



# Making Your CCRSP Funding Work for You: Invoicing and Accountability - Part One

A New Hampshire Department of Health and Human Services Webinar  
Hosted by Child Care Aware of New Hampshire  
August 26, 2020, 12:30 – 1:30 PM

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**We will begin promptly at 12:30**

# Hello And a Few Logistics!

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**To get professional development hours for this webinar**  
please send an email to:

[ccrtraining@snhs.org](mailto:ccrtraining@snhs.org) with the name of your program and  
your full name(s) and the Title of the Webinar in the subject  
and body of the email “CCRSP Invoicing and Accountability”

# Hello And a Few Logistics!

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## How things will work on the call today:

- Everyone is muted so we can all hear well
- If you are having any difficulty, please remember that this webinar will be posted on CCAoNH.



# .....And a Few More Logistics

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**This webinar is the first of a series on the CCRSP Funding and how it is to be invoiced, spent and documented.** Questions submitted by providers to [ecccp@dhhs.nh.gov](mailto:ecccp@dhhs.nh.gov) will be included in an ongoing FAQ document posted on CCAofNH and added to future live and recorded webinars.

## **To get professional development hours for today's call:**

- If you are on a computer, write the name of your program and your full name(s) in the Zoom Chat
- If you are participating by phone, send an email to [ccrtraining@snhs.org](mailto:ccrtraining@snhs.org) with the name of your program and your full name(s)

# .....And a Few More Logistics

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**To ask questions, make comments or share your ideas:**

- If you are on a computer, use the Q&A box
- If you are participating by phone, send an email to:  
[ccrtraining@snhs.org](mailto:ccrtraining@snhs.org)

*Questions will be shared at the end of the PowerPoint*

This presentation will be recorded. The recording of the call and the questions will be posted at:

<http://nh.childcareaware.org/>



# We Will Now Begin Recording...



# Agenda

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## **Making Your CCRSP Funding Work for You:**

**Invoicing and Accountability Part One: August 26, 2020 12:30-1:30**

### **Agenda**

1. Welcome & Logistics
  1. *Welcome! Tori Black, CCR&R Outreach Specialist, CCAoNH*
2. Understanding the CCRSP award funds and how they can be used
3. How to document your CCRSP expenses
4. How to complete and submit invoices for your award
5. What are the next steps in the process?
6. What will be required for accountability
7. Questions and Answers



# Understanding the CCRSP Award Funds: How They Can Be Used

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# How to Determine What Counts as an CCRSP Expense

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## **1. Start by asking yourself these four questions –**

- Was or will the expense or loss occur between March 1, 2020 and December 30, 2020?
- Was the expense or loss COVID-19 related?
- Was other funding received that offsets or paid for this loss or expense?
- Can this expense/loss be documented in a way that will meet accounting and auditor requirements?

# *More on ....*How to Determine What Counts as an CCRSP Expense

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## **2. Be sure you meet some or all of the following criteria**

- The expense falls into one of these categories – income loss, increased operational expenses (staffing, supplies, materials, equipment, related services) or other additional expenses prompted by circumstances related to COVID-19.
- The expense may be a regular ongoing expense, but the cost has changed due to current circumstances related to COVID-19 to qualify.
- The expense is outside of or beyond a “regular expense” that you would have paid out pre-COVID.
- With “regular” expenses you are only counting the portion that is changed/increased due to COVID.

# What ***Does Not*** Counts as a CCRSP Expense

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## You cannot...

- Supplant, replace or “double-dip for other funds you have already received or are receiving such PPP, Scholarship Income, Insurance, unemployment, etc.
- Count a regular ongoing expense that is the same as it was before with no COVID-related increase or change.
- Capital expenses – planned or unplanned that are not COVID related.
- Losses due to negligence, accident or other scenarios that are not COVID related.
- Expansion or renovation not related to COVID.

# Things to keep in mind!

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- You do not need to wait until you have the expenses to submit an invoice. The award is not tied to the timing of the expense **except** that it must fall between March 1 and December 30, 2020.
- You will not be submitting receipts, bills, documentation to DHHS. You are required to discuss how you spent the funds and its impact on your business in the final report.
- You may or may not be audited, but you should have clear and solid documentation.
- **You cannot get paid unless you have a State of New Hampshire issued Vendor Number that you have applied for and received.**

# Example of how to use an award

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## My award is: \$20,000

- I was partially closed for 10 weeks
- My pre-COVID income would have been 100 week per child x 20 children (my usual enrollment) = \$2,000 per week x 10 weeks = 20,000 income pre-covid
- During the 10 weeks I was partially closed, I got scholarship funds for 10 children x \$100 = \$1,000 a week
- I also had two children that attended and paid 2 x \$100 = \$200 per week.
- My losses looked like this for those 10 weeks \$2000 (usual income) - \$1,200 (for income I received = \$800 income loss x 10 weeks = \$8,000 income loss

That leaves \$12,000 dollars to still “spend” of my award

Now I am still only at 15 children out of my usual 20 children so I continue to lose \$100 per child x 5 children = \$500 a week. I can count that as a loss towards my award too. If I chose to. Or use all for some of the remaining \$12,00 towards other COVID-19 related expenses.

