Understanding and Applying for Child Care Stabilization Grants

Rebekka Zydel
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NJ ARP Stabilization Grants

Thanks to the federal government and NJ Department of Human Services Division of Family Development, funding for non-competitive grants are being made available to ALL center-based and family child care programs (including those that do not accept subsidies) to help with operational expenses including:

- Rent, Mortgages, & Utilities
- Payroll Benefits
- Health & Safety Training
- Goods to Continue Child Care
- Mental Health Support for Staff & Children
- PPE, Cleaning, & Sanitizing Supplies
- Equipment Related to COVID-19
Sounds great but….

😊 I’ll have to pay taxes on the grant amount that I receive.

😊 True, it can increase your tax liability, and it can still provide new income, even if you have to pay taxes on it.
Sounds great but....

😊 I’m going to be audited and I don’t want the hassle of someone going through my records.

😊 True, you *may be* audited and being prepared requires only a few simple steps that you likely already have in place.
Sounds great but....

🤔 I can’t access my provider profile in NJCCIS.

😊 Technology can be challenging and there is help.

For NJCCIS account questions, including questions about passwords, contact:
Email: NJCallCenter@e-tcc.com
Phone: 1-800-332-6512
Sounds great but....

😃 I don’t have time to complete the application.

😊 Yes, it takes approximately 45 minutes to complete the application, and an investment of time can increase revenue for your program.
Sounds great but....

🤔 I wouldn’t know where to begin or how to use the funding.

😊 You’ve come to the right place. This webinar will walk you through the process and give you tips for how to make the best use of the funds.
Why Apply
Provider Eligibility
Providers not currently accepting state subsidies are eligible to apply.

Licensed Child Care Center

• Private, for- or not-for-profit child care program, Faith-based programs;
• Must be licensed as of March 11, 2021
• Must meet the Child Care Development Block Grant (CCDBG) comprehensive criminal background check requirement

Registered Family Child Care Provider

• Must be registered as of March 11, 2021
• Must meet the Child Care Development Block Grant (CCDBG) comprehensive criminal background check requirement
**Provider Eligibility**

Providers not currently accepting state subsidies are eligible to apply.

<table>
<thead>
<tr>
<th>Licensed Child Care Center</th>
<th>Registered Family Child Care Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Must meet the CCDBG health &amp; safety training requirements</td>
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</tr>
<tr>
<td>• Must be in “good standing”</td>
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</tr>
</tbody>
</table>
Accessing the ARP Stabilization Grant Application

• The sponsor, sponsor representative, owner or director can find the grant application by logging into their www.NJCCIS.com account and navigating to Grants from their Quicklinks panel.

• You can submit one application per facility. Programs with more than one facility (location) will need to submit a separate application for each facility. You will need to enter your NJCCIS ID to start the application. Each facility you are applying for must have a unique NJCCIS Facility ID.
Accessing the ARP Stabilization Grant Application

• The application will take approximately 45 minutes to complete and must be completed in one session. For security reasons, your session will expire after 60 minutes or after 15 idle minutes and all data will be lost.

• Applications will be accepted through April 30, 2022.

• Some of the provider information is auto-populated from NJCCIS. These fields are not editable and will be grayed out. If any of the auto-populated information is incorrect, please contact DFD-ChildcareGrants@dhs.nj.gov
In order to log in to NJCCIS you need:

- Your email address associated with your NJCCIS account
- Your NJCCIS password
Before You Get Started

• Program Information (e.g., NJCCIS ID and program type)
• Hours of Operation
• Enrollment Information
  • What is your total capacity by age group? Infants (0-17 months) Toddlers (18-36 months) Pre-School (3-5 years) School Age (over 5)
  • What is your total enrollment by age group? Infants (0-17 months) Toddlers (18-36 months) Pre-School (3-5 years) School Age (over 5)
  • What was your average enrollment by age in February 2020? Infants (0-17 months) Toddlers (18-36 months) Pre-School (3-5 years) School Age (over 5)
• Staffing Information Full & Part Time (Administrative, Support, Educator)
Before You Get Started

• Current Estimated Monthly Expenses
  • Personnel costs, including payroll and salaries or similar compensation for an employee (including any sole proprietor or independent contractor), employee benefits, premium pay, or costs for non-teaching employee recruitment and retention.
  • Rent (including rent under a lease agreement) or payment on any mortgage obligation, utilities, facility maintenance or improvements, or insurance.
  • Personal protective equipment (PPE), 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 the COVID-19 public health emergency.
  • Goods and services necessary to maintain or resume child care services.
  • Mental health supports for employees.
Before You Get Started

• Banking Information (bank account/routing number)
• NJ ARP Application Check List
• Quick Expense Calculator
• Time-Space Calculator for FCC Providers
• The Time-Space One Pager
Accessing the Grant: Next Steps

You will go through a series of “clicks” before you launch the application:

• New Grant Application button
• ARP Stabilization Grant button
• Instruction Page
  • Take note of your NJCCIS ID #
Before you click Launch ARP Stabilization Grant

IMPORTANT!
To complete the NJ ARP Stabilization Grant Application, you will need your NJCCIS ID number.

