



## Child Care Stabilization Subgrant Coalition FAQs - 2/24/2022

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### General Information

#### 1.1 What is the Child Care Stabilization Subgrant Program?

The Child Care Stabilization Subgrant Program was authorized by Congress through the American Rescue Plan Act (ARPA). States received funding to provide direct assistance to eligible child care providers to support their financial stability and offset unexpected costs associated with the COVID-19 pandemic.

Florida's program is designed to help stabilize providers now, support them to make strategic investments in their employees and programs, and reward high quality and participation in the School Readiness Program, with an emphasis on directing higher rates of support to high quality programs in areas with child care infrastructure deficits (deserts).

The Division of Early Learning (DEL) is overseeing the Child Care Stabilization Subgrant Program in partnership with the Early Learning Coalitions (ELCs, coalitions) throughout the state. ELCs will review applications to verify eligibility, confirm tax information, approve applications for payment and issue payments to providers.

#### 1.2 Do providers have to claim this on their taxes?

Yes, the ARPA does not exempt the Stabilization Subgrant funding from taxation. The funds are subject to the same tax rules as regular CCDF funding. Please contact the Internal Revenue Service for guidance regarding federal tax rules.

Coalitions will send 1099s for funds received during the calendar year to entities requiring a form. Forms will be sent to the person or business listed on the W-9 submitted.

#### 1.3 Is the Coalition determining eligibility?

Yes. As with previous Phase grants, coalitions must review, verify and approve all applications.

#### 1.4 Who will be processing the final payment, DEL or the Coalition? And when is the deadline for payments?

As with previous Phase grants, coalitions must review, verify, approve all applications, and issue payment in accordance with its internal procedures. DEL recommends initial payments be processed within 30 days of receiving the application.

#### 1.5 What Federal CFDA number are these subgrants paid from?

The ARP Act CFDA number for Child Care Stabilization Subgrants is 93.575, Child Care Development and Block Grant. DEL recommends coalitions list the CFDA number in the check/voucher description when paying providers for ARPA Child Care Stabilization Subgrants.

## Eligibility

### 2.1 Who is eligible to apply?

1) Providers can apply for a Stabilization Subgrant if they are open (temporary closures are okay) and providing child care services on the date of application and meet one of the following conditions:

A. They were licensed, registered or regulated under the appropriate state or local law **on or before March 11, 2021**. In Florida, this includes:

- Licensed Child Care Facilities
- Licensed Family Child Care Homes (including Large FCCHs)
- Religious Exempt Programs
- Registered Family Day Care Homes
- Public and Non-Public School Programs
- School-Age Only Programs

OR

B. They meet Child Care and Development Fund health and safety requirements including completion of comprehensive background checks.

2) Providers must also complete a current year fiscal year Child Care Resource and Referral (CCR&R) profile in the [Florida Early Learning Provider Services Portal](#), if not previously completed; and

3) Submit an [IRS Form W-9](#) for payment and direct deposit forms (as required by ELCs), if not previously submitted.

Providers not in good standing with or who had a contract terminated within the previous five years with the local early learning coalition are not eligible. Providers under investigation or convicted of child care fraud and those on the Florida Child Care Food Program (CCFP) USDA Disqualified List are not eligible.

### 2.2 If a provider did not operate prior to March 11, 2021, do they qualify?

New locations opened after March 11, 2021, would need to meet the other eligibility requirements listed in [question 2.1](#) to be eligible to apply for a subgrant. An exception would be applied for eligible providers that simply moved locations. In other words, an eligible provider that permanently closed one location and opened a new location, even though the license number changed.

### 2.3 Is this available to non-contracted providers as well?

Yes, all eligible providers are welcome to apply. Please refer to [question 2.1](#) regarding all eligibility requirements.

### 2.4 Is this subgrant for registered homes?

All provider types meeting the eligibility requirements may apply for a subgrant. Registered home providers should select a provider type of License-Exempt Family Home.

**2.5 Will providers use the CLASS composite score from FY2021-22?**

School Readiness contracted providers are to select the most recent CLASS composite score received from the local Early Learning Coalition, or its designee, or exempt, as applicable. Non-SR contracted providers are to select ‘none.

**2.6 If there was a sale of a program which operated in March 2021 - would the new owner be eligible for the ARPA subgrant?**

Yes, if the provider meets all eligibility requirements. See [question 2.2](#).

**2.7 If a provider is scheduled for a CLASS observation between now and June 30, 2022, and they score higher than at the time of the application, is there a chance to revise the application?**

No. Providers may want to weigh the option of delaying application if they are expecting a higher CLASS composite score.

