

CTCARES for Child Care Businesses (Care Package)

Your Guide to the Expense Kickstart and Supply Subsidy

Including Frequently Asked Questions

The Expense Kickstart and Supply Subsidy use a 2-step process: Registration and Application. Use this guide to help navigate the screens. Find FAQs at the end.

Registration

Registering allows you to receive a check from the State of Connecticut.

1. Go to <https://oec.ct.gov>
2. Review the information and eligibility
3. Click on the **Registration for CTCARES for Child Care Businesses** button
 - a. If you have already been receiving checks for another CTCARES program, log in and go to #8 in this document

Home Page - Connecticut Care... x CTCARES for Child Care Business... x +

oec.ct.gov

Connecticut Office of Early Childhood Home Log In Register

Welcome to CTCARES

CTCARES for Child Care Businesses

CTCARES for Child Care Businesses, also called the Care Package, is designed to help with program expenses. There are two subsidy programs available: Expense Kickstart and Supply Subsidy. Both are one-time lump sum payments per licensed program. These are NOT first come-first serve. Applications will be accepted during designated open periods from July 6, 2020 through September 19, 2020. A 20% increase is applied for programs with NAFCC or NAEYC Accreditation, and 5% for those in process.

Eligible Programs Must:

- For DCFH / DCGH / DCCC: Program had to be licensed and operating in January 2020 with children attending
- All programs must be open / verified reopening
- All programs have registered for CTCARES for Child Care Businesses

Registration for CTCARES for Child Care Businesses Program:

To receive payments, you must register your business here in order to get a State of Connecticut supplier ID. You will complete contact information and an IRS Form W-9. Please click on the link below..

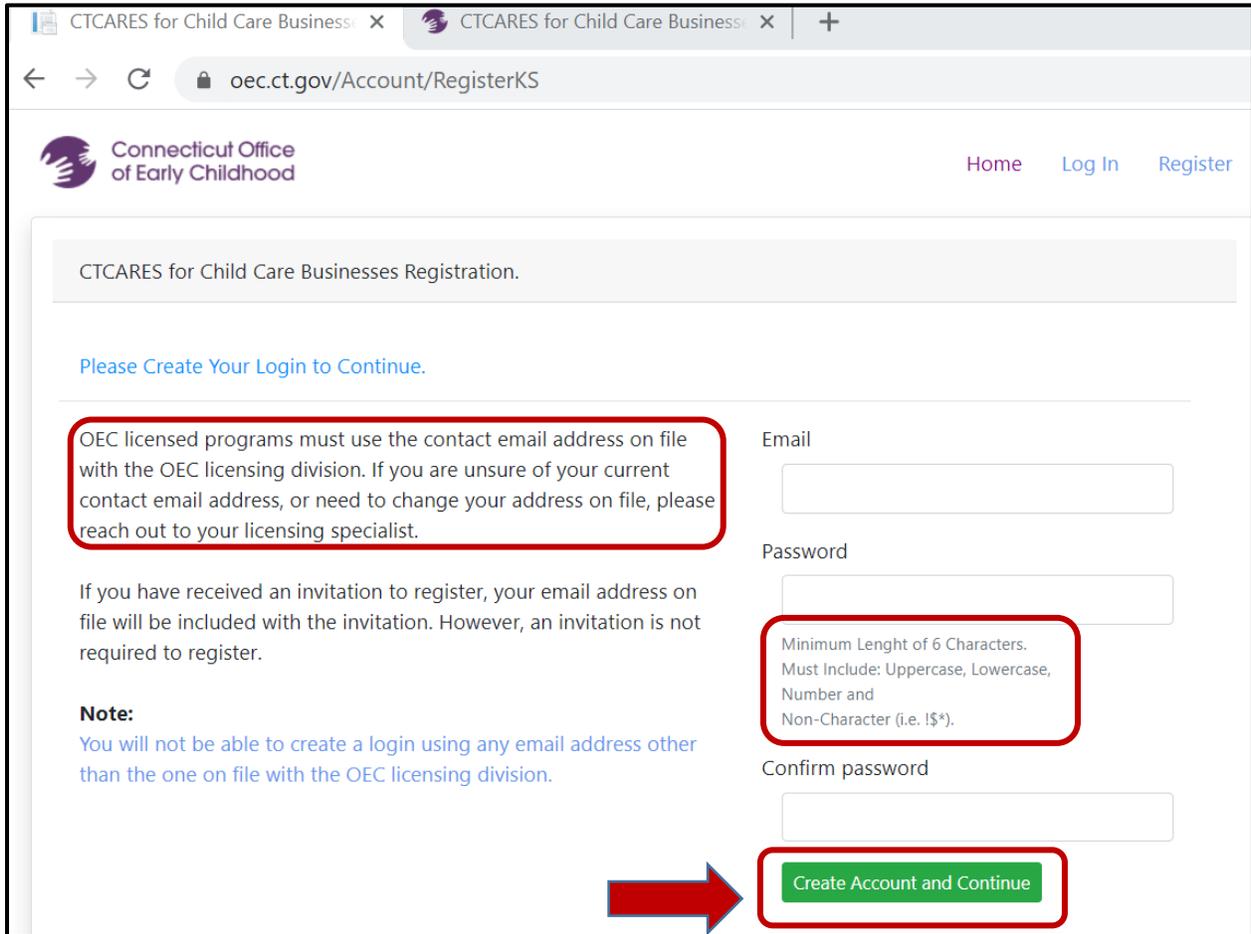
If you are already registered for a different CTCARES program, please login and you will be given a link to add the CTCARES for Child Care Businesses to your existing registration and supplier ID.