# Another example

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## My Award is \$10,000

- I was open the whole time, but only had 3 of my 6 children for an income loss of 3 children x \$100 per child per week = \$300 a week x 16 weeks = \$4,800
- have added Plexi-glass hanging barriers in three rooms for smaller groups at \$565 total
- I now have a professional cleaning company come in every other Saturday for a top to bottom cleaning at \$125 per visit x 20 weeks = \$2,500
- I paid \$25.00 pre-COVID for a case of toilet paper. Now, I pay \$37.00 a case, an increase of \$12 a case x 4 cases a month = \$48.00 per month of “COVID related cost increase” x 10 months (March to December) = \$480

So... \$10,000 award

- \$3,545 (2,500 + 565 + 480)

- \$4,800 in income loss

= \$ 8,345 accounted for expense/loss towards my \$10,000 award amount (leaving you \$1,655 to spend on additional expenses)

# How to document it

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- Create an electronic file folder with pre-COVID and during COVID income statements
  - Have a hanging folder with all your covid related expenses
  - Use a QuickBooks like software to document the funds
  - Keep a running total on a template
  - Ask your bookkeeper to keep it earmarked in your financials
- 
- Don't wait! Keep an ongoing record
  - Think of it this way – how would you explain it to someone: Is it clear? Is it concise and accurate?



# The Overall CCRSP Process

## Apply and Funded

- Submit application and all supporting documents, reviewed and funded
- Notified by award letter

## Accept award and numbers

- Read, complete and sign the Provider Agreement
- Complete the Program Number Attestation based on approved or licensed number of children
- Electronically sign and submit

## Invoice and Submission

- Apply for and receive vendor number from State of NH
- Receive invoice packet and complete first invoice
- Complete invoice and submit electronically

## Receiving Payment

- Invoice is logged, checked for accuracy, signed in BCDHSC
- Invoice is submitted to Finance, processed and submitted to Accounts Payable
- Accounts Payable processes, prints and mails check

# What slows the process down?

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- Lack of accurate or complete information on documents – lack of or incorrect vendor number, no award amount, not fully signed including each page with initials.
- Submissions other than with electronic signature or via email as instructions describe.
- Inability to sign (on our end) the agreement due to document version
- Waiting on mailed documents
- Incorrect email addresses and change in recipients for notification
- Technology – yours, ours, cyber space!
- Staffing CONSTRAINTS on our end, volume of emails and queries. We always want to answer, it just takes time.
- External Forces – meeting federal requirements, GOFERR, legal reviews, etc.

# Completing the Invoice

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## **1. Get information assembled to complete the invoice:**

- Vendor number
- License Number (if applicable)
- Child Care Scholarship Resource # (Employment and P & P related)
- Number of children currently enrolled – full and part time
- How many children do you have on employment related child care scholarship through the state?
- How many children do you have on the Preventative and Protective Scholarship Program through the state?
- Number of direct staff currently working – full and part time
- Number of support staff currently working– full and part time
- How many classrooms you have open
- Your full amount awarded

# Completing the Invoice

**1. Save the invoice to your computer with your Program Name Invoice One (or others as applicable)**

**2. Fill in the information**

Your contact information, business name (the one that you used in the Vendor Number application and the name the check will be made out to), and the address associated with the vendor number  
Vendor number  
License Number (if applicable)  
Child Care Scholarship Resource # (Employment and P & P related)  
Number of children currently enrolled – full and part time  
How many children do you have on employment related child care scholarship through the state  
How many children do you have on the Preventative and Protective Scholarship Program through the state  
Number of direct and support currently working – full and part time  
How many classrooms you have open  
Your full award amount (on invoice one it will automatically calculate the 60%)

**3. Sign the attestation in the top right hand corner**

**4. Save again**

**5. Attach to an email addressed to: [DHHS.eccpinvoices@dhhs.nh.gov](mailto:DHHS.eccpinvoices@dhhs.nh.gov)**

DHHS USE ONLY			Vendor Detail Authorized by:	
Invoice Date:	Total Amount:	DHHS Program Approval:		Signature: <u>Johnny B. Goode</u> Date <u>July 4,2020</u>
Vendor Code:	Process Level:			
Remit to:	Desc:	Date:		Print Name: <u>Johnny B. Goode</u>
Co:		DHHS Finance Approval:		
Job#				Phone: <u>603-123-4567</u>
Invoice #:		Date:		<u>CERTIFICATION</u> : I certify that the data entered on this invoice represents true and accurate information
DHHS Child Care Recovery and Stabilization Program (CCRSP) - Round One Single Program Funding Invoice #1				
E-mail Completed Invoices to: DHHS.eccpinvoices@dhhs.nh.gov     Electronic submission only	Vendor Name:		Good Child Care LLC	Vendor # <b>123456</b>
	DBA:		The Good Center for Learning	License # (if applicable) <b>7891011</b>
	Address:		22 Good Valley Lane	ER Resource # (if applicable) <b>12131415</b>
	City		Perfect	P & P Resource # (if applicable) <b>16171819</b>
	State		New Hampshire	Invoice One - Submission Date <b>7/4/2020</b>
	ZIP		03000	
Program Reporting			CCRSP Invoice Request	
As of this invoice date...				
Total # of individual children enrolled - FULL TIME		34		
Total # of individual children enrolled - PART TIME		6		
			Total Award Amount	20,000.00
			Amount Requested for this Invoice*	12,000.00
How many of those children are enrolled in the NH Child Care Scholarship Program?		17	Amount Remaining in this Award	8,000.00
How many of those children are enrolled in the P & P Program?		4	* This invoice reflects 60% of the total award and its expenditure must comply with the scope of allowable funds as detailed in the Child Care Recovery and Stabilization Program COVID-19 Round One Grant Agreement and the funds will be used solely for an allowable purpose as defined in H.R. 748, Section 5001.	
Total - direct care staff that are currently working	Full-Time (21-40 Hours)	6		
	Part-time (1 to 20 Hours)	2		
Total - support staff that are currently working	Full-Time (21-40 Hours)	1		
	Part-time (1 to 20 Hours)	2		
Do you still have staff that have not returned to work ? YES/NO		Yes		
Number of classrooms open		4		
			Amount to be paid on Invoice	12,000.00

# Questions & Comments

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# Thank you for listening

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