Your NJCCIS ID is

100000123

Copy your NJCCIS ID number or write it down - you will need it on the next screen.
Accessing the Grant: Provider Verification

• Enter your NJCCIS ID #
  • Click search
  • Click Select Facility
  • Click Next

• You will need to validate your account. Be sure to access to your email
Completing the Application

NJ ARP Grant Eligibility

• To begin the grant application, click on “Apply Now”
Completing the Application Step by Step: **General Applicant Information**

If any of the auto-populated information is incorrect, please contact DFD-ChildcareGrants@dhs.nj.gov.
Completing the Application Step by Step: Operational Status
Estimated total monthly operational expenses

Baseline Standard
• You have a receipt for every penny you spend on your business

Best Practice
• Mark your receipts
• Organize your receipts
• Track expenses in a spreadsheet
• Utilize child care business record keeping program
Estimated total monthly operational expenses: What are expenses?

- Advertising
- Car/Vehicle
- Insurance (other than health)
- Bank charges
- Books
- Computer software
- Education and Training
- Telephone
- Employee Benefit Programs
- Wages
- Office expenses
- Rent of business property
- Repairs and maintenance
- Supplies
- Utilities
- Food
- Toys
- Cleaning supplies
- Legal Fees & Professional Services
Estimated total monthly operational expenses: Where do I begin?

Your expenses include what you spent money on for your business. To collect your expenses, begin with collecting all your receipts, review your credit card bills, check apps you may use (such as Venmo & PayPal), and look at your bank statements and checks.

Identify and look closely at one or more documents that show you paid the expense, the amount you paid, the date you paid it, and a description of the item purchased, or service received.

The application is asking for an estimated monthly total, meaning, on average, how much do you spend in a month to operate your business.
Completing the Application Step by Step: Child Count Information

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infants (0-11 months)</td>
<td>6</td>
</tr>
<tr>
<td>Toddlers (12-23 months)</td>
<td>6</td>
</tr>
<tr>
<td>Pre-School (3-5 years)</td>
<td>6</td>
</tr>
<tr>
<td>School Age (over 6)</td>
<td>6</td>
</tr>
</tbody>
</table>

Total: 24

What is your total enrollment count by age group?

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infants (0-11 months)</td>
<td>6</td>
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</tbody>
</table>

Total: 24

What was your average enrollment by age in February 2023?

<table>
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<th>Age Group</th>
<th>Average</th>
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Total: 24
Completing the Application Step by Step: Staff Count Information
Estimated Grant Award Amount

Licensed Child Care Centers
• These non-competitive grants provide up to $120,000 for licensed child care providers (depending on license capacity and estimated monthly expenses) Payments will be made in two installments.

Registered Family Child Care Providers
• These non-competitive grants provide up to $4,000 in payments for family child care providers. Payments will be made in two installments.
Recertification process

To qualify for the second payment (grant balance) providers must remain in good standing and remain open and operating. 30 days before the 12-month recertification period, providers will receive an email to confirm that the information provided on the application has remained the same. Once recertified, payment will be issued within 30 days.
Completing the Application Step by Step: Options for Use of Funds
Intentional Decision Making

- Assess & prioritize business needs
- Consider long-term investment ideas
- Plan your spending approach
Personnel Costs: Opportunities & Considerations

- Increase staff pay & benefits
  - One-time pay differential
  - Bonus
- Pay substitutes
- Establish a retirement account
- Life Insurance

- NJAEYC: NJ Shared Resources Platform
- Get Covered NJ
- Vision
- Dental
Handouts
Operational Costs

- Absolving arrears
- Utilities
- Rent/Mortgage Payments
- Business Loans

- Marketing your program
- Consider opportunities for growth
Maintaining a Safe & Healthy Environment

- Awning for outdoor waiting areas
- Replace or upgrade water or sand areas
- Touch free garbage bins
- Air quality improvement
- Water quality improvement
Professional Development

• Align with performance goals
• Contributes to career progression
• Adequate number of staff CPR/First Aid Certified
• Supports for your Emergency Preparedness Plan
• National Association for Family Child Care (NAFCC)
• National Association for the Education of Young Children
Equipment & Supplies to respond to COVID-19

