Child Care Stabilization Financial Hardship Grant Application

* Required field

The American Rescue Plan Act was signed into law in March 2021, and it provided Minnesota with additional funds designed to help stabilize the child care industry as the state continues to recover from the COVID-19 pandemic. At the end of June, the Minnesota legislature created Minnesota's Child Care Stabilization Grant program. As part of the Child Care Stabilization Grant program, Financial Hardship Grants are intended to provide support to child care programs that are experiencing extreme financial hardship.

Providers must meet at least one of three eligibility criteria related to financial hardship for their provider type. Details on each criteria can be found on the Child Care Stabilization Financial Hardship Grant web page.

Applicants may choose to apply under one or more criteria for their program type. All questions related to a specific criteria must be answered in order to determine eligibility under that criteria. Be sure to carefully read all information and review the details contained in the attestation prior to submitting your application.

Assistance in completing this application

For assistance completing this application, please contact Child Care Aware of Minnesota at 651-290-9704 or by email at supportfunds@childcareawaremn.org.

- Si necesita ayuda para comprender esta carta, comuníquese con Rocio Sosa, rsosa@thinksmall.org, 651-641-6609
- Hadaad ubaahantshay caawimaad fahanka warqaa, fadlan la xiriir Abdulkaadir Warsame, awarsame@thinksmall.org, 651-641-6673
- Yog tōs koj xar tau kev pab riib tsab ntawv no, thow hu rau Julie Yang, Yang@thinksmall.org, 651-366-6792

Please see the Financial Hardship Grant Frequently Asked Questions (FAQ) webpage for additional eligibility requirements and other information.

Applicant program information

<table>
<thead>
<tr>
<th>License No.</th>
<th>Provider type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Family Child Care</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Services provided at:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of License Holder</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

* Is the information for your program as stated above correct?

☐ Yes  ☐ No

Application questions

* Was your program operating and serving children during the February 1, 2022 through April 30, 2022 funding period (temporary closures during this time period are allowable) AND has been open since November 24, 2021?

☐ Yes  ☐ No
Federal reporting requirements for the Child Care Stabilization Grant program require the state to collect demographic information on the family child care provider, center director and center operator of programs applying for these funds. The next two questions are designed to meet this requirement.

* Which of the following best describes the child care provider / center director or operator of [_____________________]?
(One or more categories may be selected)

☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American
☐ Hispanic or Latino ☐ Native Hawaiian or Other Pacific Islander ☐ White
☐ Prefer not to answer

* What is the gender identity of the child care provider / center director or operator of [_____________________]?

☐ Male ☐ Female ☐ Other gender identity ☐ Prefer not to answer

Applicants may choose to apply under one or more criteria for their program type. All questions related to a specific criteria must be answered in order to determine eligibility under that criteria.

Criteria 1: COVID-related closure where provider receives less than 75% of their monthly income, consisting of parent fees and, if applicable, reimbursements from the Child Care Assistance and/or Early Learning Scholarship programs

* Do you intend to apply for Criteria 1?

☐ Yes ☐ No

If yes, then:

How many days was [_____________________] closed due to a positive COVID test result in the program or a direct exposure during April 2022?

1 CCAP = Child Care Assistance Program
2 ELS = Early Learning Scholarship

You have indicated you intend to apply for this criteria but you will not be able to submit your application until all fields for this criteria are completed or you indicate you do not intend to apply for this criteria.

If 1+ days, then:

* What is the total amount you were paid in parent fees plus what you billed for CCAP\(^1\) and ELS\(^2\) reimbursements for April 2022?

* What is the total amount you were paid in parent fees plus what you billed for CCAP\(^1\) and ELS\(^2\) reimbursements for the most recent month you did not have a COVID closure?

\(^1\) CCAP = Child Care Assistance Program
\(^2\) ELS = Early Learning Scholarship

You have indicated you intend to apply for this criteria but you will not be able to submit your application until all fields for this criteria are completed or you indicate you do not intend to apply for this criteria.
Criteria 2: Two or more months past due on rent or mortgage payments (or have taken out a loan that has prevented you from being two or more months past due)

* Do you intend to apply for Criteria 2?
  - Yes
  - No

If yes, then:

* How many months are you currently past due on the rent or mortgage payment for the location of your child care program?

You have indicated you intend to apply for this criteria but you will not be able to submit your application until all fields for this criteria are completed or you indicate you do not intend to apply for this criteria.

