



COVID – 19 Crisis Emergency Funding Assistance for Early Learning/Child Care Providers

OF INTEREST TO

The Office of Early Learning (OEL, the Office), Early Learning Coalitions and other subrecipients of OEL implementing federal and state early learning programs (ELCs, coalitions), such as the School Readiness Program (SR) and the Voluntary Prekindergarten Education Program (VPK) and private early learning/child care providers not contracted with a coalition (Providers).

SUMMARY

This program guidance addresses the methods for tracking costs associated with the COVID-19 crisis. It also provides coalitions and providers guidance about emergency funding assistance for early learning providers, their staff and families affected by the Coronavirus Pandemic.

AUTHORITY

Related Federal Regulations/Authority

[Coronavirus Aid, Relief, and Economic Security \(CARES\) Act](#)

[CCDF ACF Info Memo 2017-02 CCDF Spending Flexibility during Federal or State Declared Emergency Child Care and Development Block Grant Act](#)

- Section 658E(c)(2)(I) Establishment of Health and Safety Requirements
- Section 658E(c)(2)(U) Disaster Preparedness

[45 CFR 98.56 Restriction on the Use of Funds](#)

- 45 CFR Part 98, Subpart E, § 98.41, Health and Safety Requirements
- 45 CFR Part 98, Subpart B, § 98.16, Plan Provisions

[CCDF-ACF-IM-2020-01](#), CCDF Discretionary Funds Appropriated in the CARES Act (Public Law 116-136)
[Coronavirus Relief Fund Guidance for State Territorial Local and Tribal Governments](#)

Related Florida Statutes/Authority/Guidance

[DEM Order NO. 20-004, COVID-19 Public Health Emergency](#)

[Florida Department of Education Press Release March 17, 2020](#)

[Section 252.34, Florida Statutes](#)

[Child Care and Development Fund State Plan for FY 19/21 \(effective 10/1/2018\)](#)

- [Section 1.8 – Disaster Preparedness and Response Plan](#)

[Office of Early Learning Program Guidance 240.20, Tracking Costs for Disasters](#)

Definitions

Please refer to PG 240.20, *Tracking Costs for Disasters*.

BACKGROUND

During regular operations, early learning child care providers operate on extremely small margins. The Coronavirus (COVID-19) pandemic has caused catastrophic drops in enrollment, as well as unexpected closures, which could put many providers out of business permanently. In addition, those providers that remain open are operating with a fraction of their income in order to provide care during this unprecedented public health care pandemic crisis.

Recognizing the impact of this crisis, state and federal stimulus efforts have been enacted to provide relief to American families, small businesses and major industries as they struggle with the effects of this crisis. On the state level, the Division of Emergency Management issued [Emergency Order No. 20-004](#) directing the Department of Education (FDOE) to “take all appropriate actions ...to promote the health, safety, welfare and education of Florida students,” thereby allowing the DOE to waive the statutory rules for temporary closures, payment of absences and collection of parent copays.

Initial Federal relief legislation was passed in three phases. Phase I, the [Coronavirus Preparedness and Response Supplemental Appropriations Act](#), provides additional Small Business Administration (SBA) disaster loans and other immediate funding. Phase II, the [Families First Coronavirus Response Act](#), requires certain employers to provide paid sick and family leave. Phase III, the [Coronavirus Aid, Relief and Economic Security Act \(CARES\)](#), “provides *fast and direct* economic assistance for American workers, families, and small businesses, and preserve jobs for our American industries.” Part of this relief act is an infusion of \$3.5 billion into the Child Care and Development Block Grant (CCDBG) to support existing federal programs providing the care and education of young children, as well as their families. Florida’s allocation of this additional funding will be administered by OEL, in cooperation with FDOE, coalitions and early learning providers, as well as many other agencies and other community partners.

A fourth federal COVID stimulus package, known as the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, 2021, totaling \$900 billion was signed into law on December 27, 2020. The package extended many relief programs from the CARES Act and allocates almost \$10 billion in additional funds for the CCDBG programs.

