



Frequently Asked Questions About DHS Emergency Child Care Services Contracts (FAQ for Child Care Providers)

What is the DHS Emergency Child Care Services Contract?

The DHS Emergency Child Care Services Contract provides funding to cover expenses authorized under the Coronavirus Aid, Relief and Economic Security Act (CARES Act), which includes costs such as additional supplies, materials, and health and safety requirements imposed during the pandemic including additional staffing needed for smaller group sizes and staff-child ratios.

How do I know if I qualify?

In support of all parents and guardians safely returning to work, DHS Emergency Child Care Services Contracts are available for all licensed and registered child care facilities (including family child care homes) and organizations contracted by the Department of Education (DOE) to operate A+ sites at elementary school campuses. Providers must be licensed by or registered with DHS or have an executed contract with the DOE for A+ services in the month covering the application and proposal request.

How do I apply?

Those in need of DHS Emergency Child Care Services Contracts should carefully review the information needed to complete the application and proposal form and review the contract agreement terms and conditions. If you are still interested in applying, once you have gathered the necessary information, complete the Application and Proposal form, and submit the documents to your CCL worker (or for A+ providers the DOE A+ Office) by:

- **Mailing** your Application and Proposal, any other documents, and the original signature signed contract Agreement to your assigned [child care licensing office](#) (or the DOE A+ office for A+ providers); or
- **Emailing** your Application, Proposal, any other documents, and the scanned copy of your original signature signed contract Agreement to your assigned child care licensing office or worker (or the DOE A+ office for A+ providers).

Include a signed copy of the Agreement with your Application and Proposal, which will help to speed up processing of the contract if your Application and Proposal are approved.

Is there a deadline to apply?

All applications for DHS Emergency Child Care Services Contracts must be received or postmarked no later than 11:59 pm on **Friday, July 31, 2020**. Any application received or postmarked after this date will be denied.

What should I include in my application and proposal?

The Application and Proposal form is very open ended, allowing you to list and describe your proposal in narrative boxes. These descriptions should be carefully itemized to specify the types of expenses that will be paid for with the contract funds, if awarded.

How do I sign my application?

All applications must be hand-signed. Applications submitted without a signature will be returned for your corrections. The contract agreement needs to be reviewed, have an original hand-signature, and mailed or emailed to your child care licensing office. Contract agreements submitted without a signature will be returned for your signature and can delay execution of a contract, if your application and proposal are approved by DHS.

Do I have to pay this money back?

DHS Emergency Child Care Services Contracts are not loans and you will not need to pay the money back as long as you follow the contract agreement's requirements and use the entire amount on allowable expenditures.

Can I spend this money on anything I want?

This money can only be spent on allowable expenses or needs that occurred or will occur during the period 3/20/2020 through 9/30/2020 and are specified in your application and proposal submitted to DHS. Allowable expenses can include:

- Staffing costs-
 - Additional payroll expenses for additional staff hired for smaller group sizes and staff-child ratios
- Supplies and materials-
 - Additional supplies needed to have enough for children in care, such as Paint, paint brushes, paper, play-dough, etc.
 - Disposable plates, cups, napkins, utensils, etc.
- Cleaning and janitorial supplies and services
 - Soap, paper towels, hand sanitizer
 - Cleaning, sanitizing, and janitorial services
 - Bleach, disinfectant, spray bottles, test strips
- Health and safety equipment and supplies
 - Thermometers
 - Gloves, smocks, aprons, masks, hair nets

This money shall not be spent on things unrelated to the COVID-19 emergency, including for example:

- Entertainment or lobbying activities or expenses
- Building improvement or renovations
- Landscaping
- Personal debt or personal credit card payments not related to your business
- Licensing, county, or zoning fees or permits

Remember that you must maintain documentation for 5 years showing how you used the funds for your business.

What if I received other emergency funding?

