

Getting the Information and Resources You Need for Child Care Recovery and Stabilization



A New Hampshire Department of Health and Human Services Webinar
Hosted by Child Care Aware of New Hampshire
Thursday, August 20 2020, 12:30 – 1:30 PM

We will begin promptly at 12:30

Hello And a Few Logistics!

How things will work on the call today:

- Everyone is muted so we can all hear well
- If you are having any difficulty, please call or text Donna Lake at **(603) 903-0830**



.....And a Few More Logistics

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 ccrrtraining@snhs.org with the name of your program and your full name(s)

.....And a Few More Logistics

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:
ccrrtraining@snhs.org

Questions will be shared at the end of the PowerPoint; the Q&A box will be hidden throughout the presentation.

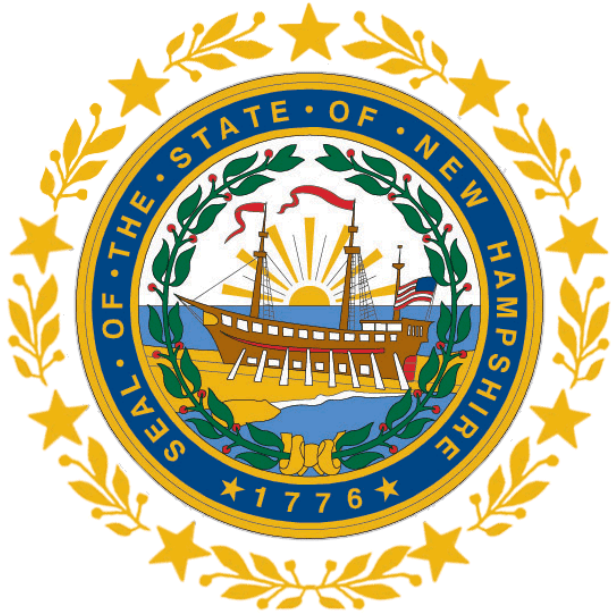
This presentation will be recorded. The recording of the call and the questions will be posted at:

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



We Will Now Begin Recording

Getting the Information and Resources You Need for Child Care Recovery and Stabilization



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Today's Speakers (In Order) Are:



Jenn Ganim-Smith
CCAoNH



Marti Ilg
NH DEHS



Christina Lachance
Council for Thriving Children



Melissa Clement
CCLU



Debra Nelson
NH DHHS BCDHSC



Krisha Dubreuil
NH DHHS BCDHSC



Dianne Chase
NH DHHS BCDHSC



Emma Heath
NH DHHS BCDHSC

Agenda

Getting the Information and Resources You Need for Child Care Recovery and Stabilization

Thursday, August 20, 2020: 12:30 – 1:30 PM

1. Welcome & Logistics
2. DEHS Update
3. Welcome, Christina Lachance
4. DOE Resource and DHHS Lens on Schools Reopening & Emerging Issues
5. CCLU Update
6. Bureau of Child Development and Head Start Collaboration (CDHSC) Update
7. CCAoNH Update
8. Q & A

DEHS Update:



Mission

To advance the health, economic, and social well-being of individuals, families, and communities.

Vision

Individuals and families are strong, resilient, and thriving in their communities.

Division of Economic and Housing Stability (DEHS)

DEHS includes the following:

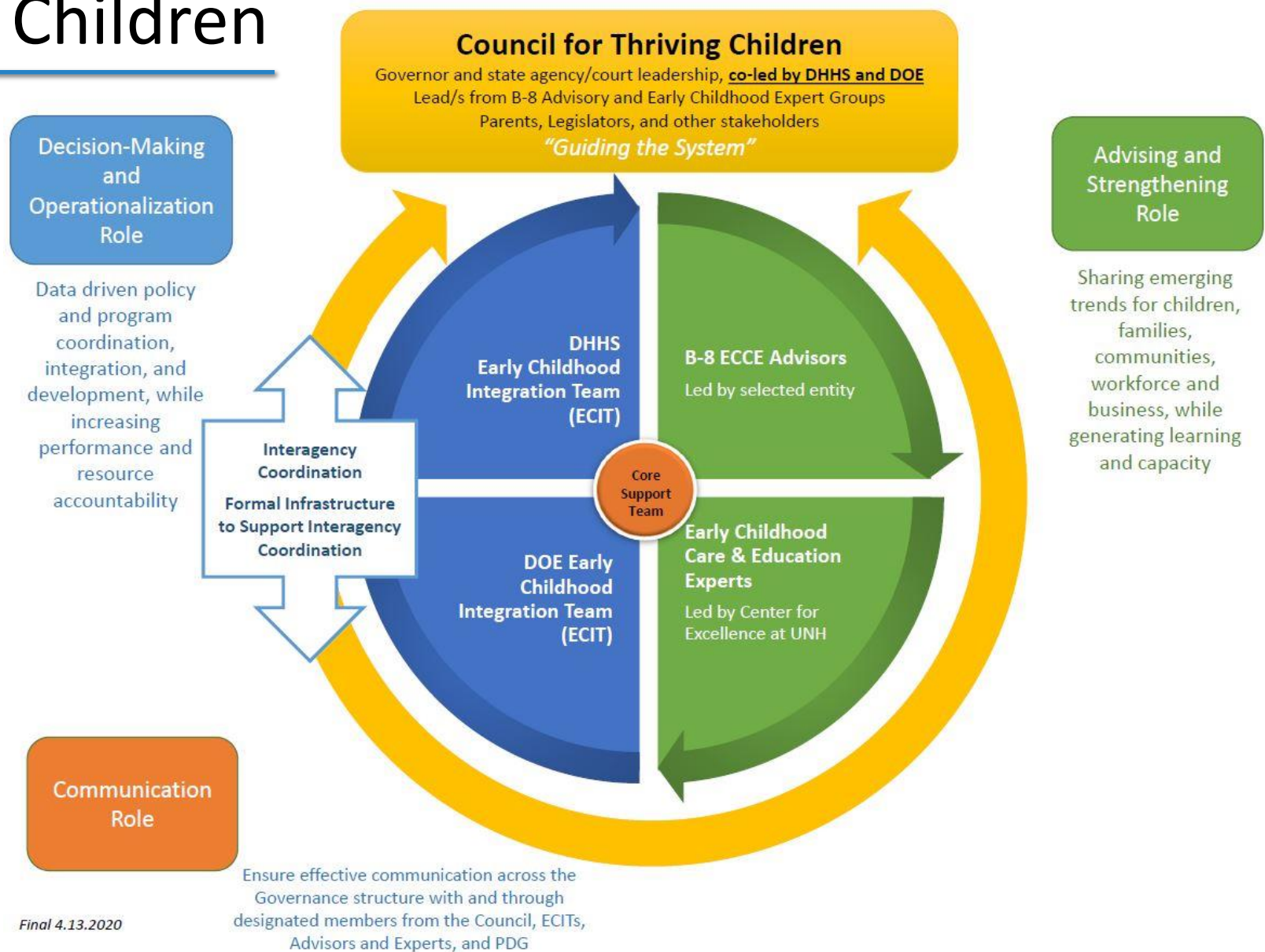
- Bureau of Child Development & Head Start Collaboration
- Bureau of Child Support Services
- Bureau of Employment Supports
- Bureau of Family Assistance
- Bureau of Housing Supports
- Comprehensive Family Support Services

Additional data will be added to this document as it becomes available.

