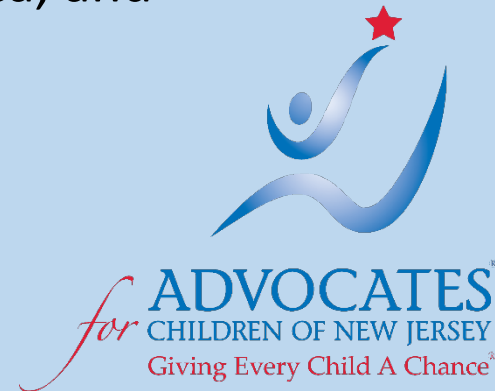


Understanding and Applying for Child Care Stabilization Grants

Rebekka Zydel

March 1, 2022

This webinar is provided by ACNJ, with funding from the National Association for the Education of Young Children (NAEYC), Child Care Aware of America, and the National Association for Family Child Care (NAFCC).



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:

Child care stabilization funds may be used for:



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.

Licensed Child Care Center

- Must meet the CCDBG health & safety training requirements
- Must be in “good standing”

Registered Family Child Care Provider

- Must meet the CCDBG health & safety training requirements
- Must be in “good standing”

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

Go To NJCCIS

In order to log in to [NJCCIS](#) you need:

- Your email address associated with your NJCCIS account
- Your NJCCIS password

The screenshot shows the NJCCIS website interface. At the top, there is a navigation bar with the State of New Jersey logo and text: "STATE OF NEW JERSEY Department of Children and Families Department of Human Services". To the right of the logo are links for "Disclaimer", "Select L", "Help", "Login", "Public Complaints", and "Cre". Below the navigation bar, the main content area is divided into sections. On the left, under "NJCCIS Announcements", there is a heading "Updated Guidance for Child Care Programs" followed by a paragraph of text. Below this is another heading "Available Child Care Grants" with a paragraph of text. Underneath that is a heading "NJ ARP Stabilization Grant" with a sub-heading "Applications will be accepted through April 30, 2022" and a paragraph of text. On the right side of the page, there is a "Login to NJCCIS" section. It contains a form with fields for "Email" and "Password", a checkbox for "I agree to the NJCCIS Web Portal Terms and Conditions", a "Forgot Password?" link, and a "Login" button. There is also an information icon and text "Need help logging into NJCCIS?".





Name: ABC Test (100000123)

