

DCYF Spring 2021 Child Care COVID-19 Grant

Frequently Asked Questions

Q: What is this grant for?

A: To ensure a stable, functional, and flexible child care system that supports providers and families during the COVID-19 pandemic, the Department of Children, Youth, and Families (DCYF) is providing direct support to licensed child care providers to offset increased costs associated with the COVID-19 pandemic and ensure child care services are available to families.

Q: Who is eligible to apply for this grant?

A: All licensed child care providers who are serving children.

Q: What is the amount of this grant?

A: DCYF will use licensed capacity data and Social Service Payment System (SSPS) data to calculate funding amounts. Rates are reflective of the different costs associated with each program size, as follows:

Provider Type	Amount of Children a Site Can Serve Based on Licensed Capacity	Grant Amount
Providers who serve families accessing subsidy*	65 or less	\$6,500
	66 or more	\$100 x licensed capacity (\$20,000 maximum grant)
Private pay providers	N/A	\$6,500

*Providers who have an active subsidy authorization or have had an active subsidy authorization in 2021.

DCYF will prioritize payment processing for providers in Communities of Concern and Child Care Deserts. DCYF recognizes that there will be some overlap between the two. Providers only need to meet one category (Community of Concern or Child Care Desert) to receive priority payment processing.

The following counties are designated Communities of Concern:

- Asotin
- Clallam
- Cowlitz
- Ferry
- Grays Harbor
- Jefferson
- Kitsap
- Klickitat
- Lewis
- Mason
- Okanogan
- Pacific
- Pend Oreille
- Pierce
- Skagit
- Snohomish
- Spokane
- Stevens
- Thurston
- Wahkiakum
- Whatcom
- Yakima

The following zip codes are designated Child Care Deserts:

- 98001
- 98023
- 98032
- 98057
- 98087
- 98108
- 98168
- 98178
- 98198
- 98203
- 98204
- 98208
- 98408
- 98445
- 98498
- 98499
- 98662
- 98664
- 98684
- 98901
- 98902
- 98908
- 98942
- 98944
- 99201
- 99205
- 99207
- 99208
- 99301
- 99326
- 99336
- 99337
- 99352
- 99353
- 99354

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Q: Do I have to be currently open to qualify?

A: Providers must have an open license to qualify for this grant.

Q: What if I am temporarily closed due to COVID-19? Can I still apply?

A: Providers who are temporarily closed due to COVID-19 may apply for the DCYF Spring 2021 Child Care COVID-19 Grant.

Q: Do I need to operate at my full licensed capacity to be eligible?

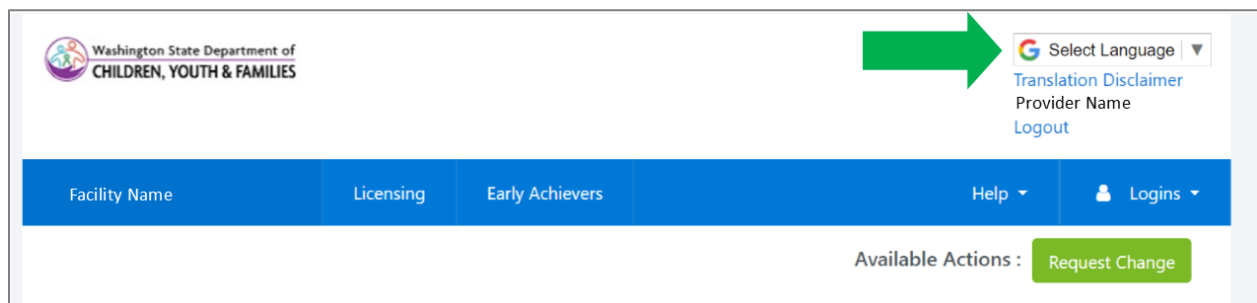
A: No. If approved, a provider will receive a grant amount associated with their licensed capacity, regardless of their current enrollment.

Q: How do I apply for the grant?

A: Providers will log into the **WA Compass Provider Portal** and select the DCYF Spring 2021 COVID-19 Grant popup. The provider will answer a series of questions and then submit the application.

After the application closes on May 20, all submitted applications will be reviewed by a committee, and providers will be notified of grant approval or denial.

The Provider Portal now uses a Google Translate tool to support non-English speaking providers. The Google Translate feature is available in the top right-hand corner of the Provider Portal, as shown below. Providers are encouraged to use this new feature to access the benefits of the online application process.



If you are a Spanish or Somali-speaking provider, a translated application is available to you as a fillable PDF form, in addition to the Google Translate option in the Provider Portal. The translated PDF application can be scanned and emailed to dcyf.covidgrantinfo@dcyf.wa.gov. A DCYF staff member will manually enter this into the WA Compass Provider Portal, where it will then resume the review process.