FISCAL ISSUES

The issuance of supplemental federal funding requires alternative tracking of costs for coalitions, providers and families served as a result of a declared state of emergency. This includes currently eligible families as well as potentially eligible families due to the resulting disaster.

PROGRAM GUIDANCE

The following guidelines should be used by coalitions, providers and families in Florida during the COVID-19 state of emergency as declared by the President of the United States and the Governor of Florida.

CCDF/School Readiness Funded Initiatives

Temporary Closures

School Readiness Program

Refer to OEL Program Guidance 240.22, Reimbursement for Closed Private Early Learning Child Care Providers for information regarding temporary closures for School Readiness private providers.

Voluntary Prekindergarten Program (VPK)

Rule 6M-8.204, F.A.C., addresses the conditions for reimbursement of providers during temporary closures. Due to the magnitude of the COVID-19 crisis, OEL has determined all days will be paid for the months of March through September 2020 regardless of absences and closures. No monthly adjustments for the “80/20” rule will occur for these months and the final fiscal year “80/20” adjustment will exclude these months in its calculation.

Coalitions should instruct VPK providers to **not** update their calendars within the Provider Portal for closures that occur during the months of March through September 2020 to restore missed VPK class hours (see [EFS Modernization Guidance for COVID-19](#)).

Beginning in October 2020, reimbursement for VPK absences and temporary closures revert to “normal” processing rules. Therefore, absences are subject to the “80/20” rule and reimbursable temporary closures for VPK classes are limited to 5 days for the remainder of the program year. Temporary closures beyond 5 days must be made up and VPK providers must update their calendars within the Provider Portal accordingly.

Please refer to [CCDF – CARES Act Funding Initiatives](#) for additional information regarding additional closures beyond those authorized in Rule 6M-8.204, F.A.C.

Both School Readiness and Voluntary Prekindergarten Programs

From May – June 2020, in order to be paid based on enrollment, OEL requires the following:

- Providers that are closed **were required to complete a monthly online questionnaire** that will ask for information related to their closure. Exceptions may be requested by coalitions and authorized by OEL on a case-by-case basis.
- Providers that remained open require no additional action.

In addition, the coalition or contractor must utilize the Temporary Closure screen to flag records in the single statewide information system (SSIS) that could be used to claim reimbursement of potential disaster related funds during the crisis period. Please refer to [EFS Mod Process for Emergency Closures Modified for COVID 19 Memo](#) for further instructions on how to complete this process.

For all periods and programs, early learning providers in both SR and VPK programs must continue to submit monthly attendance via the [Florida Early Learning Provider Services Portal](#). For updated instructions on entering and processing attendance during the period of waived absences, please reference [EFS Modernization Guidance for COVID-19](#).

Fee Waivers – School Readiness

In accordance with DEM Order No. 20-004, all parent copays were waived, regardless of income, for the period from April 1, 2020 through December 31, 2020. The Office reviewed this fee waiver every 14 days and communicated any updates to coalitions on a timely basis.

Changes were implemented by OEL’s EFS Mod team into the SSIS and no further action is needed by coalitions. Please refer to [CCDF – CARES Act Funding Initiatives](#) for additional periods of approved fee

waivers, as parent copayments were again waived, regardless of income, for May and June 2021.

Provider Mini-Grants for Professional Development, Infrastructure and Health and Safety Cleaning Supplies

Funds set-aside for quality-related activities may be used to provide one-time grants to support/enhance early learning child care services before, during and after disasters and declared states of emergency. OEL's management team evaluated the COVID-19 state of emergency and activated the emergency purchasing processes available to coalitions as described in the appendices for Program Guidance 240.20, Tracking Costs for Disasters. Please refer to the individual appendix for specific information related to the following types of mini-grants and related costs for early learning providers:

- Appendix A: Professional Development
- Appendix B: Infrastructure
- Appendix C: Health and Safety Cleaning Supplies

Invoicing/OCA Coding Instructions, CCDF/School Readiness Funded

Costs resulting from the temporary closures and fee waiver initiatives are considered direct services. These costs should be charged to the appropriate OCA code as generated by the SSIS and reported on the 5045. Costs for mini-grant initiatives should be coded and tracked as indicated in the appropriate appendix referenced above. Coalitions should submit reimbursement requests (invoices) per instructions in OEL's [Program Guidance 240.06 – Reimbursement Requests](#).