We know that there are other emergency funding opportunities, such as grants and loans, available to some child care providers. You may apply for this contract, in addition to those other opportunities, if you have funding needs not previously met. **You may not “double dip”** and receive this contract for expenses already funded by other programs. On your application you will need to explain specifically what unmet needs remain after other grants and loans are paid that the contract funds will be spent on. You are required to keep detailed financial documentation, itemized expenses, and accounting reports to support your expenditures of the contract funds should DHS need to audit your records, in accordance with the contract agreement if you are awarded a contract.

How much should I request in contract funding?

Every child care business is unique, and you may have accessed funding from other sources. We encourage you to request only as much as you need to stabilize and maintain your business and your staff. Think of all the consumable items, health and safety materials, and additional staff costs that you will need. Remember that these funds can be used for expenses beginning March 1, 2020 all the way through September 30, 2020. Do not request funds for expenses you have already received reimbursement for through another grant or loan program.

Are there funding limitations for this contract?

To ensure broad access, contracts will be funded up to the following amounts based on your type of facility or home, in addition to the needs of the Department and the nature of your proposal:

- Licensed large group child care centers (maximum capacity of 50+ children) up to **\$26,000**
- Licensed small group child care centers (maximum capacity of 13-49 children) up to **\$13,000**
- Licensed large infant and toddler centers (maximum capacity of 17+ children) up to **\$26,000**
- Licensed small infant and toddler centers (maximum capacity of up to 16 children) up to **\$13,000**
- Licensed before or after school care programs up to **\$9,000**
- DOE contracted organization to operate an A+ program up to **\$9,000**
- Licensed group homes (7-12 children) up to **\$4,000**
- Family child care homes (Up to 6 children) up to **\$2,750**

If I operate more than one facility or more than one type of licensed program, can I apply for each one?

Yes, providers can apply one time per type of license at each location. If you operate multiple licensed programs (e.g. infant and toddler program and a group child care center program) at one site, **each** licensed program should have *its own* application with requests and documentation specific to that licensed program at that specific location. If you operate one type of licensed program at multiple sites, each site should have its own application with requests and documentation specific to that specific location. **Combined applications will not be accepted.**

Are there restrictions on which months' expenses I can utilize?

The DHS Emergency Child Care Services Contract can be used to cover qualifying expenses incurred in the months of March – September 2020. The provider must open and be caring for children through December 2020.

I temporarily closed my facility, but I am reopening and would like to apply for funding, would I be eligible?

You may apply for a DHS Emergency Child Care Services Contract, but you will need to reopen and be caring for children through December 2020.

When will I know if I am approved?

We are making every effort to process applications as quickly as possible, and hope to have most processed within 7-10 business days of receipt of a completed Application and Proposal. Incomplete Applications and Proposals may result in delays in processing. Please review the other sections of this document describing what should be included in an application and proposal to ensure processing and approval. Once an application is reviewed, you will receive an Application and Proposal award notice or a "not recommended" notice via email or US postal service.

How will I be paid?

A one-time contract payment will be sent as an automated clearinghouse (ACH) deposit to the financial institution account provided to DHS. If you have not provided an ACH deposit account to DHS, you will need to do so to receive your payment.

I have not had a significant decrease in my enrollment, or my needs were met through a different grant or loan program. Can I make a profit from the DHS Emergency Child Care Services Contract?

The contract funds are intended to support child care providers to meet their additional obligations for increased health and safety due to the COVID-19 pandemic. Providers who do not have additional expenses or financial obligations because of the COVID-19 pandemic that they are unable to meet should not apply for contract funds. Additionally, you should not apply for this contract if you have already received money from another program that covered all of your COVID-19 pandemic related expenses.

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

Yes, the contract funding is considered income and must be claimed as such when filing taxes. You will receive an IRS 1099 form for Tax Year 2020 from the State.

Where can I find information on the COVID-19 practices I will be required to follow once I re-open?

DHS issued "[Guidelines for Child Care Facilities](#)". In addition, DHS and Department of Health are constantly updating and sharing information about best practices for operating or reopening during the pandemic. If you have questions about health and safety practices at your program, please see the resources at the [DHS website](#) or contact your assigned [child care licensing office](#) (or for A+ providers the DOE A+ Office) .

