



Ohio Child Care
Resource & Referral
Association

Pandemic Support Payment Grant

Frequently Asked Questions (FAQ): September 2020

1. Am I required to notify the Ohio Department of Job and Family Services that my program is re-opening?
 - a. By June 7, 2020, licensed centers, licensed family child care homes, certified IHAs and approved day camps are being asked to notify the Ohio Department of Job and Family Services (ODJFS) and the county agency via the Ohio Child Licensing and Quality System (OCLQS) of their intent to reopen. All programs who plan to reopen must enter the date they plan to open in OCLQS. Any program that has not updated OCLQS by June 7, 2020 at 11:59 pm will be put into temporary closure status by ODJFS.
 - b. In order to apply for the COVID-19 Payment or Ratio Support Payment, the child care provider must have notified ODJFS and be active in OCLQS. Only Child Care Centers are eligible to receive the Ratio Support Payment grant.
2. Where can I find guidance on the Pandemic Support Payment Grant?
 - a. Please visit www.occrra.org for guidance and support documents for this grant.
3. When will the application be available in the Ohio Professional Registry – Organization Dashboard?
 - a. September 2020 Payments
 - i. For ODJFS Centers, In-Home Aides, Type A Homes, Type B Homes, and ODE Preschool and School-Age Child Care Centers, the application will be available on **September 21-25, 2020**.

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- b. Availability of funds for Other Payments
 - i. Depending upon when and how many child care programs re-open will determine how many months the \$60 million investment will be available beyond July 2020.
- 4. How do I access the application in the Ohio Professional Registry (OPR) Organization Dashboard?
 - a. Sign in to your OPR registry profile and select your name in the top right-hand corner of the screen.
 - b. Select Organization Dashboard from the menu.
 - c. Choose the program from the drop down to open the Organization Dashboard
 - d. Select Applications from the left-hand side menu.
 - e. Under PANDEMIC SUPPORT PAYMENT APPLICATIONS click the green button labeled “Add New Pandemic Application”. The application will open for you to complete.
- 5. How do I request access to the OPR Organization Dashboard if I don’t already have it?
 - a. Program Administrators and Owners listed on the ODJFS program license will need Organization Dashboard access to apply for the Pandemic Support Payment Application. For ODE programs, the person designated as Program Administrator will need Organization Dashboard access. If you do not have access, you may request it by emailing the professional’s name, their OPIN and the program license number to registry@ocrra.org.
- 6. Who is eligible to apply for Pandemic Support Payments?
 - a. September 2020
 - i. COVID-19 Payments:
 - 1. Newly licensed and certified ODJFS child care providers (Centers, including Temporary Pandemic School Age Child Care Centers, Type A Homes, Type B Homes, and In-Home Aides)
 - 2. Previously licensed and certified ODJFS child care providers (Centers, Type A Homes, Type B Homes, and In-Home Aides)



opening for the first time since March 25, 2020 in August/September 2020

- 3. Previously licensed and certified ODE Preschool and School-Age child care centers opening for the first time since March 25, 2020 in August/September 2020

ii. Ratio Support Payments:

- 1. Previously licensed and certified ODJFS child care providers (Centers) opening for the first time since March 25, 2020 in September 2020 who received an August 2020 PSPG: Ratio Support Payment.
- 2. Previously licensed and certified ODE Preschool and School-Age child care centers opening for the first time since March 25, 2020 in September 2020 who received an August 2020 PSPG: Ratio Support Payment.
- 3. To be eligible for the Ratio Support Payment - ODJFS Child Care Centers and ODE Preschool and School-Age Child Care Centers must maintain the following ratio and class size in all classrooms for September and October.

Age	Teacher to Child Ratio/Class Size
Infants	1:4 or 2:6
Toddlers	1:6
Preschool	1:9
School Age	1:9

- 4. To meet the Ratio Support Payment requirements - the children reported as enrolled MUST have been served at least one day prior to reporting. The September payment reporting deadline is



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September 25, 2020. To meet the “at least one day attended for the child”, the child must attend your program between September 1, 2020 and September 24, 2020.

