



Arizona Association for the
Education of Young Children



ARIZONA
Early Childhood
Education Association



Southern Arizona Association for
the Education of Young Children



**Arizona Child Care
Stabilization Grant Webinar:
Your Questions Answered
about the Grant Report &
Innovative Ways to Invest in
the Child Care Workforce**

This session is a collaboration between AzAEYC, Arizona Early Childhood Education Association, and Southern Arizona Association for the Education of Young Children.

Special thanks to Arizona Department of Economic Security Division of Child Care for their partnership.

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Informational Session on the NEW Arizona "Workforce Amount" Grant

Watch the Self-Paced Webinar: Learn how to apply for the new Workforce Amount under the Arizona Child Care Stabilization Grant, timelines, requirements of the funding, monthly reporting, and resources to support.

Register and watch at www.azregistry.org.

Agenda

1. Welcome and Introductions
2. New Answers to Frequently Asked Questions (FAQs)
3. A Walkthrough of the Grant Report and Expenditure Requirements
4. Stories from the Field
5. Survey and Certificate

Refer to the DES CCSG webpage for the full FAQ list and other resources: des.az.gov/CCSG.



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Child Care Stabilization Grant

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The Division of Child Care is pleased to announce the Child Care Stabilization Grant (CCSG) Program that will sustain Arizona's child care network by supporting providers by giving a consistent, reliable funding source to cover increased cost and challenges due to COVID-19 through June 2023. The CCSG application is available through September 30, 2022 and grant awards will start the month following application approval. There will be no backdating of grant awards. Grant awards will be paid monthly through June 30, 2023, with the first payment initiated at the end of August 2021.

Effective July 2022, the CCSG Workforce Amount will be awarded to recipients of the CCSG who certify they will use the amount for increasing wages, employee benefits, or other recruitment and retention activities. The CCSG Workforce Amount will begin with the July 2022 grant payment for providers who complete their attestation by June 30, 2022. Future Workforce Amount awards will begin the month following application approval.

Some new answers in the FAQs

Can the Workforce Amount be used for prior costs and expenses?

No. The CCSG Workforce Amount is intended to increase employees' salary or wages between July 2022 and September 2023, which may include benefits or bonuses, as well as incentives to attract employees. The increase must go above and beyond current compensation, benefits, or other incentives that were offered prior to July 2022.

Can a Provider with shared administrative costs (e.g., mental health contractors or program administrators that provide direct support), use the Workforce Amount for these purposes?

Yes. You will need clear documentation of what grant funding was received from all sites and you will need to ensure you can report spending for each site. For example, if a contractor or administrator supports multiple sites, you may want to add up the sites' grant amounts and divide the costs equally by your different sites for reporting purposes.

Can the Workforce Amount be used for base compensation AND increases?

Yes. The Workforce Amount is for personnel costs, including payroll and salaries or similar compensation for an employee, employee benefits, premium pay, or costs for employee recruitment and retention. CCSG Workforce Amount recipients will need to show an increase in their reporting from July 2021 to current, in order to verify that an increase has been made.

I'm already using my CCSG funds on workforce wage increases. Can I still receive the workforce amount?

Yes. To be eligible for additional Workforce Amount funds, DHS Licensed Child Care Centers and DHS Certified Group Homes with employees who are currently receiving the CCSG must certify that they will use the CCSG for increasing wages, employee benefits, or other recruitment and retention activities.

I'm already using my CCSG funds on workforce wage increases. Can I still receive the workforce amount?

Approved CCSG expense categories in addition to workforce salaries, benefits and incentives are found in the FAQs under "What are the allowable uses of the Child Care Program Stabilization Funding?" Each provider will be audited and will need to ensure thorough records of how the funding is spent, including receipts of all purchases or payments.

I already gave my workforce an increase, do I have to increase their wages more?

Each child care provider will submit documentation monthly through the CCSG reporting portal that will include proof of payroll increases, benefits, or other incentives. Providers who have already implemented payroll increases can demonstrate this by comparing payroll data from July 2021 (prior to implementation of the CCSG) to the current reporting date.

If we are unable to use the full amount, would we just repay the unused portion?

Any amount unused by September 30, 2023 will need to be paid back to DES. If you are experiencing challenges with spending the grant funds, please reach out to childcaregrants@azdes.gov for resources and support to help address any barriers.

Updated Grant Report Walkthrough

The new reporting style will begin August 2022 for the report about July 2022 expenses.

