



***Child Care Counts:
COVID-19 Response and Relief
Payment Program
Spring 2021***

Terms and Conditions

Payment Program A: Providing Safe, Healthy, and High-Quality Child Care Opportunities

- I certify that all information provided in this application is true and correct to the best of my knowledge.
- I certify that my program is currently open, or that I will reopen by **May 17, 2021**.
- I understand that in order to be eligible for payments, I must meet the following qualifications:
 - Regulated and in good standing as defined by the Department of Children and Families (DCF) as of the date of the application
 - Caring for children ages 0 through 12, or under age 19 for children with disabilities
 - In compliance with background check requirements
 - I will follow the health and safety administrative rules for child care providers as outlined by [DCF Child Care Regulation](#) and meet the requirements of any local orders
 - Currently repaying any overpayment and/or in compliance with any Repayment Agreement, if any Wisconsin Shares or Child Care Counts overpayments are owed
- I understand that the Department of Children and Families may monitor and review my application and use of program funds.
- If I receive funding for **Program A - Providing Safe, Healthy, and High-Quality Child Care Opportunities** I agree to the following:
 - I will use the funds to support necessary and reasonable costs of maintaining or enhancing high-quality care.
 - I will use the funds for the following purposes:
 - Operating expenses, necessary to remain open or reopen, including, but not limited to mortgage, rent/space costs, utilities, and payroll/benefits
 - Personal Protective Equipment (PPE)
 - Materials/supplies for cleaning and sanitation
 - Materials/supplies for enhancing the program environment, curriculum, and family engagement activities
 - Professional development and/or continuing education
 - Additional costs to ensure high-quality programming
- DCF is required to conduct audits to ensure accuracy of applications and the proper use of funds issued. All providers may be subject to an audit and be required to submit supporting documentation.

- I will keep, and submit to DCF upon request, all original, supporting documentation related to my application and how this funding was spent, including but not limited to:
 - Program records and supporting documentation related to my application:
 - Documentation to verify attendance of children entered on my application
 - Documentation to verify staff employed at time of application
 - Expenditure records and supporting documentation related to costs incurred and how program funding was spent, including, but not limited to:
 - Mortgage/rent/space cost statements
 - Utility statements
 - Payroll and benefits records
 - Original invoices and/or receipts for purchases of materials/supplies including, but not limited to:
 - PPE, cleaning and sanitation materials, supplies, and services
 - Materials and supplies for enhancing the program environment, curriculum, and family engagement activities
 - Educational supplies and learning materials
- I understand that DCF reserves the right to request documentation of use of this funding for review or audit purposes up to five (5) years after I receive the funds. I agree to promptly supply this documentation upon request.
- I understand that funds received under this program must be spent by April 1, 2022, on expenses incurred between January 1, 2021 and April 1, 2022.
- Expenses cannot have already been funded by a prior DCF program or reimbursed by another state or federal fund source.
- **I understand that DCF may require repayment of funds disbursed if terms and conditions are not met and I agree to repay the funds if I fail to meet the terms and conditions of the program.**

Payment Program B: Funding Staff Recruitment and Retention Efforts

- I certify that all information provided in this application is true and correct to the best of my knowledge.
- I certify that my program is currently open, or that I will reopen by **May 17, 2021**.
- I understand that in order to be eligible for payments, I must meet the following qualifications:
 - Regulated and in good standing as defined by DCF as of the date of the application
 - Caring for children ages 0 through 12, or under age 19 for children with disabilities
 - In compliance with background check requirements
 - I will follow the health and safety administrative rules for child care providers as outlined by [DCF Child Care Regulation](#) and meet the requirements of any local orders.
 - Currently repaying any overpayment and/or in compliance with any Repayment Agreement, if any Wisconsin Shares or Child Care Counts overpayments are owed
 - I understand that the Department of Children and Families may monitor and review my application and use of program funds.

If I receive funding for **Program B - Funding Staff Recruitment and Retention Efforts** I agree to the following:

- I will use the funds to support necessary and reasonable costs associated with recruiting and retaining high-quality staff by providing incentive pay or sign-on bonuses to current or future employees with approved background checks.
- I understand that the payment is comprised of a base amount and a per-staff amount, and I will use the funds as follows:
 - I will use the awarded base amount funds towards staff recruitment or ongoing support for staff.
 - I will use the awarded per-staff funds to increase pay (in form of a bonus or wage increase) for all individuals (employees or myself as a family provider) that were listed on the application.
 - I will not use the funds to pay volunteers.
 - I will not use the funds to pay household members who are not on staff and actually caring for children.
- DCF is required to conduct audits to ensure accuracy of applications and the proper

use of funds issued. All providers may be subject to an audit and be required to submit supporting documentation.

- I will keep, and submit to DCF upon request, all original, supporting documentation related to my application and how this funding was spent, including, but not limited to:
 - Program records and supporting documentation related to my application:
 - Documentation to verify attendance of children entered on my application
 - Documentation to verify staff employed at time of application
 - Expenditure records and supporting documentation related to costs incurred and how program funding was spent, including, but not limited to:
 - Employee payroll registers or other payroll system substantiation of pay rate increase
 - Communications/notification to employees of wage increase or personnel policy explaining wage increase
 - Receipts for ongoing support for staff retention, including training, professional development, and continuing education
 - Documentation to verify use of funds for recruitment efforts for hiring new staff
 - I understand that DCF reserves the right to request documentation of use of this funding for review or audit purposes up to five (5) years after I receive the funds. I agree to promptly supply this documentation upon request.
- I understand that funds received under this program must be spent by April 1, 2022, on expenses incurred between January 1, 2021 and April 1, 2022.
- Expenses cannot have already been funded by a prior DCF program or reimbursed by another state or federal fund source.
- **I understand that DCF may require repayment of funds disbursed if terms and conditions are not met, and I agree to repay the funds if I fail to meet the terms and conditions of the program.**