5. The program must also have been open for no less than two full weeks in the month of September to receive payments.
7. How is my program’s monthly grant calculated?
 - a. The monthly payment is based on your program type:
 - i. For Day Camps and In-Home Aides, the amount is a base payment.
 - ii. For Type A and B Homes, the amount is a base payment plus SUTQ rating payment.
 - iii. For Centers, the amount is a base payment based on SUTQ rating plus a ratio support payment inclusive of enrollment for both private pay and publicly funded children.
8. Is the grant payment weekly, monthly, or a flat payment?
 - a. Applications for PSPG: COVID-19 payment will be accepted in the months of June, July, August and September 2020.
 - b. One monthly payment will be made for June 2020, one monthly payment will be made for July 2020, one monthly payment for August 2020 as long as eligibility criteria is met and one monthly payment for September 2020 as long as eligibility criteria is met.
 - c. There is no September 2020 PSPG: Ratio Support payment application cycle.
9. Do I need to submit an application for the Ratio Support Payment?
 - a. No, if you received an August PSPG, the application for September will be copied into a new application. No additional information will be needed. Enrollment numbers will not be edited and the payment will be based on the August PSPG award. If your September attendance documentation is less than the number provided in August, then a repayment would be needed.

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10. Are programs licensed by the Ohio Department of Education eligible to apply for these grants?
 - a. As long as the program meets the reopening criteria, they are eligible for these funds.
11. Are ODE Licensed, Head Start Programs eligible for these grant funds?
 - a. As long as the program meets the reopening criteria, they are eligible for these funds.
12. Are ODJFS Licensed, Head Start Programs eligible for these grant funds?
 - a. As long as the program meets the reopening criteria, they are eligible for these funds.
13. What products may be purchased with these grant funds?
 - a. These payments are intended to provide assistance in covering the cost of COVID-19 classroom dividers, cleaning supplies, personal protective equipment (PPE), temporary sinks, thermometers, and other expenses.
 - b. Items must have been purchased for the month that the payment is awarded to support of the program's re-opening.
 - i. For September 2020 grants, the expenditures must occur between September 1 through October 31, 2020.
 - ii. For August 2020 grants, the expenditures must occur between August 1 through September 30, 2020.
 - iii. For July 2020 grants, the expenditures must occur between July 1, 2020 through August 31, 2020.
 - iv. For June 2020 grants, the expenditures must occur between May 14, 2020 through July 31, 2020.

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- c. For Child Care Centers & Day Camps Only – Ratio Support Payments may be used to cover the cost of COVID-19 classroom dividers, cleaning supplies, personal protective equipment (PPE), personnel working re-opened classrooms, temporary sinks, thermometers, and other expenses.
14. What items are allowable in the “other expenses” category?
- a. These payments are intended to provide assistance in covering the cost of COVID-19 classroom dividers, cleaning supplies, personal protective equipment (PPE), temporary sinks, thermometers, and other expenses.
 - i. Personal protective equipment (PPE) includes masks, gloves, and baggies.
 - b. Other Expenses are defined as the goods and services required to meet the Responsible Restart Ohio Industry Factsheet on Child Care and comply with ODJFS Transitional Pandemic Child Care licensing requirements OR ODE Licensing requirements depending on your licensing agency. Additional items can relate to Handwashing, Sanitation, Pick up/Drop off practices and Daily Symptom Assessments.
 - i. Possible allowable purchases include but are not limited to:
 1. Handwashing: Soap and paper towels
 2. Professional cleaning services
 3. Paper Products (toilet paper, paper towels)
 4. Disposable plates, cups and silverware
 5. Indoor/Outdoor Classroom Materials due to more classrooms of smaller groups
 6. Additional shade areas
 7. Storage items to reduce cross contamination (i.e. art supply caddy, individual sensory bins)
 8. Sanitation Equipment: Power washer to clean outside toys, Steam cleaner to clean carpets, Dishwasher, Washer/Dryer, Air Purifier, or repairs to these items
 9. Signage: drop off/pick up, COVID-19

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- ii. Examples of items that are not allowable include but are not limited to:
 - 1. Food purchases
 - 2. Rent / Mortgage payments for program facility
 - 3. Utility payments
 - 4. Construction/Repair/Renovation costs (i.e. permanent fencing, permanent sinks, outdoor sheds, automatic faucets, windows, doors)
 - 5. Playground Equipment Structures
 - 6. Technology (Computers, Mobile Devices, Gaming Systems, Program Cameras)

