



Important Dates
Provider Attestations
Allowable Uses Categories
Acceptable Documentation

Important Dates

Funds may be used to pay expenses/debt incurred after January 31, 2020 for expenditures made in response to the COVID-19 public health emergency, in any of the allowable expense categories.

Providers have until 9/30/2023 to spend funds.

Provider Attestations

As a recipient of a Child Care Stabilization Grant, you certified that you would continue to meet certain requirements for the duration of the time you are receiving grant payments. As a reminder, here are the attestations you agreed to:

Attestation Terms and Conditions

By agreeing to these terms and conditions and submitting an application for the Child Care Stabilization Grant, I certify that all information provided as part of this application is true and accurate to the best of my knowledge and agree to each of the following statements;

- I will promptly notify the Office of Children and Family Services (OCFS) of any changes to information provided in this application, including, but not limited to,
 - The closure of my child care program,
 - My legally exempt group program is no longer serving families with subsidies
 - My child care program will not open by October 31, 2021, or within sixty days of application, if currently closed, whichever is later.
- I understand that if my child care program permanently closes during the grant period, I must return all unspent funds and am no longer eligible to receive any additional grant payments. The grant application period terminates November 30, 2021, and funding can be used until 9/30/23 as long as the program is open and serving children, or enrolled and serving families in receipt of child care subsidy.
- I agree that my program will comply with all OCFS regulations and New York State Department of Health guidance, and New York City Department of Health and Mental Hygiene regulations if applicable, and maintain good standing (as defined in the Solicitation of Interest) and, to the greatest extent possible, implement policies in line with guidance from the Centers for Disease Control and Prevention (CDC) (available at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-forchildcare.html>).



Allowable uses of the Child Care Program Stabilization Funding

For purposes allowed under the Federal guidelines, include:

- Personnel costs, including payroll, salaries, similar employee compensation, employee benefits, retirement costs, educational costs, child care costs; and supporting staff expenses in accessing COVID-19 vaccines
- Rent (including under a lease agreement) or payment on any mortgage obligation, utilities, insurance; also may include late fees or charges related to late payments
- Facility maintenance or improvements, defined as minor renovations, including outdoor learning spaces/playgrounds, and minor improvements to address COVID-19 concerns
- Personal protective equipment, cleaning and sanitization supplies and services, or 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
- Health and safety trainings for staff, including but not limited to CPR, First Aid, and medication administration

This includes the reimbursement of expenses incurred after January 31, 2020 for expenditures made in response to the COVID-19 public health emergency, in any of the categories above, provided those expenses were not previously reimbursed by other funding or programs. Providers have until 9/30/2023 make any payments for allowable stabilization fund uses incurred through 9/30/23 in accordance with the terms and conditions of this solicitation of interest.

Grant Monitoring

- OCFS or its agents may monitor this application and use of funds to ensure the accuracy of the information that I have provided and the proper use of funds.
- I understand that at any time, I may be asked to produce records for verification including receipts and proof of payment purposes upon audit of any Child Care Stabilization funds.
- I agree to provide information and supporting documents as requested.
- I agree to provide, for audit purposes, access to the child care facility for which this application is submitted, information and documentation related to the application and use of funds, and access to interview child care staff members in connection with this application and the use of funds received.
- I must retain supporting documentation for a period of five years and promptly submit it to OCFS upon request.



Additional Attestation Terms and Conditions

- I understand that providing false or inaccurate information on this application or improper use of funds will result in the return or repayment of funds. I agree to repay funds as required by OCFS.
- I agree that the operating expenses included in the application are accurate for my child care program.
- I agree to report the use of funds received to OCFS or its agents upon request.
- I agree I will not reduce salary or benefits to employees of my child care program for the duration of the grant payment term. For each employee of the child care program, I agree to pay at least the same amount in weekly wages and maintain the same benefits (such as health insurance and retirement, if applicable) for the duration of this child care stabilization grant. I agree to prevent any involuntary furlough of employees from the date of application submission through the duration of the grant period.
- I agree to provide relief from copayments and tuition payments for the families enrolled in my child care program, to the extent possible, and prioritize such relief for families struggling to make either type of payment.
- I agree that I cannot use child care stabilization to pay for expenses expressly covered by another external source, e.g., the Paycheck Protection Program (PPP), or to supplant other federal or state funds.
- I must spend all Child Care Stabilization funds by September 30, 2023.
- I have read and agree to the terms and conditions and am an authorized person to submit this application.

Are you a Head Start/Early Head Start/ State-funded Pre-K provider? YES/NO

IF YES: I attest that any funding received from the Child Care Stabilization grant will not supplant other Head Start/Early Head State/ state-funded Pre-K or be duplicative of other federal funding for seats in the child care program.



Allowable Uses Categories

You can use your grant money to make a variety of physical and program updates or improvements, such as: maintenance or minor changes to your physical space, buying cleaning supplies or personal protective equipment, paying late fees on business-related bills, getting more play equipment, providing staff training, and finding resources to support staff and children's mental health.

You have 8 options for spending your grant money:

- [Personnel costs, Payroll and Salaries, Benefits](#)
- [Rent or Mortgage payment, Utilities, Facilities or Insurance](#)
- [Facility Maintenance and Improvements](#)
- [PPE, Cleaning and Sanitation Supplies and Services or Training](#)
- [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](#)
- [Professional Development Related to Health and Safety Practices](#)

All providers attested at the time of application to not using child care stabilization to pay for expenses expressly covered by another external source, e.g., the Paycheck Protection Program (PPP), or to supplant other federal or state funds. Head Start, Early Head Start Programs, and publicly funded PreK programs, which have other sources of federal and state support, cannot use Stabilization funds to support portions of their program that are receiving any other governmental funding.

Acceptable Documentation

- Mortgage/rent/space cost statements
- Utility statements
- Payroll and benefits records
- Original invoices and/or receipts for purchases of materials/supplies
- Documentation of other benefits provided to child care staff members such as overage of insurance costs or tuition reimbursement.

You must keep your receipts and documentation on file, in a folder or electronically, for at least five years.