

# GETTING THE INFORMATION AND RESOURCES YOU NEED FOR CHILD CARE RECOVERY AND STABILIZATION

Hosted by Child Care Aware of NH

CHAT BOX Q&A

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12:30 – 1:30 PM

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**CCLU: Answers provided by Melissa Clement**

**1. What is the turnaround for the waiver for school age children?**

[CCLUoffice@dhhs.nh.gov](mailto:CCLUoffice@dhhs.nh.gov). We are in the process of drafting a template response so once we receive the waiver request we can turn them around quickly, hopefully within a couple of days.

**2. Are we able to take children older than our license allows?**

You would need to talk to your licensing coordinator to revise your license.

**3. Is the school age rule just for programs that are not licensed already for school age?**

If this question is regarding who needs a waiver for school age children in care longer than 5 hours a day, due to schools doing remote learning, the answer is any program licensed to care for school age children (centers or family child care) will need to request approval to have them at your program more than 5 hours a day, if they will be due to remote learning, once the school year begins.

**4. Does the waiver for school age apply for half day Kindergarten? Most of my Kindergarten's are at the daycare more than 5 hours a day but not all of them.** This is a different situation.

Children in half day kindergarten programs are not enrolled in a full day school program, so they are not considered school age children.

**BCDHSC: Answers provided by Dianne Chase**

**1. How do we spend the money?**

The CCRSP Invoice and Accountability Webinar on the CCAoNH website will help with insight, but in addition keep in mind that expenses must be COVID-19 related such as income losses (serving fewer children as an ECCP or no children when closed), increased costs of items or added items due to COVID-19 (higher cost of supplies or addition of more hand washing stations), additional staff costs (added an extra person to clean while one teaches), and so forth. The August 6 webinar will touch more on this even more.

**2. What is the anticipated time frame from when someone submits their first invoice to**

**receiving funds?** There are several factors, our capability in getting them processed with a small staff, awaiting the funds, processing through finance and the mail-out. In addition, we are

adding as many as 400+ invoices unexpectedly to a system that is already working on overload. Ideally, the time frame is 7 to 10 days after the system is set up.

**3. For awards in round one that are being adjusted, many of us have not signed the paperwork yet until the adjustments have been made. Can you send a recap out of what the steps are to follow to fill out the paperwork and get ourselves registered to invoice, instructions on how to invoice?**

- After any adjustments are made (variable numbers for licensing or an error in documentation) and a revised award letter is sent then the following occurs:
- DHHS receives the program's electronically signed and completed agreement and attestation forms. Hopefully, we can electronically sign it as well. Otherwise, we need to go to DHHS and print, sign and scan the document. Agreements that are incomplete are sent back and picture or faxes require a hard copy to come in the mail.
- Once all the docs are in order, we can send the invoice packet to the program.
- Meanwhile, the program will have applied for and received a State of NH vendor number.
- The program submits the invoice to ECCP invoices mailbox.
- Invoice is reviewed for accuracy and completeness then submitted to Finance.
- Within Finance, each invoice is handled individually, sent to Accounts Payable where the check is cut and mailed.

**4. How long will ECCP designation be in effect for?**

The designation ended in late May when the Governor announced the reopening of most businesses with guidelines across the state. We kept the application link open as a pre-qualifier for the CCRSP funding.

**5. What happens if you get all the funds and then don't have enough expense to justify the funds?**

That is why we did the three-part invoice structure in case you did not want to take all of the funds at one time and allow your program time to assess the expense and tax implications. If you do not have enough expenses for the award amount, you can return those funds. However, keep in mind the period for the income losses in March 1 through December 30 in addition to additional expenses that you may incur. Please reach out to us in advance of making any decisions to refuse or return funds.

**6. Can you apply for round two of funding if you did not apply for round one?**

At this point that is not an option, however if after the existing CCRSP applicants have been funded for Rounds One and Two and funds remain, it is possible that additional applications may be accepted.

**7. Do we pay expenses directly to the people who did the work and are reimbursed or do we submit invoice for work to you have you pay them?**

You do not submit any pay stubs, invoices or records to us. You keep track of those through your own accounting system. Your obligation is to ensure the expenses that you are documenting fit

into to the approved categories for the CCRSP funding. Think of it this way, it is as if someone gave you a \$1000 dollars to put in your bank account and said “you can use that money for things you bought earlier in the year or you can hold on to it, let it sit in your account until you need to spend it. The money is awarded to you for use between March 1, 2020 and December 30, 2020. The biggest challenge is making sure you document it, it fits in the CARES Act parameters and you are not supplanting other money that you received. We will be talking more about this more in our upcoming webinars.

**8. On invoice number 1, it says attach summary enrollment form. Is there a certain format you need for enrollment information?**

That is only for multi-site programs and it is the excel spreadsheet that we would have sent you. If you did not get it and you are a multi-site, just let us know and we will send you a copy.

**9. Should we submit attestation even if the award amount is incorrect? Or wait to hear from someone on the ECCP team?**

No, the attestation is your agreement that the number is correct. Let us now if your license or approved number is incorrect for the time you submitted your application. We are not adding on newly expanded license numbers or pending approvals to Round 1 funding. We will look at those numbers in Round Two funding.

**10. What happens for school age programs located in elementary schools that do not open before September 8<sup>th</sup>? Mainly when school districts open back up on 9/9/2020.**

We have flexibility to work with the dates especially given the wide variety of schedules that school districts are adopting.

**11. If I have school age children that get state assistance and will be with us all day during the school day, how will billing work for them?**

This is being discussed now. DOE and DHHS are examining the implications for the school year and child care. Look forward to more information as it becomes available.

**12. If your lost revenue prevents you from covering your typical expenses, can the funds be used for typical expenses because you now can't pay for this due to lost enrollment, lost revenue, and now lower enrollment... tied back to lost revenue.**

It is about recordkeeping, so if you receive an award of \$20,000 and you usually had a monthly income shortfall in March, April, May and June of \$5,000, then you have accounted for the funds and may use them as needed for you operation. If you are not accounting for losses towards your award funds then make sure the expenses are COVID-19 related – e.g. increases in costs, expanded needs for staff and children, etc.

**13. Can an owner receive the owner draw as part of this award?**

Again, look at the approved expenses. Likely, there were income losses that made it impossible to pay the owner portion for several months. Document the income losses and you have satisfied that part of the COVID-19 related expenses. If you then use funds to make up for those losses that is at your discretion.

**14. Do these covid expenses go back to March through December 2020?**

Yes March 1, 2020 to December 30, 2020. The Round 1 funding awards must be invoiced by October 30, 2020 but you have until December 30 to spend it.