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Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Child and Family Services
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MEMORANDUM

TO: Child Care Providers

FROM: Office of Child and Family Services

DATE: August 31, 2021

SUBJECT: **Child Care Provider American Rescue Plan Act (ARPA) Stabilization Grants**

Congress approved the Child Care Stabilization Grants appropriated in the American Rescue Plan Act (ARPA) (Public Law 117-2) signed into law on March 11, 2021. The nationwide funding includes \$23.975 billion in additional funding for the Child Care Development Block Grant (CCDBG). The funds will be used to provide grants to child care providers to assist in stabilizing child care across the nation. Maine received \$73 million in Child Care Stabilization Grant funding which has been obligated in its entirety towards direct grant payments. The Department of Health and Human Services (DHHS) Office of Child and Family Services (OCFS) will distribute the grants to child care providers to help stabilize and support child care in Maine.

The grants will be administered for 12-months with the first installment of payments to begin October 2021 through September 2022. All licensed child care providers and Child Care Subsidy Program (CCSP) license-exempt nonrelative providers are eligible to apply. The application will be on a rolling basis. Those programs approved will only be required to apply once.

Providers may apply for the first installment of grants if they are providing direct child care by **September 1, 2021**. Future payments will be automatic. Programs with short-term closures due to their response to COVID-19 cases are eligible to apply. All licensed and CCSP license-exempt nonrelative child care providers who are open and providing direct care by September 1, 2021 are eligible to apply.

The following link is to a webinar containing guidance and detailed instructions for how to complete the application. Also below is the webinar's PowerPoint slides. Please review both the webinar and the slides carefully prior to beginning the application.

<https://maine.zoom.us/rec/share/28f0Q4QTQqDQh515xEhpCiAWLQSGt7ZizX2JV-w8UW6cdynwgzGhygEvZHqzc7hG.qbKM2W2cnAjkhJPR>

The grant application may be found here: <https://appengine.egov.com/apps/me/dhhs/arpagrants>
For questions or more information please contact ARPAChildCareGrants.DHHS@Maine.gov

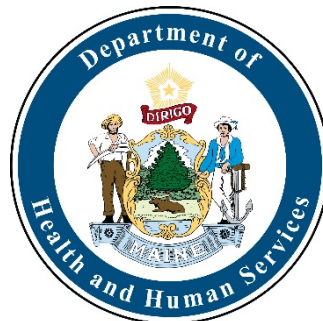
American Rescue Plan Act (ARPA) Child Care Stabilization Grants

Crystal Arbour– Child Care Services Program Manager

Crystal.Arbour@Maine.gov

Department of Health and Human Services (DHHS)

Office of Child and Family Services (OCFS)



ARPA Stabilization Grants

Congress approved the Child Care Stabilization Grants appropriated in the American Rescue Plan Act (ARPA) (Public Law 117-2) signed into law on March 11, 2021.

The nationwide funding includes \$23.975 billion in additional funding for the Child Care Development Block Grant (CCDBG) to provide grants to providers assist with stabilizing child care across the nation.

Maine has received \$73 million from that total for ARPA Stabilization Grant funds.

Application Opens:

Wednesday, September 1, 2021

All licensed child care providers and licensed-exempt Child Care Subsidy Program (CCSP) nonrelative providers that are open and providing direct child care by September 1, 2021, are eligible to apply for the first installment.



All Applicants Must...

- Complete and submit the application by 5:00PM Thursday, September 30, 2021. **Note:** No extensions or exceptions given.
- Complete a separate application for each location; if more than one.
- Have an accurate Vendor Code on file. **Note:** If you received one or more of these payment types: OCFS CARES Act or CRRSA Grant funding **and/or** Child Care Subsidy Program reimbursement, you have a vendor code.
- Retain, for a minimum of five (5) years for audit purposes, receipts and records related to how funds are used by you (the provider).
- Participate in audit and subrecipient monitoring at the request of the Department.