Although these costs are reimbursable under existing SR OCAs, ELCs/RCMA and OEL will need to track expenditures and planned purchases related to each emergency/disaster event. The COVID-19 Expenditure Reporting Form has been placed in each ELC's Invoice folder on SharePoint for the specified year. For example, for FY2019-20 the file would be located at [ELC Coalitions Zone > Coalition Invoices - Restricted > FY 19-20](#). This spreadsheet must be submitted with a coalition/RCMA's monthly invoice.

CCDF - CARES Act Funded Initiatives

Fee Waivers – School Readiness

In accordance with DEM Order No. 20-004, all parent copays were waived, regardless of income, from May 1, 2021 – June 30, 2021 and will be paid from CARES Act funding. Changes were implemented by OEL's EFS Mod team into the SSIS. On a monthly basis, coalitions will need to run the Parent Copays by OCA report in Tableau and reclassify parent copays from the assigned OCA in the SSIS to the OCA designated for CARES Act Funded parent copays (CSRPC). Coalitions must submit this report with their monthly reimbursement requests as indicated in the [Invoicing/OCA coding instructions, CARES Act funded](#) section below.

Immediate: First Responders/Health Care Workers Direct Services

The CARES Act prioritizes short-term funding to provide services for first responders and health care workers that must work outside the home and would not otherwise have child care. OEL has developed a referral program for those meeting the eligibility requirements in accordance with 6M-4.200 for at-risk families. Requirements include –

- The child is a US citizen;
- The family resides in Florida;
- One or both parents are employed as an essential employee as defined by the Governor's Executive Order 20-91 and determined by the Office of Early Learning.

Currently, parents employed as defined in the Healthcare/Public Health and Law Enforcement, Public Safety, and other First Responders categories qualify for services. Updates to those qualifying for essential employee child care service benefits will be posted on OEL's [website](#).

Families meeting the requirements for essential employees must be transferred into the billing/eligibility group BG1 – ESS within the SSIS to ensure proper tracking of costs that could be used to claim reimbursement of potential disaster related funds during the crisis period. New enrollments for this program ended July 31, 2020; therefore, no referrals for NEW enrollments should be accepted after this date. Referrals for children currently receiving services may continue until the end of Executive Order 20-52 or a date established by the Office of Early Learning, if later.

First Responders/Health Care Workers Bonus Grant for Providers

Early Learning/child care providers and family child care homes serving essential workers (as determined by OEL) will receive a monthly bonus/incentive of \$500 per child, up to \$4,000 per month, for a maximum of \$12,000 per provider location. This incentive is in addition to the School Readiness reimbursement rate the contracted provider receives.

Provider Eligibility

Early Learning/child care providers that currently have a School Readiness contract with a coalition or RCMA, including licensed family child care homes, and are serving eligible first responder and health care worker families.

Please refer to Attachment 1 – Child Care Services for First Responders and Health Care Workers Q&A Guidance and Attachment 2 – Bonuses for Child Care Providers – First Responder Guidance for answers to commonly asked questions regarding these enrollments and bonuses.

Phase I and Phase II: Supports to Contracted and Non-Contracted Child Care Centers

Coalitions will receive additional funding to support both contracted and non-contracted child care providers. These funds are intended to support providers that were open as of April 30, 2020 and to reopen providers that were closed on this date. Both Phase I (Open Providers) and Phase II (Closed Providers) have a specific allocation for Contracted Providers (Priorities 1 and 3) and Non-Contracted Providers (Priorities 2 and 4). These allocations are included in Attachment 5.

The allocation for these funds to each coalition is based on upon a match of the provider data from the Enhanced Field System Modernization (EFSM) file and the Department of Children and Families data which resulted in the identification of approximately 12,000 child care providers. Coalitions were provided these data for their review and verification.