Monthly Payment and Reporting Timeline

July 2022	August 2022	September 2022	October 2022	November 2022
Typically issued at the end of the month.	Typically issued at the end of the month.	Typically issued at the end of the month.	Typically issued at the end of the month.	Typically issued at the end of the month.
You must submit your June 2022 report by the end of July 2022.	You must submit your July 2022 report by the end of August 2022.	You must submit your August 2022 report by the end of September 2022.	You must submit your September 2022 report by the end of October 2022.	You must submit your October 2022 report by the end of November 2022.

December 2022	January 2023	February 2023	March 2023	April 2023
Typically issued at the end of the month.	Typically issued at the end of the month.	Typically issued at the end of the month.	Typically issued at the end of the month.	Typically issued at the end of the month.
You must submit your November 2022 report by the end of December 2022.	You must submit your December 2022 report by the end of January 2023.	You must submit your January 2023 report by the end of February 2023.	You must submit your February 2023 report by the end of March 2023.	You must submit your March 2023 report by the end of April 2023.

May 2023	June 2023 Final Payment	July 2023	September 2023
Typically issued at the end of the month.	Typically issued at the end of the month.	You must submit your June 2023 report by the end of July 2023.	All funds must be spent by September 30, 2023.
You must submit your April 2023 report by the end of May 2023.	You must submit your May 2023 report by the end of June 2023.		You must submit your Final Expense Report by the end of September 2023.

Reporting Requirements

After you receive each payment for the CCSG, you will be able to start your report on how you used your award. You will find the form for reporting in the CCSG Monthly Reporting Portal at des.az.gov/ccsg (more detailed instructions are included below). You will be asked to tell DES to report on your “open” status, planned closures, staffing/enrollment numbers (including waitlist information by age), and your total grant expenditures by category. The categories of expenses that you will be asked to report on are listed below. Keep in mind that you can use your award on expenses within these categories between January 31, 2020 and September 30, 2023.

**The Workforce Amount can only be used from July 2022 through September 30, 2023.*

Completing Your Monthly Reporting Form

Your monthly reporting form can be completed in five simple steps:

STEP 1: Open the reporting form

You will access your reporting form by entering the Child Care Stabilization Grant reporting portal available at des.az.gov/CCSG. If you have any difficulty, you can always contact the Child Care Grant team by email at ChildCareGrants@azdes.gov.

STEP 2: Select the month and site you are reporting for

First, click on the month you are reporting. Reporting is always a month behind (example if the current month is August you will select July for your reporting month)

Grant Monthly Reporting (Informe mensual de subvenciones) *

- | | | |
|------------------------------------|-------------------------------------|--------------------------------------|
| <input type="radio"/> July 2022 | <input type="radio"/> August 2022 | <input type="radio"/> September 2022 |
| <input type="radio"/> October 2022 | <input type="radio"/> November 2022 | <input type="radio"/> December 2022 |
| <input type="radio"/> January 2023 | <input type="radio"/> February 2023 | <input type="radio"/> March 2023 |
| <input type="radio"/> April 2023 | <input type="radio"/> May 2023 | <input type="radio"/> June 2023 |

Next, you will see a drop down for the following Provider Name, ADES Provider ID Number, Provider Type, and County. Select your Provider Name from the first dropdown. Fill in the other fields by clicking on the dropdown and selecting your information. (The drop downs will only show 1 item to choose from once you have selected your name)

Provider Name *	ADES Provider ID Number *	Provider Type *	County *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If your name is not in the dropdown please contact the Child Care Grant team by email at ChildCareGrants@azdes.gov.

STEP 3: Enter your Provider Open/Closed Status

Complete the following questions:

- *In the month you are reporting for, have you closed for more than 14 days?*
 - **If you select yes you will need to provide an explanation.*
- *Do you have any planned closures coming up? (This is for closures more than a 14 days, you do not need to report holiday closures)*
 - *If you select yes you will need to provide the dates and an explanation.*

Provider Open/Closed Status

In July 2022 have you closed for more than 14 days? *

☒ Yes

☐ No

If Yes, Please Explain and include the dates of your closure. *

Do you have any planned closures coming up? (¿Tiene planes de cierres próximos?) *

☒ Yes/Sí

☐ No

When do you plan on being closed? (¿cuándo planeas cerrar?) *

Please explain (Por favor explique): *

STEP 4: Enter your Staffing/Enrollment

Complete the following questions:

- *How many child care employees were employed on the last day of the month you are reporting for?*
 - *Please report only the employees providing direct care to children in a classroom.*
- *How many child care employees left employment in the month you are reporting for?*
 - *Please report only the employees providing direct care to children in a classroom.*
- *How many children attended at least 1 day in the month you are reporting for?*
- *Do you have a waitlist for your program?*
 - *You will need to answer the following if you select yes.*
 - *Is your waitlist due to staff shortages?*
 - *What ages do you have a waitlist for?*

Staffing/Enrollment (Dotación de personal/inscripción)

How many child care employees (providing direct care to children in a classroom) were employed on the last day of July 2022? *

If you are a family child care provider without staff, please just put one (1) for yourself.