**Subgrant Awards**

**3.1 How are subgrant awards calculated and how much money will I receive?**

Subgrant awards are calculated based on the following factors at the time of application:

<b>Base Grant</b>	<b>Approved Enrollment</b>	The number of children <b>enrolled</b> in your program on the date of application. Rates: Infant to 24 months: \$867 per child 2 year old to Kindergarten Entry: \$702 per child School-Age: \$540 per child School Readiness: \$70.20 per child
<b>Supplemental Grant Criteria</b>		<b>Supplemental Grant Percentage of Base Grant</b>
Gold Seal or CLASS Score of 5.00 and higher in an area with a child care infrastructure deficit (desert)		10%
CLASS Score of 4.00 – 4.99 – SR Contracted ONLY		5%
CLASS Score of 5.00 and higher – SR Contracted ONLY (in addition to 4.00 – 4.99 supplement)		15%
Gold Seal		20%
Non-Traditional Hours (includes evenings, nights and weekends)		5%
Workforce Investment - provider agrees to use at least 25% of total grant amount on staff, above and beyond regular paryroll and benefits at time of application.		10%

**3.2 Will the portal calculate the amount of the subgrant or does the Coalition?**

The application within the coalition portal includes a calculator. Coalitions choosing not to use the EFSM application may access the online [ARPA Stabilization Subgrant Calculator](#).

**3.3 Is the percentage of the Workforce Initiative calculated off the base amount?**

Providers electing the Workforce Initiative will receive a 10% supplemental bonus that is calculated on the base subgrant amount. By electing this, providers are agreeing to spend at least 25% of the TOTAL subgrant amount (base + supplementals) on employees above and beyond regular payroll and benefits at the time of application.

**3.4 When a provider selects it anticipates spending 25% on staff, how will they be able to know how much that 25% will represent, so they can answer that question with some degree of accuracy?**

Providers can estimate their subgrant calculation in the [ARPA Stabilization Subgrant Calculator](#).

**3.5 For the budget section... If I understood correctly, the amount awarded could be capped/reduced if the provider's monthly expenses are less than the projected amount awarded for the award period? If a provider has low overhead because they have paid off their facility they could be penalized?**

No, the Average Monthly Operating Expenses section is for information only and does not affect the final award amount.

**3.6 Is there a 10-day review requirement, where Coalitions must review within 10 days?**

There is no set number of days for the application to be reviewed. DEL recommends initial payments be issued within 30 days of application.

**3.7 Is the subgrant amount broken up into payments or is it one lump sum, if it is payments how many?**

After coalitions determine the total subgrant award for providers, the total must be paid in three (3) equal installments. The first installment of one-third of the total award should be made within 30 days of application. The next two installments (one-third each) may be made at 90-day intervals after the first installment is paid, if a provider submits the required certification and support for funds usage as directed by DEL.

## **Enrollments**

**4.1 If a child is covered under both SR and Head Start, how would you like for us to show that information on the application? Would we count them twice or just add them under the program they spend most of the time; meaning they are FT for Head Start and PT for SR so we would show them under Head Start?**

Each current enrollment, regardless of part-time or full-time status, is counted as “1” in the total enrollment. Out of that total, providers must also report children funded solely by Early Head Start, Early Head Start – Child Care Partnerships, and Head Start, as well as their enrollments in

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the School Readiness program.

**4.2 Do Early Head Start (EHS) children qualify as part of the subgrant amount?**

Please refer to question 4.1 regarding enrollment counts. Children funded solely by Early Head Start, Early Head Start – Child Care Partnerships, and Head Start, will not count in the subgrant calculation amount.

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## Online Application

**5.1 By allowing them to change is that creating a profile change and submission? I can see providers thinking by doing this they are making a change they would normally need to via profile update.**

No, updating information on the application will not create a profile change. In addition, the following items in Section One are locked and cannot be changed –

- Legal Name
- License or Exemption #
- EFSM Provider ID
- DUNS or FEIN Number
- Physical Address

**5.2 Does it matter which profile year they are in?**

The system pulls information from the latest one, regardless of year.

**5.3 Will the capacity be pre-populated for non-contracted programs with information received from DCF? Where on the profile are the capacity numbers pulling from?**

No, the capacity prepopulates with information from the EFSM provider profile.

**5.4 Will this check the math when providers enter the enrollment numbers?**

No, as DEL recognizes that enrollment numbers may total higher than capacity numbers due to part-time and/or flexible enrollments. DEL advises coalitions to review the total enrollments per age group against capacity and question any seemingly high disparities.

**5.5 Does the system disqualify the applicant if they answer "NO" to questions that are required for subgrant eligibility?**

Not currently. As with previous Phase grants, coalitions must review, verify and approve all applications before processing payments.

**5.6 Is there a limit on the number of characters in the "describe" box?**

No.

**5.7 Do the children served counts get fed directly from EFS Mod, or does the provider input them?**

Providers will input their enrollment counts at the time of application.

**5.8 Can a provider edit the application after it's submitted?**

No.

**5.9 Will the status change to “Complete” once the process is completed?**

Once a final decision has been made on an application, the status will update to either Approved or Not Eligible.

**5.10 Can the application pull the date for the W-9 based on the document tab in the Provider profile?**

Not currently available with this release. Noted for any future applications, if needed.

**5.11 Will providers be able to download a copy of the application for their records?**

Providers will be able to print a copy, including a PDF version, of the application at the time of submission.