To ensure that all eligible child care providers receive appropriate support, each coalitions' allocation will be sufficient to fund any omitted eligible child care programs. These funds should be paid to providers as soon as practicable (i.e., within 15 business days). Early learning/child care providers that contract with multiple coalitions will be paid by the coalition where the provider is physically located ("home" coalition). Non-contracted providers will be paid by the coalition that serves the physical location of the provider. Duplicate grants will not be offered. Grant funding levels for providers meeting the eligibility criteria as indicated in Table 1:

Table 1:

Phase I: Emergency Child Care Relief Grants for Early Learning/Child Care Providers		
Contracted (SR/VPK) (OCA - CERGC)		
Capacity Range	Base Grant Funding	Bonus for Serving or Offering Services for Infant/Toddler and/or Special Needs*
1 - 12	\$ 2,250	\$ 2,000
13 - 20	\$ 3,750	\$ 2,000
21 - 74	\$ 6,000	\$ 2,000
75 -149	\$ 12,000	\$ 2,000
150+	\$ 18,000	\$ 2,000
Non-Contracted (OCA - CERGN)		
Capacity Range	Base Grant Funding	Bonus for Serving or Offering Services for Infant/Toddler and/or Special Needs*
1 - 12	\$ 1,725	Not Applicable
13 - 20	\$ 2,875	Not Applicable
21 - 74	\$ 4,600	Not Applicable
75 -149	\$ 9,200	Not Applicable
150+	\$ 13,800	Not Applicable
Phase II: High-Quality Reopening Support Grants for Early Learning/Child Care Providers		
Contracted (SR/VPK) (OCA – CHQGC)		
Capacity Range	Base Grant Funding	Bonus for Serving or Offering Services for Infant/Toddler and/or Special Needs*
1 - 12	\$ 1,575	\$ 2,000
13 - 20	\$ 2,625	\$ 2,000
21 - 74	\$ 4,200	\$ 2,000
75 -149	\$ 8,400	\$ 2,000
150+	\$ 12,600	\$ 2,000
Non-Contracted (OCA – CHQGN)		
Capacity Range	Base Grant Funding	Bonus for Serving or Offering Services for Infant/Toddler and/or Special Needs*
1 - 12	\$ 1,208	Not Applicable
13 - 20	\$ 2,013	Not Applicable
21 - 74	\$ 3,220	Not Applicable
75 -149	\$ 6,440	Not Applicable
150+	\$ 9,660	Not Applicable

**Clarified in July 24, 2020 Follow-up to Coalitions.*

Phase I: Emergency Child Care Relief Grants for Early Learning/Child Care Providers

These additional funding allocations are intended to support SR and VPK providers and non-contracted providers that were **open** for business as of **April 30, 2020**, to assist them in staying open during the COVID-19 crisis. These providers may have had intermittent closures. (Providers that have closed permanently after April 30, 2020 are not eligible for these funds.)

Contracted (SR/VPK)

Early learning/child care providers will receive additional funding based on their DCF capacity, when available, or EFS Mod Provider Profile capacity data if DCF capacity is not available, with a minimum amount based upon capacity. Providers must meet each of the following eligibility criteria for payment:

- Early learning/child care provider was open for business providing on site early learning services as of April 30, 2020 (and may have had intermittent closures); and
- Early learning/child care provider has a current/active SR or VPK contract on April 30, 2020 with at least one early learning coalition or Redlands Christian Migrant Association, Inc. (RCMA); and
- Early learning/child care provider is not under investigation or has been convicted of child care fraud; and
- Early learning/child care provider does not receive Head Start CARES funding; and
- Early learning/child care provider completes the grant application (Attachment 3).

