



Updated December 29, 2020

Child Care Operations Grant - Amendment Frequently Asked Questions for Providers

The Office of Child Care is no longer accepting applications for the Child Care Operations Grant. The FAQs below pertain to programs that received funding through the grant at some point prior to October 1, 2020, or who were eligible to continue receiving funding after October 1, 2020, through an amendment.

What is the Child Care Operations Grant?

The Child Care Operations Grant provides funding to licensed child care providers and residential certificate holders that remain open and operating during the COVID-19 pandemic. The funding allows programs to meet expenses authorized under the Coronavirus Aid, Relief and Economic Security Act (CARES Act), including rent, utilities, supplies and payroll, as well as additional health and safety requirements imposed during the pandemic.

Which child care programs are eligible for this grant?

The grant is open to licensed-center child care programs, licensed-family child care programs and residential certificate programs that are open, operating and caring for children on a daily basis. In addition, these programs must meet the following additional requirements:

1. Operate with a license or certificate in good standing by the Department of Health's Child Care Licensing program
2. Not operate under an Emergency Child Care License in the One Utah Child Care system

How do I apply for funds through the Child Care Operations Grant?

Applications for the Child Care Operations Grant are no longer being accepted.

What expenses are allowable through the Child Care Operations Grant?

The Child Care Operations Grant is funded by the CARES Act. Only expenses allowable through the CARES Act may be paid for with these funds. These expenses include:

1. Payroll, including employee benefits

2. Rent, supplies, materials and other expenses to remain open and operating
3. Health and safety requirements as a result of COVID-19, including ensuring classrooms are separated by walls, implementing daily screening procedure and limiting the number of people coming into your building
4. Cleaning and janitorial services
5. Expenses to stay open and operating
6. Increased general liability insurance coverage

Family child care providers and residential certificate programs are encouraged to consult with their tax advisor or accountant to ensure the expenses reported with this grant align with the business expenses reported on annual tax returns.

Do I need to maintain liability insurance to receive this grant?

Yes. Liability insurance is required for all providers to continue to be eligible for the Operations Grant, as stated in the Payment Agreement Terms and Conditions. The amount required has been adjusted for family child care providers and residential certificate programs and is based on the size of the business. Proof of liability insurance must be submitted by October 1, 2020, at 11:59 p.m. MT and updated proof of liability may be requested periodically throughout the grant period.

Is the grant considered income and will I have to claim it as such when filing my taxes?

Yes, grant funding is considered income and must be claimed as such when filing taxes. Workforce Services will send you an IRS 1099 form for Tax Year 2020.

When does the Child Care Operations Grant end?

Funding through the Operations Grant will end September 30, 2020, although programs will have the option to continue receiving funding through an amendment to the Operations Grant Payment Agreement. The amendment provides funding beginning October 2020.

How will I be paid?

Upon approval, Workforce Services will send your program a check each month to the mailing address provided in the application.

As a result of decreased enrollment, I laid off several caregivers who filed for Unemployment Insurance. Does this funding impact my employees who are currently receiving unemployment benefits?

The Unemployment Insurance Division has extensive information and resources available to help you and your employees answer questions regarding unemployment benefits. Please read the Unemployment Insurance information at jobs.utah.gov/covid19.

OPERATIONS GRANT PAYMENT AGREEMENT AMENDMENT #2

Which programs will be eligible to continue to receive funding through the Operations Grant after September 30, 2020?

Programs that submitted a completed Child Care Operations Grant Payment Agreement prior to August 31, 2020, received funding through that grant, and executed a contract amendment will be eligible to continue receiving funding after October 2020.

Programs eligible for continued funding will be sent a contract amendment noting that the Operations Grant will be extended. The amendment must be signed and returned by January 17, 2021, for the program to continue receiving funds.

The Office of Child Care is closely monitoring child care enrollment and assessing the availability of funds to determine how long funding will continue. Programs will receive at least 30 days notice before the Operations Grant is terminated or if funding is reduced.

My child care program receives funding through the current Child Care Operations Grant amendment. Do I need to submit a new Child Care Operations Grant Payment Agreement to receive funding through the new amendment to the Child Care Operations Grant?