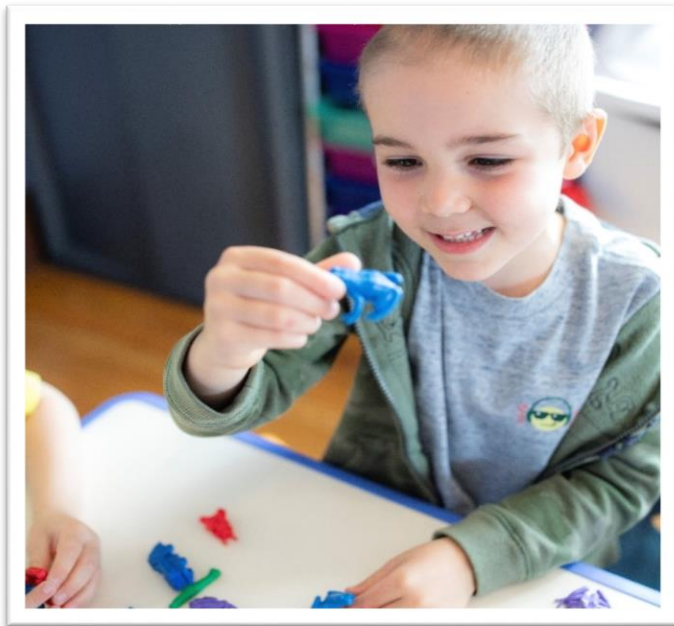
Social Determinants of Health



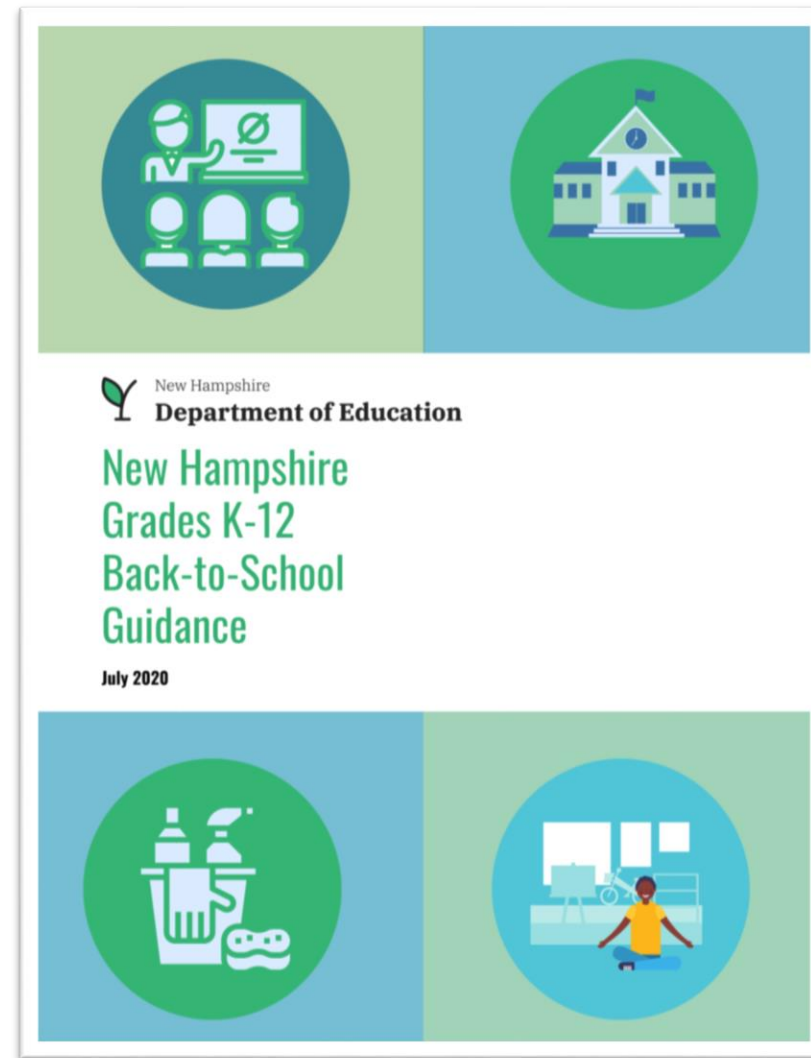
Council for Thriving Children



DOE: Resource on Reopening Schools



<https://www.education.nh.gov/who-we-are/commissioner/nh-school-reopening-plans>



<https://www.covidguidance.nh.gov/sites/g/files/ehbemt381/files/inline-documents/sonh/k-12-back-to-school.pdf>

DHHS Lens: Emerging Issues & Suggested Solutions

➤ Issue: School-age-families worry about child care options for the fall.