[Registration for CTCARES for Child Care Businesses](#)

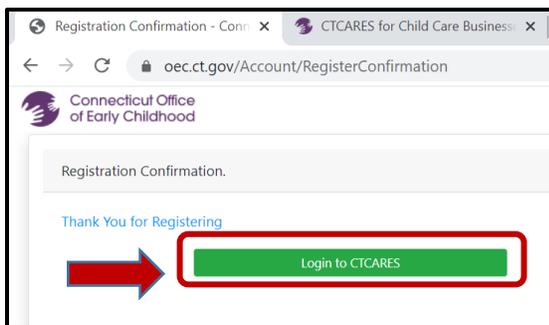
[Click Here to Contact Us About the CTCARES for Child Care Businesses Program](#)

4. Create your login

- a. Use the email address on file with OEC licensing
- b. Create a password using the rules identified below; enter it twice as indicated
 - Write down your email address and password in a safe place so you can quickly login each time!
- c. Click the **Create Account and Continue** button

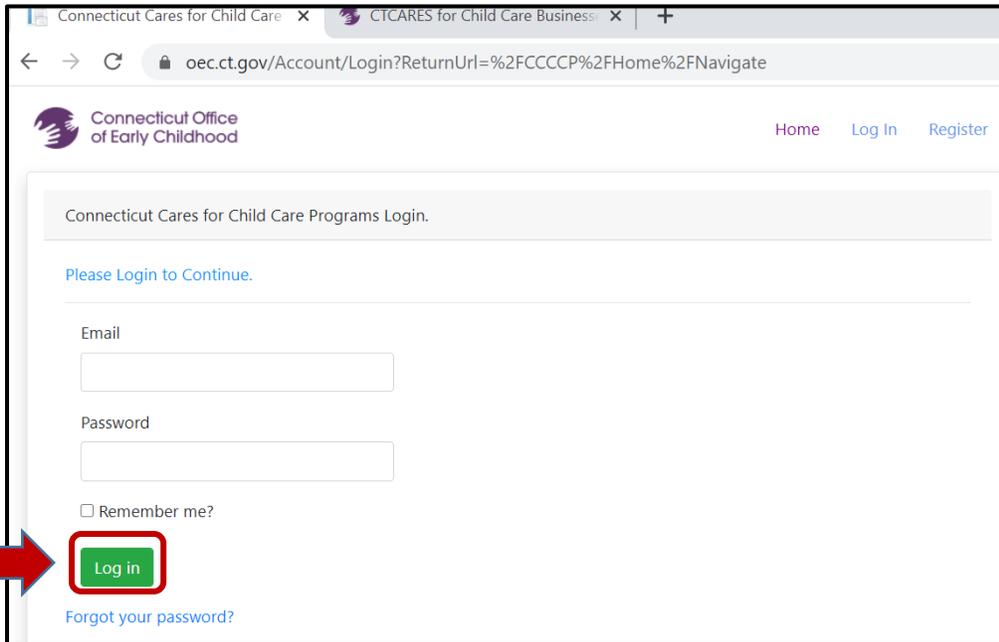


5. You will get a success notice. Click the **Login to CTCARES** button

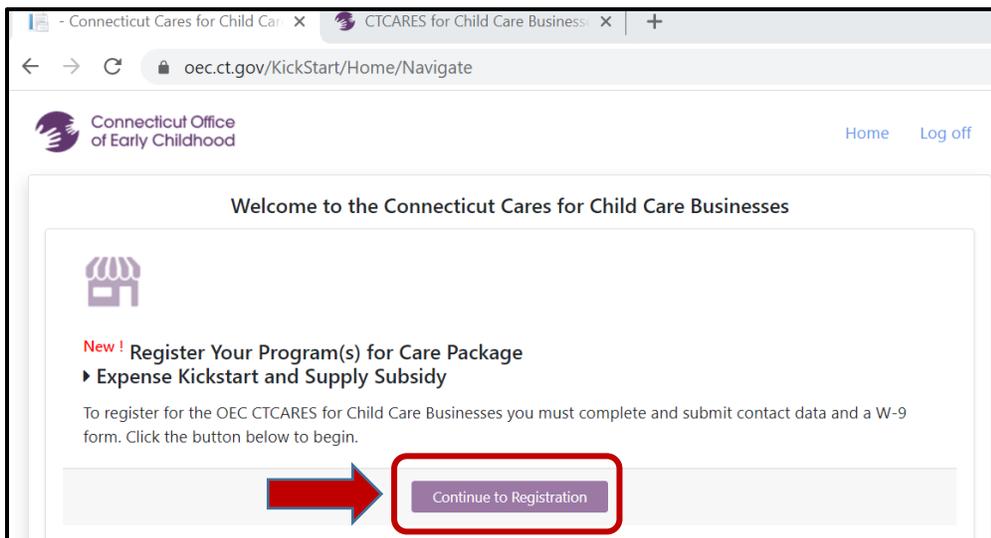


6. Login to your account

- a. Enter the email address and password you just set up
 - If you have forgotten your password, click the **Forgot Your Password** button
- b. Click the **Log in** button



7. On the success screen, click **Continue to Registration** to enter information needed to get you a check



8. Complete the Contact / Payment Address Information page
 - a. Pay special attention to the instructions - This is where you identify who is the contact and where you want the check mailed
 - b. Click the Save button after you have filled in all of the information and checked all of the attestations (See the FAQs for more detail about these)



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Registration Step 1 - Contact/Payment Address Information

Contact Info and Payment Address: Enter the main contact information below for the Connecticut Cares for Child Care Businesses Program. The OEC will reach out to the person listed below with any questions or issues that may arise. **The address below is where you want the payments mailed; you must complete this.** It can be different from the address information listed on your W-9 form.

Contact Information for CCCC Program

<p>Phone Number</p> <input style="width: 90%;" type="text" value="Phone Number"/>	<p>Mobile Phone</p> <input style="width: 90%;" type="text" value="Mobile Number"/>
<p>First Name</p> <input style="width: 90%;" type="text" value="First Name"/>	<p>Last Name</p> <input style="width: 90%;" type="text" value="Last Name"/>

Address for payment, can be different than reported on W-9.

<p>Address Line 1</p> <input style="width: 90%;" type="text" value="Address Line 1"/>	<p>Address Line 2</p> <input style="width: 90%;" type="text" value="Address Line 2"/>	
<p>City</p> <input style="width: 90%;" type="text" value="City"/>	<p>State</p> <input style="width: 40%;" type="text" value="State"/>	<p>Zip Code</p> <input style="width: 60%;" type="text" value="Zip code"/>

By checking each statement below, I agree to the following terms for every program I enroll:
(You must agree to all terms below.)

