate KDHE license number.

Would the funds be considered taxable income?

- Yes. These grants are taxable income, and you will receive a form 1099 for 2021. We recommend talking to a tax professional about how this affects programs individually, as we do not give tax advice.

What if I don't spend all the Sustainability Grant funds by January 31, 2022?

- Any unspent funds will need to be returned to Child Care Aware of Kansas by January 31, 2022.

If I was awarded the Impact grant for minor renovations, but that grant was only going to cover less than half of the minor renovation expense, can I use this grant to help pay the remainder of that expense?

- Yes, this grant can be used to cover the rest of that expense as long as you can provide documentation to explain the portion covered by each grant.

Do you have to complete the application all at once or can you save it & finish it later?

- The application does not need to be completed all at once, you can save what has been completed and come back to finish it at a different time.

If we mark a category but do not spend in that category because the funds were spent for a higher priority category that was marked, is it okay?

- Yes, this is fine. Remember to keep all receipts and documentation for claimed expenses. You can mark a category, and not report expenses to that category, but you cannot report expenses to a category that was not marked on your application.

Does a check from my business account written to me count as receipt for my salary?

- Yes, this would be acceptable. Please see the definition below for ways to report salary expenses.

Do we have to start from March 2020, or for salary can I start from here on out?

- Reported expenses can occur at any point from March 1, 2020-January 31, 2022.

If I was closed in 2020 due to COVID, what is the best way to supply a receipt for salary during that time?

- You must have documentation of your salary that you are claiming. See the salary definition.

What does it mean to be in “Good Standing” with KDHE?

- The definition for substantial compliance, or good standing, with KDHE Licensing is as follows:
 - Program does not have a pending or open administrative order due to noncompliance.
 - Program is not operating under a consent agreement.
 - Program’s most recent annual and compliance surveys were closed as in compliance and there have not been any substantiated complaints within the past 12 months.

How do I find a log on to WLS?

- Go to our ks.childcareaware.org website. Click on providers and at the middle of the page you will find a green button to log into your Provider Profile.

If my child care is closed during June and July am I eligible?

- Yes, if your program maintains an active license with KDHE Licensing but has a temporary closure, you will still be eligible to apply for the grant.

If we submit receipts from March until now for food, things we have already bought and paid for, are we essentially just paying ourselves back?

- Yes this would be considered a reimbursement. Reimbursements can occur back to March 1, 2020. These expenses can be claimed as long as you have receipts to support the expenses.

All eligible expenses may be only reported once--does this mean if we are buying multiples of something, it needs to be bought all at once?

- No, you will be able to buy multiples of items. You must provide separate receipts for items purchased. You cannot claim the same purchase receipt more than once.

If you currently do not have an account to get to the WLS portal, can you still create one?

- All licensed programs should have a WLS account. Please contact us if you do not have one or do not know your username or password.

Where can I find the application?

- The application can be found in your Work Life Systems profile under the 'Grants' tab. You can also find the link to WLS on our website (ks.childcareaware.org).

Can we choose all categories in the application if we're unsure of what categories to report expenses under?

- You may do that if you have multiple expenses that you're thinking of reporting in your monthly tracking form. Navigators may also help walk you through this if you need assistance.

Definitions

Salaries: Enter total dollar amount of all agency staff salaries for the report period.

- If you are a Family Child Care (FCC) provider, include the total amount you pay yourself. Examples of documents needed for reporting of salaries for family child care providers:
 - o 2019 or 2020 IRS Form 1040 Schedule C Line 31 (Net Profit or (loss) /12 months=1 month salary for a family child care provider
 - o Net income from your business for one month-spread sheet showing how the calculation was determined
- Child Care Center or large business. Examples of documents needed for reporting of salaries for child care centers or large business.
 - o Payroll register for each month claiming expense

Employment Taxes, Self-Employment Tax, and Fringe Benefits: Enter the amount of expense paid on behalf of employees for the report period.

- All programs can claim expense of employment taxes paid by employer.
 - o FCC or sole proprietors who file Schedule C, calculate self-employment tax by taking the amount in 1a above (salaries) x 15.3%
 - o Centers or large businesses report employer paid taxes as shown on payroll register in 1b above.
- Fringe benefits may include the following expenses paid for the child care provider only:
 - o Health insurance
 - o Dental insurance
 - o Retirement
 - o Workers Compensation
 - o Other insurances (excluding home/auto/liability)

Food: Enter the total amount for food or food services.

Cleaning and Sanitation Supplies & Personal Protective Equipment: Enter the total dollar amount for cleaning and sanitation supplies. This would include things such as sanitary wipes, air filtration systems, shampooers, vacuums, steam mops, shampooers, washer/dryer, dishwasher, all soaps (laundry, hand, dish), air purifiers. Personal Protective Equipment costs would include things such as gloves, masks, digital thermometers, face shields, etc.

Contractual services: Enter the total dollar amount for contractual services. This could include janitorial services, cleaning services, trainers for staff, financial, etc.

Rent/Mortgage, Utilities, Telephone/Internet: Enter the total dollar amount for rent/mortgage, Utilities and Telephone/Internet.

Equipment and Maintenance: Enter the total dollar amount for Equipment and maintenance. Equipment might include things such as portable partitions to enforce social distancing or hand washing stations.

Mileage: Enter the total business-related mileage incurred for transportation costs to transport staff or students. Mileage is calculated at number of miles times \$0.56 per mile (IRS standard mileage rate).

Office and Classroom Supplies: Enter the total dollar amount for office and classroom supplies.

Licensing Fees, Advertising and Software: Enter the total expense you incurred Child Care Licensing, advertising your child care business and Software.

Professional Development: Enter the total dollar amount for professional development.

Liability/accident Insurance: Enter the total dollar amount for liability and/or accident insurance for your child care facility.

Minor Renovation: Any improvement or upgrade to a facility that is not specified under the definition of major renovation (directly following), may be considered a minor renovation and may be allowed if it is part of normal operational expenses. Major renovation (NOT allowed) is defined as: (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. Major remodeling will not be allowed for these funds. These funds may be used for minor renovations related to meeting the requirements of the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101, et seq.).