Quicklinks

Provider Information

File Cabinet

Personnel

Serious Incident Report

Email

Provider Admin

Grants

Quality Initiatives

Child Enrollment

Tuition Assistance

Provider Information

Child Care Center Wizards

Relocation

Renewal Attestation Form

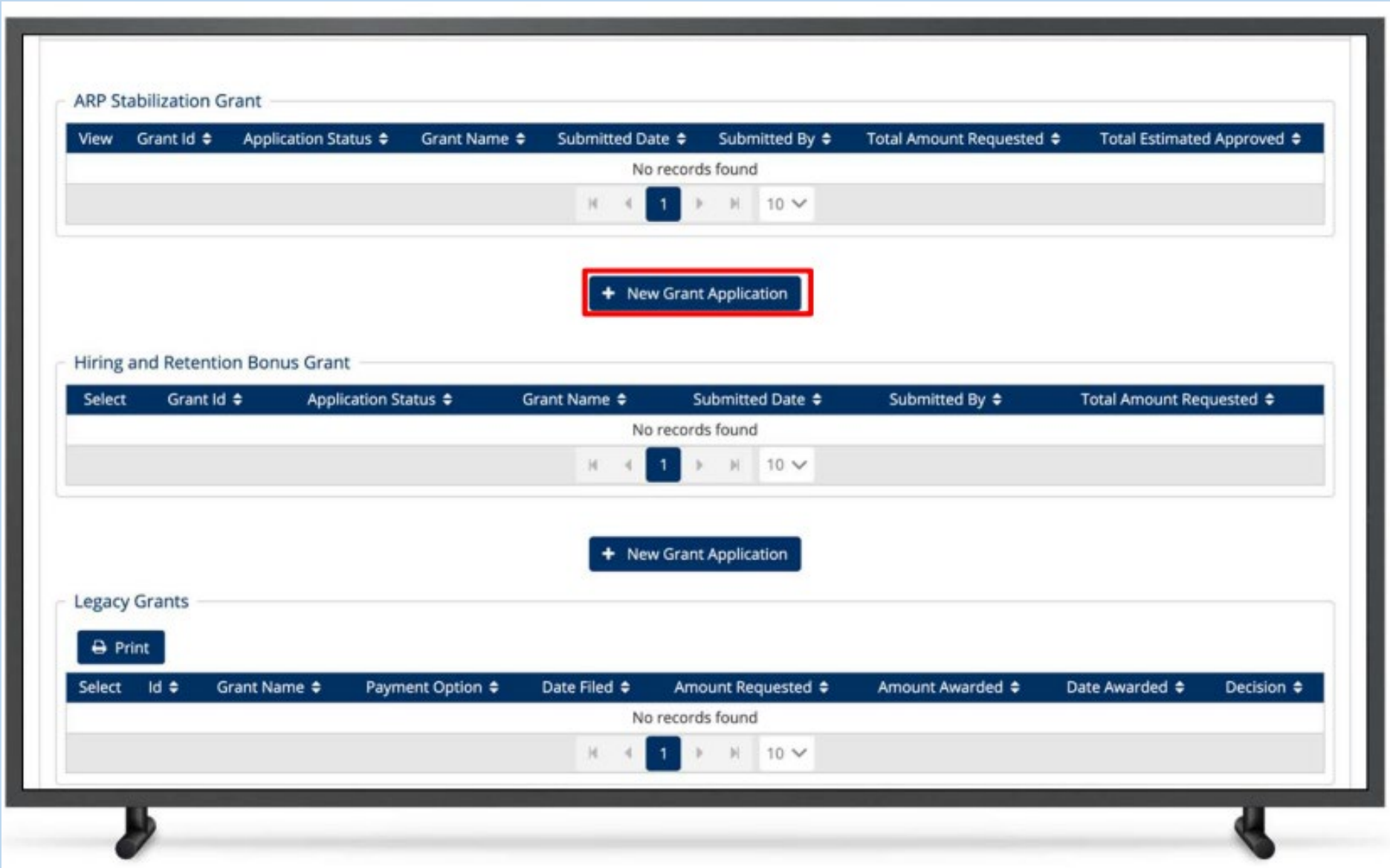
Age Change Request

New Space Request

Capacity Change Request

Closeout Form





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)

Handouts

- NJ ARP Application Check List
- Quick Expense Calculator
 - Time-Space Calculator for FCC Providers
- The Time-Space One Pager

Pre-application Check List

- NJCCIS ID # _____
- Estimated total monthly operational expenses _____
- Program Type _____
- Current days & hours of operation _____
- Total capacity by age group: _____
- Infants (0-17 months) _____
- Toddlers (18-35 months) _____
- Pre-School (3-5 years) _____
- School Age (over 5) _____
- Total enrollment count by age group: _____
- Infants (0-17 months) _____
- Toddlers (18-35 months) _____
- Pre-School (3-5 years) _____

Category	Description	Total Monthly Expense
Personnel Costs/Wages	an employee (including any sole proprietor or independent contractor), employee benefits, group term life insurance premium, premium pay, or costs for non-teaching employee recruitment and retention. Include all employees who receive a W-2. If you received any tax credits for employees (Families First Emergency Leave Credit or Employee Retention credit, subtract that amount from your total expense.)	
Rent or Lease	Including rent under a lease agreement or payment on any mortgage obligation	
Utilities	Cable television, electricity, gas, oil, propane gas, recycling fees, sewage, trash removal, water, PPE, cleaning & sanitization supplies and services. Purchase of or updates to equipment and supplies to respond to COVID-19, steam	
COVID Safety	CPR/First Aid courses, Certifications, Workshops/Training, Conferences , CDA,	
Training & Professional Development	Snacks, meals	
Supplies	Diapers, wipes, art supplies, office supplies,	
Equipment	Computers, child care furniture, changing table	
Recreational Materials	Balls, children's books, science kits, sensory kits, dramatic play, etc.	
Advertising	Business cards, website costs, yard or window signs, brochures, flyers	
Insurance (other than health)	liability insurance, workers compensation	
Interest Paid	Business credit cards, business loans	
Repairs & Maintenance	Facility maintenance or improvements	
Interest/Loan Payments	Mortgage forbearance, business loans, business debt	
Professional Expenses (specify)	Legal fees, professional services such as an accountant or tax professional, bookkeeping software, membership fees to professional	
Total Estimated Monthly Expenses		\$ _____

Not applicable to your program. Licensed Centers and Registered Family Child Care Providers have different regulations and tax implications. The Department of Human Services, Division of Family Development has partnered with the New Jersey Small Business Administration.

