

Child Care Achieve Stabilization Grant Program (CCASP)/ ARPA

As of July 21,2021

Frequently Asked Questions (FAQ) *

*FAQs are subject to change and reinterpretation based on input from ACF/OCC and other regulatory parties. In addition, corrections will be made for errors, omissions and changes as needed.

General Information

What is the time frame for this grant, starting to end?

Your time frame begins the date you sign the award acceptance agreement and ends on September 30, 2023.

When will the application be live on NH Connections?

The final part of the application will be on the NH Connections Information System as of August 2, 2021. You will need a program profile and to have met the licensed or enrolled license-exempt status before you can see the application tile. Before August 2, you need to submit the Letter of Intent and prepare your information using the CCASP Average Monthly Operating Expenses and Other Pertinent Data Template that will be available on the NH Connections website on Monday, July 26 2021.

Who should I contact if I cannot access NH Connections

Please use the SUPPORT button on NH Connections log in page:

<https://nhpublichealth.force.com/nhccis/s/login/?ec=302&startURL=%2Fnhccis%2Fs%2F>

Who do I contact with grant application/ intent to apply support needs?

Please email Eccp@dhhs.nh.gov

Eligibility

Are summer camps eligible to apply for this round of funding?

No, summer camps are not eligible to apply unless they are open throughout the school year as well. Just being open during vacations and summer months does not qualify.

Do I need to be an open program to apply?

You need to be open or planning to reopen by the beginning of the 2021 school year in order to apply for this funding.

Are before and after school programs for elementary aged children eligible?

Yes, licensed before and after school programs are eligible. License exempt facilities that are enrolled in the NH Child Care Scholarship Program are also eligible.

If you need to enroll in the New Hampshire Child Care Scholarship Program please contact Marlene Burton at Marlene.M.Burton@dhhs.nh.gov or 603-271-4228.

Application Process

Where is the letter of intent located?

The letter of intent is located here: <https://www.nh-connections.org/covid-19/financial-resources/> under both, "Latest Updates" and "ARPA".

If we are a multi-site or have more than one center, do we need to fill out multiple applications?

Yes, an application needs to be completed by each individual program.

If we are licensed child care program and a night time program, do we apply separately for each license piece or under one application?

If the two programs are under one license, only complete one application to include all costs associated with both programs.

Will we be sending a letter of intent for each program license? We are a multi-site program?

Yes, a letter of intent needs to be completed by each individual program.

I have a learning center that goes year round, and a preschool program that goes during the school year. Is that going to be 2 different letters of intent and applications?

If the programs are under one license, you will only submit one letter of intent and one application. If the programs are under separate licenses, a letter of intent and application need to be completed by each individual program.

As a program administrator, do I need to have a completed background check to be able to access the program tile in NHCIS?

Yes, you must complete your background check. If you have any questions about this, please contact the Child Care Licensing at Mychelle.L.Brown@dhhs.nh.gov

Application Data including Operating Expenses

Where can I find my licensed/license exempt capacity?

Licensed programs: you can find this on your child care license

License Exempt facilities: defined by your regulatory agency (fire department, zoning, etc.)

Note: Capacity for License Exempt Family, Friend and Neighbor (FFN) is 3

Will there be more detail on what operating expenses you will consider to calculate our base award amount?

Yes, with the template, in the actual application form, in FAQs and on the informational webinars. We are also offering weekly ARPA Office Hours. Please see the following link for more information: <https://www.nh-connections.org/uploads/2021/07/Latest-Update-ARPA-Office-Hours-July-2021.pdf>

Can you include depreciation, indirect fees, administrative fees and overhead allocation in the operating expenses?

We have reached out to our federal partners for clarification.

Do paid vacations/holidays qualify for staff benefits or just health care?

Yes. Please see “Do you offer benefits for your child care staff?” question on the ARPA grant application and choose from the provided options.

Should the payroll amount be based on typical staffing levels, current staffing levels (with not full staffing) or desired staffing levels (if could find enough staff)?

