

Spending and Verification Resource for Child Care Counts Payment Program B		
Base Per-Staff Amount		
Increased Compensation	Allowable Expenses	Example of Spending Verification
	Wage Increase	Employee payroll registers or other payroll system documentation of wage/bonus/benefit increase; communication/notification to employees of wage/bonus/benefit increase or personnel policy explaining wage/bonus/benefit increase
	Bonus	
	Benefits	
Quality Incentive Per-Staff Amount		
Increased Compensation	Allowable Expenses	Example of Spending Verification
	Wage Increase	Employee payroll registers or other payroll system documentation of wage/bonus/benefit increase; communication/notification to employees of wage/bonus/benefit increase or personnel policy explaining wage/bonus/benefit increase
	Bonuses	
	Benefits	
Staff Recruitment and Professional Development	Professional development	Receipts/invoices/statements for ongoing support for staff retention
	Staff trainings	
	Scholarships	
	Other Continuing education expenses	
	*Hiring Bonus/incentive	Documentation to verify use of funds for recruitment efforts

* If a provider received Base Per-Staff funds that were supposed to go to specific staff that are no longer employed at the program, those funds can be used for other Program B allowable expenses to support recruitment and retention efforts for existing or future employees with approved background checks.

All documentation (payroll records, receipts/statements, etc.) must clearly show:

- Date of cost incurred (example: payroll period date)
- Description of how funds were used (example: pay increase, bonus, paid time off, etc.)

For example:

If you are submitting documentation to show that staff included on the application received a bonus using Program B funds for November, December, and January, you could include the following:

- Payroll documentation for each employee listed on the application showing wages paid for November through January

OR

- Communication to staff explaining the compensation increase (wages, bonus, benefits) **AND**
- Financial statement or payroll records showing funds paid out to staff for November through January