How many child care employees (providing direct care to children in a classroom) left employment in July 2022? *

If you are a family child care provider with no staff, please put zero (0).

How many children attended at least 1 day in July 2022? *

Note: If you are reporting in September, use August's attendance; October reporting use September's attendance; etc.

Nota: Si informa en septiembre, use la asistencia de agosto; Los informes de octubre utilizan la asistencia de septiembre; etc.

Do you have a waitlist for your program? (¿Tiene una lista de espera para su programa?) *

☒ Yes/Sí

☐ No

Is your waitlist due to staff shortage? (¿Su lista de espera se debe a la escasez de personal?) *

☐ Yes/Sí

☐ No

What ages do you have a waitlist for? (¿Para qué edades tiene una lista de espera?) *

☐ Birth-12 months/Nacimiento-12 meses

☐ 1 year/1 año

☐ 2 years/2 años

☐ 3 years/3 años

☐ 4 years/4 años

☐ 5 years/5 años

☐ 6-12 years/6-12 años

STEP 5: Enter your total spending for your payment by category

You must “Upload” a detailed expense report. We recommend using the Attachment A: Cost Reporting Worksheet.

Then you will be asked to list the amount spent in the following categories. Here you will be reporting your **total** grant spending for the entirety of the grant.

Personnel Costs

- When you enter Personnel Costs of a dollar or more you will be prompted to answer the following question:
 - *How many staff were impacted by this funding?*
- You will also be asked to enter a more detailed breakdown of your spending in this category. We recommend using Attachment A: Cost Reporting Worksheet to help identify your spending amounts by these categories.

- You will also be asked to enter a more detailed breakdown of your spending in this category. We recommend using Attachment A: Cost Reporting Worksheet to help identify your spending amounts by these categories.
 - Hiring Bonuses
 - Retention Bonuses
 - Wage Supplements
 - Free/Reduced Cost Child Care Benefit
 - Paid Time Off
 - Teacher classroom supply stipends/reimbursement
 - Professional development assistance/tuition reimbursement
 - Health insurance/assistance with premiums
 - Retirement contributions
 - Other Costs Associated with Hiring and Employing Staff
 - Rent/Mortgage/Utilities
 - Personal Protective Equipment
 - Purchases of or updates to equipment and supplies
 - Goods and services
 - Mental health supports
 - Tuition Relief for Families
 - Other allowable expenses

Total Expenditures (Gastos Totales)

Expense Report / Informe de gastos *

Upload

or drag files here.

Please submit your detailed expense report. We recommend using the Cost Reporting Worksheet on our website.

Total Expenditures (Gastos Totales)

Please fill in your total expensed to date in the following fields. If you did not spend in a specific field, you must put a zero '0'.

Por favor complete su gasto total en los siguientes campos. Si no gastaste en un campo específico debes poner un cero '0'.

Personnel Costs: *

Rent/Mortgage/Utilities *

Personal Protective Equipment *

Purchases of, or updates to, equipment and supplies:

*

Goods and Services: *

Mental Health Supports: *

Tuition Relief for Families: *

Other allowable expenses: *

Total Grant Expenditures

\$0.00

STEP 6: Finalize your submission

You will be asked the following question:

- *Can DES or a grant evaluation partner contact you to learn more about your report responses, and provide additional details, if applicable?*

If you would like a copy of your responses, please provide an email address. When you click “submit” a copy will be automatically emailed to you.

Next, click on “submit” to complete your form. Once you have submitted your form, you will be able to receive your next payment on time (as long as you continue to meet eligibility requirements). You will need to report monthly by the end of the month to continue receiving your grant award. If you do not have all of your expenses to report before your report is due, you can update your spending amounts in each category on the

next monthly report. If you have any difficulty, you can always contact the Child Care Grant team by email at ChildCareGrants@azdes.gov.