The translated application can also be mailed to DCYF Spring 2021 Child Care COVID-19 Grant, PO Box 40970, Olympia, WA 98504-0970. Please note that mailed grant applications must be postmarked no later than May 20, 2021, and received by Friday, May 21, 2021 (DCYF is not responsible for delays caused by the postal carrier). Applicants are encouraged to apply via the **WA Compass Provider Portal** or via email for this reason.

Q: Do I have to fill out more than one application if I have multiple sites/classrooms?

A: Yes. In the Provider Portal, you can change which site you are logged in as from the top left (shown as “Facility Name” in the image above). Each grant application is for each license you have, even if you have multiple licenses within one building.

Q: How are grant payments processed, and when will payments be made?

A: DCYF will notify providers about their grant status and payments will be made beginning in late May through mid-June. Please understand that electronic payment processing and the U.S. Postal Service may take several business days, impacting the exact date that providers receive payments.

DCYF will prioritize payment processing for providers in Communities of Concern and Child Care Deserts, and these providers will receive their payments first.

DCYF will process payments through SSPS. If a provider is currently or has previously received payments from SSPS, they will receive the DCYF Spring 2021 Child Care COVID-19 Grant payment in the same way. Providers who have not received payments through SSPS will receive payment via the U.S. Postal Service to the address associated with the SSPS number.

Q: Are these grants taxable?

A: Yes. Grant funds are considered income. For tax purposes, grants should be treated similarly to other income received by your business. DCYF will send out a 1099 form in January for tax purposes. The 1099 form includes all DCYF funds provided in the tax year period.

Q: What can these funds be used for?

A: Funds must be spent on items that support the child care business to ensure services remain available. The approved expense categories are listed as follows:

- **Business utilities** such as phone, internet, electricity, gas, water, and garbage services
- **Payroll (salary and benefits for employees)**
 - In the case of Family Home Child Care programs: the business owner
- **Rent/space costs**
 - Family Home Child Care providers - this would be the percentage of the home (whether renting or own) used for their child care. It is recommended that providers contact their financial advisor or accountant for guidance with this.
- **Food**
- **Personal Protective Equipment (PPE)** (such as masks, gloves)
- **Cleaning supplies related to COVID-19**
- **Technology and internet service**

Q: What can these funds NOT be used for?

A: Building or facility repairs, modifications, and additions that require a permit are considered capital improvements and are not approved expenditures.

Q: Do these grant funds have to be spent within a certain timeframe?

A: Yes. Funds must be spent by Sept. 30, 2021.

Q: If these grant funds are not spent within the timeline, and I have to pay back the unspent amount, how does that work for us being taxed for the amount?

A: If a provider cannot spend the full amount of the grant on items outlined in their approved application by Sept. 30, 2021, they should contact dcyf.covidgrantinfo@dcyf.wa.gov to discuss the next steps and how this may impact the amount provided on their 1099 tax form.

Q: Do I need to save and submit receipts associated with this grant?

A: Yes. Providers must save the receipts for purchases made with the grant funds for five years. Providers may be asked to submit these receipts to DCYF. If a provider cannot provide receipts and documentation upon request, they may be required to repay part or all of the grant funds.

Q: Is there a deadline to apply for this grant?

A: Yes, the deadline to apply is May 20, 2021, by 12:00 pm noon.

Q: Are these grants competitive?

A: No. Grants are non-competitive. However, DCYF will prioritize payment processing for providers located in Communities of Concern and Child Care Deserts.

Q: Am I qualified if I offer virtual care to children but not in-person care?

A: No. Providers must be providing care to children in their licensed location.

Q: I received COVID-19 relief funding from a local organization. Does this disqualify me from receiving a DCYF Spring 2021 Child Care Covid-19 Grant?

A: No, other funding you have received will not affect your eligibility to apply for the DCYF Spring 2021 Child Care COVID-19 Grant.

Q: Who can I contact with questions?

A: Contact:

- **Application Questions**
 - If you have questions about the application, the timeline of the grant, or other questions specific to the grant, please email **dcyf.covidgrantinfo@dcyf.wa.gov**
- **Provider Portal Link**
 - To access your account or review your profile and licensing information, use the login link here: **https://wacompass.force.com/PP_LoginPage#**
- **Can't Log In?**
 - If you need help logging into your Provider Portal account, please email **dcyf.providerportal@dcyf.wa.gov** or call 866-627-8929
- **Need Assistance Filling Out the Application?**
 - If you need assistance filling out the application, either in the Provider Portal or translated on paper, contact your Child Care Aware of Washington coach for help. If you don't know who your coach is, call your regional Child Care Aware office as listed below:
 - Child Care Aware of Central Washington: 877-965-7109
 - Child Care Aware of Eastern Washington: 800-446-2229
 - Child Care Aware of King County: 206-329-1011
 - Child Care Aware of Pierce County: 253-272-8000
 - Child Care Aware of Northwest Washington: 360-734-8396
 - Child Care Aware of the Olympic Peninsula: 360-786-8907
 - Child Care Aware of Southwest Washington: 360-952-3358