15. What items are allowable in the “other expenses” in the Pandemic Support Payment: Ratio Support?

- a. These payments are intended to support Child Care Centers and Day Camps as a result of reduced ratios. These payments are intended to provide assistance in covering the cost of COVID-19 classroom dividers, cleaning supplies, personal protective equipment (PPE), personnel working in reopened classrooms, temporary sinks, thermometers, and other expenses.
 - i. Personnel working in reopened classrooms includes additional staff needed to meet the cleaning guidance.
- b. Other Expenses are defined as the goods and services required to meet the Responsible Restart Ohio Industry Factsheet on Child Care and comply with ODJFS Transitional Pandemic Child Care licensing requirements OR ODE Licensing requirements depending on your licensing agency. Additional items can relate to Handwashing, Sanitation, Pick up/Drop off practices, Daily Symptom Assessments and Social Distancing practices to avoid mixing of groups.
 - i. Possible allowable purchases include but are not limited to:
 - 1. Handwashing: Soap and paper towels
 - 2. Professional cleaning services
 - 3. Paper Products (toilet paper, paper towels)

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4. Disposable plates, cups and silverware
5. Indoor/Outdoor Classroom Materials due to more classrooms of smaller groups
6. Additional shade areas
7. Storage items to reduce cross contamination (i.e. art supply caddy, individual sensory bins)
8. Sanitation Equipment: Power washer to clean outside toys, Steam cleaner to clean carpets, Dishwasher, Washer/Dryer, Air Purifier, or repairs to these items
9. Signage: drop off/pick up, COVID-19

ii. Examples of items that are not allowable include but are not limited to:

1. Food purchases
2. Rent / Mortgage payments for program facility
3. Utility payments
4. Construction/Repair/Renovation costs (i.e. permanent fencing, permanent sinks, outdoor sheds, automatic faucets, windows, doors)
5. Playground Equipment Structures
6. Technology (Computers, Mobile Devices, Gaming Systems, Program Cameras)

16. What is the timing of when expenses can be paid with this funding?

- a. Expense tracking is based on the date of the documentation. For some expenses, this is the date when purchased. For example, when purchasing items at a store the incurred date and payment date are the same and appear as the receipt date. Sometimes, there are multiple dates associated with a transaction. Expenses are based on when the expenses are incurred (invoiced). It is possible that the payment information will be after the time period described below.

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- b. Expenses must be incurred for the grant using the following dates:
 - i. For September Payments – September 1 – October 31, 2020
 - ii. For August Payments – August 1 – September 30, 2020
 - iii. For July Payments – July 1 – August 31, 2020
 - iv. For June Payments – May 14 – July 31, 2020
 - c. For the personnel allowed under the Ratio Support Payment, this would include pay periods in the date ranges described in b above when the pay is earned.
17. What documentation is required for enrollment verification?
- a. Attendance records used for ODJFS and ODE licensing are sufficient for enrollment verification.
18. What kind of expense documentation will I need to provide for the reconciliation reporting for these grant funds?
- a. All grantees will be required to complete a reconciliation for each payment period that they received funds. Reconciliations are site specific. Detail and documentation will be required on what expenses the funds were spent. Copies of expense documentation for the amount claimed must be uploaded for each payment month.
 - b. Expense documentation includes documents from a third-party vendor for goods or services that shows order and payment information. These include, but are not limited to receipts, purchase orders with payment information, paid invoices, and payroll journals.
 - c. Programs should maintain all expense and enrollment attendance records for a period of 12-months following the grant period.
19. What happens if I don't spend and reconcile the entire grant amount?
- a. If there is missing documentation or not all funds were expended for the grant reconciliation month, then the remaining funds will need to be repaid to OCCRA.
20. Does my program have to be Step Up To Quality (SUTQ) rated in order to be eligible to apply for these grants?