Expense Calculator | FCC Time-Space Calculator





Category	Value	Description
Time-Space Percent	20%	
Space Percent	40%	
Hours of care giving	12	Total number of hours spent per day caring for children
Hours of business operations	8	Total number of hours per week spent cleaning, activity preparation, paperwork, etc.
Time-Space Percent	50%	
Square feet of your home used for business purposes	600	
Total square feet in your home	1200	

Source: Copeland, T. (2015). *Family Child Care Record-Keeping Guide, Ninth Edition*

Owner: Documentation records, paper flyer advertising business hours; Program monthly signed statement parents

Owner: Operating hours: 6:30 am - 6:30 pm hours/day; children per can only care when children present. Include occasional expenses

Owner: Keep records of expenses you spend on activities. Maria daeandar, keep

Family Child Care Home Provider Tax Tips

Understanding the Time-Space Percentage Used to Claim Business Expenses on Your Tax Forms January 2021

Child care is a business. For Family Child Care providers, there are tax benefits to claim related to operating a business out of your home. Understanding the "Time-Space percentage" will enable FCC providers to determine the business portion of expenses that are used for both business and personal purposes. This means tax savings for you!

Time-Space formula:

Time Percent

- # of hours your home is used for business purposes
- divided by total # of hours per year

X

Space Percent

- # of square feet of your home used regularly for business purposes
- divided by total # of square feet in your home

=

Time-Space Percentage

Use your Time-Space Percentage on shared business/personal expenses such as: utilities (gas, oil, electric, garbage, water, sewer, cable television), property tax, mortgage interest, house insurance, house repairs, house depreciation, rent, fences, computers, DVD player, television, toys, cleaning supplies and so on. Fill out [IRS Form 8829](#) Expenses for Business Use of Your Home.

Time Percent Example

- 11 hours/day caring for children per week = 55 hours per week x 52 weeks = 2,860 hours per year
- 10 hours per week cleaning, activity preparation, etc. x 52 weeks = 520 hours per year
- Total: 3,380 hours per year divided by 8,760 hours in a year = **38.9% Time**

Space Percent Example

- You can count a room as regularly used for your business if you use it 2 or more times a week: kitchen, bedroom for naps, bathrooms, living room, play room, laundry room, etc.
- 1,900 square feet used regularly divided by 2,000 total square feet of home = **95% Space**

Time-Space Percentage

- **38.9% Time x 95% Space = 37% Time-Space Percentage**

Example

- \$50 arts and craft supplies used 100% for business = \$50 business deduction
- \$100 toy used for both business and personal purposes x 37% Time-Space = \$37 business deduction
- \$60 sweater for yourself = zero business deduction. Personal expenses are not deductible

Tom Copeland: <http://tomcopelandblog.com/>

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

- Hours of Operation
- Enrollment Information (February 2020 and Current)
- Staffing Information
- 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 support for employees.
- Banking Information (bank account/routing number)

Checking Application Status:

You can check the status of your application at any time in the Grants section of your Quicklinks. If your application is approved, you can use the "View" button to see information regarding your grant award amount and payment date.

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.

[Launch ARP Stabilization Grant](#)



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**

The screenshot shows a web application interface for the State of New Jersey Department of Human Services, Division of Family Development. The page is titled "General Applicant Information" and includes a sidebar with navigation options: Instructions, General Applicant Information (selected), Operational Status, Child Count Information, Staff Count Information, Estimated Grant Award Amount, Options for Use of Funds, Payment Information, Review Application, and Provider Attestations. The main form contains several input fields: Child Care Program Name (Family Child Care Covid 123), DBA (Doing Business As) (FamilyCare_123), Facility Address (B Main St, Newark, 34, 08888), Mailing Address (825 Roosevelt, Fairfax, 505, 22044), Facility ID (800037), Sponsor/Owner Name (Eve TheSponsorRep), Director/Owner Name (Test CenterDirector), and Director/Owner Title (Director). A red box highlights three required dropdown menus: Director/Owner Race (American Indian/Alaska Native), Director/Owner Ethnicity (Latino), and Director/Owner Gender (Male). The top right corner shows "Home" and "Mythri KL" with a dropdown arrow.

If any of the auto-populated information is incorrect, please contact DFD-ChildcareGrants@dhs.nj.gov.

