



Ohio Child Care
Resource & Referral
Association

Pandemic Support Payments: July 2020 Guidance Document Child Care Centers

Ohio Department of Job and Family Services (ODJFS) is funding payments for Pandemic Support through the Federal CARES Act, CFDA # 93.575. The purpose of these funds is to assist with the expenses related to reopening child care for children and families they serve.

Eligibility

ODJFS licensed Child Care Centers and ODE licensed Preschool and School-Age Child Care Centers are eligible that reopen and serve children during the payment period.

How the Funds Can Be Used

Child Care Center – Ratio Support Payment: These payments are intended to support ODJFS Child Care Centers and ODE Preschool and School-Age Child Care Centers 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. Personnel working in reopened classrooms includes additional staff needed to meet the cleaning guidance.

How to Apply

The application and reconciliation for these funds will be available through your Ohio Professional Registry’s Organization Dashboard. You must have access to your program’s dashboard to be able to access the application. Should you have questions about your organization dashboard access, please email registry@occrra.org. More information may be found in the [Organization Dashboard User Guide](#).

When to Apply for the Grant

To be considered for a July 2020 PSPG award, a program must submit an application and W-9 form by the application submission deadline of July 24, 2020. Below is a chart of when to apply for grants. If the application window is missed by a program, they will not be able to receive the payment for that payment period.

Payment Period	Application Due Date
July 2020	July 19 – July 24, 2020

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Payments and Reopening Dates

To be eligible for the Ratio Support payment, the children reported as enrolled MUST have been served at least one day prior to reporting AND the program must be open for no less than two full weeks in the month of July to receive support payments (i.e. re-open date must be Sunday, July 12, 2020 or before). Below is a chart describing the reopening date and possible payments.

Payment Period	Program Reopening Date	Possible Payments
July 2020	July 1 – 12, 2020	Ratio Support

Application Information

To complete the application, you will be asked for a reopen date and provide number of children enrolled in your program as of the reopen date. The number of children should be broken down by age group designated as publicly funded child care and private pay. You will be required to provide attendance documentation for the week of opening to substantiate the number of children entered. If there are differences between the number of children enrolled and entered in this application and the attendance documentation provided, you will need to repay the difference in funding provided.

The grant calculation is based on Maximum License Capacity, Step Up To Quality rating and enrollment information.

Child Care Center – Ratio Support Payment:

ODJFS Child Care Centers and ODE Preschool and School-Age Child Care Centers are eligible for a Ratio Support Payment. This payment is intended to support Child Care Centers as a result of reduced ratios. This payment will be based on the enrollment of both your private pay children and those receiving publicly-funded child care. The children reported as enrolled MUST have been served at least one day prior to reporting AND the program must be open for no less than two full weeks in the month of June to receive support payments (i.e. re-open date must be Sunday July 12, 2020 or before). 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.



The July 2020 PSPG payments will be as follows (Centers Only):

# of Children Served/Enrolled Public & Private	Star Ratings					
	1 star	2 stars	3 stars	4 stars	5 stars	Unrated
Up to 6	\$273	\$305	\$313	\$333	\$348	\$250
7 - 12	\$545	\$610	\$625	\$645	\$695	\$500
13 - 18	\$3,234	\$3,634	\$3,726	\$3,973	\$4,157	\$2,961
19 - 24	\$4,311	\$4,845	\$4,968	\$5,297	\$5,543	\$3,948
25 - 33	\$5,928	\$6,662	\$6,832	\$7,283	\$7,622	\$5,429
34 - 42	\$7,545	\$8,479	\$8,695	\$9,270	\$9,701	\$6,909
43 - 51	\$9,162	\$10,296	\$10,558	\$11,256	\$11,780	\$8,390
52 - 60	\$10,779	\$12,113	\$12,421	\$13,242	\$13,858	\$9,871
61 - 69	\$12,395	\$13,930	\$14,284	\$15,229	\$15,937	\$11,351
70 - 75	\$13,473	\$15,141	\$15,526	\$16,553	\$17,323	\$12,338
76+	\$13,653	\$15,343	\$15,733	\$16,774	\$17,554	\$12,503

In order to complete the payment request submission process, you will also need to upload a .pdf of the IRS W-9 form. The current W-9 form can be located at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.