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- a. Rated and non-rated SUTQ rated programs licensed by the Ohio Department of Job and Family Services and the Ohio Department of Education are eligible to apply for these grants.
21. My program has obtained a PPP loan, can we still utilize these funds?
- a. Yes, securing a PPP loan does not affect your eligibility for these funds.
 - b. For centers, if using these funds for personnel costs, the same person's pay for the same time period, cannot be used for this funding.
22. How do I make sure my W-9 will be accepted?
- a. To expedite the acceptance of your W-9, please make sure the following is completed.
 - i. Sign and date the W-9 in Part II of the document. Be sure to upload the signed and dated W-9 form into the August 2020 PSPG application. If an application is submitted with a blank W-9, the application will not be considered after the application deadline date.
 - ii. Provide only one Tax Identification Number, either a Social Security Number or Employer Identification Number (EIN). For these funds, please default to an EIN if your program has one.
 - iii. When using the IRS template, please make sure your edits have been saved to the document before attempting to upload. Blank W-9s will be returned for completion.
23. How long will it take to approve my grant application and receive the money?
- a. If the applicant has completed their application and uploaded required documentation, the review and payment processes should take no more than twenty (20) business days.

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24. Have the Reconciliation Deadline dates been extended?

- a. Yes, the reconciliation submission dates have been extended. Please refer to the below chart for the reconciliations to be submitted.

PSPG Grant Award Month	Reconciliation Submission Date:
June 2020	August 31, 2020
July 2020	September 30, 2020
August 2020	October 31, 2020
September 2020	December 31, 2020

25. Is there a more detailed listing of allowable and non-allowable expenditures?

- a. Allowable Expenditures/Items

Allowable Expenditures/Items	Category
3 bowl sink	Other (Allowable Expenses)
Air duct cleaning	Professional cleaning services
Air purifiers	Other (Allowable Expenses)
Baby gates (Must Comply with Licensing Rules)	Classroom Materials (Indoor/Outdoor)
Baggies	PPE
Basketball hoop	Classroom Materials (Indoor/Outdoor)
Bikes/trikes/scooters	Classroom Materials (Indoor/Outdoor)
Bleach	Cleaning Supplies
Bureau of workman's compensation fees	Personnel working in reopened programs
Bye Bye Buggy/strollers for kids	Classroom Materials (Indoor/Outdoor)
Changing tables	Classroom Materials (Indoor/Outdoor)
Classroom Dividers	Classroom Dividers
Cleaning Supplies	Cleaning Supplies
Couch/Furniture (Business Use Only)	Classroom Materials (Indoor/Outdoor)
Connectable foam Floor mats	Classroom Materials (Indoor/Outdoor)
Cots/sleeping mats	Classroom Materials (Indoor/Outdoor)
Crocs	PPE
Desks	Classroom Materials (Indoor/Outdoor)
Dishwasher (Commercial or residential)	Other (Allowable Expenses)
Dishwasher installation (commercial or residential)	Other (Allowable Expenses)
Disposable plates, cups and silverware	Other (Allowable Expenses)
Dollhouse and manipulatives	Classroom Materials (Indoor/Outdoor)
Dryer	Other (Allowable Expenses)
Dust Busters	Cleaning Supplies
Floor scrubber	Other (Allowable Expenses)



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Gliders/chairs	Classroom Materials (Indoor/Outdoor)
Gloves	PPE
Hands free dryers	Other (Allowable Expenses)
Handwashing station (indoor or outdoor)	Other (Allowable Expenses)
High chairs	Classroom Materials (Indoor/Outdoor)
Individual sensory bins	Other (Allowable Expenses)
Individual water bottles/ thermos	Classroom Materials (Indoor/Outdoor)
Ink and paper for signage	Other (Allowable Expenses)
Labor for install of divider walls	Classroom Dividers
Laminating pouches	Classroom Materials (Indoor/Outdoor)
Laundry detergent	Cleaning Supplies
Masks	PPE
Mud kitchens	Classroom Materials (Indoor/Outdoor)
Outdoor greenhouse	Classroom Materials (Indoor/Outdoor)
Outdoor gross motor toys	Classroom Materials (Indoor/Outdoor)
Pack and play	Classroom Materials (Indoor/Outdoor)
Paper towel dispensers	Other (Allowable Expenses)
Paper towels	Other (Allowable Expenses)
Paying staff to do program laundry at Business Location	Professional cleaning services
Picnic tables	Classroom Materials (Indoor/Outdoor)
Plexiglas	PPE
Power washer	Other (Allowable Expenses)
Professional cleaning services	Other (Allowable Expenses)
Repairs for allowable expenses	Repairs to allowable
Roomba sweepers or other smart sweepers	Other (Allowable Expenses)
Rugs	Classroom Materials (Indoor/Outdoor)
Scrubs/Smocks	PPE
Sensory tables/water tables	Classroom Materials (Indoor/Outdoor)
Shade (tents, canopies, etc.)	Other (Allowable Expenses)
Shade built with lumber	Other (Allowable Expenses)
Shade- cost of labor	Other (Allowable Expenses)
Shelving in classrooms	Classroom Materials (Indoor/Outdoor)
Shipping, taxes, installation	Included in packaging of an item
Small 3 feet tall plastic structures for toddlers on playgrounds	Outdoor Classroom Materials
Smocks/Scrubs	PPE
Soap	Other (Allowable Expenses)
Soap dispensers	Other (Allowable Expenses)

