



Hero Relief Program

General Information for Supply and Sustainability Grants

The Kansas Department for Children and Families (DCF) and Child Care Aware of Kansas are announcing the Hero Relief Program. DCF has received funding through the Coronavirus Aid, Relief, and Economic Security (CARES) Act and is partnering with Child Care Aware to distribute these funds to child care providers in Kansas. This funding will be used to provide Hero Relief Program grants to licensed child care centers and family child care programs impacted as a result of the COVID-19 outbreak.

PROGRAMS OPEN TO PROVIDE CARE FOR CHILDREN CAN APPLY FOR BOTH GRANTS.

Child Care Provider Supply & Sustainability Grants Myth Busters

Myth 1: *The Supply & Sustainability grants are only available for a short period of time. If a child care program does not apply right away, the child care program will miss the opportunity to apply.*

Fact: Applications will be accepted until August 1, 2020.

Myth 2: *There are income requirements that must be met for a child care program to apply.*

Fact: There are no set income requirements established for the Supply and Sustainability grants. Full year, full-time Licensed Child Care Centers and Family Child Care programs that are OPEN to care for children are eligible to apply for both the Supply and Sustainability grants. All Full year, full-time Licensed Child Care Centers and Family Child Care programs are eligible to apply for the Sustainability grants.

Applicants will provide a description of how the funds will be spent (using the examples provided as a guide) and complete a W-9, Direct Deposit Form and Agreement Signature Page. *A grant cannot be processed for approval without a completed W-9, Direct Deposit Form, and an Agreement Signature Page.*

Myth 3: *A child care program that is open to care for children can only apply for one grant.*

Fact: Full year, full-time Licensed Child Care Centers and Family Child Care programs that are OPEN to care for children are eligible to apply for both the Supply and Sustainability grants. The application is preset to offer the program the opportunity to apply for both grants in one application.

A grant cannot be processed for approval without a completed W-9, Direct Deposit Form, and an Agreement Signature Page.

Myth 4: *A child care program must be contracted as a provider with DCF to be eligible.*

Fact: Applicants do not have to be contracted with DCF to be eligible. Full year, full-time Licensed Child Care Centers and Family Child Care programs that are OPEN to care for children can apply for both the Supply and Sustainability grants. All Full year, full-time Licensed Child Care Centers and Family Child Care programs are eligible to apply for the Sustainability grants.

Myth 5: *A child care program must be providing child care for essential workers to be eligible for a Supply or Sustainability grant.*

Fact: Providers who hold a license from KDHE in Kansas as a Day Care Home, Group Day Care Home or Child Care Center qualify to apply for the sustainability grants. To receive a supply grant, you must hold one of these licenses and also be open and providing care.

Myth 6: *A child care program that has completed the grant application does not need to complete the W-9, Direct Deposit Form, or an Agreement Signature Page before being notified of receiving the grant.*

Fact: Programs that meet the requirements can anticipate receiving grant funding (these are non-competitive grants). It is important that when applying, all information is filled out accurately to reduce time for processing and the need to gather additional information from the applicant. *A grant cannot be processed for approval without a completed W-9, Direct Deposit Form, and an Agreement Signature Page.*

Myth 7: *A child care program that applied for both grants will take away the grant opportunity for another child care program that might need the grant more.*

Fact: Programs that meet the requirements can anticipate receiving grant funding (these are non-competitive grants).

Myth 8: *Child Care Aware of Kansas has already contacted everyone who is eligible to apply for one or both grants.*

Fact: We have broadly promoted the grant opportunity, as has the Kansas Department for Children and Families, our CCR&R partners, and others. All of us will continue to promote via email blasts, social media posts, by making some phone call, etc. Please share with child care programs that you know! The purpose of these grants is to help child care programs impacted by the COVID-19 pandemic; we want all child care programs, that meet the eligibility requirements, to apply for these CARES Act grants.

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1. Who is eligible to apply for the Supply and Sustainability grant?

Child care centers and family and group child care programs (KDHE “licensed child care centers”; “licensed day care homes” and “licensed group day care homes”) providing full time, full year child care slots.

Sustainability Grants

- Programs licensed as of April 9th, will be able to apply between April 2020 and August 1, 2020. If eligibility requirements are met you will be awarded all six monthly payments, covering March-August, 2020.