If <2 months, then:

* Have you taken out a loan that has prevented you from being two or more months past due on the rent or mortgage payments for the location of your child care program?
  - Yes
  - No

If yes or ≥2 months, then:

* What documentation of the delinquency of your rent, lease or mortgage payment do you have?
  - Most recent months billing statement indicates 2 or more months of unpaid balance
  - Letter from landlord, lease or mortgage holder indicating you are 2 or more months behind on payments
  - Document indicating your rent or mortgage is in forbearance or deferment and you are 2 or more months behind on payments
  - A letter or documentation of a loan indicating the amount and the terms of expected repayment AND documentation of receipt of funds (bank statement, check, Venmo, PayPal, Zelle transaction) to you or directly to your landlord or mortgage holder in an amount greater than or equal to 2 months of rent or mortgage
  - Other
  - I am not able to produce any documentation indicating 2 or more months of unpaid rent or mortgage payments on the location of my child care program

You have indicated you intend to apply for this criteria but you will not be able to submit your application until all fields for this criteria are completed or you indicate you do not intend to apply for this criteria.

Criteria 3: Operating loss\(^7\) over the previous complete consecutive 3 months equal to 25% or more of a provider's gross income

* Do you intend to apply for Criteria 3?
  - Yes
  - No

If yes, then:
What was your gross income or operating funds for February 1, 2022 to April 30, 2022 (this should include any Stabilization Base Grants or Financial Hardship grants received during the period)?

What was your child care operating expenses for February 1, 2022 to April 30, 2022?

Annual Income

- If your child care program is organized as a Sole Proprietorship, enter the Net profit or (loss) value on Schedule C, Line 31, if the value is less than 0, enter 0.
- If your child care program is organized as an S Corporation, enter the Ordinary business income (loss) value on Form 1120-S, Line 21, if the value is less than 0, enter 0.
- If your child care program is organized as a C Corporation, enter the Taxable income value on Form 1120, Line 30, if the value is less than 0, enter 0.
- If your child care program is organized as a Partnership, enter the Total income (loss) value on Form 1065, Line 8, if the value is less than 0, enter 0.

A provider may use the larger of 2019, 2020 or 2021 income values.

If you became licensed in 2021 and have not filed taxes for your business yet or you did not operate your child care business for the full year and have only ever filed one tax return, please contact Child Care Aware of Minnesota at 651-290-9704 or by email at supportfunds@childcareawaremn.org for additional guidance.

What tax year did you use to determine your annual income?
Your average child care income for February 1, 2022 to April 30, 2022

$0

Total expenses for February 1, 2022 to April 30, 2022

$0

Operating profit/loss for February 1, 2022 to April 30, 2022

$0

Operating Loss as a percentage of gross income or operating funds

^ Gross income = income that your child care business receives. This includes parent fees, potentially Child Care Assistance Program and Early Learning Scholarship payments, loans, grant funds (including Stabilization and Financial Hardship Grants), and other sources of income.

Operating funds = specific to non-profit certified centers is the funds allocated from the organization's budget to support the child care program.

^ Operating expenses = operating expenses includes any business expenses in the categories below:

- Payroll
- Benefits (health, dental, vision insurance, retirement contributions, etc.)
- Training and professional development expenses for staff
- Other personnel costs
- Equipment and supplies (software/computers, IT services, office supplies, etc.)
- Rent or mortgage^6
- Facility expenses (utilities, insurance, maintenance)
- Personal Protective Equipment (PPE), including cleaning and sanitation supplies and services
- Food
- Learning materials and activities
- Tuition relief for families
- Mental health supports

Due to the disparate impacts of the pandemic providers may use either their 2019, 2020 or 2021 tax returns to establish their income. Providers can use whichever value is larger. This will increase the likelihood a provider may qualify under this criteria.

^6 Licensed Family Child Care providers may use the time-space % they used on their most recently submitted federal income tax returns to determine the portion of their rent or mortgage that can be included as a business expense.

^2 Operating Loss = Gross Income - Operating Expenses when operating expenses are more than gross income.

Agreement to accept payment and funding requirements

As a condition of receiving a Child Care Stabilization Financial Hardship Grant, you must indicate that you are aware of and have complied with the requirement that your program remained operating and serving children during the funding period (February 1, 2022 to April 30, 2022). "Operating" means that your program has staff available to care for children if so requested by enrolled families or families wishing to enroll in your program, during hours your program is licensed to operate and to the extent your program had the licensed capacity, and clearly communicated that it was open to current and entering families.

Once your application has been received and it is determined your program is eligible to receive funds, you will receive notification of funding and receive payment.

If there is indication that you have failed to meet requirements associated with the Child Care Stabilization Financial Hardship Grant, you will receive written notice and be provided an opportunity to clarify and/or correct any non-compliance. Failure to make the required corrections, or providing false or misleading information to the Minnesota Department of Human Services (DHS) with regard to the funding requirements, may result in discontinuation of future installment payments, recovery of installment payments already made, and/or referral to the DHS Office of Inspector General for additional action related to the funds, status as a Child Care Assistance Program provider, and your license, certification, or registration under Minnesota Statutes, chapters 119B, 245A, 245E, 245H, and Minnesota Statutes, section 245.095.

* Does __________________________ accept this payment of the Child Care Stabilization Financial Hardship Grant for the purposes provided and does I __________________________ agree that it has met the funding requirements?