Completing the Application Step by Step: Operational Status

STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
DIVISION OF FAMILY DEVELOPMENT

Home Mythri KL

Instructions
General Applicant Information
Operational Status
Child Count Information
Staff Count Information
Estimated Grant Award Amount
Options for Use of Funds
Payment Information
Review Application
Provider Attestations

Operational Status * Required

* Estimated total monthly operational expenses

Your Program Facility Type is:

Child Care Center

*What type of program do you operate? Select all that apply:

School-Age Site (before- or afterschool)
 Private School
 Early Head Start/Child Care Partnership
 Head Start and Child Care
 None of the above apply

* Was your program licensed/registered on or before March 11, 2021?

Yes
 No

* Does your program meet NJ DFD and Child Care and Development Fund health and safety requirements including the completion of comprehensive background checks and health and safety trainings?

Yes
 No

* Were you open and operating as of March 11, 2021?

Yes
 No

*What is the current status of your program?



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**

STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
DIVISION OF FAMILY DEVELOPMENT

Home Mythri KL

Instructions
General Applicant Information
Operational Status
Child Count Information
Staff Count Information
Estimated Grant Award Amount
Options for Use of Funds
Payment Information
Review Application
Provider Attestations

Child Count Information * Required

The NJ State licensed capacity of your program is:

Total Capacity
42

What is your total capacity by age group?

* Infants (0-17 months) 4	* Toddlers (18-35 months) 6
* Pre-School (3-5 years) 8	* School Age (over 5) 9

Total
27

What is your total enrollment count by age group?

* Infants (0-17 months) 4	* Toddlers (18-35 months) 6
* Pre-School (3-5 years) 3	* School Age (over 5) 7

Total
20

What was your average enrollment by age in February 2020?

* Infants (0-17 months) 6	* Toddlers (18-35 months) 7
------------------------------	--------------------------------

Completing the Application Step by Step: Staff Count Information

STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
DIVISION OF FAMILY DEVELOPMENT

Home Mythri KL

Instructions
General Applicant Information
Operational Status
Child Count Information
Staff Count Information
Estimated Grant Award Amount
Options for Use of Funds
Payment Information
Review Application
Provider Attestations

Staff Count Information * Required

What is your current number of full and part-time staff?

Full Time

* Administrative	* Support	* Educator(s)
3	7	5

Part Time

* Administrative	* Support	* Educator(s)
2	5	5

Example functional roles:

Administrative - This function consists of roles such as Director, Owner, Sponsor, Facility Manager, etc...

Support - This function consists of roles such as janitor, Bus Driver, etc...

Educator - This function consists of roles such as Teacher, Assistant Teacher, Substitute Teacher, etc...

Note: Do not forget to include yourself, the applicant in the count.

Previous **Next**

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

STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
DIVISION OF FAMILY DEVELOPMENT

Home Mythri KL ▾

Instructions
General Applicant Information
Operational Status
Child Count Information
Staff Count Information
Estimated Grant Award Amount
Options for Use of Funds
Payment Information
Review Application
Provider Attestations

Options for Use of Funds ^{*} Required

Estimated Grant Award Amount
\$30,000

Grants may only be used for one or more of the purposes below. Please check all applicable categories you will support with the funding:

- Personnel costs, benefits, premium pay, recruitment and retention
^{*} Estimated Monthly Cost
\$5,000 - \$10,000
- Mortgage, rent, insurance, taxes, and utility
- PPE, cleaning, sanitizing, sanitation, air ventilation
^{*} Estimated Monthly Cost
\$5,000 - \$10,000
- Professional Development – related health and safety
- Equipment and Supplies to respond to COVID-19
- Mental health supports for children and staff
- Goods and services necessary to maintain or resume child care services

Use of funds may cover expenditures from September 2021 through August 2023.

Total Monthly Estimated Amount Range for Use of Funds
Calculate

Previous Next

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



SETTING UP RETIREMENT PLANS

Family child care providers may be eligible to participate in a variety of retirement plans

PLAN OPTIONS INCLUDE:

- Regular IRAs
- Nondeductible IRAs
- Roth IRAs
- Simple IRAs Simplified
- Employee Pension Plans (SEP)
- Self-employed 401(k) Plan



To set up a retirement plan, you can contact a mutual fund company, broker, financial adviser, or bank.

How to find a broker?

