

<b>Spending and Verification Resource for Child Care Counts Payment Program A</b>		
<b>Operating Expenses</b>	<b>Allowable Expenses</b>	<b>Example of Spending Verification</b>
		Mortgage, rent/space costs
	Utilities	Utility statements
	Insurance	Insurance statements
	Business-related taxes	Tax statements
	Payroll/benefits	Payroll and benefits records
<b>COVID-19 Risk Mitigation</b>	Personal protective equipment (PPE) and supplies for cleaning and sanitation	Original invoices and/or receipts for purchases of materials/supplies for PPE, cleaning and sanitation supplies, and all other materials and services related to mitigating the risk of COVID-19
	Supplies for cleaning and sanitation, and other expenses related to mitigating the risk of COVID-19	
<b>Programming</b>	Materials/supplies for enhancing the program environment and curriculum, and social and emotional development supports	Original invoices and/or receipts for purchases of materials/supplies/services
	Additional costs to ensure high-quality programming	
<b>Support for Staff, Children, and Families</b>	Professional development and/or continuing education	Original invoices and/or receipts for purchases or reimbursement of professional development and/or continuing education
	Mental health services for children and employees	Expenditures for mental health supports for families and staff
	Relief from copayments and tuition payments for families	Documentation of relief of tuition or copayment for families

**All documentation (receipts, statements, invoices, etc.) must clearly show:**

- Date of purchase (or date of cost incurred)
- Description of the expense
- Verification that the expense (item, service, or cost incurred) was paid

**For example:**

If you are submitting documentation to show that funds were used for space costs for the months of November, December, and January, you could include the following:

- Rent statements for November through January **AND**
- Bank statements showing payments for rent November through January

**OR**

- Rent statements showing payments were received for November through January