Supply Grants

- Currently licensed programs that re-open between now and no later than August 1, 2020, will be able to apply for the Supply Grant. If eligibility requirements are met, you will be awarded the full grant amount.

Newly Licensed child care centers and family and group child care programs.

Sustainability Grants

- New Programs that become licensed and are providing care, may apply for the Sustainability grant. New programs with a temporary license may also apply, if the reason they have not received their full license is due to KDHE grace period as a result of COVID-19 (currently not processing background or fingerprint?).
 - These programs will receive the monthly payment for the month they apply, the month prior to applying and each month through August 2020.
 - Must apply no later than August 1, 2020

Supply Grants

- New programs that open and apply on or before August 1, 2020, will be eligible for the Supply Grant.

Child care centers and family child care programs must be licensed with Kansas Department of Health and Environment (KDHE) and agree to remain in good standing for the duration of the grant time period.

Child care program must agree to remain in business for at least 8 months from the date of approval letter.

Please note, programs that are licensed through KDHE as Head Start, preschool, drop-in care or school age programs or license exempt programs are not eligible to apply for the Hero Relief Program Supply and Sustainability Grants. Please check back with the Kansas Hero Relief Program website at: www.kshero relief.com for additional opportunities you may qualify for. NEW: Licensed School Age Programs are eligible for Health Care/Emergency Worker Support Bonus. Visit wwwks.childcareaware.org and click on Hero Relief Programs to download the application and forms.

2. What are the Supply and Sustainability grants?

Supply Grant - This grant is to support your essential needs as a child care provider that has remained open for business and to assist you in maintaining your regular healthy environment. These funds will provide financial assistance for open licensed child care providers for the purposes of cleaning and sanitation, and other activities necessary to maintain a healthy and safe operation of your child care program. This grant recognizes the rapid change in recommendations by the CDC and local health departments to include a more rigorous cleaning regimen and assessing for wellness that has led to an increased need for supplies in the child care settings.

Examples of supplies that may be purchased with this grant include the following: thermometers, gloves, soap, disinfectants, cleaning wipes, paper towels, trash bags, paperware, disposable table coverings, cleaning tools (buckets, bins, rags, mops).

Other activities may include using funds to assist the program in meeting KDHE or CDC Child Care Guidance. For recommendations for Preventing the Introduction of COVID-19 INTO the Facility, please review the CDC's Supplemental Guidance for Child Care Programs that Remain Open at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>.

A one-time financial payment will be provided to open child care providers with the expectation that funding be expended within a 90-day period, with a 30-day extension provided if needed to expend any remaining funds.

Sustainability Grant- This grant will support your child care business through operational challenges caused by the COVID-19 pandemic. The disruption of normal operations will vary from provider to provider.

It is an **expectation** of child care providers receiving these funds, that a portion of the funds received be utilized to continue to pay the salaries/wages of staff employed through the licensed child care facility.

Examples of other allowable expenses based upon the impact to your facility may include items from your operating budget such as: enrollment, food, supplies, labor, benefits, rent/mortgage, maintenance, equipment, utilities, licensing fees, mileage, advertising, office supplies, professional development, phone/internet, classroom supplies, liability/accident insurance, and software.

3. What expenses and materials can be paid for with Supply and Sustainability grant funds? What expenses and materials CANNOT be paid for with Supply and Sustainability grant funds?

Please see grant descriptions of the grant application for a list of approved items/expenses. If the items/expenses specific to your unique needs are not listed in the grant description, please list them in the summary section of the application. These item requests must be reviewed and approved by Child Care Aware of Kansas prior to grant award.

Toilet Paper is NOT an approved item.

Supplies may be purchased in bulk or larger quantities.

Supply and Sustainability grant funds may be used to pay expenses dated between March 1, 2020, through October 31, 2020.

Note:

Supply Grant

The Supply Grant is a one-time payment and must be spent within 90 days from the award date to replenish supplies as needed. A 30-day extension will be provided if needed to expend any remaining funds.

Sustainability Grant

The Sustainability Grant is a monthly payment (up to 6 payments). A bulk payment will be paid to cover the months prior to approval to include March and April. The four remaining payments will be deposited during the payment month to include May, June, July and August.

Child care centers and family child care programs must maintain their license during the COVID-19 pandemic.

