

Terms and Conditions:

By agreeing to these terms and conditions and submitting an application for the Child Care Program Stabilization Fund, I certify that all information provided as part of this application is true and accurate to the best of my knowledge and agree to each of the following statements;

- The Office of Early Childhood (OEC) will be promptly notified of any changes to information provided in this application including the closure of the child care program or inability to open within thirty days if currently closed
- Closure of the child care program will require the return of all unspent funds
- The child care program receiving funds will maintain compliance with OEC health and safety requirements, local health, fire safety, and zoning requirements, and, to the greatest extent possible, implement policies in line with guidance from the Centers for Disease Control and Prevention (CDC) (available at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>).
- All funds received from this child care stabilization fund will be used for the following purposes, including reimbursement for expenses incurred from January 2020 through September 2023;
 - Personnel costs, including payroll and salaries or similar compensation for an employee (including any sole proprietor or independent contractor), and benefits;
 - Premium pay, or costs for employee recruitment and retention, including but not limited to staff bonuses, wages, costs of insurance coverage, retirement, educational advancement, tuition reimbursement and child care costs;
 - Tuition and/or copayment relief for families
 - Rent (including under a lease agreement) or payment on any mortgage obligation, utilities, or insurance;
 - Facility maintenance or improvements;
 - Personal protective equipment, cleaning and sanitization supplies and services, or training and professional development related to health and safety practices;
 - Purchases of or updates to equipment and supplies to respond to COVID-19;
 - Goods and services necessary to maintain or resume child care services; and
 - Mental health supports for children and employees.
- The OEC or its agents may monitor this application and use of funds to ensure the accuracy of the information provided and the proper use of funds
- I agree to provide, for audit purposes, access to the child care facility for which this application is submitted, information and documentation related to the application and use of funds, and access to interview child care staff members in connection with this application and the use of funds received
- Supporting documentation must be retained for a period of three years and promptly submitted to the OEC upon request
- Providing false or inaccurate information on this application or improper use of funds will result in the return or repayment of funds and any program applying for these funds agrees to repay funds as required
- The child care program receiving funds must be prepared to affirm estimates of operating expenses and report the use of funds received to OEC or its agents upon request
- For each employee of the child care program, I agree to pay, to the extent possible, at least the same amount in weekly wages and maintain the same benefits (such as health insurance and retirement, if applicable) for the duration of the subgrant. I agree to prevent, to the extent possible, any involuntarily furlough of employees from the date of application submission through the duration of the subgrant period

- I agree to provide relief from copayments and tuition payments for the families enrolled in the child care program, to the extent possible, and prioritize such relief for families struggling to make either type of payment.
- Funds cannot be used to pay for expenses expressly covered by another external source, i.e. Paycheck Protection Program (PPP), Governor’s Workforce Council funds, etc., or to supplant other federal or state funds
- Funds must be expended by September 30, 2023

Additional Funds to Provide Staff Compensation

By opting in to receive additional funds to provide staff compensation, I agree that the child care program will use at least this additional amount of funds to provide staff compensation. Consideration should be given to how to support all staff in the program. The use of these funds will be subject to audit and any improper use of funds will require repayment. Some programs may choose to use a larger portion of the child care program stabilization funding received for these purposes. However, any program that opts in to receive the staff compensation funds must use at least those funds for staff compensation purposes; these may include;

- Bonuses or increases in wages for any period between January 2020 and September 2023
- Contributions towards health insurance costs that reduce such costs for staff
- Contributions to staff retirement plans
- Educational advancement or tuition reimbursement for staff
- Coverage of child care costs for staff members’ children