IMPORTANT

- The grants will be administered for 12-months with the first installment of payments to begin October 2021 through September 2022.
- The application will be on a rolling basis. Those programs approved will only be required to apply **once**.
- All licensed and CCSP license-exempt nonrelative child care providers who are open and providing direct care by September 1, 2021, are eligible to apply for the first installment of grants if they are providing direct child care by September 1, 2021. Future payments will be automatic.
- Programs with short-term closures due to their response to COVID-19 cases are eligible to apply.

Eligibility Requirements

Eligibility will be based on the following factors:

- Providers **must** be open and providing direct child care on a regular basis at time of the application
- Programs **must** have a valid Vender Code with OCFS
- All program staff **must** be active members in the Maine Roads to Quality Registry
- Licensed programs **must** be active in the *Quality for ME* Quality Rating Improvement System (QRIS)
- All owners, directors, and staff **must** have completed the State approved health and safety training within 90 days of hire
- Providers **must** supply on the application their program's estimated current total monthly expenses

Monthly Payment Totals

Payments will be based on the following:

- Licensed capacity
 - \$100 per licensed slot per month
 - License-exempt, nonrelative providers will be reimbursed based on capacity of 2 slots
- Additional funds for higher quality levels
 - Step 1- \$50 per month
 - Step 2 - \$100 per month
 - Step 3 - \$150 per month
 - Step 4 - \$200 per month
- CCSP providers with a CCSP Provider Agreement
 - \$150 per month
- Providing nontraditional hours of care
 - 6PM to 6AM or weekend hours will receive \$100 per month
 - documentation will be required to be submitted to ARPAChildCareGrants.DHHS@Maine.gov

Monthly Payment Totals Cont'd

- Staff bonuses
 - \$200 per staff per month and funds **must** be paid directly to staff (same for part- or full-time staff)
 - For the purposes of the OCFS ARPA Stabilization Grants, staff eligible to receive the staff bonus are those staff that are providing direct care to children (excluding volunteers), owners, and directors.
- Programs wishing to update their status on any of the above after initial approved application will be able to do so through self-reporting options. More details will be provided following the initial open application period.

Monthly Payment Totals Cont'd

- The grant application will be posted online. The grant application may be found here:
<https://appengine.egov.com/apps/me/dhhs/arpagrant>
- Grants will be provided through a one-time application. Providers who do not complete the application by the deadline or are newly licensed after each monthly installment of the grant will be eligible to apply for future payments.
- Grant funds are considered taxable income. Programs and/or individuals should contact their financial professional/accountant for questions regarding state and federal tax.

Guidance for ARPA Fund Spending

Grant funds are intended to cover COVID-related costs for the following:

- Rent, utilities, facilities maintenance, and insurance
- Reduction in family cost (i.e. registration fees, weekly child care cost for private pay parents)
- Reduction in capacity
- Personal protective equipment (PPE), cleaning, and other health and safety needs
- Equipment and supplies
- Goods and services
- Mental health services
- Paying for past expenses

Guidance for ARPA Fund Spending (Cont'd)

- Additional administrative expenses due to COVID-19
- COVID-19 testing and contact tracing
- Additional food cost due to COVID-19
- To prevent hardship due to closings in response to positive cases of COVID within programs or decreased enrollment
- Hazard pay or bonuses to staff
- Increased costs of staff recruitment, hiring, and retention including, but not limited to, staff sign-on bonuses, current staff bonuses, increased wages, hazard pay or back pay from March 11, 2021
- Grant funds may be used to support staff not eligible for the individual grant staff bonuses

Staff Bonus Guidance

For the purposes of the OCFS ARPA Stabilization Grants, staff eligible to receive the staff bonus are those staff that are providing direct care to children (excluding volunteers), owners, and directors.

- Eligible staff bonuses will be included in the monthly payments
- Payment totals will be \$200 per eligible staff per month and funds **must** be paid directly to staff
- Staff must be active registry members in Maine Roads to Quality
- All owners, directors, and staff must have completed the State approved health and safety training within 90 days of hire
- Staff must be in compliance with licensing rule.

