

# Child Care Achieve Stabilization Grant Program (CCASP)/ARPA

As of August 6, 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.

All NEW FAQs are highlighted in YELLOW

### General Information

#### **Where do I go for help and what is the process?**

Send your inquiries to [eccp@dhhs.nh.gov](mailto:eccp@dhhs.nh.gov) or use the support button in NHCIS. PLEASE DO NOT send queries to other emails or places since multiple copies of the same question slows down response time for everyone.

#### **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 Letter of Intent, Part One of the application is available at <https://www.surveymonkey.com/r/N9QM859>

The NH Connections Information System Application Tile, Part Two of the application process is live on your program profile as the ARPA tile. A template is available at <https://www.nh-connections.org/uploads/2021/08/ARPA-CCASP-Application-Template.pdf>

For more information, go to <https://www.nh-connections.org/covid-19/financial-resources/>

#### **Who should I contact if I cannot access NH Connections?**

Please use the SUPPORT button on NH Connections login 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](mailto: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](mailto: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".

### **Where is a blank copy of the CCASP/ARPA application located on NH Connections?**

A copy of the CCASP/ARPA application can be found here: <https://www.nh-connections.org/covid-19/financial-resources/>. A direct link to the document can be found here: <https://www.nh-connections.org/uploads/2021/08/ARPA-CCASP-Application-Template.pdf>

### **Can I start my application and go back later to finish it? What if I submit and realize a mistake later?**

Yes, your application is available until you press "submit" at which time it is locked and will not allow further editing. If you realize you forgot something or need to make an edit, please email us at [eccp@dhh.nh.gov](mailto:eccp@dhh.nh.gov) and tell us the nature of the change. We have two options to change it internally or to release the application back to you. Together we can make this decision to ensure the information is accurate and complete.

### **Who do I email if I have a question about my vendor number?**

Please email: [prch.web@das.nh.gov](mailto:prch.web@das.nh.gov)

### **Where do I apply for/update my vendor number?**

Please visit this link for vendor support:  
[https://das.nh.gov/purchasing/vendorregistration/\(S\(0lkaeojmf34cq355zusymzii\)\)/welcome.aspx](https://das.nh.gov/purchasing/vendorregistration/(S(0lkaeojmf34cq355zusymzii))/welcome.aspx)

### **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.

### **I am receiving a blue circle on the page when I am trying to complete my grant application. What should I do?**

We brought this to the attention of our IT support department. This problem is due to applicants putting decimal points into their answers on page four (4) of the application (Monthly Operating Expenses).

Please do not input decimal points in your answers. Remember, answers that require decimals will be auto populated as a decimal for example, if you are intending to input \$200.00 please write "200").

**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.

**We are a multi-site program. Will we be sending a Letter of Intent for each program License?**

Yes, a Letter of Intent needs to be completed by each individual program. If you are not seeing each program site on your GRANTS tile, please submit a Support Ticket explaining this issue.

**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](mailto: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

**What do I put in the line for a resource id number if we are not enrolled in the scholarship program and do not intend to be?**

First, you must be either Licensed or enrolled in the License-exempt program to apply. So I am assuming you are a Licensed program. You should put 0 in the field if not applicable. If you are Licensed and not enrolled in the scholarship program it will not affect your award.

**I am a program administrator completing our application. Will our Director be able to see the information I enter, especially the financial data?**

Yes, the application is accessible through the program profile, and therefore anyone with access to the profile will be able to see the application. This, in most cases, is limited to the Director and a program administrator when it has been requested.

**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 our 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>

**Is depreciation allowed as an operating expense?**

No, unfortunately it is not.

**How do we calculate the hourly rate for employees? Should it include the Social Security, FICA, etc.?**

The staff wages are calculated on the actual hourly rate e.g. \$12 an hour. Under benefits you would put the other employer related expenses such as the employer portion of the Social Security, FICA, health insurance, etc. Again this is only the portion paid by the employer, not the portion deducted from the employee's paycheck.