- Local Chamber of Commerce Member Directory
- Your bank
- Word of mouth



American Rescue Plan: Health Insurance Coverage for the Child Care Workforce

May 13, 2021

The American Rescue Plan makes health care coverage more affordable. For individuals without health care insurance or those who have insurance through [Get Covered New Jersey](#), New Jersey's official health insurance marketplace, the American Rescue Plan reduces the cost of health insurance. Many individuals working in child care (center-based programs or home-based programs) may not have employer-sponsored health care plans. Check out [Get Covered New Jersey](#) today!

848,800 About 848,800 individuals in New Jersey are uninsured.

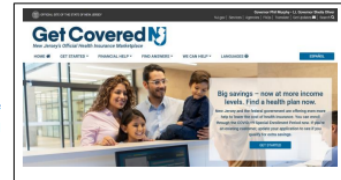
269,560 About 269,560 individuals in New Jersey currently have health plans through [Get Covered New Jersey](#).

American Rescue Plan Affordability Changes. HHS estimates that under the American Rescue Plan,

- 3 out of 4 uninsured individuals can access \$0 cost health coverage
- 4 out of 5 current market place consumers will be able to find a health plan for \$10 per month
- Many people choosing health plans through the marketplace will see their monthly premiums decline by \$50 per person per month and \$85 per family policy per month

Who can receive these new health care subsidies?

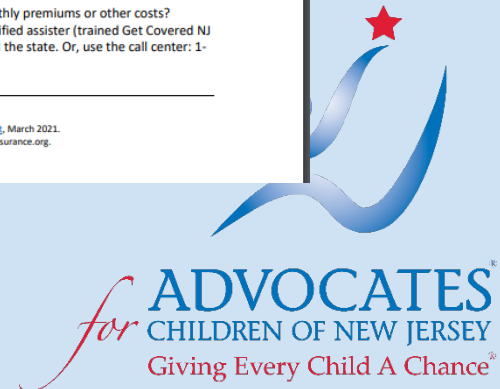
- Anyone who is currently uninsured (and legally in this country) or, anyone already insured through [Get Covered New Jersey](#) plans.
- Subsidies are based on income and other factors such as age, number of people in the family (as well as age of those in the family) and plans offered in your geographical area.
- Participating health insurers cannot discriminate based on pre-existing conditions.



Timing and Deadlines. The new expanded health care subsidies went into effect April 1, 2021. The enrollment period (or change period if you have a current plan) runs through December 31, 2021. The sooner you apply, the sooner you can obtain coverage. Or, if you already have a health plan, the sooner you can pay less. These expanded subsidies are in place for 2021 and 2022 (unless extended by Congress).

Free Help. Need help comparing plans? Have questions about monthly premiums or other costs? [Schedule an appointment](#) with a NJ licensed agent or broker or certified assister (trained Get Covered NJ navigator) who works in a hospital or nonprofit organization around the state. Or, use the call center: 1-833-677-1010. It's free!

Sources:
U.S. Census Bureau, [Health Insurance Coverage in the United States: 2019](#) (September 2020).
U.S. Department of Health and Human Services, [American Rescue Plan Health Care Fact Sheet](#), March 2021.
[New Jersey health insurance marketplace: history and news of the state's exchange](#). Healthinsurance.org.



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



Finishing the Application

STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
DIVISION OF FAMILY DEVELOPMENT

Home Mythri KL ▾

Payment Information * Required

Legal name of child care program: Child Care Covid 123
DBA (Doing Business As): ChildCare_123

Tax Identification Number (EIN/SSN): *****4571

Certification - Under penalties of perjury, I certify that the last four digits of the number shown above is my correct taxpayer identification number.

* Payment Method
 Direct Deposit

* Account Type
 Personal Checking
 Personal Savings
 Business Checking
 Business Savings