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

The Hawaii Department of Labor and Industrial Relations has extensive information and resources available to help you and your employees answer questions regarding unemployment benefits. Please read the Unemployment Insurance information at <https://labor.hawaii.gov/ui/>

What sort of documentation do I need to keep?

This funding may be subject to audit by DHS. You should maintain receipts or accounting for all the contract funds that you spend. This could include receipts, invoices, payroll information for additional staff hired, and a written record of your spending. If you have received multiple sources of assistance (grants and loans and contracts), be sure to allocate your expenses amongst the various assistance sources you've received. As a reminder, **you may not "double dip"** and receive these contract funds for expenses already funded by other programs.

Keep the information in a safe place protected from floods, mold, infestations, and fire. If you are storing this information on your computer, please be sure that you back it up to a separate drive or location. DHS staff will not be able to provide accounting information; we encourage you to work with a certified accountant if you have additional questions about record keeping.

Whom should I contact if I have additional questions?

Licensed and registered providers may email or call their assigned [child care licensing office](#) (or for A+ providers the DOE A+ Office) with questions not answered by this document.

If you have already submitted your application and proposal form and signed the contract agreement for a DHS Emergency Child Care Services contract, please be advised that the department will be working to process the documents as quickly as possible, but there will be a processing time of approximately 15-20 business days for payment to be issued, if your application and proposal information and contract agreement are complete and approved by DHS. If it is past the 20 business days and you have not heard from DHS yet, you may contact your assigned [child care licensing office](#) to follow up on the status of your application and proposal.

Is there any guidance for completing the proposal?

The following suggestions are intended to help guide you in completing an Application and Proposal for the DHS Emergency Child Care Services Contract. Your situation as a provider is unique, and you may choose to include additional information to help DHS better understand your individual needs.

Cleaning and Janitorial Expenses or Supplies and Materials

Description of needs or expenses	Include the following
If you need assistance paying for basic cleaning supplies	<ul style="list-style-type: none">• Detailed description of cleaning expenses
If you have hired, or plan to hire, someone to clean your facility	<ul style="list-style-type: none">• Detailed description of actual or anticipated cleaning costs• Frequency of cleaning services

Description of needs or expenses	Include the following
If you have an increased need for cleaning supplies to adhere to recommended best practices for maintaining cleanliness in your facility during the COVID crisis	<ul style="list-style-type: none"> Detailed description of actual or anticipated cleaning supply needs
If you need assistance paying for basic materials and supplies	<ul style="list-style-type: none"> Detailed description of supply expenses
If you anticipate needing additional supplies and materials to facilitate activities that adhere to best practices for social distancing during the COVID crisis	<ul style="list-style-type: none"> Detailed description of activities including costs Detailed description of actual or anticipated additional supplies and materials, and associated costs
If you need to purchase additional PPE supplies, such as masks, gloves, or smocks, in order to adhere to best practices for protecting staff and children during the COVID crisis	<ul style="list-style-type: none"> Detailed description of actual or anticipated additional supplies and materials, and associated costs

Business Costs, including Additional Staffing Costs

Description of needs or expenses	Include the following
If you have hired, or plan to hire, additional staff to support smaller group sizes or offer extended hours	<ul style="list-style-type: none"> Description of number of additional staff and pay rates
If you anticipate incurring additional expenses in order to adhere to best practices for operating during the COVID crisis	<ul style="list-style-type: none"> Detailed description of actual additional costs Detailed description of anticipated additional costs including amounts

Additional detailed information you may need to validate your expenditures, includes, but is not limited to:

- Receipts from purchases for increased public health measures including cleaning supplies, materials, and PPE
- Bills, invoices, or bids from suppliers or service providers

These types of documents can be provided in the *final report* you submit to DHS to document your expenditures of your contract funds, if approved, but should **not** be submitted with your *application*.