

# Department of Children, Youth, and Families (DCYF)

## Child Care Stabilization Grant

### Frequently Asked Questions for Licensed and Certified Providers

**Q: Who is eligible to apply for this grant?**

**A: Licensed Child Care:** This includes licensed family homes, child care centers, school-age care, outdoor nature-based care, and certified providers. Providers must have an open license in good standing at the time of application and the time of award. Providers with an open license experiencing a temporary closure of up to two weeks (per occurrence) due to COVID-19 may also apply.

**Q: What is the amount of this grant?**

**A: Licensed Child Care Stabilization Grants** consist of **program amount + workforce amount + add-ons**.

**Program Amount:**

The program amount is reflective of the different costs associated with each program size and is based on licensed capacity. The minimum program amount is \$15,000. The maximum amount is \$75,000.

Licensed capacity	Program Amount
30 or less	\$15,000
31 - 149	\$500 x licensed capacity
150 or more	\$75,000

**Workforce Amount:**

The workforce amount is awarded in addition to the program amount. It is based on the estimated worker units at your facility, assuming a 5:1 child to staff ratio. The minimum workforce amount is \$9,000. The maximum workforce amount is \$42,000. This amount must be used for increasing wages (increases in payroll) or other recruitment and retention activities (ex: sign on bonus, retention incentive, marketing positions, etc.).

Licensed capacity	Worker Unit (5:1 ratio)	Workforce Amount
15 or less	3	\$9,000
16-20	4	\$12,000
21-25	5	\$15,000
26-30	6	\$18,000
31-35	7	\$21,000
36-40	8	\$24,000
41-45	9	\$27,000
46-50	10	\$30,000
51-55	11	\$33,000
56-60	12	\$36,000
61-65	13	\$39,000
66 or more	14+	\$42,000



**Verifiable Add-Ons:**

Providers who meet verifiable criteria may be eligible to receive an additional *add-on* amount, in addition to their program amount and workforce amount. These verifiable add-on amounts are stackable, and each may add an additional \$10,000 to the total grant amount.

- Operating in a Child Care Desert +
  - Serving or located in Communities of Color+
  - Serving or located in marginalized, low-income communities+
  - Supporting racial equity+
  - Located in area with high COVID impact+
  - Missed Quality Improvement Award due to COVID
  - Waiting in the queue for data collection as a result of COVID.
- + see definitions [here](#)

**Q: If I have an emergency licensed capacity waiver, will my grant amount reflect the increased capacity?**

**A:** Yes. Capacity waivers will be considered for the program and workforce amounts.

**Q: Can I choose to apply for only part of the grant? For example, the program amount and add-ons, but not the workforce amount?**

**A:** No. The Child Care Stabilization Grant is one lump sum that is calculated by DCYF. Providers cannot apply for a partial grant.

**Q: Do I need to be open to apply?**

**A:** Providers must have an open license in good standing to qualify.

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

**A:** Providers who are temporarily closed for up to two weeks (per occurrence) due to COVID-19 may apply for the Child Care Stabilization Grant.

**Q: Do I need to operate at 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: Does the Governor’s [COVID-19 Vaccine Requirement proclamation](#) affect my eligibility to apply for this grant?**

**A:** No. The vaccine requirement does not affect eligibility for the Child Care Stabilization Grant.

**Q: Can I apply for this grant more than once?**

**A:** No. Providers are eligible to apply for one Child Care Stabilization Grant. The grant application will remain open through June 2022. Applications will be processed and approved on a monthly basis. Each provider will only receive one grant.

**Q: How do I apply for the grant?**

**A:** Providers will log into the [WA Compass Provider Portal](#), navigate to the Grant Information tab, select *Current Grants*, and select the DCYF Child Care Stabilization Grant application. The provider will answer a

series of questions and then submit the application. More information on how to use the Grant Information tab is available in the [Application Step-by-Step Guide](#).

**Q: What if the application does not show up in the WA Compass Provider Portal?**

**A:** Please make sure you are accessing WA Compass in either Google Chrome or Firefox. Other web browsers may not support the application functionality.

**Q: How do I know if my application was successfully submitted?**

**A:** Providers can log in to WA Compass and click on the *Grant Information* tab to view their Child Care Stabilization Grant application and confirm that it was submitted. More information is available in the [Application Step-by-Step Guide](#).

Additionally, after a provider submits a Child Care Stabilization Grant application, an automated email will be sent to the Primary Contact email address listed in WA Compass. Providers should verify their email address is listed accurately in their WA Compass account, and should check their spam or junk folders after they submit their grant application.

**Q: If I have multiple licensed sites, can I submit just one grant application?**

**A:** No. Child Care Stabilization Grants are awarded to a specific licensed facility/site, not to a larger organization. Providers with multiple licensed locations will need to submit one application for each licensed site that qualifies for a grant.

**Q: Can I make changes to my application after it has been submitted?**

**A:** No. Please read each question on the application carefully and review your answers before submitting. Once the application has been submitted, it will not be available to edit. If you have concerns about the answers on your grant application, email [dcyf.stabilizationgrant@dcyf.wa.gov](mailto:dcyf.stabilizationgrant@dcyf.wa.gov).

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

**A:** Because the Child Care Stabilization Grant has a rolling grant application period, DCYF will process batches of grant applications once per month during the application period. The application period ends June 30, 2022.