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Staff bonuses	Personnel working in reopened programs
Standalone human temp reader	Thermometers
Steam cleaner	Other (Allowable Expenses)
Step stools	Classroom Materials (Indoor/Outdoor)
Swings for a playground structure (Must Comply with Licensing Requirements)	Classroom Materials (Indoor/Outdoor)
Temporary sinks	Temporary Sinks
Thermometers	Thermometers
Toilet paper	Other (Allowable Expenses)
Toys for children	Classroom Materials (Indoor/Outdoor)
Trash cans (indoor or outdoor)	Other (Allowable Expenses)
Unemployment	Personnel working in reopened programs
Uniform shirts/work shirts	PPE
Vacuum	Cleaning Supplies
Warranty on washer/dryer	Other (Allowable Expenses)
Washer	Other (Allowable Expenses)
Watercooler	Other (Allowable Expenses)

b. Non-Allowable Expenditures/Items

Non-Allowable Expenditures/Items	Category
Accountant fees for payroll processing	Not allowable
Air conditioning units of any form (window units, HVAC units)	Not allowable
Automatic faucets	Construction/Repair/Renovation
Bus and/or bus insurance	Not allowable
Cameras (security or photo)	Technology
Carpet repair, install	Construction/Repair/Renovation
Ceiling fan	Construction/Repair/Renovation
Computer software (for tracking attendance or children's work, or games for classroom PCs)	Technology
Copy machine (repairs or purchase)	Technology
Curriculum- (ex: teaching strategies)	Not allowable
Door bells of any kind (Ring, smart door bells)	Technology
Doors	Construction/Repair/Renovation
Drinking fountain	Construction/Repair/Renovation
Fencing for playgrounds	Construction/Repair/Renovation
Floor sink/ drain	Construction/Repair/Renovation



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Food purchases	Food Purchases
Freezer for food	Food Purchases
Gaming systems (PlayStation, Xbox, Switch, Wii, etc.)	Technology
Gas	Not allowable
Generators	Construction/Repair/Renovation
Google mini homes, Alexa's or other smart devices	Technology
HDMI cables or cords for technology	Technology
Laptops/desktops/iPad	Technology
Lawn mower or other outdoor lawn devices	Not allowable
Mobile devices	Technology
Mortgage payments	Rent/Mortgage
Mosquito/insect repellent treatments for outdoor	Not allowable
Mulch/rubber landing mats for playgrounds or outdoors	Not allowable
Non carpet flooring installs	Construction/Repair/Renovation
Outdoor storage sheds	Construction/Repair/Renovation
Ovens/other household appliances (excluding sanitation items)	Not allowable
Permanent Fencing	Construction/Repair/Renovation
Playground equipment structures	Playground Equipment Structure
Professional development for staff	PD not covered
Refrigerators of any size	Construction/Repair/Renovation
Rent	Rent/Mortgage
Rental of port a potty	Not allowable
Resurfacing wood floors	Construction/Repair/Renovation
Room dividers built by construction crew	Construction/Repair/Renovation
Rubber tiles for drop zones outside	Construction/Repair/Renovation
Screen doors	Construction/Repair/Renovation
Tablets	Technology
Toilets	Construction/Repair/Renovation
Turf	Construction/Repair/Renovation
Utility payments	Utility payments
Walkie talkies	Technology
Water heater	Construction/Repair/Renovation
Watercooler	Subscription service=no
Windows	Construction/Repair/Renovation
Yard Barn with sinks	Construction/Repair/Renovation
Yard sprayer	Not allowable

