

# Frequently Asked Questions

## Child Care Stabilization Grants

### Hiring and Recruitment

#### GENERAL QUESTIONS

##### 1. Why do I have to report on the Child Care Stabilization Grant?

The Child Care Stabilization Grant program is different than our traditional 'fee for service' funding mechanism by which we support child care services. The information in this report will be used by the Department for monitoring and federal reporting. Grant funds are to be used for the hiring and recruiting of staff.

##### 2. Who has to submit this report?

Providers who received funding for hiring and recruitment to fill vacancies are required to submit this report within six months of receiving the funds.

##### 3. When do the funds need to be spent by?

All hiring/recruitment funds must be used by July 31, 2022.

##### 4. When is this report due?

This report will be due by July 31, 2022.

##### 5. Where do I submit the report?

Providers will submit this report through their great start to quality profile under fall 2021 child care stabilization grants tab.

##### 6. What must I report?

The report template will indicate the number of full-time funds and part-time funds you received as requested in your application. You will report:

- Number of full-time and part-time staff hired
- Funds unspent that you will return
- How you used the funds for recruiting and hiring

##### 7. How far back can I use the hiring/recruitment funds?

You can use for hiring/recruiting costs back to March 11, 2021.

##### 8. What if I wasn't able to spend all of the hiring/recruiting funds I received? Providers must return funds if they did not use these funds to hire and recruit staff by July 31, 2022.

It is very important to call the Child Development and Care office (866-990-3227) **prior** to returning funds in order to ensure funds appropriately returned and associated with your grant and your 1099-NEC gets adjusted! When you call the

Child Development and Care office you will be asked to provide the following information:

- a. Phone number
- b. Provider license number
- c. Reason for returning funds

### **9. Will there be assistance offered in completing required reporting?**

Yes. Technical assistances will be available for all provider-types eligible for the grants. Providers can contact their Great Start to Quality Resource Center or another community partner you normally work with. For assistance with reporting at 877-614-7328. Additional resources will be available at [www.michigan.gov/childcare](http://www.michigan.gov/childcare).

### **10. How long am I required to keep records?**

The Child Development and Care program requires that all documentation of how the funds are expended be kept on file for four years. Programs must maintain receipts for all actual expenses reported to the Department for hiring/recruiting.

The Department will be performing an audit on these grants. We encourage you to upload your receipts and documentation directly into your great start to quality profile/grant application as you are completing the report to save you time later and ensure you can locate the documentation.

### **11. If I want to upload my supporting documentation, how do I do that?**

Supporting documentation can be added at any time. Go into your great start to quality profile and to the approved fall 2021 stabilization grants.

Select the Receipts Tab

Select the Grant Period (Fall 2021)

Enter the Vendor Name

Select the Receipt Date

Enter the Purchase Amount

Enter a brief Item Description

Select Choose File to upload a receipt from a saved file on the device

Select Save

### **12. What are the grant certifications?**

Grant certifications remain the same as the original applications. You will be certifying that you:

- Have spent grant funds on allowable expenses
- That you will participate in monitoring activities and provide requested documentation
- When you must notify the Department

## **REPORTING REQUIREMENTS**

### **1. How do I report on how I spent my hiring and recruitment funds?**

The report will prepopulate the amount of funds you received for hiring/recruiting. You will be asked to report on each full-time and part-time position requested.

	Staff Vacancies at the Time of the Application	Number of Hiring/Recruitment Funds Requested	Number of Staff Hired	Number of Current Staff Vacancies
Full-Time	(will prepopulate from the application)	(will prepopulate from the application)		
Part-Time	(will prepopulate from the application)	(will prepopulate from the application)		
Totals	(will prepopulate from the application)	(will prepopulate from the application)		

## 2. How do I report on how I spent these funds?

These funds are intended to help recruit/hire new staff. In each Stabilization Grant award, providers may request additional funds for recruitment/hiring —\$1,000 per new full time staff member and \$500 per new part time staff member.

Recruitment/hiring/sign on bonus funds must be used to provide additional wage, salary, employee benefits, or bonus compensation to new staff.

Providers agree to return funds if it is determined that they did not use these funds to pay staff as described here.

Expenses	Amount	Notes
Hiring Costs		
Employee Benefits		
Bonuses/Wages		
<b>Total Hiring and Recruitment Expenses</b>		
<b>Total Hiring and Recruitment Funds Requested</b>	(will prepopulate from application)	
<b>Funds Remaining to Return to MDE</b>	(will calculate as information is added)	