Tracking Your Spending

Even though you aren't required to submit documentation for the monthly reporting process, it is very important to keep accurate records of your Child Care Stabilization Grant spending, both to help you be prepared to complete your monthly reporting form with ease, and to ensure you have what you need if you are selected for monitoring by DES. In both of these cases, you will want to make sure that you keep documentation of your spending on allowable expenses. Your last monthly award will be in June 2023, with final expenses completed through September 30, 2023. As such, we recommend that you have a good record-keeping system in place and that you diligently maintain documentation of your expenses so that you have everything you need when it is time to complete your reporting form. Documentation can include receipts, statements, or other proof of payment that clearly shows:

- That you paid the expense.
- What you paid for, unless it is very clear (like a utility company payment.)
- The amount you paid.
- The date you paid it.
- A description of the item purchased or service received.

To help save time when you complete your monthly reporting form for each payment, it is a good idea to group your receipts and proof of payment together by allowable spending category. When completing your monthly reporting form, you will be asked to enter how much of your spending was done in each of these categories so grouping your expenses together accordingly can save you some valuable time. You could set up a system where you have a different folder for each different spending category that you will have to report on:

- Personnel Costs.
- Rent/Mortgage/Utilities.
- Personal Protective Equipment.
- Purchases of or updates to equipment and supplies.
- Goods and services.
- Mental health supports.
- Tuition Relief for Families.
- Other allowable expenses.

Cost Reporting Spreadsheet

Child Care Stabilization Grant Monthly Reporting Worksheet		
TOTAL GRANT RECEIVED	\$	-
TOTAL TO BE USED ON WORKFORCE	\$	-
Worksheet Category Totals		
CATEGORY	TOTAL AMOUNT (from individual worksheets)	
Personnel Costs	\$	-
Hiring bonuses	\$	-
Retention bonuses	\$	-
Wage supplements	\$	-
Free/reduced cost child care benefit	\$	-
Paid time off	\$	-
Teacher classroom supply stipends/reimbursements	\$	-
Professional development assistance/tuition reimbursement	\$	-
Health insurance/assistance with premiums	\$	-
Retirement contributions	\$	-
Other costs associated with hiring and employing staff	\$	-
Rent/Mortgage/Utilities	\$	-
Personal Protective Equipment	\$	-
Purchases of, or updates to, equipment and supplies	\$	-
Goods and services	\$	-
Mental health supports	\$	-
Tuition Relief for Families	\$	-
Other allowable expenses	\$	-
TOTAL	\$	-
REMAINDER OF GRANT AVAILABLE TO SPEND	\$	-
REMAINDER TO SPEND ON WORKFORCE	\$	-

Enter these amounts on your monthly report in the [Child Care Stabilization Grant Monthly Report Portal](#)

Stories from the Field: How Child Care Providers Will Use the Workforce Amount to Support Staff

1. Tell us about your program, your current successes with the child care stabilization grant, and any challenges your program/community is facing.
2. How will your program use the workforce amount to invest in your child care workforce?

Arianna Zaroff | Director & Owner, Happy Trails

Yuma County

- Family retention - bonus given for classes that lose less than one child a month
- Mental health package
- Gift cards for staff to choose from for a variety of places
- Bonuses based on education, continuing education, employment longevity
- Paid Professional Development Days



Susan Randolph | Owner & Family Child Care Provider, Nana's House of Child Care *Pinal County*

- Mortgage and utilities
- Childcare liability insurance
- Maintenance, cleaning of child care area
- Purchasing/replacement of childcare materials
- Paying self a salary
- Off-set increase in food cost

*Pursuing ways to use workforce funds to increase
enrollment*



Kelly McCready | Child Care Owner

Yavapai County

In order to sustain a raise for all employees now and to increase wages for staff recruitment:

- Renegotiate trash collection contract
- Install LED lights
- Pursue a lower rate on Workers Comp Insurance
- Secure a more affordable food vendor



Where can I go for support and questions?

For questions related to the CCSG and Workforce Amount: des.az.gov/CCSG. Please contact the Child Care Grant mailbox at ChildCareGrants@azdes.gov with any questions about the application, payment process, and monthly reporting.

For more information on how to best utilize this funding: Southwest Human Development Early Childhood Business Management Program, ECBMP@swhd.org.

Additional technical assistance and support is available through AzAEYC, azaeyc.org/ccsg or info@azaeyc.org.

Survey + Certificate

<https://bit.ly/062122workforce>

Please take a few moments to complete the 5-minute post- survey.

1.0 hours of professional development is available in the Arizona Early Childhood Workforce Registry. A link to a certificate is also available on the survey completion page.