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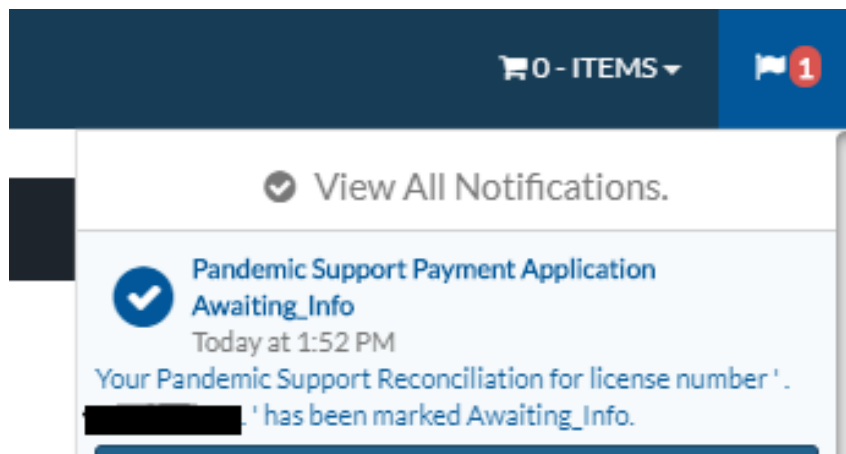
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26. If I am a part of a Type A Home, Type B Home, or In-Home Aide program, can I use our payment toward personnel working in reopened classrooms?
- a. For September 2020 COVID-19 payment personnel costs of those working the reopened classrooms for these program types is an allowable expense. Programs must provide detail about how the funds were used and how the amount was calculated (ie. hourly wage x number of hours).
27. Can personnel costs be covered through these grants?
- a. For September 2020, all programs can use their payments for personnel.
 - i. This can include personnel working with children and cleaning and can include times where the program is open and after-hours efforts.
 - ii. For pay periods claimed this can include but not be limited to gross wages, payroll taxes and employee benefits.
 - iii. For expense tracking, this would include pay periods in the date ranges described in the Incurred Expense Date section of this document when the pay is earned.
 - iv. The acceptable documentation includes third party payroll reports or copies of paychecks.
28. What happens if I do not submit a complete application by the grant application cycle deadline?
- a. If a program fails to submit all of the components required for a “complete” application by the grant application cycle deadline, they will receive a status of “unable to verify” and not be considered for the grant. This includes:
 - i. Not meeting the eligibility requirements as specified in the Pandemic Support Payment Grant Guidance Documents;
 - ii. Not including a re-open date;
 - iii. Not including the number of children by age group and whether they are publicly funded or private pay children (For Centers Only);

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- iv. Not uploading a signed and dated W-9 form providing only one Tax Identification Number (either the Employer Identification Number (EIN) or Social Security Number); and
 - v. Not completing the Attestation Statements and signing the grant application.
- b. Due to the number of requests received for PSPG funding in each grant cycle, no exceptions will be made for incomplete grant applications.
29. How do I find out the status of my Pandemic Support Payment Grant Application or Reconciliation Submittal?
- a. Once you have submitted your Pandemic Support Payment Grant Application or Reconciliation, the OCCRRA staff will review and process your submission. Please refer to the profile notifications for any status changes or messages specific to your reconciliation. There will be a Red Circle and number indicating how many new notifications are in your profile.
 - b. If the reconciliation is accepted as submitted, you will receive an Approved notification.
 - c. If additional information is required for your application or reconciliation submission or if you need to make any changes, the notification will provide you with the details of needed changes. This example shows that Additional Information is required. Click on the notification to open.





30. Can you clarify what information is needed for the Ratio Support payment?
- a. For September 2020 PSPG, enrollment information for Ratio Support will be copied from the August 2020 PSPG Application.
31. Is my program eligible for an September 2020 PSPG: Ratio Support Payment if I maintain the reduced ratio and classroom size in some classrooms and return to full ratio and classroom size in other classrooms?
- a. No, in order to be eligible for a September 2020 PSPG: Ratio Support Payment, the reduced ratio and classroom size must be maintain for all classrooms for the program.
 - b. To be eligible for the Ratio Support Payment - ODJFS Child Care Centers & Day Camps, and ODE Preschool and School-Age Child Care Centers must maintain the following ratio and class size in all classrooms for October.

Age	Teacher to Child Ratio/Class Size
Infants	1:4 or 2:6
Toddlers	1:6
Preschool	1:9
School Age	1:9