☐ Yes ☐ No
**Intended use of funds**

- Stabilization grant funds may only be used for the following purposes. Which purpose(s) do you plan to use these grant funds for, if awarded?
  - [ ] Personnel costs, benefits, premium pay, and recruitment and retention
  - [ ] Rent or mortgage payments, utilities, facilities maintenance and improvements, or insurance
  - [ ] Personal protective equipment, cleaning and sanitation supplies and services
  - [ ] 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
  - [ ] Mental health supports for children and employees

**Collection of tax information**

In order to process and mail your payment you must provide either the Federal Employer Identification Number (FEIN) for [ ] with the associated business name or the Social Security Number of the License Holder for [ ] with the associated legal first and last name. This information will be used to issue a Form 1099 for tax purposes at the end of 2021.

- Does I [ ] have a Federal Employer Identification Number?
  - [ ] Yes
  - [ ] No

**If yes, then:**

- Enter the Business Name for [ ] [ ], it appears on your W-9 form or other federal tax documents:

**If no, then:**

- Enter the License Holder's legal FIRST name for [ ] [ ], only one name is needed if there are multiple License Holders:

- Enter the License Holder's legal LAST name for [ ] [ ], only one name is needed if there are multiple License Holders:

- Enter the Social Security number of the License Holder for [ ] [ ], only one number is needed if there are multiple License Holders. The Social Security number must match the first and last names entered above. Social Security number must be in the format XXX-XX-XXXX or XXXXXXXX:
Attestation

To be eligible to apply for and receive the Child Care Stabilization Financial Hardship Grant, hereafter referred to as “my program” attests to the following:

- My program was operating and serving children during the funding eligibility period (February 1, 2022 to April 30, 2022).
- My program has been licensed and operating for at least six months.
- My program agrees to use these funds for one or more of the following purposes:
  - Personnel costs, benefits, premium pay, and recruitment and retention
  - Rent or mortgage payments, utilities, facilities maintenance and improvements, or insurance
  - Personal protective equipment, cleaning and sanitization supplies and services
  - 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
  - Mental health supports for children and employees
  - Reimbursement for any of the uses above, paid between January 31, 2020 and September 30, 2023, that has not already been paid for with other federal, state, tribal or local public funds.
- My program agrees to:
  - When open and providing services, implement policies in line with guidance and orders from corresponding state, tribal, and local authorities and, to the greatest extent possible, guidance from the Centers for Disease Control and Prevention (CDC) (available at https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html)
  - Pay at least the same amount in weekly wages and maintain the same benefits (such as health insurance and retirement, if applicable). Specifically, this means that providers must maintain weekly wages and benefits for staff:
    - during program or classroom COVID caused closures
    - who are quarantining after testing positive for COVID
    - who are isolating after being exposed to COVID, unless providers have internal policies that state they will not maintain wages for unvaccinated staff who experience a COVID exposure
  - Report/Update program capacity information, at a minimum every six weeks, via the Provider Business Update tool at https://mngp.mnrrrawarp.net/#/login. For more information on this requirement, please refer to the Financial Hardship Grant Frequently Asked Questions (FAQs) webpage.
  - My program agrees NOT to:
    - involuntarily furlough or layoff employees.
    - use these funds to pay taxes (other than payroll taxes, which are allowed).
    - use these funds for items that have already been paid for by other federal, state, tribal and/or local public funding.

Duration of funding and attestation period

I understand if my program is determined to be eligible, that the funds will be dispersed in one installment and that this attestation is for the period of February 1, 2022 to April 30, 2022.

Data sharing

I understand that by signing this agreement, I am allowing Minnesota Department of Human Services to share information with contracted agencies and other state agency partners for the following purposes, to:

- Administer the funding application process.
- Analyze data on use of funds.
- Analyze the effectiveness of the process of administering the Child Care Stabilization Grant Program.

I understand that the information I submit for this application is considered public, unless it could potentially identify children in my program or if it is considered private data on an individual, such as a phone number, email address, social security number, or other data classified as private under the Minnesota Government Data Practices Act.
Payment distribution
Upon eligibility confirmation, a payment of [ ] will be sent to the License Holder of [ ] at the following address:

Signature
By typing my name in the "Enter Electronic Signature" field, I understand that I am electronically signing this form. In addition, I attest and certify that I have verified that the information provided above is true and accurate. I understand that if I knowingly submit false or fraudulent information during the funding application process or thereafter, including in this attestation, my program will no longer be eligible for future funds and may be subject to criminal and civil penalties, including but not limited to repayment of funds previously received. Finally, I understand that my electronic signature has the same legal effect and can be enforced in the same way as a handwritten signature (Minn. Stat. sec. 325L.07).

*ENTER ELECTRONIC SIGNATURE

Please click "Submit" to ensure that your answers have been recorded. Thank you for taking the time to fill out this form.

Submit