Information needed to complete the application.


- Child Care Provider first and last name
- Child Care Provider email address
- Child Care Provider mailing address
- Program Name (EX: Certificate of Licensure, see next slide)
- Program License Number (EX: Certificate of Licensure, see next slide)
- Program Type (EX: Certificate of Licensure, see next slide)
 - Family child care
 - Small facility
 - Center based
- Program Vendor Code (VC) – Please enter vendor code
 - Note:** If you received one or more of these payment types: OCFS CARES Act or CRRSA grant funding **and/or** Child Care Subsidy Program reimbursement, you have a VC.

Licensed Providers Only



STATE OF MAINE
Department of Health & Human Services

Certificate of Licensure

Program Type  CHILD CARE FACILITY or Family Child Care Provider

This is to certify that the licensed entity named below is hereby granted this License in accordance with Maine law.

ISSUED TO:

Program Name and
Address are Found Here

LD. #: License Number - 6 digits

TYPE: FULL

EFFECTIVE FROM: 05/09/2019 TO 05/09/2021

CHILD CARE

CAPACITY 49 AGE 0 - 12 SEX Both



Capacity shown here
determines Small Facility
(12 and under) or Center-
based (over 12)

Commissioner, Department of Health & Human Services

STATE RULES REQUIRE THAT THIS LICENSE/CERTIFICATE BE CONSPICUOUSLY POSTED AT THE FACILITY AT ALL TIMES.
THIS DOCUMENT IS NON-TRANSFERRABLE.

CCSP Licensed-Exempt Nonrelative Providers Only

PROVIDER NAME
ADDRESS

Provider ID: 123456
AROOSTOOK
Child Care Facility
(207) 123-4567

Billing Period: 9/4/2021 - 9/10/2021

Child	Age Group	Parent Fee Current Y/N	Regular Hours	Excused Hours	Excused Days	Un-excused Hours	Un-excused Days	Off Hours	Total Hours
	School Age								
	Preschooler								
	Preschooler								

Acceptance of Provider Bill:

I have accurately reported the hours of care and the information on absences for each child listed. I certify that I have provided the reported child care services according to the terms of provider agreement between the DHHS, and myself. I understand that any falsification of this bill, or deviation from the award-agreement or the provider agreement will require me to reimburse the Department for services not rendered or services reported in excess of the award-agreement. I have read or have had read to me this statement, and I understand its terms.

Provider Signature: _____ Date: _____

Return to: State of Maine Department of Health and Human Services
Child Care Subsidy Program - Attention Billing
2 Anthony Avenue, 11 State House Station
Augusta, ME 04333-0011

Phone: 1(877) 680-5866
Fax: (207) 287-6308

Application Questions

Program Administrative Details

Question 1: License number/Resource ID?

- Enter your 6-digit license number of your program as listed on your Child Care License/Resource ID as found on CCSP billing

Question 2: License capacity?

- Licensed provider's capacity can be found on your License
- License-exempt CCSP providers will enter the number 2

Question 3: QRIS Level? There will be an option for those not yet enrolled or License-Exempt

Question 4: CCSP Provider? Yes or No

Application Questions Cont'd

Question 5: Vendor Code? Please enter your program's vendor code number.

Question 6: Name of your program as listed on your child care license
(License-Exempt enter provider name only)

Question 7: Program's Address

Question 8: Program's Zip Code

Question 9: Your program type? Family Child Care, Facility, or
License-Exempt CCSP Nonrelative

Application Questions Cont'd

Owner/Director Information

Question 10: First name?

Question 11: Last name?

Question 12: Email Address?

Question 13: Race of the director or owner?

- Drop down with the following selections – American Indian or Alaskan Native, Asian, Black/African American, Native Hawaiian or Other Pacific Islander, White, or Multiracial, or “opt not to answer”

Application Questions Cont'd

Owner/Director Information

Question 14: Ethnicity of director or owner?

- Latino? Yes or No or “opt not to answer”

Question 15: Gender of director or owner?

- Male or Female or “opt not to answer”

Application Questions Cont'd

Operating Details

Question 16: Is your program currently open and providing direct care to children on a regular basis? Yes or No

Question 17: If no, are you closed temporarily due to COVID-19?

- Please include comments about closure if applicable.

Question 18: What was your program's average weekly enrollment (or attendance) in February 2020 (pre-COVID)?

Question 19: What is your program's average weekly enrollment (or attendance) currently?

Question 20: Your program's estimated current total monthly expenses (all costs)?

Application Questions Cont'd

Operating Details

Question 21: What is your planned use of the funds (check all that apply)?

- Relief from parental copayment/tuition (non-CCSP)
- Personnel costs
- Rent/Utilities/facilities/maintenance/insurance
- Personal Protective Equipment/Cleaning/Equipment/Sanitization supplies or services
- Goods or services
- Mental Health Services
- Paying past expenses
- Minor renovations as approved by CCDF Rule 98.2

Application Questions Cont'd

Operating Details

Question 22: How many staff (including self) do you currently have employed per Maine Roads to Quality Registry active membership?

- Exclude Volunteers

Question 23: Does your program provide care during non-traditional hours (between the hours of 6PM and 6AM and/or weekends)? Yes or No

Attestation

By checking the box below, you are attesting to the fact that the information provided is true and accurate at the time of completion. Any funds received must be used in accordance with the American Rescue Plan Act (ARPA) (Public Law 117-2). Per federal law 45 C.F.R. §98.68 all CCDF funds received fall under guidelines of maintaining program integrity. All funds received as staff bonuses will be paid directly to staff. Investigation and recovery of fraudulent payments and the right to impose sanctions applies.

Yes, the information that I provided is accurate.

CRITICAL – CRITICAL - CRITICAL

Applicants will receive an email confirmation of receipt of application. Please retain for your records! OCFS will send award notices for all approved applications once processed.

From: "Maine Dept. of Health and Human Services" <noreply@maine.gov>
Date: Wednesday, August 11, 2021 at 9:08 AM
To: Maine DHHS ARPA Stabilization Grant Applicant <Dbiggs@informe.org>
Subject: Maine Child Care Provider ARPA Stabilization Grant Application

Thank you for completing this Maine Child Care Provider ARPA Stabilization Grant Application. Your information will be reviewed and you may be contacted if additional details are needed. Listed below are a few general details of your submission that you can keep for your records.

Program Name: **Testing Inc.**

Program Type: **Facility**

Program Address: **123 Main St.**

Zip Code: **04330**

Owner/Director First Name: **John**

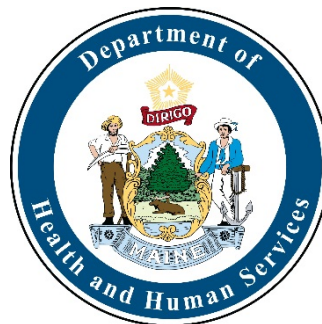
Owner/Director Last Name: **Smith**

Email Address: T@M.org

If you have questions about the program, please email ARPACChildCareGrants.DHHS@Maine.gov.

Contact Information

- Apply for a *Quality for ME* certificate at [Quality Care \(qualityforme.org\)](http://QualityCare(qualityforme.org)) or contact Vickie Bussey at (207) 624-7909 or Vickie.Bussey@maine.gov
- Questions or to apply for a Vender Code with OCFS, contact Vickie Bussey at (207) 624-7909 or Vickie.Bussey@maine.gov
- Maine Roads to Quality Registry at [Home - MRTQ Registry \(mrtq-registry.org\)](http://Home-MRTQRegistry(mrtq-registry.org)) or 1-888-900-0055 for assistance.
- To complete the State approved health and safety training within 90 days of hire. [Online Training - MRTQ Registry \(mrtq-registry.org\)](http://OnlineTraining-MRTQRegistry(mrtq-registry.org))



Questions?

For more information or questions, please contact

ARPACildCareGrants.DHHS@Maine.gov

