

Dear Provider,

MDHS is releasing an application for financial assistance to providers who are open and providing care for children. A one-time payment will be given to CCPP approved providers with active certificates as of August 1, 2020. Amounts will be based on the type of care provided and the care capacity in the provider profile in CCPS as of August 1, 2020. Care capacity is defined as the total number of children a provider is allowed to care for per MS State Department of Health. Providers offering multiple shifts of care will receive double the rate for capacity. Providers offering ONLY part time care will receive half of the rate for capacity.

### Eligible Providers:

CCPP approved providers with active certificates as of August 1, 2020, both licensed and registered, who meet the conditions described below. CCPP approved providers with 501(c)(3) status are eligible to apply.

### Ineligible Providers:

Non-CCPP Approved providers  
Temporary CCAIR providers  
Head Start programs  
Any CCPP approved provider who does not meet one or more of the conditions described below.

### Provider Conditions for Receipt of CARES Funding:

1. All CARES funding recipients must be CCPP approved by the MDHS Division of Early Childhood Care & Development (DECCD) with active certificates by August 1, 2020.
2. All CARES funding must be fully expended no later than six months from date of award. A one-time extension may be granted if a provider can provide a timeline for full expenditure to MDHS.
3. All CARES funding recipients must be open and caring for children or have reported to MDHS a date to reopen that is within the CARES funding application window. The application window is August through November 2020. To report a reopen date to MDHS: <https://app.smartsheet.com/b/form/66b0995abcae4e9696a59128f493a56a>
4. All CARES funding recipients must be free from suspension for an intentional program violation by MDHS for the past six months.
5. All CARES funding recipients must be CCAIR trained. This training will be updated periodically. As a condition of accepting this funding, recipients are agreeing to participate in all additional CCAIR-related training. To complete CCAIR training: <https://mvcc16.instructure.com/enroll/A87CNJ>. To upload CCAIR training certificate: <https://app.smartsheet.com/b/form/8fd0e455300e4f53b4bedeae4900215>
6. All CARES funding recipients must be free from any current Class 1 violations or Class 1 violations within the last six months.
7. All CARES funding recipients will remain open for no less than 3 months from receipt of funding. This requirement does not include any temporary forced closures by MSDH or the Office of the Governor for COVID or emergency related conditions. CARES funds will be recouped when programs close within three months of receipt of funding.
8. CARES funds are a one-time payment made to qualifying child care providers. CARES fund recipients are accepting federal funds that are subject to federal and state agency oversight. MDHS is required to monitor and report on the use of these funds and that any misspent funds may be recouped. Monitoring and/or audit processes may require an unannounced on-site visit.

9. CARES funds will be used by providers to cover COVID-related expenses such as personal protection equipment, sanitation and cleaning supplies, teacher or staff salaries, and other CCDF allowable costs associated with providing child care services. Refer to item number eleven below for additional information on non-allowable expenses.
10. CARES funds may not be used by providers to pay for activities already paid for by other federal sources of funding including but not limited to the Paycheck Protection Program, Back to Business Mississippi, the USDA Child and Adult Care Food Program, or ReSkill Mississippi. Recipients may only use one federal funding source at a time for any expenditure. For assistance with managing expenditures of federal funding, please contact your local Early Childhood Academy site.
11. MDHS is responsible for ensuring all CARES funds are expended within time frames established under the CARES Act. Any funds not spent within the specified timeframe must be returned to the federal government. Therefore, recipients must complete a closeout report to be submitted to MDHS once funds have been completely used. Closeout reporting will be completed within 45 days of expenditure of all funding, or the end of the six months, as indicated on the award letter. The closeout process will include the completion of an online form that collects details related to how funds were used and the uploading of supporting documentation for purchases/uses of funds received under this award. Recipients may choose to retain documentation in any method that they prefer as long as the following are retained and available for a minimum of 5 years:
  - a. A copy of the application submitted to MDHS, including the attestation statements required to receive funding.
  - b. A copy of the award notification.
  - c. A copy of the check stub that is attached to the check received.
  - d. An itemized listing of how funds were spent, including receipts. If funds are used for payroll, the payee name with the amount of Booster Shot funds issued, payment date and check number should be recorded.
  - e. A copy of the extension request (if any exists).
  - f. A copy of the closeout report submitted to MDHS.
12. CARES funding may not be used for brick and mortar renovations, to offset parent co-payments, for the purchase of real property, or to provide any services that duplicate the academic program of any public or private school for students in grades 1-12. Funds cannot be used for any service that results in student credit for graduation. Funds cannot be used for any purpose not allowed by state or federal laws. Any funds expended for these purposes is subject to recoupment.
13. FAQs regarding the allowable uses of CARES Act funds provided by the federal Office of Child Care can be found at: <https://www.acf.hhs.gov/occ/resource/ccdf-faqs-in-response-to-covid-19>
14. CARES funds will be disbursed according to the schedule provided by MDHS. **NOTE:** For programs not yet open, CARES funds will be disbursed on the closest date prior to the reopening date on record.

#### **CARES Application Window:**

August-November 2020\*

\*Any eligible provider who is open during the application window may apply.

#### **Allowable Uses of Funding:**

These funds are issued to support providers in meeting the demands of responding to COVID-19. The following is a list of allowable uses of this funding:

Personal Protective Equipment (PPE)

Staff salaries

Hazard pay for staff

Health and safety supplies

Food and food supplies for enrolled children

Replenishing classroom consumable supplies or furniture necessary to respond to COVID-19

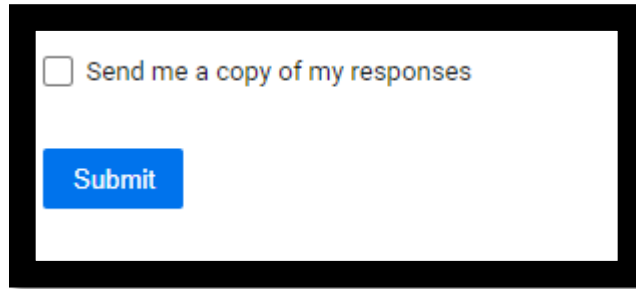
Sanitization equipment

**Application:**

To apply for funding: <https://app.smartsheet.com/b/form/39b27540d81142d89bcce7338d84fceb>

Recipients of this funding will need to maintain records of the application process as well as how funds were expended.

**Please select this box on the application to retain a copy of the application for your records before you submit.** A copy will be emailed to the email address entered.

A screenshot of a form element. It features a white rectangular area with a black border. Inside, there is a checkbox followed by the text "Send me a copy of my responses". Below this text is a blue rectangular button with the word "Submit" written in white.

MDHS values the dedication you have displayed to caring for children during one of the most challenging times in memory. Every day, you have been a part of designing the “new normal”. It is the intent of this agency to offer financial support to providers to help address the increased cost and decreased revenue resulting from the COVID-19 pandemic. Thank you for all you do every day.

Stay well,

Chad Allgood

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