**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).

**One benefit not mentioned is a discount for child care for employees who work at the facility. Should the cost of this benefit be included in the benefits expense line?**

Yes

**The worksheet asks for number of Full Time Equivalents. Does payroll include all employees involved in child care such as part time employees?**

The application has a section in which you can list the number of full time and the number of part time Direct Care Staff. You would include the payroll for all of the direct care staff in the Operating Expenses Payroll.

**Do credential applications count as other personnel costs?**

Yes, that is a great example of other personnel costs.

**In the case of a nonprofit renting its facility from a benefactor/owner, the rent would include in-kind expenses to offset the in-kind income. Should the rent total include the in-kind offset as well as the cash outlay of rent?**

No, the in-kind portion is not included the rent total expense since it requires not cash outlay.

**The operating expense worksheet refers to liability insurance under facility. This is an operating expense and not a facility expense. If this is to be included, would workman's comp insurance be included as well?**

The federal guidance grouped utilities, insurance and maintenance under *Facility Expenses*. Yes, please include workers' compensation insurance in that category.

**If I have 1 classroom but serve 2 separate groups of children, do I add in 2 classrooms for that 1 space? Example: M/W/F children and separate T/TH group of children.**

Consider this one classroom since it reflects a room that is in use as one classroom 5 days a week, despite serving two different groups of children.

**Is our virtual classroom counted as a regular classroom and can we include those staff?**

Absolutely, think of your virtual classroom as a regular classroom and count it as such. This will be especially helpful as we move into the fall where more virtual classrooms may become a necessity again.

**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 are using the feedback that comes out of NH Child Care Licensing which states:

"If someone is providing care between the hours of 7 pm-6 am they are required to be Licensed as a night care program (He-C 4002.37). RSA 170-E:2, IV(e) defines Night Care Agency as "a center or family home in which child day care is provided during the evening and night hours. A child day care agency may be Licensed for day care, night care, or both."

If you are adding additional hours (or weekend days) and are Licensed, please reach out to NH Child Care Licensing to determine if you need a modified or additional License. If you are License-exempt, please reach out to Marlene Burton at [Marlene.M.Burton@dhhs.nh.gov](mailto:Marlene.M.Burton@dhhs.nh.gov) for additional information

**If I am an after school program and my hours of operation are staggered for before/after school, how do I complete the hours or operation section? (E.g., we do both before and after school M-F 6:30 to 8:30 am and 2:30 to 6 pm, how do we put that in the application?)**

Please input the earliest time you are open and the latest time you close. In the example above you would input, 6:30 am open-6:00 pm close.

**For the question “do you offer benefits for your childcare staff?” are we answering this for all staff or just our full time staff?**

This question applies to all of your staff regardless of their schedule and their title/role. If you provide benefits to only some of your staff, indicate that yes you do provide benefits.

**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?**

First of all, the financial information you put on the Letter of Intent is not the final opportunity for you to put in your expenses and will not be used for calculating your actual award. On the Letter of Intent it was to give us some preliminary numbers to work with on award calculations.

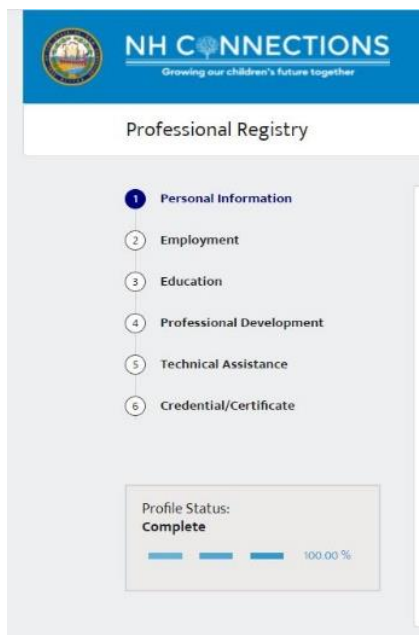
As for your question, you will include your paycheck and related expenses when you do the average monthly operating expenses because you are submitting what it takes to operate your program at ideal capacity and fully staffed – you are a key member of that staff! If you have specific questions relating to your program operations please email [eccp@dhhs.nh.gov](mailto: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 below). This can be found on NHCIS Professional Registry Dashboard



**Let's revisit the definition for the "average" or "current operating expenses" since many of you have questions about this topic.**

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. If you need help calculating your expenses, please email us at [eccp@dhh.nh.gov](mailto:eccp@dhh.nh.gov) and we will connect you with our technical support team.