**5.12 What if they put in wrong category of Class score - is there an option to reject for corrections? Can a coalition reject an application to have a provider correct items with a note field why rejected?**

Coalitions will have the option to ‘Return for corrections’ and list a reason when processing the application in EFSM.

**5.13 Once the provider submits the application, is the application greyed out/not accessible to prevent duplicate applications?**

Yes.

**5.14 If a provider makes a mistake and the application has already been submitted, how does it get corrected?**

If an application is already submitted, providers will need to contact the local [early learning coalition](#) to request the application be returned for corrections. Coalitions are encouraged to provide ARPA contact information on its website to assist providers. Costs associated with providing technical assistance to providers in completing the application, including website modification costs, are an allowable administrative expense and must be coded to the OCA: ATASA - ARP Admin Costs – Technical Assistance for Subgrant Applications. Please refer to DEL [Program Guidance 250.01, Appendix C](#) for further details regarding allowable expenditures charged to this OCA.

**5.15 Will the system send out an automated email to the providers if the application is approved, rejected, or denied?**

Yes.

**5.16 Can this application be in Spanish as we have a LARGE population that speak Spanish?**

The option to select a language is available through Google Translator at the top of every page.

**5.17 Like the eligibility program services side, can a provider generate a new application if the original was deemed ineligible? Or will it be tied to their email and they will be unable to generate a new application?**

The application is tied to the provider number in EFSM, therefore, only one application will be allowed per provider.

**5.18 Will the providers receive notification as their applications change status in the workflow process?**

Not currently. Providers will receive a notification when the application is approved, returned for edits, or marked ineligible.

**5.19 If the application is marked ineligible, are coalition users able to pull that back and either return to the provider for corrections or approve?**

No, once the application is marked ineligible, it is final, and no changes may be made. Coalitions should request corrections before marking the application ineligible. See [question 5.20](#) regarding applications set to Not Eligible in error.

**5.20 If an application was set to Not Eligible in error, can we send a service ticket for a data fix?**

Yes.

**5.21 Who at the Coalition will have access to the queue?**

All Coalition users will have access.

**5.22 If a coalition chooses not to make any edits on the provider's behalf, can the application be returned to the provider as "Return for Edits"?**

Yes. Coalitions should include a reason(s) in the remarks section.

**5.23 Is there any way to show the preliminary amount the provider will receive on the application?**

Providers will be directed to the [ARPA Stabilization Subgrant Calculator](#) to estimate their subgrant.

## **Outreach**

**6.1 Will the providers be notified by DEL regarding this new application or is it the coalition that will send out a notification?**

When logging into the Provider Portal, providers will receive a pop-up message regarding the availability of the ARPA Stabilization Subgrant. Coalitions received administrative funds allocations to promote the availability of the subgrant to providers, both contracted and non-contracted, and must utilize the OCA – APASS when coding/invoicing related expenditures.



## 6.2 Is a webinar being provided to providers on how to complete this application?

Not currently, since each coalition has different procedures for informing providers and processing applications.

## Monitoring/Reporting

### 7.1 Will EFSMOD have reports available to keep track of application statuses?

Yes – an ad hoc report is available to review the following statuses:

1. **Incomplete** - not submitted to the coalition
2. **Submitted** - application submitted to coalition.
  - a) Application can be edited by coalition.
  - b) The status can change to Coalition Reviewing for another review.
3. **Coalition Reviewing** - application submitted and preliminary review completed by coalition.
  - a) The coalition can edit the application and return to provider.
  - b) The coalition can approve the application
4. **Approved** - coalition approved. Read-Only
5. **Returned for Edits** - application can be edited by coalition, then returned to provider
6. **Not Eligible** - the provider is not eligible for the ARPA subgrant. Read-Only
7. **All Applications** – includes a status column and is also exportable

### 7.2 Since the providers can change the information, what is a coalition's responsibility to verify the enrollment information since we cannot rely on the accuracy?

At the time of application, providers certify the information is true and correct. Coalitions are not required to verify enrollment information before approving an application because of this certification. Coalitions will perform after the fact monitoring upon direction and guidance from DEL.

### 7.3 Are you going to build any type of upload feature to verify private pay enrollment?

Not currently. See response to question 7.2.

### 7.4 Can the Coalitions have access to this monthly cost information later for other reporting?

Coalitions will not have direct access to the database. A Tableau report data source will be available soon.

### 7.5 Will there be any Excel summary report to process payments?

Yes, ad hoc reports will be available in the Coalition Portal.

### 7.6 Who will be monitoring, DEL or coalitions?

Coalitions will perform after the fact monitoring upon direction and guidance from DEL.

**7.7 Will there be a transmittal or do we need to manually export a list for payment from accounting system?**

Currently, the Excel export is the only option for reporting purposes.

**7.8 Will the ELC be able to print the approved application as back up to the PO?**

Coalitions will be able to use the print screen option to print applications.

**7.9 Does that back-end document what changes were made by ELC staff?**

Yes, an audit trail is kept of changes.