Solution: Encourage parents to visit Child Care Aware of NH (CCAONH) – school personnel will make these recommendation.

➤ Issue: Some teachers don't want their kids in care in a different district.

Solution: The “Pop Up” child care certificate (for employer sponsored childcare) is available through CCLU. Schools can set up child care/remote learning for their employees. Schools contact CCLU to do this – licensing will walk them through the process.

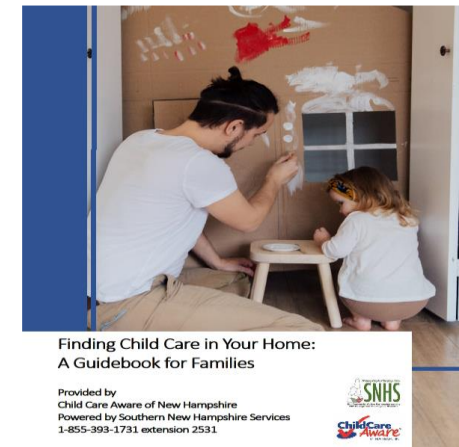
DHHS Lens: Emerging Issues & Suggested Solutions

➤ Issue: Families are setting up child care co-ops with friends and neighbors.

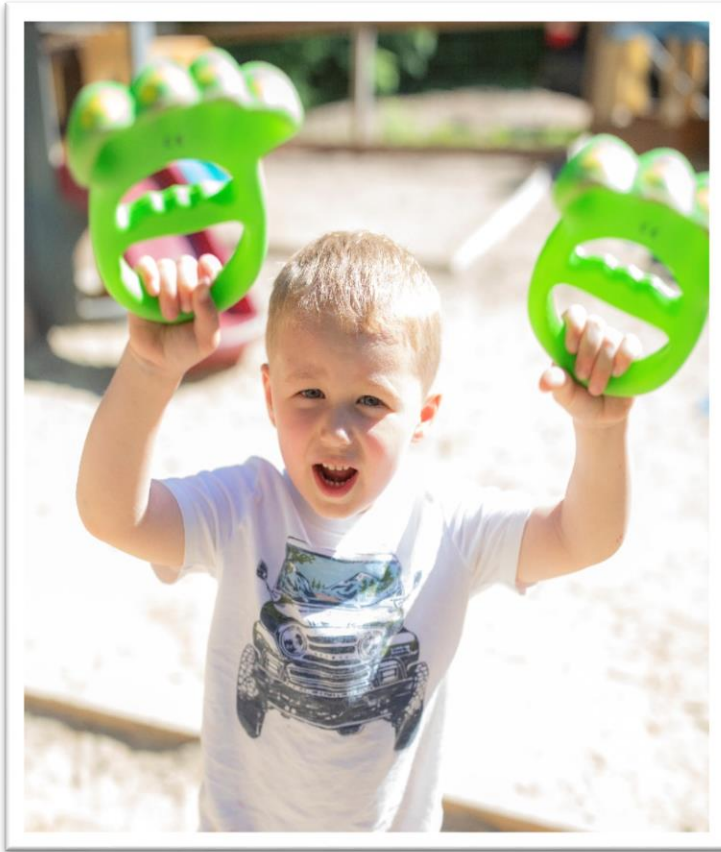
Solution: CCAoNH has a resource guide to help with this type of care.

➤ Issue: Parents will need a lot of flexibility in their work schedules to accommodate the various school schedules and continue to work.

Solution: Ask employers to provide this flexibility.