Child care programs that want to continue receiving funding through the new amendment do not need to submit new Child Care Operations Grant Payment Agreements. However, child care programs will need to sign the amendment when they receive it from the Department of Workforce Services. Signed amendments are due by 11:59 p.m. MT on January 17, 2021.

When will we receive the amendment?

Workforce Services will begin sending eligible child care programs an amendment at the end of December 2020.

Is there a deadline for signing the amendment to the Child Care Operations Grant Payment Agreement?

Yes. Child care programs will be required to sign the amendment and return it to Workforce Services by January 17, 2021, at 11:59 p.m. MT.

What happens if I do not submit a signed amendment by January 17, 2021, at 11:59 p.m. MT.

The Operations Grant will terminate as of December 31, 2020, and you will receive no additional funds through the Operations Grant.

Do I need to submit any documentation each month during the terms of the amendment to receive the funds?

While grantees are not required to submit monthly ledgers or other documentation when receiving monthly payments after October 2020, programs are required to retain all records of fund expenditures for audit purposes.

GRANT AMENDMENT AMOUNT & PAYMENT

How much money will my program be eligible to receive through the amendment to the Operations Grant Payment Agreement?

Programs will receive a flat monthly payment beginning in October 2020 based on program capacity recorded by the Child Care Licensing Program in August 2020.

Flat monthly payment rates are as follows:

Capacity Range (number of children)	Flat Monthly Payment
1-8	\$1,500
9-25	\$2,000
26-50	\$3,700
51-75	\$6,000
76-100	\$8,000
101-125	\$10,500
126-150	\$12,600
151-200	\$15,000

201+	\$20,000
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If I don't need the maximum amount for the licensing capacity of my center, can I take the full amount and make a profit from the Child Care Operations Grant funds?

No, you may not make a profit from the receipt of grant funds. The grant funds are intended to support child care providers to meet their CARES Act allowable expenses while programs continue to experience low enrollment due to the pandemic. The expenses funded with this grant and the amendment must be supported with documentation and are subject to audit by Workforce Services. Programs that have not lost significant enrollment and do not need these grant funds should not accept the terms of the amendment.

If I don't need the maximum amount for the licensing capacity of my center, can I request a lesser monthly amount?

No. Child care programs that do not have expenses that are allowable through the CARES Act that equal the monthly grant amount should not accept the terms of the amendment.

How many months will I receive payment through the Operations Grant amendment?

Child care programs that accept the terms of the amendment will continue to receive flat monthly payments as noted above and in the amendment until the Operations Grant is terminated, reduced, or otherwise changed.

The Office of Child Care is closely monitoring child care enrollment and assessing the availability of funds to determine how long funding will continue. Programs will receive at least 30 days notice before the Operations Grant is terminated or funding is reduced.

In my last Operations Grant payment prior to the amendment, I reported expenses less than the amount of my Operations Grant for that month. Will my flat payment amount starting in October 2020 be reduced to account for this overpayment??

Yes. The Office of Child Care will reduce the flat amount to account for any unresolved overpayments in Operations Grant funds issued during previous months.

OTHER

I did not apply for the Child Care Operations Grant by August 31, 2020. Is my child care program eligible to receive funding through the amendment to the Operations Grant?

No. Only programs that completed a signed Operations Grant Payment Agreement and had that agreement approved by the Office of Child Care prior to August 31, 2020, are eligible to continue to receive funding after October 2020.

What if I temporarily close my child care program after receiving a Child Care Operations Grant?

Child care programs receiving funding through the Child Care Operations Grant, including the amendment, are required to notify the Office of Child Care by email at occ@utah.gov if they temporarily close their programs during the COVID-19 pandemic. Programs that close for less than 14 calendar days will continue to receive Operations Grant funds. However, if a program is closed longer than 14 calendar days, the program will not be issued subsequent grant funds.

Programs that decide to temporarily close after receiving a payment and fail to notify the Office of Child Care will be issued an overpayment by Workforce Services that will be recouped in accordance with with Utah Administrative Code R986-700-731.1 (see [Utah State Bulletin, April 1, 2020, Vol. 2020](#), No. 7, page 45).

If I have additional questions, who can I contact?

Please email the Office of Child Care at occ@utah.gov.