

Washington State Department of CHILDREN, YOUTH & FAMILIES

ECEAP Contractor Financial Disclosure Certification

Due June 15, 2022

- Your ECEAP Director and Chief Financial Officer complete this form annually to certify that you followed all financial requirements in the ECEAP Contract.
- Sign, scan, and email to eceap@dcyf.wa.gov

Contractor: _____

Contract Number:						
During the 2020-2021 school year:		Yes	No	N/A		
	en fiscal policies, procedures and internal controls in place for:					
	disbursements					
	receipts					
o Payr						
 Trave 						
	nasing					
 Purc 	nase Cards (credit cards)					
	Cash					
	tory, including safeguard of assets					
We spent ECEAP funds only for costs directly related to ECEAP.						
3. We spent 15	% or less of the total ECEAP funds from DCYF on administrative costs. This					
includes any	subcontractors' administrative costs.					
4. We did not bi	I DCYF for work charged to or paid by other funding source.					
Yes mea	ns, "We only billed DCYF."					
No mean	s, "We billed DCYF and another source for the same work ".					
	t allocation plan for proportionately distributing costs between ECEAP and					
other program						
	s, "We do not share staff, space, equipment or other expenses with other					
programs						
6. If we used E	EAP funds for travel, we paid at the Washington State government travel					
rate or a lowe	r rate.					
NA mear	s, "We did not use ECEAP funds for travel."					
7. Will you have	unspent funds received for ECEAP services for this year or any previous					
year?						
If yes, enter the approximate amount you will carry forward?						
If yes, what is your plan to expend these funds for ECEAP?						
- 11 yes, wi						
 If underen 	end is over 10% of annual contract amount, please complete Carryforward					
	lan. (DCYF template)					
Ŭ						
DCYF.	CEAP funds as match for a federal program, we obtained prior approval from					
	a "Ma did not use ECEAD funde for federal metab."					
	s, "We did not use ECEAP funds for federal match."					
	rs with sites in licensed child care settings:					
	I any Washington state child care subsidy program for an ECEAP child for					
ECEAP class						
Yes means, "We did not double-bill." No means "We double-billed."						
NA mear	s, "We do not have ECEAP sites in licensed child care."					

 10. We maintained an inventory list and supporting records for: All assets with a unit cost of \$5,000 or greater. The following assets with a unit cost of \$300 or more: Computer systems, laptops and notebook computers Office equipment Communication and audio visual equipment, including record players, radios, TVs, VCRs, DVD players Cameras and photographic projection equipment Appliances 		
 11. If we purchased one or more pieces of equipment or made facility or playground improvements with unit costs (or project costs for facility/playground) or combined purchase costs of \$5,000 or greater, including ancillary costs, we obtained prior written approval from DCYF. NA means, "We did not purchase items or make facility or playground improvements with unit costs or combined purchase costs of \$5,000 or greater." List equipment purchased and ensure they are added to your inventory list: 		
 12. If we sold or disposed of inventoried equipment that was purchased in whole or in part with ECEAP funds, we requested prior approval from DCYF. NA means, "We did not sell or dispose such items." List items from your ECEAP inventory you disposed of this year: 		
13. If we sold ECEAP inventory items, we used the income for ECEAP services only. NA means, "We did not sell such items."		

I certify that, to the best of my knowledge, the above statements are true.

Print name and Title of ECEAP Director

Signature

Date

Print name and title of Chief Financial Officer

Signature

Date