- By applying for these funds, I attest that the information I am providing is factual.
- I understand that the Office of Early Childhood may audit this application for up to three years.
- I understand in order to qualify, my program must be open or verified reopening (OEC licensing will verify my status).
- I understand that if I receive these funds but close, I must repay the OEC.
- I acknowledge that any funds received through this application are reportable for taxes.

9. Program Enrollment: use this page to indicate the licensed facility for which you are going to apply for Expense Kickstart / Supply Subsidy funds.
 - a. This page is auto-loaded with the licensed facility/ies for which your email address is linked in OEC licensing
 - b. Click **Enroll** next to the licensed facility
 - c. Identify if the facility has an F/EIN or SSN
 - d. Fill in the F/EIN or SSN
 - e. Identify your role: Owner /Co-Owner, Director or Principal, Board Member, Acct or Financial Rep, HR Representative, Manager or Admin
 - f. Click the **Save** button
 - g. Click the **Continue to W-9** button


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Registration Step 2 - Program Enrollment

Program Enrollment: For each Program listed below you would like to enroll in the CCCC at this time, please check the box next to the listing and select/enter the appropriate Tax Id Type and Number, and your Role at the program. You may use the same Tax Id for multiple programs where applicable. Click the **Save** button to save your changes. Once you save your changes, click the **Continue to W-9** button to fill out and submit your W-9s.

Enroll Your Locations

Enroll	Provider Name	Identification Number Type	Tax Payer Identification Number	Role
<input type="checkbox"/>	Margaret Gustafson - Hartford - DOEC.99979	<input type="radio"/> F/EIN <input type="radio"/> SSN	<input type="text"/>	<input type="text" value="v"/>

* Indicates W9 is received through E-Mail or by USPS
 ** W9 currently being processed by OEC

10. Create your W-9

- a. This is taxable income so you must create an IRS Form W-9
 - If No is listed under W-9 Created, you need to complete this step
 - If Yes is listed under W-9 Created, you have already created a W-9, click Continue
- b. Click the **Create W-9** button for each licensed facility to make a W-9
 - Do NOT email the OEC a W-9 unless we specifically request it
 - If you are unsure of your business type, see the FAQs in this document for more help

The screenshot shows a web interface for the Connecticut Office of Early Childhood. At the top left is the logo and name. At the top right are links for 'Home' and 'Log off'. The main heading is 'Registration Step 3 - W-9 Form'. Below this is a text block explaining the purpose of the step: 'Create or Edit your W9 Form(s): Select either Create or Edit buttons below to create or update your W-9 form data for each Tax Id Number you entered in the previous step. One completed you may View/Download a copy for your records. The OEC must have completed W-9s in order to set up vendor id's and process payments.'

Below the text is a table titled 'Your Current W-9s'. The table has two columns: 'W-9 Created' and 'Tax Payer Identification Number'. The first row shows 'No' in the first column and '11-1111111' in the second column. To the right of the '11-1111111' is a blue button labeled 'Create W-9'.

At the bottom left, there are two footnotes: '* Indicates W9 is received through E-Mail or by USPS' and '** W9 currently being processed by OEC'. At the bottom right, there are two buttons: 'Return to Enrollment' (grey) and 'Continue' (blue).

11. Complete the screens for the W-9
 - a. Use the ?s for help, and refer to the FAQs
 - b. Click the **Save W9 Form** button when you have finished

Completing the W-9: Screen shot #1


Home [Log off](#)

Registration Step 3 - W-9 Form

Add/Update W-9 Form Information: Please use the form below to create, update and submit your W-9 form below. You will be able to make changes, if necessary, until it is processed. If you require any changes afterward you must contact the OEC.

Cancel and Return to W-9 List

View IRS W9 Instructions

Federal W9 Form
? = help

Identification Number Type:(Required) ?