Full staffing levels that you need to operate your program at your ideal capacity. (E.g., if your desired capacity is 80 children, how many staff do you need depending on the children’s ages and group sizes).

If my school age program is not open yet (school –age opening in the Fall) do I estimate my expense from years past?

You should think about your past expenses and what you foresee going forward – these are average monthly expenses at your ideal capacity and fully staffed.

Our site is closed for summer but will open in the fall. Do I answer closed and opening in fall?

Please choose “Seasonally closed” and indicate your reason for closing and reopening date.

Our hours of operation are 6:00 am - 7:00 pm Monday- Friday. Do the hours of 6:00-7:00 am and 6:00-7:00 pm qualify as non-traditional hours?

We have reached out to both licensing and our federal partners for clarification.

Will there be a detailed list of operating expenses or just what our accountant gives us in a Profit and Loss?

There will be general headings that you will need to plug your numbers into. The template for the average monthly operating expenses will be available on Monday, July 26 2021 at <https://www.nh-connections.org/covid-19/financial-resources/>

I submitted the Letter of Intent, but I wasn't sure exactly what to include as far as monthly expenses. I have not been taking a paycheck. Under expenses I included my staff paycheck and regular monthly expenses, but should I have also added in a paycheck for me even though I haven't been able to take one since COVID.

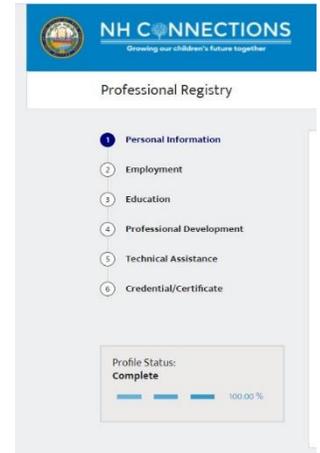
You will include your paycheck and related expenses when you do the average monthly operating expenses because you are submitting what it takes to operate your program at ideal capacity and fully staffed – you are a key member of that staff! If you have specific questions relating to your program operations please email eccp@dhhs.nh.gov or join our weekly office support hours.

How long do we need to commit to free childcare for staff?

Through September 30, 2022.

Do all staff including HS students need to be included in the registry? Where can I confirm which of my employees have completed this activity.

Any staff person required to have a background check must be in the registry. Your staff must provide you documentation that they are in the registry. Documentation can include a printed version of their registry profile status (see image to the right). This can be found on NHCIS Professional Registry Dashboard



Do we look at operating expenses/income pre-COVID or 2020?

We want you to think stabilization. So calculate the average monthly expenses it will take to operate your program at your ideal capacity with the staff you need.

Award Calculations plus Considerations

Are the tiers based on currently enrolled children or licensed capacity?

The tiers are based on licensed capacity or your approved capacity if you are license-exempt

Free tuition incentive: Is excess of 25% taxable income for the teacher/ employee? – I do not want to give my teachers a large tax expense.

This is really an IRS or tax professional question. Please reach out for professional advice on how to give this benefit and related tax implications.

Can we wait until the base award is calculated before we apply for the incentives?

No, however, if you wait until the first review period closes we will know base award percentages based on program size and you can estimate your base award based on your program size.

Is this grant award based on a percentage of our monthly operating expenses? Or, can we anticipate something that would cover multiple months?

You will be providing a snapshot of an average one month of operating expenses to run your program with your ideal full enrollment that is fully staffed. You can do a full year (since months vary in costs and then divide by 12 for the "average" expenses). The award is based on a percentage of your average monthly operating expenses.

If you are operating a home child care, with no additional staff besides yourself, how would you do 25% staff income?

A family child care provider with no employees is exempt from the 25% requirement.

A family child care provider with one or two employees must meet the 25% requirement for employees with the option to include themselves in the 25% calculation. If you are in need of additional guidance please email eccp@dhhs.nh.gov

Can you explain the rationale for the tuition freeze and how long would that be for?

The tuition freeze would go through September 30, 2022 and was included to support the federal guidance which states,

“To the extent possible, provide relief from copayments and tuition payments for families enrolled in the program, and prioritize relief for families struggling to make payments.”

