



***Child Care Counts:  
Payment Program C –  
Promoting Inclusive Spaces***

**Terms and Conditions for  
Acceptance of Funds**

## Payment Program C: Promoting Inclusive Spaces

### Definition of terms

**Application Week:** The timeframe during which providers can enter or re-enter the *Child Care Counts Stabilization Payment Program*

**Count Week:** The point in time for which child and staff information is collected for payment calculations

**Monthly Update Week:** The timeframe during which providers report any changes or confirm child attendance and staffing from the previous Count Week

**Payment Review Days:** The days when DCF reviews applications and updates to ensure the provider remains eligible for payments

### Requirements Applicable to Program C:

- By accepting *Child Care Counts Stabilization Payment Program* funds, I agree to all requirements, understandings, and conditions included in these Terms and Conditions.
- I must be open and caring for children ages 0 through 12, or under age 19 for children with disabilities, during the Count Week identified for each month.
  - If I have a temporary closure for the entire Count Week (Feb 2023) I will not be eligible to apply.
  - If I received payment in the previous month from Payment A or Payment B and have a temporary closure due to COVID exposure for the duration of a subsequent Count Week, I must plan to reopen within 14 days of the date of the closure in order to receive funding.
  - If I have a temporary closure for non-COVID reasons during the duration of a subsequent Count Week, I will not be eligible for payment.
  - If my program will not be able to reopen within 14 days of the temporary closure, I must notify the Child Care Counts call center at 608-535-3650 or [DCFDECECOVID19CCPayments@wisconsin.gov](mailto:DCFDECECOVID19CCPayments@wisconsin.gov).
- My program must be regulated and in good standing during the Count Week, the Application Week, Monthly Update Weeks, and on Payment Review Days.
- I will, at minimum, maintain existing compensation (wages, bonuses, or benefits) for each staff person included in that month's application for the duration of the payment program for which I receive funding.
- I will not involuntarily furlough (lay off without pay) staff who appear on my center's application. *Child Care Counts Stabilization Payment Program* funds for staff may be halted only upon their termination for cause or their voluntary separation from my center.
- I will implement policies in compliance with health and safety administrative rules for child care providers as outlined by [DCF Child Care Regulation](#) and

meet the requirements of any local orders, and I will, to the greatest extent possible, implement policies in line with guidance from the [Center for Disease Control](#) (CDC) for child care programs.

- I must upload child attendance records if prompted to do so during the application.
- I will keep all original, supporting documentation related to my application and how this funding was spent for at least five (5) years from the date of my last payment.
  - Program records and supporting documentation related to my application include:
    - Documentation to verify attendance of children entered on my application and during each Count Week.
  - Required program records for spending as described in the “Documentation” section of this form (page 5).

### **Understandings for Acceptance of Funds from Program C**

- I understand and agree that this is a one-time application and single payment opportunity. I can opt out of the program by withdrawing my application before the end of the monthly Application Week.
- If I am awarded funds, DCF will calculate a payment amount for my program as stated in my Payment Letter.
- I understand that I must meet the following qualifications to be eligible for payments:
  - My program must be regulated and in good standing during the Count Week, the Application Week, Monthly Update Weeks, and on Payment Review Days.
  - My program must be in compliance with background check requirements.
  - My program must be in compliance with health and safety administrative rules for child care providers as outlined by [DCF Child Care Regulation](#) and meet the requirements of any local orders.
  - If my program has an outstanding Wisconsin Shares or Child Care Counts overpayment, I must be in compliance with any DCF Finance Repayment Agreement. If there is no Agreement, I must be making regular monthly payments toward the debt.
- I understand that DCF may require repayment of funds disbursed to me if the terms and conditions are not met, and I agree to repay the funds as required.
- I understand that by applying for funds that I am certifying that all information provided in my application is true and correct to the best of my knowledge.
- I understand that the Department of Children and Families may monitor and review my application and use of program funds at any time.
- I understand that DCF is required to conduct audits to ensure accuracy of applications and the proper use of funds issued. If I am subject to an audit, I will be required to submit supporting documentation.

- 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 supply this documentation upon request.
- I understand that funds received under this program must be spent within **180 days** of the date of Payment Letter for the given month. Costs must have been incurred between April 1, 2022 and 180 days from the date of the payment letter.
- I understand that expenses cannot have already been funded by a prior DCF program or reimbursed by another state or federal fund source.

## **Allowable Use of Funds – Program C**

*Payment Program C – Promoting Inclusive Spaces* funds must be used to increase physical accessibility for children with disabilities or developmental delays and/or to purchase supplies and materials to accommodate the needs of children with disabilities to allow them to fully participate in the child care program.

- I agree that funding from Program C will be used for the following purposes:
  - To update facilities to increase physical accessibility for children with disabilities or developmental delays. Examples of allowable uses are:
    - Adding an accessible ramp to ease transitions
    - Installing handrails for stability
    - Widening doorways, eliminating thresholds, and/or replacing flooring
    - Replace or alter lighting (e.g., replace or cover fluorescent lights, use softer lighting options, etc.)
    - Painting interior rooms (e.g., using neutral colors to reduce over stimulation)
    - Other updates to accommodate children with disabilities
  - To purchase supplies and materials to accommodate the needs of children with disabilities or developmental delays to allow them to fully participate in the child care program. Examples of allowable uses are:
    - Purchasing adaptive toys and materials
    - Purchasing furniture that promotes accessibility (e.g., height adjustable, stability options, etc.)
    - Purchasing assistive technology (e.g., communication devices, switches, buttons, etc.)
    - Other purchases to accommodate children with disabilities
- I agree that funding from Program C may not be used for:
  - Purchase or improvement of land

- Purchase, construction, or major renovation of any building or facility
- Major renovation means:
  - Structural changes to the foundation, roof, floor, exterior, or load-bearing walls of a facility, or the extension of a facility to increase its floor area; or
  - Extensive alteration of a facility such as to significantly change its function or purpose, even if such renovation does not include any structural change

## **Documentation**

- I will keep, and submit to DCF upon request, all original, supporting documentation related how this funding was spent, including but not limited to:
  - Expenditure records and supporting documentation related to costs incurred and how program funding was spent, including, but not limited to:
    - Original invoices and/or receipts for purchases of materials/supplies or services rendered including, but not limited to:
      - Invoices for facility improvements or enhancements to the learning environment to increase accessibility
      - Materials and supplies for promoting child participation and/or teacher-child supports
      - Educational supplies and learning materials