



Micro-Grant Program Handbook

for Child Care Programs

2019-2020

**Funding for the Micro-Grant Program is provided by the
Department of Children and Families (DCF).**

**The Micro-Grant Program is administered by Supporting Families Together Association
(SFTA).**

**To learn more, visit <http://dcf.wisconsin.gov/youngstar> or
<http://supportingfamiliesaltogether.org/youngstar-micro-grant-program/>.**

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Micro-Grant Definitions

Bill.com is the company selected to process reimbursement payments. All reimbursement checks will be sent by Bill.com. Programs may receive a confirmation email that their check is being processed.

Case Management System (CMS) is an online system created and managed by the Department of Children and Families which tracks YoungStar participation for all providers in the state of Wisconsin.

The **Check Request** form is a cover sheet that programs attach to proof of payment in order to receive reimbursement. All documents for reimbursement, including this form, should be sent in a single submission directly to micro-grant staff. The Check Request does not replace or serve as a substitute for the Purchase Plan.

A grant's **Expiration Date** is one year from the first day of the YoungStar service year. The service year will begin when the Off-Year Services Form, YoungStar Renewal Contract, or YoungStar Contract are uploaded into CMS. The expiration date corresponds to the end date on the current episode tab in CMS. While Purchase Plans are due on or before the date of the final technical consultation visit, all grant funds must be completely expended by the expiration date, including any remaining funds after orders are placed and reimbursements. See pages 6 and 23-24 for additional details.

The **Location Number** is a 3-digit number that typically follows the Provider Number to indicate the unique geographic location of a particular site within a program. The Provider and Location Numbers should be included on any micro-grant documents or communications.

The **Portal Ordering System** is a method for ordering materials in which a program, assisted by their Technical Consultant, places an order directly with one of the designated micro-grant vendors. Each order is forwarded by the vendor for approval of micro-grant staff before being processed.

The **Provider Number** is a 10-digit number assigned to programs by the Department of Children and Families. The Provider and Location Numbers should be included on any micro-grant documents or communications.

A **Purchase Plan** is a form through which providers indicate the manner in which they would like to utilize micro-grant funds to support their quality improvement goals. The Purchase Plan is due on or before the final technical consultation visit. For programs undergoing Formal Rating, the final feedback session may count as the final consultation visit.

The **Quality Improvement Plan (QIP)** is a tool in which programs document their quality improvement goals. This plan drives the choices made by the program regarding how micro-grant funds are utilized.

Programs are out of **Regulatory Compliance** when they receive notice from the Department of Children and Families that their license or certification has been revoked, denied, or suspended. For programs that are found to be out of regulatory compliance, the rating will be changed to a 1 Star on the 1st of the month following the non-compliance effective date, subsidy payments will stop, and their micro-grant will be put on hold.

Self-Assessment is a manner of self-study through which providers evaluate their quality of programming on an ongoing basis.

The YoungStar **Service Year** is a method of marking the annual period of time between rating years in which a program may request technical assistance and become eligible to receive a micro-grant. The service year corresponds to the year-long period on the current episode tab in CMS.

Short-term operational programs are programs that are operating for 14 consecutive weeks or less. These programs will be rated as Track 4 for YoungStar.

A **Technical Consultant (TC)** is a highly qualified professional with a combination of credit-based education and experience who assists child care programs in Wisconsin in meeting their quality improvement goals.

The Registry is an organization which maintains a career level system that recognizes the professional achievements of the early childhood care and education profession in Wisconsin. The Registry documents verified formal and informal education for individuals in the early care and education field.

Vendor refers to the company or companies from which items will be purchased.

Overview

This section is provided as a brief overview to the Micro-Grant Program. More detailed information is available throughout the remainder of this handbook. Please refer to the table of contents to locate a specific topic.

The goal of the YoungStar Micro-Grant Program is to use grant funds to support the Quality Improvement Plans developed by child care providers in collaboration with their Technical Consultants. Only programs that have actively participated in technical assistance are eligible for a micro-grant. Accredited programs have several options available for receiving a micro-grant with technical assistance and should contact their local YoungStar Office for details.

The amount of a micro-grant will be determined by the type of program participating. Micro-grant funds may not be used for purchases to meet regulatory requirements. Grant use is limited to the policies established in this handbook. Funds may be utilized following one of three plans:

- Plan 1: Materials (Micro-grant staff purchases.)
- Plan 2: Reimbursement (for certain materials, professional development, services, etc.)
- Plan 3: Split (Program would like both materials ordered by micro-grant staff and to purchase some items or services and go through reimbursement.)

The Micro-Grant Program is administered by staff of the Supporting Families Together Association office in Madison. Completed documents will be submitted to the program's local YoungStar Office or Technical Consultant, who will then submit the documents to the Micro-Grant Program through the YoungStar Case Management System (CMS) or via email, according to documentation requirements. Additional materials or questions may be submitted either to the program's Technical Consultant or to micro-grant staff.

Micro-grant requests are generally processed in the order received, as long as documentation is complete. Micro-grant staff will notify Technical Consultants and/or programs if additional information or documentation is needed. Grants generally take 4-8 weeks to complete, depending on volume of requests received.

A program may receive one micro-grant per YoungStar service year, as funding allows, if the program continues to meet all YoungStar and micro-grant guidelines and expectations as outlined by the policies of the Department of Children and Families and this handbook.

The YoungStar Micro-Grant Program does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status, sexual orientation, or disability. Wisconsin Department of Children and Families licensing rules require providers to inform parents of any religious

components of child care programming. YoungStar builds on the foundation of regulation and identifies the sharing of the program philosophy through two-way communication as a quality component of programming.

Eligibility and Grant Amounts

Eligibility

Every program that actively participates in technical consultation is eligible to apply to receive a micro-grant if they complete a Quality Improvement Plan, a Self-Assessment, and a Purchase Plan, and have their purchases approved by a Technical Consultant and/or the micro-grant staff. These documents must be uploaded to CMS by the TC. A program must complete 80% of the minimum number of on-site consultation hours available in order to request a micro-grant, except in the case of Short-term Operational Programs. Although a micro-grant may be requested after 80% of on-site consultation hours are complete, we encourage programs to participate in additional on-site consultation in order to complete the allocated minimum hours of service. A request for a micro-grant must be made in the form of a complete Purchase Plan submitted to the Technical Consultant on or before the final consulting visit, unless the program is completing a portal order for materials with the assistance of their Technical Consultant. Accredited programs have several options available for receiving a micro-grant with technical assistance and should contact their Local YoungStar Office for details.

A program receiving technical assistance will no longer be eligible for a micro-grant if the program:

- Cancels more than ONE technical consultation visit without appropriate prior notification. This includes “no-show” visits.
- Cancels more than THREE technical consultation visits total (this includes cancellations with or without appropriate prior notification, and no-show visits).

If a program becomes ineligible for a micro-grant, the Local YoungStar Office should collect a signed *Acknowledgement of Grant Forfeiture* form from the program and upload to CMS under “Micro-Grant Documentation.” Additionally, the Local YoungStar Office should withdraw the micro-grant service request in CMS. If the Local YoungStar Office is unable to collect a signed *Acknowledgment of Grant Forfeiture* form, the micro-grant service request should be withdrawn in CMS, and the reason documented in the comments box.

YoungStar-recognized accreditations:

Programs with a current YoungStar-recognized accreditation have several options for receiving a micro-grant through technical assistance and should contact their local YoungStar Office for further details. The accredited program must complete and submit a Self-Assessment, Quality Improvement Plan, and Purchase Plan to their local YoungStar Office. These documents must be uploaded to CMS by the Technical Consultant or YoungStar administrative support staff. A current list of YoungStar-recognized accreditations, as well as the full YoungStar Accreditation Policy, may be found at:

<https://dcf.wisconsin.gov/files/youngstar/pdf/policies/accreditation-policy.pdf>

Programs are eligible for one micro-grant per regulated site per service year. Each individual site must be actively participating in technical assistance through YoungStar or be accredited and requesting a micro-grant through their local YoungStar office. Programs with multiple locations may not pool their funds to share purchases.

Grant Amounts

\$1000 for a Licensed Group Child Care Program or School-Age Program

\$500 for a Licensed Family Child Care Program

\$250 for a Certified Family Child Care Program

\$200 for a Short-term Operational Program

The complete YoungStar Participation Policy may be found at:

<https://dcf.wisconsin.gov/files/youngstar/pdf/policies/participation-policy.pdf>

Documents

Required for All Programs

All programs must have the following three documents in CMS to receive a micro-grant:

1. A completed Self-Assessment.
2. A completed Quality Improvement Plan (QIP) for the program site.
3. A completed Purchase Plan (pages 26-29) to indicate the program's use of micro-grant dollars.

Note: Programs who complete portal orders with their consultant do not need to complete a Purchase Plan. The Check Request may not be used in place of the Purchase Plan.

The program's Technical Consultant will collect these documents from the program and will assist the program if any additional documents are needed.

Due Dates

Programs must submit their Purchase Plan for the full amount of their grant to their Technical Consultant **on or before the date of their final consulting visit**. Technical Consultants should upload the Purchase Plan into CMS within one week of receiving it from the program so as not to delay the program's grant. **Note: For programs undergoing Formal Rating, the final feedback session may count as the final consulting visit.**

Purchase Plans are due on or before the date of the final technical consultation visit. This notifies micro-grant staff that there is a micro-grant outstanding for a program. Micro-grant staff will track timelines on outstanding grants and notify TCs and/or programs if any funds are close to expiration and if additional documents are required for completion. Programs should submit any completing documents (e.g, receipts, certificates) a minimum of 30 days prior to grant expiration to ensure that all funds are spent before grant expires.

If the Purchase Plan is not submitted in its entirety on or before the final consulting visit, the micro-grant may be forfeited, and the program will not be eligible again until the next YoungStar service year.

In this case, programs need to complete and sign the *Acknowledgement of Grant Forfeiture* form. This form should be uploaded to CMS under "Micro-Grant Documentation." Additionally, the Local YoungStar Office should withdraw the micro-grant service request in CMS with the reason documented in the comments box. If the Local YoungStar Office is unable to collect a signed *Acknowledgement of Grant Forfeiture* form, the micro-grant service request should be withdrawn in CMS, and the reason documented in the comments box.