Reconciliation

All programs are required to complete a reconciliation for each payment period that they receive funds. Reconciliations are site specific. Detail and documentation will be required on what expenses the funds were spent between July 1, 2020 through August 31, 2020. One reconciliation will be required per application. In the reconciliation, the amount spent on the expense categories will be required. You will need to upload .pdf copies of expense documentation for the amount claimed. If there is missing documentation or not all funds were expended, then the remaining funds will need to be repaid. Programs should maintain all expense and enrollment attendance records for a period of 12-months following the grant period.

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. Please clearly label the expense category on this documentation.



If you are a program administrator of multiple sites, it is possible that information provided will be for multiple sites. Please clearly label site allocations as needed.

Below is a chart of when reconciliations are due. Failure to provide a reconciliation and documentation may require repayment of the funds provided.

Payment Period	Reconciliation Due Date
July 2020	September 30, 2020

Monitoring

OCCRRA will be completing subrecipient monitoring of these funds. Programs may be selected for desk review audits. OCCRRA will communicate with programs selected for this process.

Allowable & Non-Allowable Expenditures/Items

Allowable Expenditures/Items	
Allowable Expenditures/Items	Category
1. 3 bowl sink	Other (Allowable Expenses)
2. Air duct cleaning	Professional cleaning services
3. Air purifiers	Other (Allowable Expenses)
4. Baby gates (Must Comply with Licensing Rules)	Classroom Materials (Indoor/Outdoor)
5. Baggies	PPE
6. Basketball hoop	Classroom Materials (Indoor/Outdoor)
7. Bikes/trikes/scooters	Classroom Materials (Indoor/Outdoor)
8. Bleach	Cleaning Supplies
9. Bureau of workman's compensation fees	Personnel working in reopened programs
10. Bye Bye Buggy/strollers for kids	Classroom Materials (Indoor/Outdoor)
11. Changing tables	Classroom Materials (Indoor/Outdoor)
12. Classroom Dividers	Classroom Dividers
13. Cleaning Supplies	Cleaning Supplies



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14. Couch/Furniture (Business Use Only)	Classroom Materials (Indoor/Outdoor)
15. Connectable foam Floor mats	Classroom Materials (Indoor/Outdoor)
16. Cots/sleeping mats	Classroom Materials (Indoor/Outdoor)
17. Crocs	PPE
18. Desks	Classroom Materials (Indoor/Outdoor)
19. Dishwasher (Commercial or residential)	Other (Allowable Expenses)
20. Dishwasher installation (commercial or residential)	Other (Allowable Expenses)
21. Disposable plates, cups and silverware	Other (Allowable Expenses)
22. Dollhouse and manipulatives	Classroom Materials (Indoor/Outdoor)
23. Dryer	Other (Allowable Expenses)
24. Dust Busters	Cleaning Supplies
25. Floor scrubber	Other (Allowable Expenses)
26. Gliders/chairs	Classroom Materials (Indoor/Outdoor)
27. Gloves	PPE
28. Hands free dryers	Other (Allowable Expenses)
29. Handwashing station (indoor or outdoor)	Other (Allowable Expenses)
30. High chairs	Classroom Materials (Indoor/Outdoor)
31. Individual sensory bins	Other (Allowable Expenses)
32. Individual water bottles/ thermos	Classroom Materials (Indoor/Outdoor)
33. Ink and paper for signage	Other (Allowable Expenses)
34. Labor for install of divider walls	Classroom Dividers
35. Laminating pouches	Classroom Materials (Indoor/Outdoor)
36. Laundry detergent	Cleaning Supplies
37. Masks	PPE
38. Mud kitchens	Classroom Materials (Indoor/Outdoor)
39. Outdoor greenhouse	Classroom Materials (Indoor/Outdoor)