## **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.

**Do we have to apply for incentives?**

No, you do not need to apply for any incentives that you do not see fit. For example, if you do not think the tuition freeze incentive is going to be beneficial to your program but the Professional Registry is, then you do not have to apply for both incentives.

**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.

**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 (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.

**Can more than 25% of the award go towards staff incentives/ staff benefits?**

Yes, a MINIMUM of 25% must be used for staff.

**Can free child care for staff be included in the 25%?**

Yes this can be included in the 25%. \* This can be effective as of/before the date of application\*

**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.

**If we complete an application and are awarded funds, are we required to accept them?**

You can decide not to accept the award in total, or to only accept a portion of the award or you can accept the award and decline the incentives. This is done at the time you receive and complete the award acceptance and agreement letter. If you want to take only a portion of your award, for example you are awarded \$40,000 and you only need \$20,000, you will need to reach out to us via email at [eccp@dhhs.nh.gov](mailto:eccp@dhhs.nh.gov) . We can adjust the award amount. If you are not accepting the incentive % for free child care or the tuition freeze (if you selected that add-on in the original application) you will indicate



that on your acceptance letter. More details will follow when we start sending out the award notifications.

## **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](mailto: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<sup>th</sup>. 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<sup>th</sup>. 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

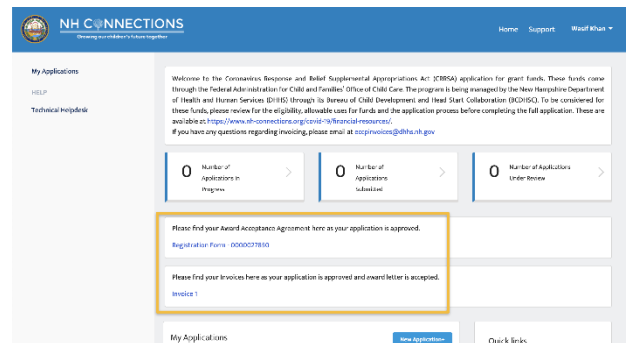
### Once notification of awards begins after August 23rd, what do you believe to be the timeline of invoicing and programs receiving payment?

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:



## Family Child Care Programs

### What do I put for number of classrooms in my grant application?

Please input “1” for number of classrooms in your grant application. You can pick the classroom age that best suits your program. The following question on the grant will allow you the opportunity to expand on the number of children by age group in your program. See image below:

**1** Ministry Operating Expenses

**2** Use Of Funds

**3** Incentive Add-Ons

**4** Review and Submission

**5** Need help?  
Visit our support page to view frequently asked questions, or submit a ticket for support.  
[Get support](#)

Total Number of Classrooms, as of the date of application

	Infants	Toddlers	Preschoolers	Kindergarteners	School Age (1st - 5th)	Total Classrooms Available
Open	0	0	1	0	0	1
Closed	0	0	0	0	0	0

Total Number of Children, as of the date of application

	Infants	Toddlers	Preschoolers	Kindergarteners	School Age (1st - 5th)	Total Children Capacity/Enrolled
Licensed/ Identified Capacity	2	2	2	0	0	6
Enrollment	2	2	2	0	0	6
Waitlist	3	2	2	0	0	7

**If you are a family child care provider working alone, how would you spend the 25% staff/benefits allocation?**

You must allocate a minimum of 25% of the award to yourself. You could use this funding for health care benefits, Individual Retirement Account, etc. For further clarification, please consult your accountant or financial adviser.

A family child care provider with one or more 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](mailto:eccp@dhhs.nh.gov).