F/EIN SSN

Start here by selecting an Identification Number Type

Federal Tax Payer Identification Number:(Required)

11-1111111

Select the Identification Number Type, Then enter your TIN in the box above. The TIN provided must match the Name given in the Name field below.

I am subject to backup withholding (Check only if you have been notified by the IRS.) ?

1. Name:(Required) ?

Enter Name

Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Do not use a DBA unless you have a bank account set up in its name.

2. Business Name:

Enter Business Name

Business name/disregarded entity name, if different from line 1

3. Business Entity Type:(Required)

(If you have not registered your business with the Secretary of State, you should choose Individ./sole proprietor or single-member LLC)

Individ./sole proprietor or single-member LLC

S Corporation

Limited liability company

Other

C Corporation

Partnership

Trust/estate

Select appropriate choice for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Completing the W-9: Screenshot #2

4. Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3)

Exempt payee code (if any)	Exemption from FATCA reporting code (if any)
<input type="text" value="Enter code(s)"/>	<input type="text" value="Enter Fatca code(s)"/>
<small>Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</small>	<small>Business name/disregarded entity name, if different from line 1</small>

5. Address:(Required)

Number	Street Name	Apt/Suite #
<input type="text" value="Number"/>	<input type="text" value="Street Name"/>	<input type="text" value="Apt/Suite"/>

(number, street, and apt. or suite no.) See instructions.

City	State	Zipcode
<input type="text" value="City"/>	<input type="text" value="State"/>	<input type="text" value="Zipcode"/>

Enter City, State Code, and Zip Code

Certification and Signature

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Signed By

Please type your full legal name as your signature, then Click Save W9 Form to Submit

12. When you have successfully created the W-9, you will return to this screen and see
 - a. You will see **Yes** under **W-9 Created**, and can view and/or download your W-9
 - b. Click **Return to Enrollment** if you need to make a W-9 for another facility, OR Click **Continue** when you have finished your W-9.

Connecticut Office of Early Childhood Home Log off

Registration Step 3 - W-9 Form

Create or Edit your W9 Form(s): Select either Create or Edit buttons below to create or update your W-9 form data for each Tax Id Number you entered in the previous step. One completed you may View/Download a copy for your records. The OEC must have completed W-9s in order to set up vendor id's and process payments.

Your Current W-9s

W-9 Created	Tax Payer Identification Number		
Yes	11-1111111	Edit W-9	View/Download W-9

* Indicates W9 is received through E-Mail or by USPS
 ** W9 currently being processed by OEC

Return to Enrollment Continue

13. Congratulations!

- a. Your final page confirms that you have submitted the contact information and W-9
- b. As a result of completing the registration, you will receive a supplier ID # via email
- c. Remember to click the Log off button to safely close your registration information

Connecticut Office of Early Childhood Home Log off

Welcome to the Connecticut Cares for Child Care Businesses



**Thank you for registering your business for:
 CTCARES for Child Care Businesses (Care Package)**

What happens next?

If there are any questions about your registration, you will be notified by the OEC.

You will receive an email with your supplier ID. This can take up to 21 days. You do not have to wait for your supplier ID to apply for the Expense Kickstart and / or Supply Subsidy, but your payment cannot be processed until you have a supplier ID.

If you have questions about CTCARES for Child Care Businesses, please email OEC.CarePackage@ct.gov.

Thank you!

Log off

Guidance for Step 2: Application

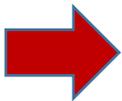
Applications accepted beginning July 23, 2020. Applications close on September 19, 2020.

By applying you confirm that you:

- completed registration and can receive checks from the State of CT; and
- attest to meeting eligibility and accuracy of the information provided.

14. Each licensed facility that registered will receive an email from 211 Child Care to gather final program information. The email contains program contact data, and instructions and a link to complete the requirements. The email will read as follows:

License number
Program name
Program address



We received your registration for the CTCARES for Child Care Businesses subsidies. Please complete this attestation and request for enrollment form by [clicking here](#). Please do not share your link as it is unique to this program.

For more information about the requirements, please visit the Office of Early Childhood [CTCARES for Child Care Businesses](#) website.

Please contact 211 Child Care at 1-800-505-1000 with any questions.

- a. Click on the link in the email. This link is specific to the licensed program. **Do Not Share!**
- b. The page you arrive at will be specific to your program and the type of care you provide (DCCC, DCGH, DCFH, YCYC) and the screen will show the license type and license number. You need to complete the remaining required fields.

2-1-1
CHILDCARE

HOME PARENTS PROVIDERS REPORTS SEARCH FOR CHILD CARE ANNOUNCEMENTS CONTACT US

CTCARES for Child Care Businesses Attestation

1 Program Info 2 Your Info 3 Attestation

License Type *

Family Child Care Home (DCFH)

License Number *

12332

First Name *

Last Name *

Current Status *

Open
 Opening within 2 weeks with children in enrollment
 Closed, not opening within 2 weeks with enrollment

Please verify the programs that you are interested in and eligible to apply for: *

Expense Kickstart
 Supply Subsidy

What is your accreditation status *

NAEYC or NAFCC accredited
 Not accredited
 In Process of NAEYC or NAFCC accreditation

Your Public Funding Amount *

Based on your January 2020 revenue (through Care4Kids, School Readiness, Child Day Care contract, State or Federal Head Start, DCF, municipal funds)

less than 50% publicly funded
 more than 50% publicly funded

Translate »

15. If your program is in the process of NAEYC or NAFCC Accreditation:
- Select the 'In process' button as indicated below.

What is your accreditation status *

- NAEYC or NAFCC accredited
 Not accredited
 In Process of NAEYC or NAFCC accreditation

You will be asked to provide evidence that you are in the accreditation process.

- Continue to the end of the application process.
- At the end of the application process you will receive further information about how to submit your evidence of accreditation in process.

16. Provide information for the primary contact for the license holder.

- a. Name
- b. Role in the program
- c. Contact phone number

2-1-1
CHILDCARE

HOME PARENTS PROVIDERS REPORTS SEARCH FOR CHILD CARE ANNOUNCEMENTS CONTACT US

CTCARES for Child Care Businesses Attestation

1 Program Info 2 **Your Info** 3 Attestation

Your Name *

First Last

Your Program Role

Your Phone Number *

Previous Next

17. Next you will “self-attest” or confirm that the information provided is true and accurate.

- a. Read each statement carefully
- b. Choose the box that says “I attest all of the information provided is true and accurate”.

Sample Attestation for DCCC, DCFH and DCGH: Screen shot #1

HOME PARENTS PROVIDERS REPORTS SEARCH FOR CHILD CARE ANNOUNCEMENTS CONTACT US

CTCARES for Child Care Businesses Attestation

1 Program Info 2 Your Info 3 Attestation

Email Address on License (do not change this field)

Please self-attest to the following information:

- Your licensed facility was operating January 2020 with children in attendance
- I understand the Office of Early Childhood may audit this application for up to three years.
- I understand in order to qualify, my program must be open or can verify that it will be re-opening within 2 weeks with children in attendance. (OEC licensing will verify my status).
- I understand that if I receive these funds but do not reopen, I must repay the OEC.
- I acknowledge that any funds received through this application are reportable for taxes.

Attestation *

I attest all of the information provided is true and accurate

[Previous](#) [Submit](#) [Translate](#)

Sample Attestation for Youth Camps (YCYC): Screen Shot #2

HOME PARENTS PROVIDERS REPORTS SEARCH FOR CHILD CARE ANNOUNCEMENTS CONTACT US

CTCARES for Child Care Businesses Attestation

1 Program Info 2 Your Info 3 Attestation

Email Address on License (do not change this field)

Please self-attest to the following information:

- I understand that the Office of Early Childhood may audit this application for up to three years.
- I understand in order to qualify, my program must be open at least 2 weeks in the Summer 2020 (OEC licensing will verify my status).
- I understand that if I receive these funds but do not reopen, I must repay the OEC.
- I acknowledge that any funds received through this application are reportable for taxes.

Attestation *

I attest all of the information provided is true and accurate

[Previous](#) [Submit](#)

18. Once you click submit for the attestation, a message will display on the screen:
- a. Notifying you that the process is complete; or
 - b. Providing instructions if you indicated that accreditation is in process. The instructions:
 - a. Provide a link to upload evidence immediately by clicking a link; or
 - b. Inform you that an email will be sent with a link to provide evidence of the accreditation process; and
 - c. Once evidence is submitted, you will receive email notification that the evidence will be reviewed.

19. Congratulations!

- a. Your final page confirms that you have completed the process.
- b. Your application will be reviewed to verify eligibility.
- c. You will receive an email receipt confirming your application was submitted.
- d. Once eligibility is confirmed you will receive an email with the amount of funding provided to your program.

20. Questions?

- a. Contact 211 Child Care at 1-800-505-1000.

Frequently Asked Questions: Expense Kickstart and Supply Subsidy

1. How can I get the funds? How much will I get?

Follow the 2-step process (Registration and Application) outlined in this document. Additional information including amounts is available [here](#).

2. If I have already been receiving checks from another CTCARES program, do I have to register again?

Yes, you need to register but you will go through a modified registration process – we will autofill certain information from your prior registration and you will complete the new attestation.

3. How can I use the Expense Kickstart funds? The Supply Subsidy?

In our business survey and through emails and calls, providers have identified the need for funds to pay for basic business operating expenses. The goal of the funds is to help your program stay open by reducing these vital expenses. Programs must keep records of how they spent the funds. Funds cannot be used for personal expenses.

The Expense Kickstart is for business expenses such as rent/mortgage, utilities and payroll. The Supply Subsidy is for COVID-19 related expenses like increased cleaning supplies, PPE, and nurse / medical consultation needed for a healthy environment for children, families, and staff.

4. Eligibility says my program has to be open or “verified reopening”. What does that mean?

The funds are to help your program be open, actively providing care for children.

Programs need to let 211 Child Care and their OEC licensing specialist know they are open.

A program can apply for the subsidies if they are planning to reopen within 2 weeks. The program should have all the necessary confirmations to reopen, and have staffing, child enrollment, and supplies ready.

5. I opened my program in May 2020. Is my program eligible?

No. The licensed facility had to be operating January 2020 with children in attendance.

6. Is this money taxable?

Yes. You must report this as income and pay taxes on it.

7. The registration says if my program closes, I need to repay the funds. What if I close next year?

If you attest to the verified reopening but do not reopen, you must return the funds. In order to accept the funds, the program should have all the necessary confirmations to reopen, and have staffing, child enrollment, and supplies ready. This plan supports the business to stay open. If the program does not feel confident it can be reopened, it should not apply for the funds. These funds are not enough to make a program whole.

8. How quickly do I need to spend the funds?

A program should deposit the check as soon as it is received. There is no time limit on when the program can spend the funds.

9. I'm not sure what kind of business I am for the W-9. Where can I learn more about the W-9?

If you're not sure what kind of business you have, the IRS has [additional information about filling out your W-9](#) that will help. You can also call the [Women's Business Development Council](#) at 203-751-9550.

10. NAEYC and NAFCC Accredited programs receive 20% increases. What does "accreditation in process" mean?

Programs with current National Association for Family Child Care (NAFCC) or National Association for the Education of Young Children (NAEYC) Accreditation receive a 20% increase. This has been automatically entered into the system by license number.

If your program is not currently accredited but is in the process of getting accreditation from NAEYC or NAFCC as of January 2020, you will receive a 5% increase. You will need to provide evidence to OEC that you have accreditation in process. The evidence you submit [in the electronic application](#) will be manually reviewed. You can either:

- Provide current NAEYC portal evidence that shows status of enrolled, applied, or candidate as of January 2020.
- Provide a copy of evidence from NAFCC from between January 2019 to January 2020, which may include one of the following: self-study enrollment (NAFCC email to provider at enrollment); application (outcome of eligibility review); observation (scheduling or; confirmation)

11. What if I have other questions?

You can email us at OEC.CarePackage@ct.gov or call 211 Child Care at 800-505-1000 for assistance.