Non-Contracted

Early learning/child care providers will receive additional funding based on their DCF capacity, when available. Providers must meet each of the following eligibility criteria for payment:

- Early learning/child care provider was open for business providing on site early learning services as of April 30, 2020 (and may have had intermittent closures); and
- Early learning/child care provider agrees to complete a current fiscal year Child Care Resource and Referral (CCR&R) profile in the [Florida Early Learning Provider Services Portal](#); and
- Early learning/child care provider has not received any Class I DCF violations within the past 12 months; and
- Early learning/child care provider did not have a contract with the early learning coalition that was terminated for cause within the past five years; and
- Early learning/child care provider is not included on the Florida Child Care Food Program (CCFP) USDA Disqualified List; and
- Early learning/child care provider does not receive Head Start CARES funding; and
- Early learning/child care provider is not under investigation nor has been convicted of child care fraud; and
- Early learning/child care provider completes the grant application (Attachment 4), which includes submitting an IRS Form W-9 for payment.

Phase II: High-Quality Reopening Support Grants for Early Learning/Child Care Providers

Coalitions will receive additional funding to support closed SR and VPK providers and non-contracted providers that were **closed** for business as of **April 30, 2020** and **reopened as of August 31, 2020** to assist them in reopening during the COVID-19 crisis.** The terms “consistent with local ordinances or restrictions” can include those providers whose typical reopening dates are 2-3 weeks after the start date of public schools. If providers have not reopened by the projected date in their application, the coalition may take the necessary actions to recoup these funds.

***Given the changes in school district 2020-21 start dates, on August 19, 2020, OEL clarified coalitions are authorized to determine providers eligible with reopen dates on or before August 31, 2020.*

Contracted (SR/VPK)

Early learning/child care providers will receive additional funding based on their DCF capacity, when available, or EFS Mod Provider Profile capacity data if DCF capacity is not available, with a minimum amount based upon capacity. Providers must meet each of the following eligibility criteria for payment:

- Early learning/child care provider was closed for business as of April 30, 2020 and reopened by August 31, 2020 and are providing on-site early learning services (consistent with local ordinances or restrictions); and
- Early learning/child care provider has a current/active SR or VPK contract on April 30, 2020 with at least one early learning coalition or Redlands Christian Migrant Association, Inc. (RCMA); and
- Early learning/child care provider has either Gold Seal status or CLASS composite score of 3.5 or higher; and
- Early learning/child care provider does not receive Head Start CARES funding; and
- Early learning/child care provider is not under investigation nor has been convicted of child care fraud; and
- Early learning/child care provider completes the grant application (Attachment 3), which includes plans for expenditure of funds and reopened date or tentative date for reopening.

Non-Contracted

Early learning/child care providers will receive additional funding based on their DCF capacity, when available. Providers must meet each of the following eligibility criteria for payment:

- Early learning/child care provider was closed for business as of April 30, 2020 and reopened by August 31, 2020 and are providing on-site early learning services (consistent with local ordinances or restrictions); and
- Early learning/child care provider agrees to complete a Child Care Resource and Referral (CCR&R) profile in the [Florida Early Learning Provider Services Portal](#); and
- Early learning/child care provider has not received any Class I DCF violations within the past 12 months; and
- Early learning/child care provider did not have a contract with the early learning coalition that was terminated for cause within the past five years; and

- Early learning/child care provider has either Gold Seal status or CLASS composite score of 3.5 or higher; and
- Early learning/child care provider is not included on the Florida Child Care Food Program (CCFP) USDA Disqualified List; and
- Early learning/child care provider does not receive Head Start CARES funding; and
- Early learning/child care provider is not under investigation nor has been convicted of child care fraud; and
- Early learning/child care provider completes the grant application (Attachment 4), which includes plans for expenditure of funds, entering a reopened date or tentative date for reopening, and submitting an IRS Form W-9 for payment.

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Phase III: Reopening Support Grants for Contracted Early Learning/Child Care Providers (CLASS Exempt and VPK Providers)

Coalitions will receive additional funding to support SR and VPK providers, including contracted Public/Charter School providers and CLASS Exempt providers that were **closed** for business as of **April 30, 2020** and **reopened by August 31, 2020**, to assist them in reopening during the COVID-19 crisis. Program assessments may not have been available due to exemption via Rule 6M-4.740, F.A.C., (SR) or not required (VPK and Public/Charter schools).