• PPE
• Cleaning & Sanitizing
• Touchless options
Mental Health Supports for Children & Staff

- Employee Assistance Programs (EAP)
- Partnerships with community providers
Goods & Services

• Materials and supplies align with quality improvement goals
  • Grow NJ Kids Standards
  • NAEYC Accreditation
• Investments in developing social & emotional competencies
Consider

Intensive Intervention

Targeted Social Emotional Supports

High Quality Supportive Environments & Nurturing and Responsive Relationships

Effective Workforce

Stabilized Business
Finishing the Application
Final Steps

• Review the application for accuracy
• Attestation
  • Select acknowledge terms
    • SUBMIT
Download a PDF version of your application
From Paper to Practice

Track your expenses

- Save all your receipts
  - Name of store
  - Date of purchase
  - Amount paid for each item
- FCC-business portion of each item
- Description of each item
- Method of payment

• Update policies & procedures
• Identify additional resources available
• Follow up with implementing best practices
• Identify and track additional needs

Handout:

[Excel spreadsheet image]

• Children's Expense Tracker
• Date
• Amount
• Description
• Amount
• FCC-business portion
• Description
• Method of payment
Important Contact Information

For NJCCIS account questions, including questions about passwords, contact:
Email: NJCallCenter@e-tcc.com
Phone: 1-800-332-6512

For specific questions about the NJ ARP Stabilization Grant application, contact:
Email: njchildcaregranttechsupport@mtxb2b.com
Phone: 1-855-590-2478

For questions about policies, grant eligibility requirements or if you need technical assistance with estimating your monthly expenses, contact:
Email: DFD-ChildCareGrants@dhs.nj.gov
Phone: 1-609-588-2300
Important Contacts

- Advocates for Children of New Jersey
- New Jersey Association for the Education of Young Children
- National Association for the Education of Young Children
- National Association for Family Child Care
- Child Care Aware of America
- Child Care Aware of New Jersey
Resources, Tips, & Tools
Handouts

• NJ ARP Stabilization Grant Application Documentation Check List
• Quick Expense Calculator
• FCC Time-Space One-Pager
• Opening a Retirement Plan
• American Rescue Plan: Health Insurance Coverage for the Child Care Workforce
• COVID-19 Expense Tracker Template
Audit & Monitoring: Being Prepared

The Department of Human Services, Division of Family Development has partnered with the New Jersey Small Business Development Centers (NJSBDC) to offer training and technical assistance on completing the financial section of the NJ ARP Stabilization Grant application. This one-on-one support is open to all providers. To register for this free, confidential business counseling – visit the [NJSBDC website](#). You do not need to participate in this counseling to be eligible for, or receive, grant funds.
Audit & Monitoring: Being Prepared

General:
• How can I set up a record keeping system

Licensed Child Care Centers:
• Child Care Aware of New Jersey Child Care Center Business Support
• Basic Bookkeeping

Registered Family Child Care Providers
• Child Care Aware of New Jersey Family Child Care Home Provider Business Support
• Child Care Aware of New Jersey COVID-19 Expense Tracker Template
• Tom Copeland Top Three Record Keeping Tips for 2021
Taxes

Licensed Child Care Centers:

How Does Relief Funding Affect Your Taxes

Registered Family Child Care Providers:

Home Grown Preparing for the 2021 Tax Season
Child Care Aware of New Jersey FCC Tax Tips IRS Schedule C
Child Care Aware of New Jersey FCC Tax Tips IRS Form 8829
Child Care Aware of New Jersey FCC Time-Space Percentage
How to Find, Choose and Work with a Tax Professional
Emergency Rescue Mortgage Assistance (ERMA)

PROGRAM OVERVIEW:
• Up to $35,000 per household for expenses which may include:
  • Mortgage reinstatement
  • Escrow shortages
  • Delinquent property taxes
  • Municipal or property tax liens
  • Mortgage payments, including principal, interest, taxes, and homeowner’s insurance

ELIGIBILITY:
• To qualify for assistance, a homeowner must:
  • Own and occupy an eligible one- to four- unit primary residence
  • Have experienced a COVID-19 related financial hardship, and have been unable to remain current on mortgage payments
  • Meet household income limits
  • Have been current on mortgage and property taxes as of January 2020
Next Steps: Small Groups
Q&A
Thank you

ACNJ and its representatives are not rendering legal, tax, or other professional advice. ACNJ and its representatives are not acting as your financial planner, advisor, or attorney. Any answers provided below are broad and may not apply to you. Furthermore, it is always advised that you consult a professional to represent you and your individual situation. You can use grant funds to pay for professional services.