Child Care Licensing Unit Update

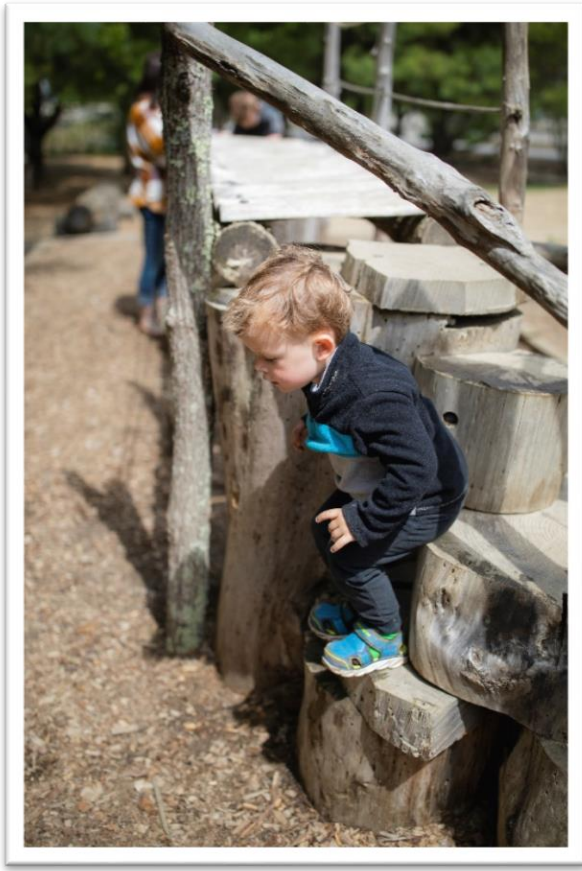


Social Distancing Strategies:

1. Space seating, bedding (head-to-toe positioning), and activities so that children are at least 6 feet apart, whenever possible.
2. Child care programs should, whenever possible, reduce group sizes to no more than 20 people total, including children and adults (e.g., one adult and nine children, two adults and eight children, etc.).

- Group size from 10 to 20
- <https://www.covidguidance.nh.gov/sites/g/files/ehbemt381/files/inline-documents/2020-05/guidance-child-care.pdf>

BCDHSC Update: CCRSP



NH Child Care Scholarship Absentee Allotment: Changes

- On August 3, 2020, BCDHSC implemented changes to the NH Child Care Scholarship program.
- Each child eligible will receive a DHHS determined monthly allotment of absentee hours based on the child's authorized service level.
- The new monthly absentee allotment hours is designed to ensure the child meets the full authorized service level at least 85% of the time across the year and the child care provider is paid at that level.

Monthly Absentee Hour Allotment

The monthly absentee hour allotment are as follows:

- 21 hours per child for full time authorized service level
- 13 hours per child for half time service level
- 0 hours per child for part time service level

❖ No absentee hours are needed for the part time service level because a child only has to attend 1 hour for payment to be paid the part time rate for the week



Payment Information

- Providers must bill DHHS weekly, and the billing invoice must include the child's absent and present hours.
- If the present hours billed do not meet the minimum authorized service level hours:
 - ❖ If there are enough absentee hours available, the system will only use enough absentee hours to bring the child up to their authorized service level and the child's full authorized service level will be paid.
 - ❖ If there are not enough absentee hours available, the system will not use any absentee hours and the child care provider will be paid at the service level determined by the number of present hours billed. The service level will drop.
- The parent is responsible to pay the child care provider the DHHS calculated cost share for that week plus any co-pay if the child care provider chooses to charge one.
- At the end of the month, there may be remaining absentee hours in the bucket. Those absentee hours will not be carried over into the new month. Instead, the system will give each child a new absentee hour bucket according to their authorized service level.

Responding to COVID-19

- New absentee policy does not allow payment for a child who is eligible for NH Child Care Scholarship if the child is absent an entire week.
- Child care programs are seeing an increase of child absences due to COVID-19.
- DHHS is in the process of exploring a temporary policy change to allow payment for eligible children who are absent due to COVID-19.

Registration Fees

- DHHS now allows payment for one child care registration fee up to \$50 per calendar year.
- The registration fee charged must not exceed the amount charged to private paying families.
- If the child care provider charges the family more than \$50.00, the family must pay the difference.



Understanding the CCRSP Award Funds: How They Can Be Used



How to Determine What Counts as an CCRSP Expense

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

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

You can not -

- 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!



- 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.

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?

- 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 submission type.
- 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. Always want to answer, just takes time.
- External Forces – meeting federal requirements, GOFERR, legal reviews, etc.