The terms “consistent with local ordinances or restrictions” can include those providers whose typical reopening dates are 2-3 weeks after the start date of public schools. If providers have not reopened by the projected date in their application, the coalition may take the necessary actions to recoup these funds. The allocation for these funds to each coalition is based on upon data from the Enhanced Field System Modernization (EFSM) file which resulted in the identification of approximately 3,137 child care providers.

These funds should be paid to providers as soon as practicable (i.e., within 15 business days). Early learning/child care providers that contract with multiple coalitions will be paid by the coalition where the provider is physically located (“home” coalition). Duplicate grants will not be offered. Grant funding levels for providers meeting the eligibility criteria as indicated in Table 2:

Table 2:

Phase III: Reopening Support Grants for Early Learning/Child Care Providers (SR Providers CLASS Exempt and Non Gold Seal and VPK Providers)		
Contracted Private Providers (SR/VPK) (OCA - CPPGC)		
Capacity Range¹	Base Grant Funding	Bonus for Serving or Offering Services for Infant/Toddler and/or Special Needs*
1 - 12	\$ 1,496	\$ 2,000
13 - 20	\$ 2,494	\$ 2,000
21 - 74	\$ 3,990	\$ 2,000
75 -149	\$ 7,980	\$ 2,000
150+	\$ 11,970	\$ 2,000
Contracted Public Schools (SR/VPK) (OCA - CPSGC)		
Children Served Range¹	Base Grant Funding	Bonus for Serving or Offering Services for Infant/Toddler and/or Special Needs*
1 - 12	\$ 1,496	\$ 2,000
13 - 20	\$ 2,494	\$ 2,000
21 - 74	\$ 3,990	\$ 2,000
75 -149	\$ 7,980	\$ 2,000
150+	\$ 11,970	\$ 2,000

¹For the public school district providers, funds are based on the total distinct number of SR/VPK children served in FY 19-20 as opposed to DCF Capacity.

Contracted Private Providers (SR and VPK)

Early learning/child care private providers will receive additional funding based on their EFS Mod Provider Profile capacity data. Providers must meet each of the following eligibility criteria for payment:

- Early learning/child care provider was closed for business as of April 30, 2020 and reopened by August 31, 2020 and are providing on-site early learning services (consistent with local ordinances or restrictions); and
- Early learning/child care provider has a current/active SR or VPK contract on April 30, 2020 with at least one early learning coalition or Redlands Christian Migrant Association, Inc. (RCMA); and
- Early learning/child care provider does not receive Head Start CARES funding; and
- Early learning/child care provider is not under investigation nor has been convicted of child care fraud; and
- Early learning/child care provider completes the grant application (Attachment 3), which includes plans for expenditure of funds and reopened date or tentative date for reopening.

Contracted Public/Charter Schools

Early learning/child care Public/Charter School providers will receive additional funding based on the total number of distinct children served during fiscal year 2019-20. These providers must also meet the requirements for Phase III – Contracted Private Providers above. Public schools should complete one Eligibility Form (Attachment 3) and include a list of the eligible public schools.

NOTE: multiple GRANTS FOR PHASES I – III ARE NOT AUTHORIZED - providers may ONLY RECEIVE one CARES grant, either phase I, II or III.

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Phase IV: Additional Support Grants for Early Learning/Child Care Providers

Coalitions will receive additional funding to support private early learning/child care providers and contracted school district providers that were classified as operational/open on October 15, 2020 and are providing on-site early learning/child care services on the date of application, to assist them in remaining open during the COVID-19 crisis. Contracted school district providers operating the VPK Flex option are also considered eligible. Operational is defined as the provider status listed on the DCF database. **Providers may qualify for Phase IV grants, in addition to any grant awarded in Phases I – III.**

Private early learning/child care providers will receive additional funding based on their DCF capacity, when available, or EFS Mod Provider Profile capacity data if DCF capacity is not available, with a minimum amount based upon capacity. School district providers, whether public or charter, must have an active SR or VPK contract on the date of application in order to qualify and funds are based on the total distinct number of SR and/or VPK children served in FY 2019-20 as opposed to DCF capacity.