* Bank Account Holder First Name: Mythri
* Bank Account Holder Last Name: K

* Routing Number: *****
* Confirm Routing Number: 111111111

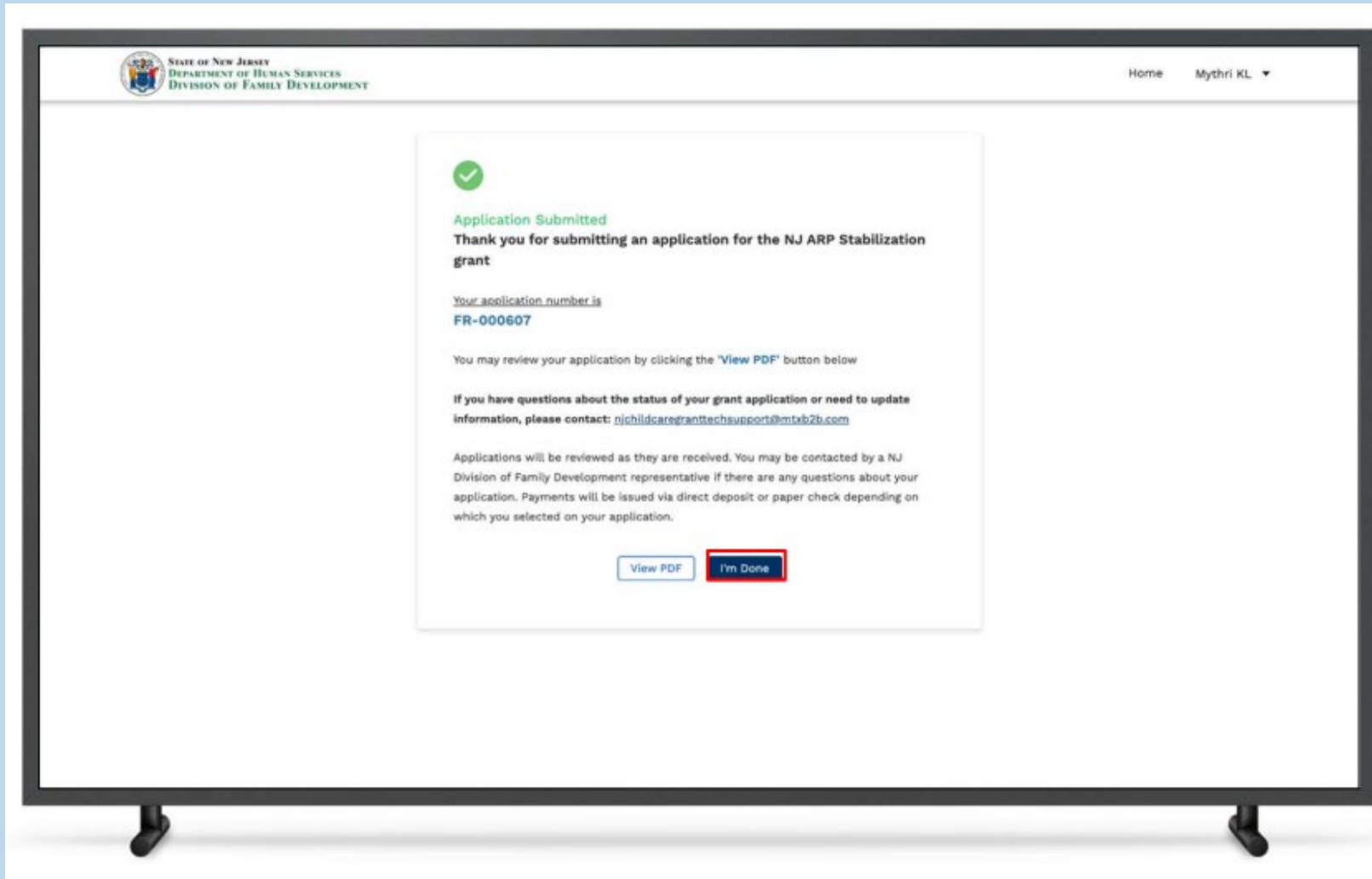
* Bank Account Number: *****
* Confirm Bank Account Number: 111111111111

Validate

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:

The screenshot shows a spreadsheet with the following structure:

COVID-Related Expenses by Category									
Date	Amount	Vendor	Rent	Mortgage	Utilities	PPE	Cleaning Supplies	Classroom Expenses (Materials, Toys, Etc.)	Home/Program Modification
e.g. October 12, 2020	\$1,600.00	Staples Advantage				\$400	\$300		
e.g. November 2, 2020	\$1,800	J&B Realty	\$1,800						

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:

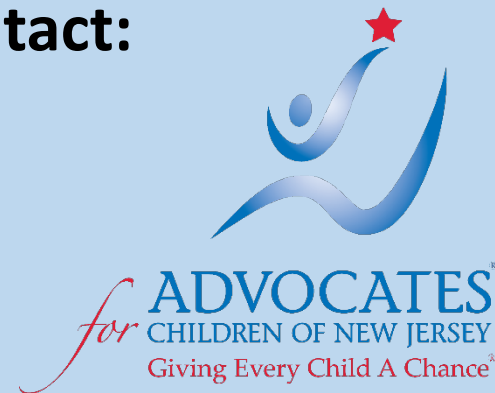
Email: njchildcaregranttechsupport@mtxb2b.com

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.