Completing the Invoice

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 award amount

Completing the Invoice

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

3. 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

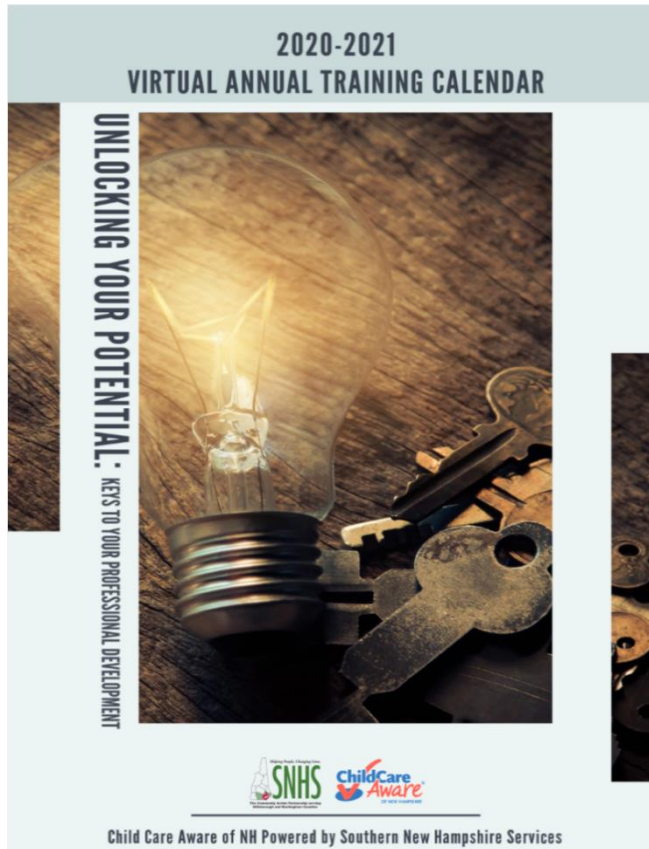
DHHS USE ONLY			Vendor Detail Authorized by:	
Invoice Date:	Total Amount:	DHHS Program Approval:		
Vendor Code:	Process Level:		Signature:	<u>Johnny B. Goode</u> Date <u>July 4,2020</u>
Remit to:	Desc:	Date:		
Co:		DHHS Finance Approval:	Print Name:	<u>Johnny B. Goode</u>
Job#			Phone:	<u>603-123-4567</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 #	123456
	DBA:	The Good Center for Learning	License # (if applicable)	7891011
	Address:	22 Good Valley Lane	ER Resource # (if applicable)	12131415
	City	Perfect	P & P Resource # (if applicable)	16171819
	State	New Hampshire	Invoice One - Submission Date	7/4/2020
	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

What is Next?

Accountability Webinar – Wednesday, August 26, 12:30 - 1:30 registration will be posted on Friday, August 21st on CCAoNH

Professional support – we will be introducing our CCRSP Outreach specialist on Monday and discussing how she will be able to support you with resources, information and outreach

CCAoNH Reminders & Updates



www.nh.childcareaware.org

CCAoNH Program Survey

- On front page slider of website: www.nh.childcareaware.org
- Open until September 15, 2020

Updated Website, www.nh.childcareaware.org

- COVID-19 Section
- Marketing Materials: Addition of In-Home Guide
- New Website Site coming Fall of 2020

Virtual Annual Training Calendar for 2020-21 is coming!

- **Professional Development Opportunities**
 - Progressive Training and TA Options: Move to Open Enrollment beginning in September
 - Early Childhood Cohorts going out mid-September
 - Communities of Practice: Strengthening Business Practices in Child Care
 - Peer Learning Communities: Mind in the Making
 - E-Conferences with “Keys to Quality”
 - Special Events: “No Small Matter” Showing & Discussion, Fall Training and TA Institute on Coaching with ECERS, Family Child Care Training Institute on an Intro. To the Pyramid Model, NH EC Leadership Summit on “Graceful Leadership”, Infant & Toddler Institute on Brain Development with Scott Noyes
 - Early Childhood Focused Collaboratives
 - Trainings

Questions & Comments