Micro-grant staff should be notified when micro-grant service requests are withdrawn. Please email microgrants@supportingfamiliesstogether.org.

Accredited programs not receiving on-site technical assistance should make every effort to submit their Self-Assessment, QIP, and Purchase Plan to their Technical Consultant a minimum of 30 days before their grant expires (the end of the YoungStar service year).

Purchasing Policy

All requested purchases must match a goal or key objective on a program's Quality Improvement Plan. Purchases that do not match goals on a QIP will not be approved.

Micro-grant funds may be used for the purchase of new materials only; no used or repaired items will be funded through micro-grants. An exception may be made in the case of refurbished computers, if the purchase is made through a business that specializes in such repairs.

Any purchases made by micro-grant staff on behalf of a program must be under the grant amount. The Micro-Grant Program is NOT able to bill programs for any overage, nor may credit card information be collected from programs.

All purchases made with micro-grant funds must meet regulatory standards. **Note: It is the program's responsibility to know and understand the regulatory statutes governing their type of care. Neither Technical Consultants nor micro-grant staff are regulatory specialists. Any question about whether an item meets regulatory standards should be directed to the program's licensor or certifier.**

The Micro-Grant Program reserves the right to deny any request deemed inappropriate, unsafe, or not supportive of on-going quality improvement.

The following sections on pages 5-17 provide detail on approved purchases for micro-grant use.

Child Materials

Child materials must be age-appropriate. Age-appropriate means books, materials and practices are accessible to children in their primary language. The content is suitable to the ages of the children in care (i.e. simpler books and games are available for younger children and more complex items are available for older children). Books and materials that are accessible to infants, toddlers, or preschool age children should include no violent or frightening content or pictures.

To maximize the impact of grant funds, orders for child materials are generally made through six designated micro-grant vendors. These vendors have offered the best deals on discounts and shipping costs to providers participating in the YoungStar program. Micro-grant staff are generally able to place orders from these vendors on behalf of programs. The designated vendors are:

Constructive Playthings
Discount School Supply/Environments
Lakeshore Learning
Kaplan

constructiveplaythings.com
discountschoolsupply.com
lakeshorelearning.com
kaplanco.com

School Specialty

-Childcraft

-Abilitations

-Sax Arts & Crafts

-SportTime

S&S Worldwide

EarlyChildhoodDirect.com or schoolspecialty.com

Childcraft.com

Abilitations.com

SaxArts.com

Sporttime.com

ssww.com

Note: A list of vendors and their discounts is available on page 10-11.

There are exceptions through which a provider can request child materials from a vendor not on the designated vendor list above:

1. **“Big Ticket Items”** with an individual item list price of \$200 or more can be purchased at other vendors.
2. **Montessori or Waldorf Curriculum Materials:** Items may be chosen from vendors that specialize in Montessori or Waldorf children’s materials.
3. **Materials in languages other than English:** Items may be chosen from vendors that specialize in children’s materials in various languages.
4. **Materials for children with special needs:** Items may be chosen from vendors that specialize in materials for children with special needs.
5. **Child materials for implementing gardens and natural playscapes.** This may include rain and snow gear. **Note: Plants and seeds are consumables and may not account for more than 10% of grant total. Programs should consult the list of poisonous plants before purchasing. (A link is provided on page 58.)** Soil may be purchased with micro-grant funds for the first installation only. Any items that cannot be shipped will need to be purchased by the program and go through reimbursement. No electric or power tools, chemicals, compost materials, or items containing creosote (e.g., railroad ties) may be purchased using micro-grant funds.

No additional exceptions will be approved.

Programs are encouraged to consider purchases that will affect long-term quality improvement. Programs should focus on the purchase of durable, long-lasting materials. However, up to 10% of the grant total may be spent on consumables such as crayons, paper, paint, foam, fabric, or yarn for art.

There are limits to the number of vendors a program can use:

- Short-term Operational Program \$200: Program may use only one vendor.
- Certified Family Program \$250: Program may use up to two vendors.
- Licensed Family Program \$500: Program may use up to two vendors.
- Group or School-Age Program \$1000: Program may use up to three vendor

Note: Micro-grant requests exceeding the number of allowable vendors will be declined. Programs should be aware that splitting their funds between multiple vendors may result in fewer savings. A request for reimbursement will be counted as one vendor.

Special Notes on Playground Installation

Group programs: Items must be approved for commercial use. The equipment must be rated for a non-residential setting and as such, the equipment or materials purchased should not indicate for “residential use only.” The equipment/materials should also NOT have a statement that prohibits commercial use. (Ex., PlayStar, based on the manufacturer’s recommendations, is not rated for a non-residential setting.)

Family Programs: Items for playgrounds can be for either commercial or residential use.

The licensee must be sure to observe the manufacturer’s recommendations for the number of children.

DCF rules for playgrounds prohibit concrete and asphalt under climbing equipment, swings, and slides. Energy-absorbing ground cover beneath slides, climbing equipment and swings should be in a depth and fall zone as recommended by the US Consumer Product Safety Commission: <http://www.cpsc.gov>.

The provider assumes all responsibility for proper installation or construction. The provider must ensure any work meets Child Care Regulatory Standards, and meets building and zoning regulations, and must notify their licensor or certifier before the work takes place. Programs must complete *Construction or Renovation of the Premises, Installation or Renovation of Indoor and Outdoor Play Structures* form and submit with Purchase Plan. This form is found on page 34.

Playground items often do not carry discounts or shipping offers and are not available for ordering through portal sites. Many times, playground materials exceed a program’s grant amount. In these cases, the items must be purchased by the program and submitted for reimbursement.

Child Materials Not Approved for Micro-Grant Purchase

The following non-exhaustive list of child materials may **not** be purchased with micro-grant funds:

1. Trampolines or bouncing surfaces (including hoppers)
2. Toy weapons. **Note: Bats and bow and arrow sets may not be considered weapons when they will be used as sporting equipment. Bows and arrows may be purchased for School-Age Programs and Day Camps, where the materials are age appropriate, and the activities are being carried out with appropriate supervision. Slingshots are not approved for micro-grant purchase.**
3. Videos, video games, computer games, software, or electronic devices designed for children (e.g., learning tablets)
4. Pets or animals of any kind. **Note: Butterfly gardens and ant farms may not be considered pets when they will be used for science activities.**
5. Any item that could pose a significant safety hazard or risk, including (but not limited to) items such as ice skates and stilts. Consult your licensor or certifier if you are unsure about a particular item. The Micro-Grant Program reserves the right to deny any request for an item deemed unsafe or inappropriate.
6. Any item that has been recalled. A list is available from [cpsc.gov](http://www.cpsc.gov).
7. Any item required to meet regulatory standards.
8. Any item that does not meet regulatory requirements.

Portal Ordering System

The **Portal Ordering System** is a method for ordering child materials in which a program, assisted by their Technical Consultant, places an order online from one of the designated micro-grant vendors. Each order is forwarded by the vendor for approval of micro-grant staff before being processed.

Portal orders are recommended if the program wishes to receive items quickly and is only purchasing materials from one vendor on the designated vendor list. Technical Consultants have received detailed portal ordering instructions and will place the order in collaboration with the child care program. Programs should not attempt to place portal orders on their own behalf, without the assistance of their Technical Consultant.

No Purchase Plan form is necessary when placing a portal order.

Provider/Professional Resources

Any purchase that will primarily be used by providers or to store provider resources, including break room furniture, desks or chairs for adults, books on teaching strategies, activity books, curriculum and assessment tools, and computer hardware or software, is categorized as **Provider/Professional Resources**. This category also includes materials needed to support special needs of the provider in offering care, items the provider will use to improve the quality of the childcare environment, and items to create a breastfeeding friendly environment. Micro-grant staff are able to make many of these purchases on behalf of the provider for items categorized as **Provider/Professional Resources**.

The designated vendors offer a wide range of materials for the teachers and staff in a child care program, but it is important to note that **Provider/Professional Resources may be purchased at any vendor**. Additionally, the following vendor has committed to offering discounts for participating YoungStar providers and programs:

- Redleaf Press offers providers a 15% discount.

In many cases, micro-grant staff are able to order these materials on behalf of the program. Purchases should be made from reputable vendors that provide quality materials. All requested items should be researched carefully by the program, and approved by their consultant, before a request is made. No more than 10% of a program's grant may be spent on consumable items.

When requesting orders from non-designated vendors, programs must provide sufficient information to locate the items requested. This may include product numbers, links, and/or photos of the requested item or items.

Some items may be purchased by the program, and documentation submitted for reimbursement:

- Curriculum, screening, and assessment tools
- Computer hardware and software (***Electronic Device Waiver required***).

Some items must be purchased by the program, and documentation submitted for reimbursement:

- KidCare and Procare software
- Any item requiring a subscription (e.g., software, online resources, print resources).
- Memberships in professional organizations
- Other approved purchases where the total cost exceeds the grant amount. ***Note: The Micro-Grant Program will only reimburse up to the grant amount. Any overage must be absorbed by the child care program.***

Computers, laptops, tablets, security cameras, and software may be purchased with micro-grant funds as teacher resources or as classroom resources if the adult is the primary user of the item. This means that **micro-grant funds may not be used to purchase these types of electronic devices for children as the primary users.**

If a program chooses to use their micro-grant to purchase electronic devices or software, they will need to sign a waiver to indicate that the purchase will only be used for legal, micro-grant approved purposes. The waiver form is located on page 33 in the back of this handbook. Digital cameras may also be purchased for both provider and child use; however, an Electronic Device Waiver form is still required. **Note: If any pictures will be taken of children, parent/guardian permission must be obtained by the program.**

Purchases from membership-based vendors (e.g., Sam's Club, Costco) must go through the reimbursement process, as the Micro-Grant Program does not have a membership with these organizations.

Return Policy

If a program needs to return an item or items, they must contact micro-grant staff first to discuss return options. No returns should be initiated without contacting micro-grant staff. Micro-grant staff must abide by the return policy set by the vendor. It is in the program's best interest to review a vendor's return policy before ordering, as some vendors do not allow returns. All items should be researched carefully by the program **before** a request is made.

Deliveries should be examined immediately upon arrival. Any damaged packages may be refused at delivery. Micro-grant staff should be contacted within one week regarding any issues with an order. If an item arrives damaged, not as described, or in an incorrect size or color, micro-grant staff will work to assist programs with a return.

Micro-grant staff are not able to return items when a program has simply changed their mind. Therefore, all items should be researched carefully before selections are made and Purchase Plans submitted. In the event a program needs to request a return, items should be kept in the original packaging, and photos of any damages provided to the micro-grant specialist who is assisting with the return.

The Micro-Grant Program is not able to guarantee that shipping costs will be refunded by the vendor in the event of a return. If return shipping is charged, or shipping is charged for a replacement item, the cost will be deducted from the program's grant funds.

All monetary credits will be returned to the Micro-Grant Program, to be re-spent on micro-grant purchases on behalf of the program. The provider will never receive cash for returned items. Programs should be aware that they may experience delays with returns, as the Micro-Grant Program may have to wait for a credit from the vendor before placing a replacement order.

All returns must be initiated within 60 days (2 months) from the time the program receives their initial order.

Constructive Playthings

constructiveplaythings.com (800) 448-4115

- 15% discount on all regular-priced items (sale items will not receive additional discount)
- Free shipping with a minimum order of \$99, after discount. (excludes truck ship items)
- Truck ship items are charged a shipping fee.

Discount School Supply

discountschoolsupply.com (800) 627-2829

- 20% discount on all items
- Free shipping with a minimum order of \$99 on in-stock items. If \$99 minimum is not met, shipping will be charged at \$10.00.
- Drop ship items (pictured with a small truck icon 🚚) are charged a shipping fee 15% of drop ship total.

Environments

- Environments items are available through Discount School Supply, at Discount School Supply offer.

Kaplan

kaplanco.com (800) 334-2014

- 15% discount and free shipping on orders \$100 or more.
- Free shipping applies to all items if order minimum is met.
- If \$100 order minimum is not met, shipping will be charged at 15% of order total or \$5.00, whichever is higher.

Lakeshore Learning

lakeshorelearning.com (800) 428-4414

- 5% discount and free shipping on ALL orders, no minimum
- Free shipping applies to all items.
- Items from the following catalog must be purchased by the program and reimbursed:

“Gifts for Growing Minds” seasonal catalog (changes in September of each year)



Redleaf Press

redleafpress.org (800) 423-8309

- 15% discount

S&S Worldwide

ssww.com (800) 288-9941

- 20% discount and free shipping on all in-stock items.
- Drop ship items will typically be charged shipping at 15%, although very large items may be more.

School Specialty

schoolspecialty.com (888) 388-3224

- **32%** discount on all supplies
- **14%** discount on all furniture
- **Free Shipping** on all Supply orders over \$49
- Prefix 6 furniture item, **Free Freight**, no minimum
- Prefix 5 furniture item Freight policy, \$5 minimum or 12% of net subtotal after discount



Childcraft



Abilitations Special Needs



Education Essentials



Sax Art Education



Sportime Phy. Ed



Safety and Security

For additional information, contact your Technical Consultant or the Micro-Grant Program:



YoungStar Micro-Grant Program
Supporting Families Together Association
700 Rayovac Drive, Suite 6. Madison, WI 53711
microgrants@supportingfamilies.together.org
(608) 443-4310

Reimbursement Overview

The Micro-Grant Program will reimburse for certain expenses that have been preapproved by the Technical Consultant and/or micro-grant staff, based on the policies outlined in this handbook. Reimbursement will be made only up to the allowable grant amount; any overage is the responsibility of the child care program. Purchases must be made during the program's current window to receive YoungStar services.

Reimbursement requests must align with the program's QIP. All reimbursements for child materials must also follow the policies outlined in the Child Materials section of this handbook.

Only one reimbursement request per program will be processed per year. A reimbursement request counts as one of the program's allowable number of vendors. Payment will come in the form of either a check or ACH payment from Bill.com. Checks will only be made payable to the program or business name, except in the case of Family Child Care Providers.

Providers should always get permission from their Technical Consultant and/or micro-grant staff before making any purchases. Reimbursement is not guaranteed if approval was not granted prior to purchase.

Purchases Approved for Reimbursement

Curriculum and Assessments

Reimbursement may be made for curriculum purchased to supplement the learning environment and tools for ongoing assessment of the program and the children in care.

Examples of curriculum include *Creative Curriculum*, *High Scope*, et cetera.

Examples of assessments include:

Child: *Creative Curriculum*, *High Scope*, *Portage Guide 3*. Other assessment resources available at: <http://www.collaboratingpartners.com/curriculum-assessment-resources.php>

Program: *Environment Rating Scales* (ECERS-R, FCCRS-R, ITTERS-R, SACERS-U), *Program Administration Scale* (for Group Programs) *Business Administration Scale* (for Family Child Care Programs)

A complete list of YoungStar-approved child assessments may be found at:

<https://dcf.wisconsin.gov/files/youngstar/pdf/ys-self-assessment/approved-accepted-assessments-ys.pdf>

While micro-grant staff may purchase these items on their behalf, programs are encouraged to purchase directly from vendors and go through reimbursement to ensure that the best choice for the program is purchased. In cases where a subscription is required, micro-grant staff will not be able to order the materials on behalf of the program. The program will need to purchase the materials and go through reimbursement.

Visit this website for guidance and resources when choosing high-quality curriculum and assessment for children: <http://www.collaboratingpartners.com/>

Professional Development

Staff trainings, workshops, conferences, and credit-based education are categorized as **Professional Development**, which can be instrumental in the continuous quality improvement of child care programs and may be reimbursed with micro-grant funds. Providers are responsible for researching, registering, and paying for any professional development. Only fully attended trainings or conferences and successfully completed credit-based education (with a grade of C- or higher) can be considered an approved purchase for micro-grant reimbursement.

All **Professional Development** fees/costs will be processed as reimbursements to the participating program. If a staff member made the original purchase, the program will be responsible for distributing funds to the appropriate parties. Micro-grant funds can only be applied to coursework and costs that are incurred within the YoungStar service year. Grant funds cannot be applied to outstanding balances or costs of failed courses.

Training

Training must be training that is approved by the Registry's Professional Development Approval System (PDAS) and tiered. Trainings must go above and beyond minimum regulatory requirements (i.e., CPR, SBS, SIDS, start-up courses, and other required health and safety courses will not be approved for micro-grant reimbursement). **Exceptions will be made in the case of trainings pre-approved for YoungStar Quality Criteria. For additional information, see the annual training calendar at this link: <https://supportingfamilies.together.org/early-care-education-professionals/sharpen-your-professional-skills/>.** Exceptions will also be made for Conscious Discipline and Nature Pedagogy. **Note: While some organizations offering correspondence courses advertise that the courses qualify for Registry tiered credit, it is the program's responsibility to ensure all criteria are met and be able to demonstrate that the training meets tiered status through the Registry. Programs should be aware that there may be additional up-front costs for this process.**

Credit-Based Education

All credit-based education is eligible for reimbursement if submitted as part of a program's micro-grant, regardless of regulatory requirement. For example, if a program chooses to send a staff member to a 3-credit child development course to meet the broad-based requirement for licensing, that would be eligible for reimbursement because it is for credit. However, if the program sends the staff member to a non-credit "Introduction to the Child Care Profession," it would not be eligible for reimbursement. Programs are encouraged to pursue credit-based education with the assistance of the T.E.A.C.H. scholarship program. YoungStar micro-grant funds may be used to reimburse the provider or program share of costs.

Conferences

Conference registration fees are eligible for reimbursement if the program provides proof of full attendance. Lodging, meals, mileage, and other travel costs are not eligible for micro-grant reimbursement.

Registry Certificates

Registry Certificates will need to be purchased by the provider/program and go through the reimbursement process. Whenever possible, application should be made online at <https://www.the-registry.org> to reduce cost.

Accreditation Fees

Micro-grant staff will reimburse programs for fees expended to pursue **accreditation** by a YoungStar-recognized accrediting body. This may include expenses such as a one-time start-up of liability insurance in pursuit of accreditation, as long as each expense is not also a minimum licensing requirement. (Note: Micro-grant funds would only be approved for such use the first year. In subsequent years, the program would need to include the ongoing expense in the operating budget, and micro-grant funds could not be utilized for this purpose.) A current list of YoungStar-recognized accrediting bodies may be found at:

<https://dcf.wisconsin.gov/files/youngstar/pdf/policies/accreditation-policy.pdf>

Beginning in 2019, the Micro-Grant Program may be able to pay a portion of NAFCC self-study fees on behalf of Family Child Care Programs. TCs should contact their Micro-Grant Specialist to discuss these on a case-by-case basis.

Additional Technical Assistance

The Micro-Grant Program will reimburse programs for costs to purchase additional technical assistance from a Registry Approved Technical Assistance Professional. The program must describe the plan for additional technical assistance in the Purchase Plan.

Staff/Substitute Time

Micro-grant funds may be used to reimburse for paid staff or substitute time in the following ways:

1. If a staff member attends micro-grant approved professional development opportunities, micro-grant funds may be used for either the staff member's time or the cost of a substitute for the classroom or program during their absence.
2. If a program chooses to offer staff paid planning or prep time, micro-grant funds may be used to reimburse the cost of either the staff member's time or the cost of a substitute for the classroom or program during their absence.
3. If a program chooses to use their grant to support paid all-staff meetings, micro-grant funds may be used to reimburse the cost of the staff members' time, up to the grant amount.

The program will be reimbursed according to the staff member's or substitute's usual rate of pay, up to \$12.50 per hour. For Group and School-Age programs, reimbursement will be made to the program, not the individual staff member or substitute. For Family programs, reimbursement will be made to the provider or program. The program will need to demonstrate that the staff member or substitute was paid for the time before reimbursement will occur.

Note: Substitutes must meet all requirements outlined in the program's licensing or certification manual. The Micro-Grant Program will only reimburse up to the grant amount. Any overage must be absorbed by the child care program. Additionally, it is the program's responsibility to follow all regulatory and legal standards governing staff and pay. If overtime rates are required by law, it is the program's responsibility to absorb the cost of the overtime pay.

The following types of documentation must be provided for reimbursement to occur:

1. The provider and individual staff members should document the hours, and all staff should sign the document to verify the information is accurate. A timesheet is included on the *Check Request* form (pages 30-32) for this purpose.
2. Copies of pay stubs will need to be submitted to demonstrate the program paid staff for the time before reimbursement will occur. For a Family Provider, this might mean a copy of the front and back of a check from their business account made payable to themselves. Micro-grant staff will work with family programs on an individual basis to determine appropriate documentation for proof of payment if no pay stubs are available.

Improvements to the Physical Environment

Any purchases that change the physical space (indoor & outside environment) for higher quality are categorized as **Improvements to the Physical Environment**. The Micro-Grant Program will reimburse the provider/program for costs associated with improvements to the physical environment.

The provider assumes all responsibility for proper installation or construction. The provider must ensure any work meets Child Care Regulatory Standards, as well as building and zoning regulations, and must notify their licensor or certifier before the work takes place. Programs must complete *Construction or Renovation of the Premises, Installation or Renovation of Indoor and Outdoor Play Structures* form and submit with Purchase Plan. This form is found on page 34.

Micro-grant funds may not be used to cover purchases required to meet minimum regulatory requirements. Improvements to the physical environment will be approved for first-time installations only. Anything that requires replacement or repair as part of the wear and tear of its natural life will not be covered by grant funds.

Examples include but are not limited to:

- Wood chips or rubber mulch: can be purchased the *first time* they are put down at a facility. Grant funds *cannot* be used to replenish the wood chips or mulch purchased in previous years.
- Carpeting: Initial installation of carpeting for softer play space can be considered an allowable purchase. Replacement or repair of carpeting is not considered an allowable expense.
- Laminate or hardwood flooring: Initial installation of laminate flooring for cleaner and allergen-free environments or for block areas can be considered an allowable purchase. Replacement of flooring due to natural wear and tear is not considered an allowable expense.
- Plumbing: Initial installation of sinks and toilets not required by licensing can be considered an allowable purchase. However, replacement or repair of these items would not be allowed.

Note: Portable sinks are not approved for micro-grant purchase.

Reimbursements will cover improvements to the physical environment in the following ways:

1. If the program hires a professional, licensed contractor (e.g., builder, plumber, electrician) to perform the work, the micro-grant may be used for the cost of labor and materials, up to the grant amount.
2. If the program elects not to hire a professional, licensed contractor to do the work, the micro-grant may be used only for the cost of materials, up to the grant amount.

Programs will only be reimbursed up to the amount of their grant – any additional cost will be the responsibility of the program. Proof of payment must be submitted before the reimbursement will be processed.

Providers should always get permission from their Technical Consultant and/or micro-grant staff before making any purchases. Reimbursement is not guaranteed if approval was not granted prior to purchase.

Other Reimbursements

Other expenses that have been pre-approved may be eligible for reimbursement. Examples include, but are not limited to:

- Devices that play music (radios, CD/tape players, iPods, etc.)
- Security devices, cameras, baby monitors
- Materials for making programs breastfeeding friendly (e.g., chairs, small tables, waste baskets, mini-refrigerators, art, breastfeeding resources)
- Small appliances that are implemented in the program or classrooms in ways that align with quality improvement criteria, as determined by Technical Consultant and/or micro-grant staff. Examples: blenders for nutritious snacks, coffee makers for dedicated space for staff or families, cooktops for School-Age Programs, laminators for staff workrooms or resource rooms
- Membership in professional organizations
- Provider resources, such as software for parent communication and recordkeeping

Programs should ensure that purchases for children are age and developmentally appropriate, and consistent with standards of regulatory compliance. Additionally, all appliances and installations must meet individual building codes. **Note: It is the program's responsibility to know and understand the regulatory statutes governing their type of care and location. Neither Technical Consultants nor micro-grant staff are regulatory specialists. Any question about whether an item meets regulatory standards should be directed to the program's licensor or certifier.**

Providers should always get permission from their Technical Consultant and/or micro-grant staff before making any purchases. Reimbursement is not guaranteed if approval was not granted prior to purchase.

Purchases NOT Approved for Reimbursement

1. Many **small appliances or electronic devices** will not be purchased or repaired with grant funds. The following non-exhaustive list of electronic devices will not be approved for purchase:
 - Telephones
 - Vacuums
 - Snow blowers
 - Vehicle alarms
 - Air purifiers/air filters
 - Smoke detectors/alarms, carbon monoxide detectors/alarms
 - TVs, DVD players, videos or video games for children
 - Computers, tablets, or software for child use
2. **Fences:** purchase or repair.

3. **Large Appliances:** purchase or repair. This includes, but is not limited to:
 - Refrigerators (Exceptions will be made for mini-refrigerators for breastfeeding-friendly programs or programs in shared space with no access to refrigeration for healthy snacks.)
 - Freezers, stoves, microwaves, dishwashers
 - Washing machines, dryers
4. **Used or repaired items.** Exceptions will be made for refurbished computers, as long as the work is done through a business that specializes in such repairs.
5. **Weapons. Note: Bats and bow and arrow sets may be not considered weapons when they will be used as sporting equipment. Bows and arrows may be purchased for School-Age Programs and Day Camps, where the materials are age appropriate, and the activities are being carried out with appropriate supervision. Slingshots are not approved for micro-grant purchase.**
6. **Portable sinks**
7. **Expenditures associated with basic operating costs.** This includes, but is not limited to: rent, utility bills, painting or repainting walls, cleaning supplies or equipment, replacing ceiling tiles, repairs, or any other general maintenance fees.
8. **Pets or animals of any kind. Note: Butterfly gardens and ant farms may not be considered pets when they will be used for science activities.**
9. **Any other item that is either required to meet regulatory standards or that does not meet regulatory standards.**

Providers should always get permission from their Technical Consultant and/or micro-grant staff before making any purchases. Reimbursement is not guaranteed if approval was not granted prior to purchase

Submitting Documents for Reimbursement

In order to request reimbursement, programs must submit certain required documentation. Documents should be collected and submitted in a single submission, only after all purchases are made. **Programs should only submit one reimbursement request per year. If the grant is being split between materials and reimbursement, the request for reimbursement counts as one of the allowable number of vendors.**

Required Documents for Professional Development

- *Check Request form* (found on pages 30-32)
- *Proof of Payment:* This may take the form of an itemized receipt (including purchase date, vendor, list of items purchased, and total cost) or a copy of the front and back of a processed check (after it clears the bank). **Credit card statements and bank statements will not be accepted.** Handwritten receipts will not be accepted.
- *Proof of Full Attendance:* This may include providing the Registry Event ID or certificates for training and conferences, or transcripts or grade reports for credit-based courses.
-

Required Documents for Program/Provider Portion of T.E.A.C.H.

- *Check Request form* (found on pages 30-32)
- *Proof of Payment:* This may take the form of a receipt from T.E.A.C.H., a copy of the front and back of a processed check (after it clears the bank), or an itemized statement from T.E.A.C.H. showing credits for payments made. **Credit card statements and bank statements will not be accepted.** Handwritten receipts will not be accepted.

Required Documents for Playground Equipment and Improvements to the Physical Environment

- *Check Request form* (found on pages 30-32)
- *Proof of Payment:* This may take the form of an itemized receipt (including purchase date, vendor, list of items purchased, and total cost) or a copy of the front and back of a processed check (after it clears the bank). **Credit card statements and bank statements will not be accepted.** Invoices, estimates, quotes, or copies of online shopping carts will not be accepted because they do not verify payment, only cost. Handwritten receipts will not be accepted.
- *Construction/Renovation Form* (found on page 34)

Required Documents for Staff/Substitute Time

- *Check Request form:* This replaces the time sheet formerly used. Page 3 must be completed and signed by each staff member for whom paid time is being reimbursed. (found on pages 30-32)
- *Proof of Payment:* This may take the form of an employee pay stub or a copy of the front and back of a processed check to a substitute (after it clears the bank). **Credit card statements and bank statements will not be accepted.**

Required Documents for Electronic Devices

- *Check Request form* (found on pages 30-32)
- *Proof of Payment:* This may take the form of an itemized receipt (including purchase date, vendor, list of items purchased, and total cost) or a copy of the front and back of a processed check (after it clears the bank). **Credit card statements and bank statements will not be accepted.** Invoices, estimates, quotes, or copies of online shopping carts will not be accepted because they do not verify payment, only cost. Handwritten documents will not be accepted.
- *Electronic Device Waiver form* (found on page 33)

Required Documents for Other Reimbursements

- *Check Request form* (found on pages 30-32)
- *Proof of Payment:* This may take the form of an itemized receipt (including purchase date, vendor, list of items purchased, and total cost) or a copy of the front and back of a processed check (after it clears the bank). **Credit card statements and bank statements will not be accepted.** Invoices, estimates, quotes, or copies of online shopping carts will not be accepted because they do not verify payment, only cost. Handwritten documents will not be accepted.

The Micro-Grant Program reserves the right to request additional documentation if necessary.

Documents should be submitted to the Micro-Grant Program at:

YoungStar Micro-Grant Program
Supporting Families Together Association

700 Rayovac Drive, Suite 6

Madison, WI 53711

microgrants@supportingfamilies.together.org

Fax: (608) 441-5399

Electronic submissions are encouraged. When emailing reimbursement documents, please send all documents in a single attachment. **These documents should not be uploaded to CMS.**

All documents are due to the Micro-Grant Program a minimum of 30 days before the grant's expiration to ensure adequate time for processing.

Beginning in 2019, programs will have the opportunity to request reimbursement through ACH transactions. Programs will need to submit a valid business email address on their Purchase Plan. Once this is submitted, the program will receive an invitation to sign up for a free receivables account through Bill.com. All account information will be stored securely through Bill.com and will not be accessible to micro-grant staff.

The following pages (20-21) contain a Matrix/Checklist that can be used to assist in collecting the appropriate documentation for reimbursements. Contact your Technical Consultant or Micro-Grant Specialist for additional assistance.



Type of Reimbursement	Form Needed	Proof of Payment	Proof of Attendance/ Completion
<i>Training</i>	Check Request	Itemized receipt or front and back of processed check (after it clears the bank)	Certificate for each attendee <u>or</u> Registry Event ID
<i>Credit-based education</i>	Check Request	Itemized receipt or front and back of processed check (after it clears the bank)	Transcript or grade report of C- or higher
<i>Program or provider share of T.E.A.C.H. costs</i>	Check Request	Itemized receipt, front and back of processed check (after it clears the bank), or statement from T.E.A.C.H.	N/A
<i>Staff or sub time</i>	Check Request	Employee pay stubs or front and back of processed check to substitute (after it clears the bank)	N/A
<i>Playground Equipment or Improvements to the Physical Environment</i>	Check Request and Construction/Renovation form	Itemized receipt or front and back of processed check (after it clears the bank)	N/A
<i>Electronic Devices or Software</i>	Check Request and Electronic Device Waiver form	Receipt <ul style="list-style-type: none"> • Vendor name • Date of purchase • Item description, prices, total • Shows payment 	N/A
<i>All other types</i>	Check Request	Receipt <ul style="list-style-type: none"> • Vendor name • Date of purchase • Item description, prices, total • Shows payment 	N/A

Reimbursement Checklist

Training

- ☐ Check Request
- ☐ Itemized receipt OR front and back of processed check (after it clears the bank)
- ☐ Certificate for each attendee OR Registry Event ID

Credit-Based Education

- ☐ Check Request
- ☐ Itemized receipt OR front and back of processed check (after it clears the bank)
- ☐ Transcript OR grade report of C- or higher

Program/Provider Portion of T.E.A.C.H.

- ☐ Check Request
- ☐ Itemized receipt OR front and back of processed check (after it clears the bank) OR statement from T.E.A.C.H. showing payment

Staff or Substitute Time (for professional development or paid planning)

- ☐ Check Request
- ☐ Employee pay stubs OR front and back of processed check for substitute (after it clears the bank)

Playground Equipment or Improvements to the Physical Environment

- ☐ Check Request
- ☐ Construction/Renovation form
- ☐ Itemized receipt OR front and back of processed check (after it clears the bank)

Electronic Device or Software

- ☐ Check Request
- ☐ Electronic Device Waiver form
- ☐ Itemized receipt

Other Types of Reimbursements

- ☐ Check Request
- ☐ Itemized receipt

****Send all reimbursement documents in a single submission directly to the Micro-Grant Program. Do not upload to CMS.***

*****Bank and/or credit card statements should not be submitted.***



For additional information, contact the Micro-Grant Program:

YoungStar Micro-Grant Program
Supporting Families Together Association
700 Rayovac Drive, Suite 6. Madison, WI 53711
microgrants@supportingfamilies.together.org
(608)443-4310



Short-Term Operational Programs

Short-term Operational Programs will be able to use micro-grant funds in two possible ways: spending the full grant on materials with one vendor through the Portal Ordering System, or for Registry certificates by going through the reimbursement process. If the program chooses to purchase materials through one of the vendors, the order will be placed through a designated vendor portal in collaboration with the Technical Consultant. Programs should not attempt to place portal orders on their own behalf. If the program chooses to use their micro-grant funds for Registry certificates, the program should apply for the certificates online at <https://www.the-registry.org> and submit proof of payment for reimbursement.

Exceptions may be made in the case of reimbursement for items needed to meet quality improvement goals that are not available through the portals. For example, if a program wants to implement gardening, materials for gardening may be purchased, and documentation submitted for reimbursement.

Approval for exceptions may be requested in writing. All purchases must follow micro-grant policies and meet regulatory standards.

Note: All micro-grant funds for Short-term Operational Programs must be expended using ONE of the above methods. Short-term Operational Programs will not be permitted to split their grant funds between multiple vendors, or between materials and reimbursement.

The following micro-grant policies, as outlined in this handbook, also apply to Short-term Operational Programs:

- Due Dates
- Expiration of Funds
- Change of Location, Ownership, or Type of Care

Timelines

Micro-grant staff cannot guarantee an arrival time for any order or reimbursement. Programs should plan accordingly if materials are needed for implementation during technical assistance. In these cases, approval may be sought for the program to purchase the materials on their own behalf and seek reimbursement from the Micro-Grant Program. Programs should ask their TC for assistance.

Reimbursement requests must align with the program's QIP. All reimbursements for child materials must also follow the policies outlined in the Child Materials section of this handbook.

Note: Materials purchased through micro-grant funds may not arrive in time to impact a program's current year rating, and ratings cannot be delayed to wait for their arrival; instead, purchases should be made that will support on-going quality improvement goals.

Expiration of Funds

Micro-Grant funds must be fully spent before the program's current YoungStar service year expires.

Any micro-grant funds that are not spent by the end of the service year may be forfeited. Programs cannot save one year's funds and put them toward the next year.

Change of Location, Ownership, or Type of Care

Programs will only be eligible to receive one micro-grant per participating location per YoungStar service year.

If a program changes location, ownership, or governance, they may keep the grant already received, but will not be eligible for a new grant until the next YoungStar service year.

If a program changes the type of care they provide and/or changes rating tracks, one of the following two scenarios will apply:

1. If the change is made after services end and/or the rating process is complete, the program may keep the grant already received, but will not be eligible for a new grant until the next service year.
2. If the change is made before services end and/or the rating process is complete, the program may receive the difference in the grant amounts. For example, a licensed family provider (\$500) who changes to a licensed group track (\$1000) may receive the \$500 difference in micro-grant funds for the service year. They will not receive an additional \$1000 grant.

Programs Out of Compliance

If a provider moves to a 1 Star rating while a micro-grant is being processed, the micro-grant will be put on hold. Any reimbursements due to the provider will be processed as long as the purchase was made while the provider was not in 1 Star status. Any pending orders will be cancelled while the provider is in 1 Star status. If the provider subsequently moves to a higher star level, the micro-grant will be resumed.

For additional questions or support, Technical Consultants should contact their Quality Assurance Specialist.

Contact Information

Programs should contact their Technical Consultant first for any of the following:

- Submitting a Self-Assessment, Quality Improvement Plan, or Purchase Plan
- Making changes to their Purchase Plan
- To receive a copy of the Micro-Grant Handbook
- For assistance or information regarding micro-grant policies
- Obtaining copies of any documents for their records
- To obtain approval for reimbursements

YoungStar Micro-Grant Regional Purchasing Specialists

For general questions or information related to orders, timelines, or purchasing changes, contact the Purchasing Specialist assigned to your county.

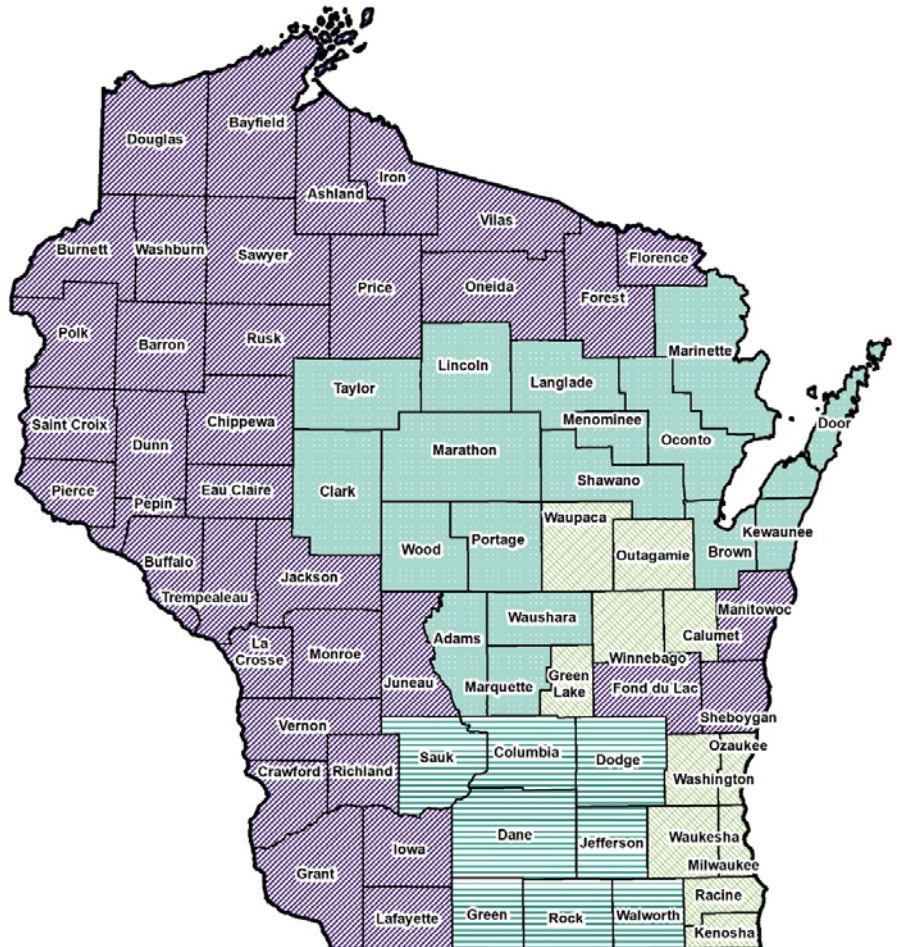
Micro-Grant Specialists

Amanda Jones
Micro-Grant Specialist
608-443-2127
amanda@supportingfamilies.together.org

Debi Peterson
Micro-Grant Specialist
608-443-2122
debi@supportingfamilies.together.org

Gabi Quinn
Office Manager & Micro-Grant Specialist
608-443-2493
gabi@supportingfamilies.together.org

Sherri Underwood
Micro-Grant Manager
608-443-2120
sherri@supportingfamilies.together.org



Financial Department

Gloria Campos
Accounts Payable Specialist**
608-443-2121
gloria@supportingfamilies.together.org
**Spanish Language Services

Purchase Plan Instructions and Tips



General suggestions and information:

- This is a 3-page Purchase Plan. You may add additional pages if needed. There is an extra sheet available on page 29 of this handbook. Pages 2-3 are not required for reimbursement; however, it is recommended that programs seeking reimbursement add a few materials to the extra items box on page 3. This would enable micro-grant staff to complete the grant quickly after reimbursement, in the event the reimbursement did not use all of the program's funds.
- Write clearly or type so that the Purchase Plan can be understood. Electronic signatures will be accepted. If accepting electronic submissions in lieu of a signature, Technical Consultants should keep the email for their records and note on the PP or in the CMS comments that the email is on file.
- Make sure the Program Name, Provider Number, and Location Number are on all documents. If a program would like items shipped to an alternate address from what appears in CMS, this must be noted on the Purchase Plan. Separate notes in CMS may not always be seen.
- Be specific. Add as much detail as possible to ensure plans are clearly understood. Include size and color choices.
- Complete the *Extra Items* section to enable micro-grant staff to complete grant promptly.
- Do not cross off items. Use correction tape if items need to be removed from the Purchase Plan.
- Mistakes made on the Purchase Plan can result in programs getting materials in error. Specialists are not always able to call a program to verify each item before an order is placed.
- Costs in catalogs, flyers, or on websites may not be an accurate reflection of the true cost. Prices are set at the discretion of the vendor and may vary. If using a catalog, make sure it is the most current version.
- Items that are put on a Purchase Plan may no longer be available or may be out of stock or on back order at the time of processing. For this reason, the *Extra Items* section should be completed to provide replacement options that will enable the order to be completed more quickly.
- Read all product descriptions closely to make sure materials meet expectations.
- Returns and exchanges will take time and are often complicated. Returns are only permitted under certain circumstances and always need preapproval. The micro-grant and vendor return policies should be reviewed carefully before submitting the Purchase Plan. A copy of the micro-grant return policy is found on page 9.
- Micro-grant staff should be notified immediately of any request to change the Purchase Plan. In the event the change request is made after the grant is processed, the request for a change will be declined.

YoungStar Micro-Grant Purchase Plan			YoungStar Service Year	
Complete this form and return it to your YoungStar Technical Consultant. <i>This form is not required for portal use.</i>				
<input type="checkbox"/> STOP \$200.00	<input type="checkbox"/> Certified Family Program \$250.00	<input type="checkbox"/> Licensed Family Program \$500.00	<input type="checkbox"/> Group or School-Age Program \$1000.00	
Program Name				
Provider & Location Number		Preferred Method of Contacting Program: <input type="checkbox"/> Email _____ <input type="checkbox"/> Phone number _____ Best time of day: _____		
Program Contact Name				
Language Preference <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Hmong Other: _____				
Technical Consultant				
Alternate Shipping Address:			Dates to Use Alternate Shipping Address: <i>(example: closed for summer June-August)</i>	
CHOOSE <u>ONE</u> OF THE FOLLOWING PLANS:				
PLAN 1: Materials only—Micro-grant staff purchases. Pages 2-3 required for this section.				
<input type="checkbox"/> I plan to use my micro-grant for the child materials or provider/professional resources listed on the following pages. I would like the micro-grant staff to order the items for me. Note: Exceptions for ordering from non-designated vendors must meet the requirements outlined in the micro-grant handbook.				
PLAN 2: Reimbursement only—Program purchases and submits for reimbursement. Pages 2-3 not required.				
<input type="checkbox"/> I would like to use the <u>full</u> amount of my micro-grant funds for reimbursement(s) . Please describe: <div style="text-align: center; font-size: small;">(Check Request form with supporting documents should be submitted to the Micro-Grant Program once purchase is made.)</div>				
PLAN 3: Split Plan—Pages 2-3 required for this section.				
<input type="checkbox"/> I would like to <u>split</u> my micro-grant funds between materials and reimbursement(s) . Briefly describe reimbursement: Amount to reserve for reimbursement: _____ OR <input type="checkbox"/> Use remaining funds after materials are ordered. (Note: If no reserve amount is given, all materials will be purchased first.) <div style="text-align: center; font-size: small;">(Check Request form with supporting documents should be submitted to the Micro-Grant Program once purchase for reimbursement is made.)</div>				
By signing this, I am committing to active participation in the full minimum hours of onsite technical assistance available to me (exception available for accredited programs).				
Program Contact Signature _____			Date _____	
Technical Consultant Signature _____			Date _____	
<input type="checkbox"/> I would like to receive reimbursement via ACH. Email address: _____				
*Please retain a copy of this and all other documents for your records.				

[illegible]

Please note: If \$50 or less remains in your grant after this order, microgrant staff will select items to add to complete your grant.			Shipping				
			TOTAL (including shipping)				

List extra items here in case we have funds remaining or need a substitute for smaller out of stock or discontinued items. List a range of items from \$1 to \$50. (For quantity, REM=remainder of funds)							
Vendor	Product Number	Description	Size or Color	Quantity	Price		Total
<i>Example: DSS</i>	<i>9CPAS</i>	<i>Construction Paper</i>	<i>Assorted</i>		<i>.83</i>		<i>REM</i>
Optional: In case priority items over \$50 are not available, provide alternate choices here.							
Vendor	Product Number	Description	Size or Color	Quantity	Price		Total
<p>I authorize micro-grant staff to order items from the above list on my behalf. I agree to minor substitutions where necessary (e.g., color, brand) at the point of purchase. I have been informed that items may be dropped or added where needed.</p> <p><i>Program Contact Initials</i> _____</p> <p>Note: It is the program’s responsibility to know and understand the regulatory statutes governing their type of care and location. Neither Technical Consultants nor micro-grant staff are regulatory specialists. Any question about whether an item meets regulatory standards should be directed to the program’s licensor or certifier.</p> <p><i>*Please retain a copy of this and all other documents for your records.</i></p>							

[illegible]

YoungStar Micro-Grant Reimbursement Check Request				YoungStar Service Year: _____	
Complete this form and send it, along with all reimbursement documents, to: YoungStar Micro-Grants, Supporting Families Together Association 700 Rayovac Drive, Suite 6, Madison, WI 53711 Email: microgrants@supportingfamilies.together.org Fax: (608) 441-5399					
Program Name					
Provider & Location #				Preferred Method of Contact: <input type="checkbox"/> Email _____ <input type="checkbox"/> Phone number _____ Best time of day _____	
Program Contact Name					
Technical Consultant					
Language Preference		English Spanish Hmong Other: _____			
Make Check Payable to:			Check Mailing Address:		
Section I: Other—Improvements to the physical environment, accreditation fees, Registry certificates, other pre-approved purchases					
List Each Reimbursement Requested <i>(ex: Receipt 1—books from Amazon--\$103.60)</i>					
Receipt	Description				Amount Requested
1					
2					
3					
4					
5					
Total Reimbursement Amount					\$
Unaccepted Proofs of Payment: Handwritten documents, credit card statements, bank statements, order forms/online carts, check stubs or copies of the front only of a check.					
<input type="checkbox"/> I have been informed that my reimbursement check will come from Bill.com and that I may receive a confirmation email that my check is being processed. <div style="text-align: center; font-weight: bold; margin: 5px 0;">OR</div> <input type="checkbox"/> I would like to receive reimbursement via ACH. I have set up my free receivables account with Bill.com. Program Contact Signature _____ Date _____					
*Please keep a copy of this form and all supporting documents for your records.					
Receipt Checklist					
	Name of Vendor/Contractor	Date of Purchase	Description of Items or Services	Item Prices or Total	Shows Payment
Receipt #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receipt #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receipt #3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receipt #4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receipt #5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II: Professional Development—conferences, trainings, or credit-based courses

Attach documentation for proof of payment and full attendance for each event. Use additional copies of this page if needed.

Accepted Proofs of Payment: Receipts or copies of the front and back of a check showing it cleared the bank.

Note: Reimbursement cannot be made for cancellations, no-shows, or partially attended events.

PD Reimbursement Event #1

Name of Event #1 (ex: Pyramid Model)	Choose only one type of verification for this event's attendance:		
	<input type="checkbox"/> Certificate(s) of attendance	<input type="checkbox"/> Registry Event ID (_____)	<input type="checkbox"/> Course transcript or grade report

Name(s) of Attendee(s)

Amount Requested

PD Reimbursement Event #2

Name of Event #2	Choose only one type of verification for this event's attendance:		
	<input type="checkbox"/> Certificate(s) of attendance	<input type="checkbox"/> Registry Event ID (_____)	<input type="checkbox"/> Course transcript or grade report

Name(s) of Attendee(s)

Amount Requested

PD Reimbursement Event #3

Name of Event #3	Choose only one type of verification for this event's attendance:		
	<input type="checkbox"/> Certificate(s) of attendance	<input type="checkbox"/> Registry Event ID (_____)	<input type="checkbox"/> Course transcript or grade report

Name(s) of Attendee(s)

Amount Requested

☐ I have been informed that my reimbursement check will come from Bill.com and that I may receive a confirmation email that my check is being processed.

OR

☐ I would like to receive reimbursement via ACH. I have set up my free receivables account with Bill.com.

Program Contact Signature _____ Date _____

*Please keep a copy of this form and all supporting documents for your records.

PD Checklist

	Name of Event	Attendees Listed	Proof of Payment	Proof of Attendance
Event #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event #3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section III: Staff/Substitute Time—for professional development, staff meetings, or planning time

Attach documentation for proof of payment and record time below. Staff or substitute must have already been paid for reimbursement to occur.

Accepted Proofs of Payment: Employee check stubs or copies of the front and back of checks showing they cleared the bank.

List Each Reimbursement Requested

(ex: Jane Doe—Pyramid Model training—24—*Jane Doe*--\$300)

(ex: John Smith—substitute for planning time—4—*John Smith*--\$62.50)

Staff or Sub Name	Description	Hours	Signature	Amount Requested

Total Reimbursement Amount \$

☐ I have been informed that my reimbursement check will come from Bill.com and that I may receive a confirmation email that my check is being processed.

OR

☐ I would like to receive reimbursement via ACH. I have set up my free receivables account with Bill.com.

Program Contact Signature_____Date_____

*Please keep a copy of this form and all supporting documents for your records.

Staff/Sub Time Checklist

Staff Listed	Staff Signed	Proof of Payment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Program Name			
Provider Number		YoungStar Service Year	

This program is using Micro-Grant funds provided through the YoungStar program to purchase a computer device (desktop computer, laptop computer, netbook, or tablet), software, digital camera, or security camera.

Check the box next to all the ways this device will be used:	Please describe how this device or software will be used in your program:
<input type="checkbox"/> Business Use	
<input type="checkbox"/> Professional Development	
<input type="checkbox"/> Classroom resource for early childhood programs Note: If this is going to be used as a classroom resource, the adult must be the primary user of the item. Children are not permitted to be primary users of electronic devices purchased by the YoungStar Micro-Grant Program.	

I will not use this media device or software for any illegal purpose and I am responsible for ensuring that my staff and/or household members do not use this electronic device for illegal purposes. If the Department of Children and Families discovers the electronic device purchased all or in part with YoungStar micro-grant funds has been used for any illegal purpose or in a manner that is not described above, the Department reserves the right to recuperate YoungStar micro-grant funds used for the purchase of the electronic device.

Signature		Title	
Print Name		Date	



**YoungStar Micro-Grant Program
Construction or Renovation of the Premises,
or Installation or Renovation of Indoor and Outdoor Play Structures**

Program Name			
Provider/Location Number		YoungStar Service Year	

For licensed programs:

Pursuant to DCF 250.04(3)(c) and DCF 251.04(3)(f), the licensee shall report to the department any construction or remodeling on the premises that has the potential to affect an area accessible to children or a condition of the license. Notification shall be provided in writing before the construction or remodeling begins.

For certified programs:

Pursuant to DCF 202.8 (1)(c), a certified family child care operator shall report as soon as possible, but no later than the county or tribal agency's next working day, to the agency any changes that affect the certified family child care operator's eligibility for certification under this chapter, including the following: Any construction or remodeling of the premises that might have an effect on health and safety of children in care.

By signing this form, I acknowledge that my Technical Consultant has informed me of my responsibility to notify my regulatory agency of the changes I want to make to the physical environment of my child care program.

Signature of authorized individual			
Print Name		Date	

Resources

Consumer Product Safety Commission (CPSC)

The U.S. Consumer Product Safety Commission is charged with protecting the public from unreasonable risks of injury or death from thousands of types of consumer products under the agency's jurisdiction. The CPSC is committed to protecting consumers and families from products that pose a fire, electrical, chemical, or mechanical hazard or can injure children. <http://www.cpsc.gov>

Kids in Danger

Kids In Danger (KID) is a nonprofit organization dedicated to protecting children by improving children's product safety. Has a helpful e-newsletter, as well as information available in multiple languages. <http://www.kidsindanger.org/>

YoungStar Early Childhood Inclusion

The Wisconsin Department of Children and Families (DCF) wants all child care programs to feel confident in the quality of care provided to children with special needs and disabilities. DCF also wants parents to know that YoungStar programs are able and willing to care for *all* children!

The YoungStar Inclusion web pages provide helpful tips and resources for child care providers and families.

<https://dcf.wisconsin.gov/youngstar/eci>

Wisconsin Early Childhood Collaborating Partners (WECCP)

The WECCP website serves as the collaborative source of information on issues of cross sector interest, state initiatives and research-based practices. The site contains information on trainings, initiatives, tools and resources over a variety of early childhood topics. www.collaboratingpartners.com

Poisonous Plants List

To learn which plants should be avoided in early childhood settings, please visit this link:

https://www.uwhealth.org/files/uwhealth/docs/pdf/poisonous_plants.pdf

Playground Safety Information

For information on playground safety standards, please visit these links:

http://www.ersi.info/ecers_supmaterials.html

<https://www.cpsc.gov/safety-education/safety-guides/playgrounds#resources>

Early Childhood Environments

For resources on high-quality environments, please visit these links:

Caring for Our Children National Resource Center: <http://nrckids.org/CFOC>

Caring for Our Children free online PDF book: <http://nrckids.org/files/CFOC4%20pdf-%20FINAL.pdf>

All About ECERS-R: <https://ers.fpg.unc.edu/all-about-ecers-r>

All About ITERS-R: <https://ers.fpg.unc.edu/all-about-iters-r>

T.E.A.C.H. Early Childhood Wisconsin

For information regarding higher education scholarships available to professionals working in regulated early childhood or school-age care settings, please visit: <https://wisconsinearlychildhood.org/programs/t-e-a-c-h/>

Micro-Grant FAQs for Programs

Who makes purchases?

Micro-grant staff will make purchases on behalf of the program, if possible. There are some instances where micro-grant staff cannot make a purchase on behalf of a program. These are explained in a matrix on pages 39-40 of The Micro-Grant Handbook. Example: if a program wishes to use their micro-grant toward training, the program must purchase the training and be reimbursed. Any purchase by the program that does not follow the guidelines of this handbook is not guaranteed reimbursement.

Why do we have designated vendors?

The Micro-Grant Program has developed relationships with certain vendors over time. These are vendors who have offered discounts, shipping specials, and a variety of age-appropriate materials designed to meet the needs of programs in early care and education. These vendors have also demonstrated that they will work with programs on returns, exchanges, and credits for damaged items, items with issues of quality, or shipments that do not arrive. If purchases are made from vendors not on the designated vendors list, and something goes wrong with the order, the Micro-Grant Program is not able to guarantee that the vendor will allow returns, exchanges, or credits. Additionally, the set-up associated with new vendors can be time-consuming and may cause a delay in processing orders.

How long will it take to get my materials?

Micro-grant staff cannot guarantee an arrival time for any order or reimbursement. Programs should plan accordingly if materials are needed for implementation during technical assistance. In certain instances, programs may seek approval from their Technical Consultant to purchase materials needed for a rating on their own behalf and submit documentation for reimbursement. Technical Consultants and programs should not delay the completion of technical assistance or delay moving forward on a rating until micro-grant materials arrive. The volume of micro-grants submitted statewide in a particular period of time directly affects wait times. Programs may encounter shorter waiting times when YoungStar volume is low, or they may encounter longer waiting times during periods of higher volume. Current average processing timelines may be found at: <https://supportingfamiliesaltogether.org/youngstar-micro-grant-program/>. This information is updated weekly.

What does a program do when materials arrive?

Programs should arrange to have someone available to receive items at the delivery address. The Micro-Grant Program cannot be responsible for loss of items left by delivery companies at the door.

Program staff should check packages upon delivery and sign where available, noting any possible damages that occurred during shipping. If a package is significantly damaged, the program may refuse delivery. If this happens, the program should contact micro-grant staff immediately.

Once materials are received, open them **immediately** to determine if anything has been damaged or if there are any errors on the order. Vendors usually have a short time frame in which items can be returned or exchanged. If there are any issues, micro-grant staff should be contacted right away. Review and keep all packing slips for your records. The program should then incorporate the materials as planned during their technical assistance process.

What should a program do if order is incorrect or damaged, material is missing, or items never arrive?

If the material is incorrect or damaged, contact the Micro-Grant Program first. Programs should not initiate exchanges or returns without notifying the Micro-Grant Program. A micro-grant staff person will instruct the program on the next steps to take.

If materials are missing, contact micro-grant staff, who will work with the vendor to ensure the correct material is delivered. If items never arrive, contact micro-grant staff directly. Micro-grant staff will contact the vendor for tracking and delivery information. **Note: Programs should arrange to have someone available to receive items at the delivery address. The Micro-Grant Program cannot be responsible for loss of items left by delivery companies at the door, and vendors will not always issue replacements at no cost.**

What if a program wants to return an item?

Programs must contact micro-grant staff to discuss return options. No returns should be initiated without contacting micro-grant staff. Micro-grant staff must abide by the return policy set by the vendor. It is in the program's best interest to review a vendor's return policy before ordering, as some vendors do not allow returns. If an item arrives damaged, not as described, or in an incorrect size or color, micro-grant staff will work to assist you with a return. We are not able to return items when a program has simply changed their mind. Therefore, please research items carefully before making selections.

The Micro-Grant Program is not able to guarantee that shipping costs will be refunded by the vendor in the event of a return. If return shipping is charged, or shipping is charged for a replacement item, the cost will be deducted from the program's grant funds. All monetary credits will be returned to the Micro-Grant Program, to be re-spent on micro-grant purchases on behalf of the program. The provider will never receive cash for returned items. Programs should be aware that they may experience delays with returns, as the Micro-Grant Program may have to wait for a credit from the vendor before placing a replacement order. All returns must be initiated within 60 days (2 months) from the time the program receives their initial order.

How does participation in the Micro-Grant Program affect a program's business taxes? Does the micro-grant have to be reported to the IRS?

Micro-grant staff are not tax professionals and do not have the expertise to advise an individual or business on how to report anything on their taxes. The best advice is to contact your program's tax professional or the IRS.

Why do purchases have to go through the Micro-Grant Program? Why doesn't a program just get a check for the amount of their grant?

Several reasons:

- The micro-grant staff has the ability to work with vendors to negotiate the best possible price on materials, and possibly even negotiate group discounts or free shipping.
- As a tax-exempt organization, SFTA, on behalf of the Micro-Grant Program, can in many cases reduce cost further by being exempt from paying sales taxes.
- The Department of Children and Families (DCF) requests that all purchases be made through one entity to guarantee proper use of dollars and to ensure funds are being expended to directly support quality improvement.
- By housing all micro-grant information in one place, the YoungStar Program is able to identify the purchases tied most to quality improvement and learn how to better inform providers on best use of their grant dollars.

What if individual items end up being more than expected?

If individual items on a Purchase Plan end up being *significantly* more than expected (like an item expected to be \$79 is now \$130), micro-grant staff will contact the program representative to confirm the purchase before it is made. The Purchase Plan may have to be adjusted in this circumstance. Small fluctuations in prices (like an item expected to be \$7.95 is now \$8.75) may be managed without contacting the program.

What if total purchases exceed the micro-grant amount?

If the overall Purchase Plan exceeds the micro-grant amount itself – micro-grant staff will make purchases in the order that they are prioritized on the Purchase Plan, to the extent possible. Items at the end of a Purchase Plan, or other items based on price, may need to be dropped. While micro-grant staff work to honor program requests where possible, the final decision on which items are dropped from an order rests with the individual Purchasing Specialist.

Micro-grant staff cannot purchase all the items requested and bill the program for the overage. Micro-grant staff will only make purchases up to, but not exceeding, the full grant amount. If programs wish to make these remaining or additional purchases on their own, it is recommended that the program contact the vendors, as they will sometimes extend to providers the same discounts provided to the Micro-Grant Program.

What if total purchases end up being less than expected?

If micro-grant staff completes an order, and there is **less than \$50 remaining**, micro-grant staff will make purchases to complete the order. This may include adding duplicates of materials already ordered, or items that may complement or supplement the materials already ordered. Specialists may also send materials that have been identified as excellent resources to support quality improvement. Our staff will make decisions based on the Purchase Plan itself, a program's Quality Improvement Plan, and our experience and knowledge of materials.

This means that sometimes programs will get small bonus items that were not on the original Purchase Plan. This strategy is being used because micro-grant staff can order the additional items immediately and complete the grant, rather than place a second order at a later time. Programs may ensure that grant funds are maximized by adding extra items at the end of their list on the Purchase Plan.

If micro-grant staff completes an order, and there is more than \$50 of the grant remaining, the program will be contacted so they can plan how to use the remaining dollars. The program may receive a phone call or email or be mailed a *Completing Purchase Plan* form from micro-grant staff. Instructions will be included.

What may cause my micro-grant request to be declined?

The Micro-Grant Program allows for many possibilities. Staff are flexible and eager to partner with programs to help meet quality improvement goals. However, there are a few instances in which micro-grant requests may be declined:

- Request is for a purchase that does not follow micro-grant policy, including items that do not meet regulatory standards.
- Approval was not received from TC and/or micro-grant staff before purchase was made (for reimbursements).
- Reimbursement request is for a purchase made in a previous YoungStar Service Year.
- Programs with multiple locations attempt to pool their funds to make a large purchase.
- Request is for items that do not align with the program's Quality Improvement Plan.
- Request is for items or costs that exceed grant budget. (For materials, items will be removed from order. For reimbursement, overage will not be reimbursed.)
- Request is submitted on incorrect or incomplete form.
- A program receives a non-compliance status from their licensing or certification body before micro-grant staff begin processing the request.
- Request exceeds the number of allowable vendors.
- Portal order is submitted with more than one vendor for a single program or split with a reimbursement.

YoungStar Micro-Grant Purchasing Matrix

Description	Purchasing Track	Vendors	Documents Required
Child materials—regular (puzzles, books, blocks, art materials, etc.)	Micro-grant staff purchases	Constructive Playthings, Discount School Supply, Kaplan, Lakeshore Learning, S&S Worldwide, School Specialty	<ul style="list-style-type: none"> • Purchase Plan only
Child materials—preapproved exceptions	Micro-grant staff purchases, or program purchases and seeks reimbursement	any	<ul style="list-style-type: none"> • Purchase Plan • <i>If requesting reimbursement:</i> Check Request and Receipts or front and back of processed check
Child materials—playground	Program purchases and seeks reimbursement	any	<ul style="list-style-type: none"> • Purchase Plan • Check Request • Receipts or front and back of processed check
Provider resources (books, furniture, technology, etc.)	Micro-grant staff purchases, or program purchases and seeks reimbursement	any	<ul style="list-style-type: none"> • Purchase Plan • <i>If requesting reimbursement:</i> Check Request and Receipts or front and back of processed check • <i>If requesting technology:</i> Electronic Device Waiver
Curriculum, Assessments, and Screening Tools	Micro-grant staff purchases, or program purchases and seeks reimbursement	any	<ul style="list-style-type: none"> • Purchase Plan • <i>If requesting reimbursement:</i> Check Request and Receipts or front and back of processed check
Membership in Professional Organizations	Program purchases and seeks reimbursement	any professional organization	<ul style="list-style-type: none"> • Purchase Plan • Check Request • Receipt or front and back of processed check
Training, Conferences, and Credit-based Education	Program purchases and seeks reimbursement	Any <i>Note: childcare start-up classes, SBS/SIDS, CPR/First Aid, make and takes are not approved for micro-grant use</i>	<ul style="list-style-type: none"> • Purchase Plan • Check Request • Receipt or front and back of processed check • Registry Event ID or certificates for each attendee of training • Transcript or grade report for credit-based education
Program/Provider Portion of T.E.A.C.H.	Program purchases and seeks reimbursement	Wisconsin Early Childhood Association	<ul style="list-style-type: none"> • Purchase Plan • Check Request • Receipt, front/back of processed check, or statement

<i>Additional Technical Assistance</i>	Program purchases and seeks reimbursement	Registry Approved Technical Assistance Professional	<ul style="list-style-type: none"> • Purchase Plan • Check Request • Receipt or front and back of processed check
<i>Registry certificates</i>	Program purchases and seeks reimbursement	The Registry	<ul style="list-style-type: none"> • Purchase Plan • Check Request • Receipt or front and back of processed check
<i>Accreditation fees</i>	Program purchases and seeks reimbursement	YoungStar-recognized accrediting bodies	<ul style="list-style-type: none"> • Purchase Plan • Check Request • Receipt or front and back of processed check
<i>Staff or Substitute Time</i>	Program purchases and seeks reimbursement	n/a	<ul style="list-style-type: none"> • Purchase Plan • Check Request • Time sheet • Pay stubs or front and back of processed check
<i>Contracted services (strategic planning consultants, playscape designs, artists, etc.)</i>	Program purchases and seeks reimbursement	any	<ul style="list-style-type: none"> • Purchase Plan • Check Request • Receipt or front and back of processed check
<i>Improvements to the Physical Environment (materials and labor)</i>	Program purchases and seeks reimbursement	licensed contractor	<ul style="list-style-type: none"> • Purchase Plan • Check Request • Receipt or front and back of processed check • Construction/Renovation form
<i>Improvements to the Physical Environment (materials only)</i>	Program purchases and seeks reimbursement	any	<ul style="list-style-type: none"> • Purchase Plan • Check Request • Receipt or front and back of processed check • Construction/Renovation form

For additional information, contact your Technical Consultant or the Micro-Grant Program:



**YoungStar Micro-Grant Program
Supporting Families Together Association**

700 Rayovac Drive, Suite 6 Madison, WI 53711

microgrants@supportingfamilies.together.org

(608) 443-4310

For Education and Training of Lead Teachers and Director

- Credit-based education and transcript fees
- Credential fees
- Translation of international degrees for Registry recognition
- Registry membership fees
- DPI license fees
- Tiered trainings (as approved by PDAS system)
- Conferences
- Program/Provider portion of T.E.A.C.H.

For Learning Environment and Curriculum

- Child materials for interest centers and activities
- Storage solutions (e.g., shelving, locking cabinets, carts, etc.)
- Curriculum, assessment, screener
- Materials for building child portfolios: includes cameras, electronic devices (e.g. tablets, laptops, computers), folders/binders/clipboards/etc. (consumable policy does not apply)
- Trainings focused on Developmentally Appropriate Practices, Curriculum, Assessment, Portfolios, Screening, WMELS, SACF
- WI-AIMH endorsement and membership fees
- Computers and smartboards for classroom resource
 - Note: Children should not be the primary users of these items. Screen time should be limited according to regulatory and quality standards.
- Materials, resources, and training needed to promote acceptance of diversity

For Business and Professional Practices

- Business practices trainings
- Accreditation fees
- Electronic devices for record keeping (e.g. tablets, laptops, computers, printers, software)
 - Note: Any software that requires a subscription will need to be purchased by the program and reimbursed.
- Membership fees for professional organizations
- Printing costs for a staff handbook/policy manual
- Contracting a facilitator for strategic planning
- Staff or substitute time for professional development, planning, or staff meetings
- Translation of staff handbook/policy manual
- Non-profit application fees
- Building a resource library and work space for staff (e.g. books, laminator, die cuts)
- Promoting Family Engagement
 - Hosting Family Nights (e.g., contracting speakers, facilitators, etc.)
 - Printing costs of parent handbooks
 - Resources for parents (e.g., Noodle Soup materials, Parent Café resources)
 - Translation of program printed materials for families
 - Materials for home-based activities (e.g., take-home kits)
 - Materials for a dual-purpose or dedicated space for staff and family meetings and events
 - Contracting a website developer and administrator
 - Building a lending library

- Painting murals with community themes

For Health and Well-being

- Child materials for active play (includes rain jackets, boots, and snow shoes for going outside in all types of weather). Note: Please be sure to follow regulatory rules for inclement weather.
- Small appliances to aid in the implementation of Healthy Bites
Note: Please be sure to follow both regulatory standards and building codes for your area.
- Playground materials that meet regulatory standards
Note: Bounce surfaces may NOT be purchased using micro-grant funds (e.g. trampolines, bounce houses, hopper balls). Helmets are recommended as companion purchases to rolling equipment. Materials containing creosote (e.g., railroad ties) may NOT be purchased.
- Installation of sinks over and beyond licensing requirements for better handwashing implementation
Note: Portable sinks are NOT approved for micro-grant purchase.
- Security devices and cameras
- Walkie-talkies for day camp leaders to increase communication and safety
- Physical space modifications, materials, or equipment to support breastfeeding friendly practices
- Building natural playscapes, bike paths, and outdoor music walls
- Contract services such as yoga instructors
- Surface upgrades for outdoor and indoor active play areas (e.g., paving riding area, adding softness/cushioning, adding grass, etc.)
- Materials for building and maintaining gardens
Note: Consumables policy applies for plants and seeds. No electric or power tools or chemicals may be purchased using micro-grant funds.
- Upgrading flooring surfaces for easier cleaning and allergen removal
- Physical space modifications, materials, or equipment to support inclusive practices (e.g., rubber mats to assist children with physical disabilities to maneuver through wood chips, dual seat trikes, materials that provide a multitude of sensory information to assist those children with vision, hearing, and/or processing impairments)

Purchases NOT approved for micro-grant use

- Trampolines or other bounce surfaces
- Weapons, real or toy
- Any items that are recalled, are health and safety risks, or do not meet regulatory standards
- Appliances (except mini-refrigerators for breastfeeding friendly programs)
- Most small appliances, including vacuums (excludes things like blenders for Healthy Bites)
- Telephones
- Pets or animals of any kind (excludes science activities such as butterfly gardens and ant farms)
- Snow blowers
- Air purifiers/air filters
- Smoke detectors/alarms, car alarms
- TVs, DVD players, videos, video games, or other electronic devices designed for child use
- Portable sinks
- Used or repaired items
Maintenance or repair costs for wear and tear (includes painting and wood chip replenishment)
- Anything required to meet regulatory standards, including fences

For additional information, contact your Technical Consultant or the Micro-Grant Program:



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