Child Care Centers - it is an expectation that a portion of the grant will be utilized to continue to pay the salaries/wages of staff employed through the licensed child care facility.

Family and Group Child Care Homes - a portion of the grant may be used to pay enrollment fees to offset lost revenue.

All funds must be spent by October 31, 2020.

4. How much are the Supply and Sustainability Grant award totals?

The Supply and Sustainability Grant award totals will vary depending on license type, licensed capacity and status (open or temporarily closed) of child care programs.

| Supply Grants One Time Grant Payment for Full Time, Full Year Child Care Centers and Family Child Care Programs that are Open | Sustainability Grant Monthly Grant (March-August) 6 months for Full Time, Full Year Child Care Centers and Family Child Care Programs that are Open and Temporarily Closed |
|--|---|
| \$750 Family Child Care | \$250 per month Family Child Care (\$1,500 total) |
| \$1,500 Child Care Centers (licensed capacity up to and including 100) | \$500 per month Child Care Centers (licensed capacity up to and including 100) (\$3,000 total) |
| \$3,000 Child Care Centers (licensed capacity greater than 100) | \$1,000 per month Child Care Centers (licensed capacity greater than 100) (\$6,000 total) |

5. Am I eligible for more than one Hero Relief Program grant?

There are three Hero Relief Programs available to child care providers:

- 1) Supply Grant
- 2) Sustainability Grant
- 3) Health Care/Emergency Worker Support Bonus

Full time, full year child care centers and family child care programs, who are currently open as of April 9, 2020, are eligible to apply for both the 1) Supply grant and the 2) Sustainability grant.

Full time, full year child care centers and family child care programs temporarily closed prior to April 9, 2020, due to COVID-19 outbreak, are eligible for the 2) Sustainability grant.

Child care centers, school age programs and day care home (to include Group Day Care Home) programs open to provide child care at least 30 hours per week with children of Health Care/Emergency Workers attending the program between the date of application and August 1, 2020, are also eligible to apply for the Health Care/Emergency Support Worker Bonus.

6. Do I only qualify for Supply and Sustainability grants if I am serving essential workers?

Child care centers and family and group child care programs (who hold a license from KDHE in Kansas as a “licensed child care centers”; “licensed day care homes” and “licensed group day care homes”) providing full time, full year child care slots, qualify to apply for the Sustainability Grants. To receive a Supply Grant, you must hold one of these licenses and also be open and providing care.

7. What if I am licensed for child care and school-age care – do I still qualify for Supply and Sustainability grants?

Child care centers and family and group child care programs (who hold a license from KDHE in Kansas as a “licensed child care centers”; “licensed day care homes” and “licensed group day care homes”) providing full time, full year child care slots, qualify to apply for the Sustainability Grants. To receive a Supply Grant, you must hold one of these licenses and also be open and providing care.

8. I am a relative child care provider for a family who receives subsidy. Do I qualify for any grants?

Yes, you may qualify for the Sustainability and Supply Grants.

9. Where can I find the grant application for Supply and Sustainability?

To access the Hero Relief Program grant application, and other required documents, please visit www.ksheroorelief.com, www.ks.childcareaware.org and look for the Hero Relief Program Grant icon, or watch for an invitation via email to apply for the grants by logging into your Child Care Aware of Kansas provider profile account to complete the application process. Child care programs without a provider profile account are encouraged to set up your account and complete the application process online. If you do not have a provider profile account or need help accessing your provider profile account, please call 1-855-750-3343 or email grants@ks.childcareaware.org for assistance.

Child care programs that do not have access to a computer or email may request a printed application. To request a printed application, please call 1-855-750-3343 or email grants@ks.childcareaware.org for assistance.

Grant applications submitted electronically will shorten the process time and result in quicker approval and payment.

For additional information, please visit www.ks.childcareaware.org

10. Are there additional documents that must be submitted with the Grant Application for Supply and Sustainability?

Yes. Child care programs must complete and submit a W-9, Direct Deposit Authorization Form and a signed Agreement Form. Printable forms will be available on our website and once complete, can be faxed to (785) 823-3385 or mailed to Child Care Aware of Kansas, 1508 East Iron, Salina, KS 67401.

Child care programs that do not have access to a computer or email may request printed forms. To request a printed form, please call 1-855-750-3343 or email grants@ks.childcareaware.org for assistance.