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40. Outdoor gross motor toys	Classroom Materials (Indoor/Outdoor)
41. Pack and play	Classroom Materials (Indoor/Outdoor)
42. Paper towel dispensers	Other (Allowable Expenses)
43. Paper towels	Other (Allowable Expenses)
44. Paying staff to do program laundry at Business Location	Professional cleaning services
45. Picnic tables	Classroom Materials (Indoor/Outdoor)
46. Plexiglas	PPE
47. Power washer	Other (Allowable Expenses)
48. Professional cleaning services	Other (Allowable Expenses)
49. Repairs for allowable expenses	Repairs to allowable
50. Roomba sweepers or other smart sweepers	Other (Allowable Expenses)
51. Rugs	Classroom Materials (Indoor/Outdoor)
52. Scrubs/Smocks	PPE
53. Sensory tables/water tables	Classroom Materials (Indoor/Outdoor)
54. Shade (tents, canopies, etc.)	Other (Allowable Expenses)
55. Shade built with lumber	Other (Allowable Expenses)
56. Shade- cost of labor	Other (Allowable Expenses)
57. Shelving in classrooms	Classroom Materials (Indoor/Outdoor)
58. Shipping, taxes, installation	Included in packaging of an item
59. Small 3 feet tall plastic structures for toddlers on playgrounds	Outdoor Classroom Materials
60. Smocks/Scrubs	PPE
61. Soap	Other (Allowable Expenses)
62. Soap dispensers	Other (Allowable Expenses)
63. Staff bonuses	Personnel working in reopened programs
64. Standalone human temp reader	Thermometers
65. Steam cleaner	Other (Allowable Expenses)
66. Step stools	Classroom Materials (Indoor/Outdoor)

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67. Swings for a playground structure (Must Comply with Licensing Requirements)	Classroom Materials (Indoor/Outdoor)
68. Temporary sinks	Temporary Sinks
69. Thermometers	Thermometers
70. Toilet paper	Other (Allowable Expenses)
71. Toys for children	Classroom Materials (Indoor/Outdoor)
72. Trash cans (indoor or outdoor)	Other (Allowable Expenses)
73. Unemployment	Personnel working in reopened programs
74. Uniform shirts/work shirts	PPE
75. Vacuum	Cleaning Supplies
76. Warranty on washer/dryer	Other (Allowable Expenses)
77. Washer	Other (Allowable Expenses)
78. Watercooler	Other (Allowable Expenses)

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

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16. Food purchases	Food Purchases
17. Freezer for food	Food Purchases
18. Gaming systems (PlayStation, Xbox, Switch, Wii, etc.)	Technology
19. Gas	Not allowable
20. Generators	Construction/Repair/Renovation
21. Google mini homes, Alexa's or other smart devices	Technology
22. HDMI cables or cords for technology	Technology
23. Laptops/desktops/iPad	Technology
24. Lawn mower or other outdoor lawn devices	Not allowable
25. Mobile devices	Technology
26. Mortgage payments	Rent/Mortgage
27. Mosquito/insect repellent treatments for outdoor	Not allowable
28. Mulch/rubber landing mats for playgrounds or outdoors	Not allowable
29. Non carpet flooring installs	Construction/Repair/Renovation
30. Outdoor storage sheds	Construction/Repair/Renovation
31. Ovens/other household appliances (excluding sanitation items)	Not allowable
32. Permanent Fencing	Construction/Repair/Renovation
33. Playground equipment structures	Playground Equipment Structure
34. Professional development for staff	PD not covered
35. Refrigerators of any size	Construction/Repair/Renovation
36. Rent	Rent/Mortgage
37. Rental of port a potty	Not allowable
38. Resurfacing wood floors	Construction/Repair/Renovation
39. Room dividers built by construction crew	Construction/Repair/Renovation
40. Rubber tiles for drop zones outside	Construction/Repair/Renovation
41. Screen doors	Construction/Repair/Renovation
42. Tablets	Technology
43. Toilets	Construction/Repair/Renovation
44. Turf	Construction/Repair/Renovation
45. Utility payments	Utility payments
46. Walkie talkies	Technology
47. Water heater	Construction/Repair/Renovation
48. Watercooler	Subscription service=no

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49. Windows	Construction/Repair/Renovation
50. Yard Barn with sinks	Construction/Repair/Renovation
51. Yard sprayer	Not allowable

Questions

Questions about the application process can be sent to
pandemicsupportgrant@occrra.org.

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