Providers will receive a grant payment in one lump sum. 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. On the second Monday of each month, DCYF will pull a report. Applications in that report are reviewed and, if approved, processed for payment at the end of the month.

Application Submission Date	Expected Payment Process Date
Before 8am on the 2 <sup>nd</sup> Monday of the month	Payment processes last week of the same month. Payment may be received several business days later.
After 8am on the 2 <sup>nd</sup> Monday	Payment processes last week of the FOLLOWING month. Payment may be received several business days later.

For example, if a provider applies for a Stabilization Grant on **Nov 7 (or anywhere in the green rows below)**, their payment will process at the end of November and they would receive a payment in the first week of December.

If a provider applies for the grant on **Nov 15 (or anywhere in the blue rows below)**, their payment will process at the end of December, and they would receive a payment in the first week of January.

If a provider applies for the grant on **Dec 20 (or anywhere in the red rows below)**, their payment will process at the end of January, and they would receive a payment in the first week of February.

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
Payment processes end of November						
7	8	9	10	11	12	13
Payment processes end of December						
14	15	16	17	18	19	20
Payment processes end of December						
21	22	23	24	25	26	27
Payment processes end of December						
28	29	30	1	2	3	4
December						
5	6	7	8	9	10	11
Payment processes end of January						
12	13	14	15	16	17	18
Payment processes end of January						
19	20	21	22	23	24	25
Payment processes end of January						
26	27	28	29	30	31	
Payment processes end of January						

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

**Q: When I receive a payment, where can I find information on what the payment was for?** A: Providers may log in to the [SSPS Provider Portal](#) to review payment details. Additionally, payments are labeled on both the emailed remittance advice for EFT and on the paper checks themselves.

**Q: Are these grants taxable?**

A: Yes. Grant funds are considered income. DCYF will send out a 1099 in January for tax purposes. The 1099 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 which sustain the child care business. The approved expense categories for the **program amount and add-on amount only** are listed as follows:

- Payroll (salary, benefits)
- Copayment or tuition waivers for families receiving care

- Rent or mortgage costs
- Business operating costs, utilities, maintenance
- Mental health supports for children and child care employees
- Internet access for providers serving school-age children
- Food related to child care
- Health and nutrition activities
- Vaccination access
- Personal protective equipment
- Cleaning or sanitizing supplies and services
- Training related to health/safety practices
- Purchases of or updates for equipment and supplies for Covid-19
- Outreach to families who may have stopped attending due to cost
- Increased labor standards (such as health care, retirement contributions, family-level wages to support recruitment and retention)

The **Workforce amount** must be spent **only** on the following categories:

- **Wage increase** (increase in payroll, employee raises, employee healthcare premium, or pre-paid annual deductible)
- **Recruitment and retention activities** (sign on bonus, retention incentive, marketing positions, etc.)

**Q: I am a family home child care provider and I do not have any staff/employees. How do I spend the Workforce Amount?**

**A:** Licensed family home facilities with no other employees must use the workforce amount to increase their own compensation. This may include for compensation for health care benefits, Individual Retirement Account, etc. For further clarification, please consult your accountant or financial adviser.

**Q: What can these funds NOT be used for?**

**A:** Grant funds may not be used for construction or major renovations. Additionally, the Workforce amount may not be used for any purpose other than wage increases and recruitment/retention activities.

**Q: Can these grant funds be used for reimbursement of previous purchases?**

**A:** Providers may choose to use DCYF Child Care Stabilization Grant funds to reimburse themselves for allowable expenses incurred after January 1, 2021.

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

**A:** Yes. Funds must be spent within one year of receiving the grant.

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

**A:** Yes. Providers must save the receipts for purchases made with these grant funds for five (5) years. Providers may be asked to submit these receipts to DCYF. If a provider is unable to 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 June 30, 2022 by 11:59 PM.

**Q: If I am eligible and apply for a grant, am I entitled to receive the grant?**

**A:** The DCYF Child Care Stabilization Grant is not competitive. All providers that are eligible and apply should receive a grant.

**Q: Who can we contact with questions?**

**A:**

- **Technical Assistance and Language Access**
  - If you need technical assistance, including assistance in your language, guidance on preparing for and accessing the application, and questions on spending and saving receipts/documentation, you can contact either the Imagine Institute or Voices of Tomorrow.
    - **Imagine Institute:**  
phone: 206-492-5249  
email: [CCSG@imaginewa.org](mailto:CCSG@imaginewa.org)
    - **Voices of Tomorrow** (supporting East African child care providers):  
phone: (206) 278-8290  
email: [childcaresupport@tomorrowvoices.org](mailto:childcaresupport@tomorrowvoices.org)
- **Application Questions**
  - If you have questions about the application, the timeline of the grant or other questions specific to the grant, please email [dcyf.stabilizationgrant@dcyf.wa.gov](mailto:dcyf.stabilizationgrant@dcyf.wa.gov)
- **WA Compass Provider Portal Link**
  - To access your account, use the login link here:  
[https://wacompass.force.com/PP\\_LoginPage#](https://wacompass.force.com/PP_LoginPage#)
- **Can't Log In?**
  - If you need help logging into your WA Compass Provider Portal account, please email [dcyf.providerportal@dcyf.wa.gov](mailto:dcyf.providerportal@dcyf.wa.gov) or call 866-627-8929