Electronic forms will be available in the provider profile account and can be completed and uploaded online. Please see *How do I upload the required W-9, Direct Deposit Form and Signed Agreement?* question below for additional instructions.

The grant process may be delayed if the W-9, Direct Deposit Authorization Form and the signed Agreement Form are not submitted with Grant Application for Supply and Sustainability or uploaded after completing the online Application.

11. What is the timeline for the Supply and Sustainability Grant process?

Grant Applications for Supply and Sustainability will open on April 20, 2020. Applications will remain open through August 1, 2020.

Supply Grant: After the application is reviewed and awarded the program will receive their one-time payment within a 2-4 week time frame.

Sustainability Grant: After the application is reviewed and awarded the program will receive their initial monthly payment, which will include backdate months of March and April within a 2-4 week time frame. The remaining four monthly payments will occur on a monthly schedule as defined in the award letter.

12. When and how will receipts for materials/expenses be submitted to Child Care Aware of Kansas?

Full time, full year child care centers and family child care programs will not be required to submit receipts to Child Care Aware of Kansas, but receipts for all items/expenses paid with grant funds must be kept by the child care program for 5 years. These funds are also subject to state, federal and Child Care Aware of Kansas audits and receipts can be requested anytime within a 5-year timeframe.

13. What will I need to keep for my taxes?

Child Care Aware of Kansas will provide a 1099 form to all grant recipients. Please consult with your tax preparer for the tax consequences of this grant payment.

14. How will I know if I have been awarded a Supply and Sustainability grant?

Child Care Aware of Kansas will send an award letter, including the total award amount and payment schedule with the first payment. Recipients receiving direct deposit payments will receive the award letter via email and will be given instructions in the email to confirm receipt of the award letter. Recipients requesting printed checks will receive the award letter with the first payment.

15. How do I access my provider profile account in WLS? How do I request/reset my password in WLS?

Licensed Child Care Programs may access the Online Provider Profile Registry by clicking on the link provided in the Hero Relief Program grant email or by clicking on the link from our website.

If you have already created a login email and password within WLS, you will be automatically logged into your Provider Profile Account.

If you have **not** created a login email and password within WLS, you will be directed to the login page and will need to select “Create Account” and complete the fields in the displayed text box.

If you have an account in WLS but do not know your password, you will enter the email address used to receive emails from Child Care Aware of Kansas in the “Email Address” field and select “Request Password”. An email will be sent to the email address provided and will contain the instructions to reset your password.

If you are unsure of the email listed in your account, you may call the Child Care Aware of Kansas office and request assistance. We are able to provide you the email address in your Provider Profile Account but for security reasons will not be able to provide you with the password. Please enter the email provided by Child Care Aware of Kansas in the “Email Address” field and select “Request Password”. An email will be sent to the email address provided and will contain the instructions to reset your password.

If you have questions or need assistance, please call 1-855-750-3343 or email grants@ks.childcareaware.org for assistance.

16. How do I upload required W-9, Direct Deposit Form and Signed agreement for the Supply and Sustainability grant application?

Instructions are provided within your child care provider profile or you may access instructions on our website www.ks.childcareaware.org

If you have questions or need assistance with uploading your documents, please call 1-855-750-3343 or email grants@ks.childcareaware.org for assistance.

17. Are child care providers eligible to receive Hero Relief Program grants/funding (e.g. sustainability grants) from the CARES Act in addition to other federal or state program funds (e.g., the Payment Protection Program (PPP) from the Small Business Administration)?

Child care providers who receive grants may not use grant funds for costs that are reimbursed or compensated by other federal or state programs, including the Small Business Administration’s Paycheck Protection Program (PPP), the Public Health and Social Services Emergency fund, or unemployment compensation. It is an expectation of child care providers receiving these funds, that a portion of the funds received be utilized to continue to pay the salaries/wages of staff employed

through the licensed child care facility. However, due to the extended nature of this public health emergency, we understand that the PPP loan will cover wages for only some of the impacted timeframe. For the programs that meet the requirements, sustainability grants will be awarded through August. When applying for a grant, please indicate your PPP loan approval (or other federal or state program approval) in your Sustainability Grant Application response and the time period that the federal or state programs funds (such as PPP) will cover.

To find out more information about the Hero Relief Program visit: www.kshero relief.com