My rate increase is contracted for the fall on August 30. Do I have to wait until after August 30 to apply for the grant to get the incentive freeze?

Yes, once this year’s rate increase is implemented, you would have to freeze the rates until September 30, 2022.

Are the awards based on current staff and current enrollment or what our full capacity should be?

Full desired capacity. The purpose of this grant is to stabilize your program long term.

We are growing and our new (September) enrollment and our license number will increase. Do we base it on our past or our new number?

The award Tier you fit into will be the licensed capacity for your program on the day you apply. You may wish to wait to apply until you receive your new license capacity to apply (this may also move you into another Tier).

When does the tuition freeze start?

When you submit your application.

Will the 25% for staff incentives include the employer portion of the FICA tax?

Check with your tax professional and we will also reach out to our federal partners.

If the grant is 40% and you use incentives does that mean you get the additional % on top of the base rate?

If you receive a base award that is 40% of your average monthly operating expenses and you apply for several incentives equaling an additional 10%, then you get 10% additional funding on the base award amount. Here is an example,

Average monthly operating expenses (\$40,000) x.40 (40% of the \$16,000) = \$16,000 base award amount x .10 (10%) for additional incentives = \$1,600 so your total award would be \$17,600.

Using ARPA – CCASP Funds

If we painted our child care space during COVID-19 Closure, can we pay for that with this money?

Yes, that is considered an improvement/ repair to your program.

If my roof is leaking, can I use this money to pay for the repair?

Yes, that is considered an improvement/repair to your program. For specific program repair questions please email eccp@dhhs.nh.gov

Can you use these funds to offset expenses recently incurred and paid? For example, I just repaired my playground gate, and also reimbursed my staff for professional development hours.

Yes, you can go back to March, 2020 and allocate some of your award funds for this purpose. Review ARPA Stabilization – CCASP Allowable Uses for Funds Chart on the NH Consumer website after July 26. We will also be including examples in upcoming webinars and updated FAQs.

Under this grant, how can I apply for the funding to expand my center? Right now I have a home-based child care. I am looking to put a small addition on my home, which will allow me to expand to a Group Family Child Care Center.

Unfortunately, these funds cannot be used for expansion or new construction. Watch for potential opportunities in the ARPA Discretionary funds plan or additional resources that will be shared on the NH Connections website as available. ARPA: CCASP funds can only be used for repairs/improvements, not additions/expansions.

Will this grant be treated in a similar way in both federal and state taxes? Will it be considered income?

Consult with your tax professional on when you should invoice and how the award will be reflected in your bookkeeping process.

For employees that have children in care at our center, do we get to charge full tuition? Some of my employees now pay 50%, some no tuition, but lesser pay.

Consult with your tax professional about this employee benefit.

Will the state still pay child care scholarship for the staff at centers that provide free child care?

Please continue to bill the Child Care Scholarship Program if you have a staff person receiving state scholarship. You would be waving any parent portion – cost-share and co-pay.

Can you review the eligible uses of the awards from Spring 2021? Are any funds available for capacity building (walls to make a temporary classroom permanent)?

The list of allowable costs will be available on the NH Connection’s website by July 26. As for making a temporary classroom permanent we are asking for further clarification from our federal partners. We are hoping that it will fall under an improvement and not construction since it is in the same building footprint and not an addition.

Reporting and Accountability

When we will need to do a final report?

The final report will be due by October 13, 2023. Further guidance will be provided.

Invoicing and Payment

Once notification of awards begins after August 23rd, what do you believe to be the timeline of invoicing and programs receiving payment?

Please expect to receive your first payment within 25 days from invoice submission. Please note, we submit invoices weekly to fiscal for payment.

Where will I find my grant award letter and invoices on NHCIS?

When available, the grant award letter and invoices will be found on your NHCIS profile under The GRANTS tile.

Multisite programs will have access to individual application tiles for each program. Once you choose the program, the grant dashboard will appear. Here you will find all documents related to the program. Please see image for reference:

