

## **CCRSP Webinar Q & A August 6**

### **If we used our PPP loan for payroll May-June, can we use CCRSP for payroll July-December?**

Payroll is an ongoing regular pre-COVID expense, except those cost that are different/additional to your pre-COVID costs. For example, if you are paying an additional rate as an incentive for staff to return and then continue on your team despite the challenges related to COVID that would not be a CCRSP expense. If you have expanded a staff person's hours or added additional personnel to allow for smaller group sizes or team teachers that are sharing cleaning and teaching, which would be an acceptable CCRSP expense.

### **Can I use the CCRSP to pay my mortgage?**

Since your mortgage is an ongoing pre-COVID expense the simple answer would be "no", as an expense that is counted towards your award. However, once you account for income losses, book the money as income and then use it for expenses.

### **What if we have to pay back our PPP loan?**

PPP loans are between you and the funder. The state cannot pay back your loan. You need to make sure you seek advice on your eligibility for loan forgiveness along with reviewing the June 25 webinar we hosted that discussed the PPP and loan forgiveness.

Whatever your outcome is related to the PPP, that does not mean that you did not have other losses/expenses that can be attributed to your CCRSP funding related to staff. You cannot use CCRSP money to repay your PPP loans as an acceptable expense towards your CCRSP award. You can cover the COVID related expenses, beyond the regular payroll you would have paid pre-COVID that you did not credit to the PPP.

### **Is there a deadline to submit the first invoice? Is the first invoice due by a specific date?**

All funds must be drawn down (invoiced) by October 30, 2020 and since you get 60% of your award you need time to bill for both full amount in at least two invoices (unless you are a summer only program. In addition, in order to be eligible to receive any Round Two funds that you may be awarded, you must have invoiced for your whole Round One funding.

### **If I do not want to be considered for Round Two funding can I opt out and how?**

Absolutely, the CCRSP funds are meant to work for you and your program. If you feel the amount you received in Round One is adequate for your needs, then please let us know. You can send us an email at [eccp@dhhs.nh.gov](mailto:eccp@dhhs.nh.gov) stating that you do not wish to be considered for Round Two funding. By eliminating your program from consideration, you will have generously provided added funds for your fellow providers.

### **Where do we find the "Summary Enrollment Form" to submit with our invoice?**

You only need this spreadsheet if you are billing for a multi-site program. We generated this form at the time of your award and it should have been attached to your award notification and/or your invoice packet email. If you are a multi-site and you did not get a multi-site form, please request one and we will put it together for you.

**Vendor/Versus Name - if my ECCP incentive payments were correct - can I assume the CCRSP will be the same and fine?**

Yes, if you previously invoiced and received payment through of the ECCP Incentives with the same vendor name and number you are using for CCRSP, it should be good to go!

**In addition to the allowed expenses described today, is it an allowable use of these CCRSP funds to recover some of my lost revenue due to COVID?**

Yes, income losses are a key part of the CCRSP funding formula. Once you have accounted for those income losses as a CCRSP expense, then you can use those recouped funds for other non-eligible expenses. The losses are income losses – revenue you would have received, but did not due to COVID-related issues. Remember those losses cannot have been replaced by other income. For example, if you collected child care scholarship disaster funds or were paid by parents even if they did not use your services, this is not lost income.

For example, if I usually had a monthly income of \$20,000 per month from 20 children, but due to COVID you cared for 10 children (due to the reduced group size, or parents not working and not needing care) then the \$10,000 less income is considered your income loss. However, if 5 of those 10 children were paid through the NH Child Care Scholarship program then your income loss would be the lost revenue from only 5 parents.

**But what about income losses when I closed my family child care while I was out on maternity leave? Can I count those losses?**

Not if you closed down strictly for a pre-planned maternity leave. However, if you closed early because of health and safety considerations for you and baby or you were unable to reopen for the same reason that closure time would count as a COVID related loss. Of course if you were closed because of COVID related issues in general (low enrollment, lack of staff, potential health and safety issues for you or your family for example) then you can count your income losses during that time period.

**I filled out my attestation form and have not received an invoice yet, what should I do?**

The first thing is to let us know if you have not gotten the invoice packet. We are subject to the challenges that everyone else is right now and we understand how it could happen. It could have been a technological glitch or inadvertently overlooked, as we tackle the volume of correspondence. Please do not hesitate sending us an email at [eccp@dhhs.nh.gov](mailto:eccp@dhhs.nh.gov) and put “No invoice packet received” in the subject line.

**Can CCRSP funds be used to help teachers obtain their CDA, as it would make staffing compliance easier as we try to meet the smaller numbers groups?**

Yes, as long as there is a clear line between the training and the response to COVID-19. Remember, you can only cover the expense until December, 30 2020.

**Can I pay for staff person’s child care? It is COVID related, because the child would have been in summer programs or school age programs instead.**

The first question is whether the staff person would have been paying for their child’s summer program or school age program if it had been open. If it would have been a free program and now, in order to work, they must pay for care, then yes it would qualify as a COVID-related expense. However, if this is likely to be a long-term issue and the staff person qualified for the NH Child Care Scholarship fund then encourage them to apply since your ability to fund the care is only temporary. If the summer program or afterschool program was previously paid by the staff person then you can cover the difference between the new child care arrangement and the previous costs, consider of this includes both additional cost and increased hours of care. This would be viewed as an incentive to keep staff employed, an acceptable use of the CCRSP funds.

**What have centers been doing if a child shows up with only 1 symptom like a runny nose, but no other symptoms or fever? Or just a fever with no other symptoms?**

This was on the last webinar and unfortunately the answer is, it is a symptom and they either need to be kept out of child care or get a COVID-19 test. Please see Public Health for more information on COVID-19 symptoms.

**Where do we find the recorded webinars for CCRSP?**

All webinars are posted at <http://nh.childcareaware.org/recovery-stabilization/> as soon as possible after the live webinar is held.

**Assuming everything was in order with the invoice – on our end and yours, should we have already gotten a first check?**

Checks are mailed after going through a three-phase system after the funding approvals were in place and our legal requirements met. First, the invoice must be reviewed by BCDHSC staff, approved for completeness and accuracy, then on to Finance for coding and processing, finally to Accounts Payable for printing and mailing. With that sequence, and the fact that we are submitting up to 400 invoices in a very short period, the processing has been delayed. Therefore, the answer is if you have not received, it will should be arriving within the next week to 10 days.

**I was open with only 3 kids for 7 weeks. I used all my savings for my bills; can I use some of this money?**

First, you need to document the income loss. Here is a formula you can use:

Total income weekly for total number of children attending pre-COVID x 7 weeks  
Minus  
Total income weekly income for 3 children attending x 7 weeks  
Equals  
Total income loss

It could look like this:

\$21,000: Total income weekly 10 children attending pre-COVID \$ 3,000 (\$300 per child) x 7 wks -  
- \$900: Total income weekly from 3 children attending \$900 (\$330 per child) x 7 wks  
\$20,100 Total oncome loss for the 7 weeks that you only had 3 children attending

That you can now use as much or as little of your CCRSP Award towards that \$21,000 to pay back bills, or towards other program expenses that may or may not qualify for CCRSP funding. The CCRSP have reimbursed you for all or a portion of your lost income, money you would have been paid if COVID-19 had never occurred.

**If a staff member watched this webinar with me, can they get a certificate?**

Yes, all you need to get professional development hours for this webinar is send an email to [ccrrtraining@snhs.org](mailto:ccrrtraining@snhs.org) with the name of your program and your full name(s) and the Title of the Webinar in the subject and body of the email "Getting the Information and Resources You Need for Child Care Recovery and Stabilization".

**What happens if we do not "use" all the funds from CCRSP?**

It is very likely that you will spend your entire award, between income losses, increased expenses, and the potential challenges in the fall it should be fully used. Keep in mind that if you have documented the expense, the money is spent. For example, if you had an award of \$12,000 - income losses were \$10,000; you modified two classrooms with floating walls to separate groups for \$1,000; hired a cleaning company to deep clean the center at reopening for \$500, and paid a \$500 between April and July for disinfectant wipes, masks and gloves that you would not ordinarily have purchased - then you have "spent" your award. Those actual dollars can sit in your account until you need them because you have already "accounted" for their expenditure.

The possibility that you will not spend all the funds was part of the rationale behind the three-invoice system. If you are unsure if you will have the expenses to meet the award amount, you can elect not to submit invoice two or three (which can be in any amount of the remaining 40% of the award). Alternatively, you can decline the remaining amount of the award by sending an email requesting the remaining award amount be rescinded or in rare circumstances meet with DHHS to discuss how to return funds. Please before you consider any of these options, reach out to us and discuss how we can help you utilize the award funds. We want each program to maximize the award dollars for the short and long-term benefit of their program.

**What about the reason for closure; what if closure is due to circumstances beyond provider's control? (E.g. another shutdown, etc.)**

Closure refers to complete and permanent shutdown. We are all working with a certain amount of uncertainty when it comes to what will happen next. If you are temporarily close due to positive COVID-19 exposure, school or locations closures or broader state shutdown then your CCRSP could be applied to the income loss for that period. If programs are left with unspent funds due to those circumstances, we will seek guidance from the Governor's Office for Emergency and Recovery.

**Would we have heard if there was a problem with the invoice?**

If there is a problem with your invoice, we will email you. If it goes to Finance and they catch it, it is returned by email to BCDHSC and we will reach out to you for help. In most cases, you will not need to resubmit as we are just clarifying or filling in missing information.

**Manchester schools aren't opening until September 9th. I think we had to attest that programs will be open by September 8th. Any worries there?**

See below-

**What do we do if schools and/or our programs cannot open before September 8<sup>th</sup>?**

When we first designed the CCRSP, all of us were only speculating on the impact of COVID-19 on the school year. Now as school districts are starting to announce their plans for the fall, it is evident that we need to be more flexible with the September 8<sup>th</sup> start date. We will be sending out a survey on August 17<sup>th</sup> that will be due by August 26<sup>th</sup> asking about start dates, changes in schedules and possible enrollment numbers. Please be on the lookout for this survey link in your email. Meanwhile, if you have any questions about your fall plans or extending your summer program, please do not hesitate to email us at [eccp@dhhs.nh.gov](mailto:eccp@dhhs.nh.gov).