These funds should be paid to providers as soon as practicable (i.e., within 15 business days). Early learning/child care providers that contract with multiple coalitions will be paid by the coalition where the provider is physically located (“home” coalition). Duplicate grants will not be offered. Grant funding levels for providers meeting the eligibility criteria as indicated in Table 3:

Table 3:

Phase IV: Statewide Support Grants for Early Learning/Child Care Providers	
Private Providers (Contracted and Non-Contracted: OCA – CPPSG)	
Capacity Range	Base Grant Funding
1 - 12	\$ 500
13 - 20	\$ 1,000
21 - 74	\$ 1,750
75 -149	\$ 2,500
150+	\$ 3,250
Public/Charter School Providers – SR and/or VPK Contracted¹ (OCA –CPSSG)	
Children Served Range	Base Grant Funding
1 - 12	\$ 500
13 - 20	\$ 1,000
21 - 74	\$ 1,750
75 -149	\$ 2,500
150+	\$ 3,250

¹For the public school district providers, funds are based on the total distinct number of SR/VPK children served in FY 19-20 as opposed to DCF capacity.

Private Early Learning/Child Care Providers

Early learning/child care providers must meet each of the following eligibility criteria for payment:

ALL PROVIDERS:

- Early learning/child care provider was operational/open on October 15, 2020 and are providing on-site early learning/child care services (consistent with local ordinances or restrictions, if applicable²) as of the date of application; and
- Early learning/child care provider does not receive Head Start CARES funding; and
- Early learning/child care provider completes the Phase IV grant application (Attachment 7), which includes plans and budget for expenditure of funds;

NON-CONTRACTED PROVIDERS:

- Early learning/child care provider agrees to complete a current fiscal year Child Care Resource and Referral (CCR&R) profile in the [Florida Early Learning Provider Services Portal](#), if not previously completed; and
- Early learning/child care provider has not received any Class I DCF violations since July 1, 2019; and
- Early learning/child care provider did not have a contract with the early learning coalition that was terminated for cause within the past five years; and
- Early learning/child care provider is not under investigation or has been convicted of child care fraud; and
- Early learning/child care provider is not included on the Florida Child Care Food Program (CCFP) USDA Disqualified List; and
- Early learning/child care provider submits an IRS Form W-9 for payment and direct deposit forms (as required by coalition), if not previously submitted.

² The term “consistent with local ordinances or restrictions” for Phase IV grants may include those providers not permitted to establish on-site early learning/child care services until a later date due to local ordinances or restrictions and those contracted school district sites operating the VPK flex option. If providers do not begin on-site early learning/child care services by the established date by the local school district, the coalition may take the necessary actions to recoup these funds.

Contracted Public/Charter Schools

Early learning/child care Public/Charter School providers must have an active SR and/or VPK contract with a local early learning coalition for fiscal year 2020-21 on the date of application and will receive additional funding based on the total number of distinct children served during fiscal year 2019-20. Early learning/child care Public/Charter School providers that did not serve children during fiscal year 2019-20 will receive additional funding based on the total distinct children served during fiscal year 2020-21 as of September 30, 2020. These providers must also meet the requirements for Phase IV – Private Early Learning/Child Care Providers above. Public/Charter schools may complete one Eligibility Form (Attachment 7) and include a list of the eligible public schools and corresponding budget per eligible school.

CCDF - CRRSA Act Funded Initiatives

Phase V: CRRSA Support Grants for Early Learning/Child Care Providers

Coalitions will receive additional funding to support private early learning/child care providers and contracted school district providers that were classified as operational/open on April 1, 2021 and are providing on-site early learning/child care services on the date of application, to assist them in remaining open during the COVID-19 crisis. Provider must have remained open and operational, with the exception of temporary closures due to COVID-19 or other temporary emergencies. Operational is defined as the provider status listed on the DCF database. Some portion of the funds must be used for staff salaries/benefits and must be reflected on the submitted application’s budget. **Providers may qualify for Phase V grants, in addition to any grant awarded in Phases I – IV.**

Private early learning/child care providers will receive additional funding based on their DCF capacity, when available, or EFS Mod Provider Profile capacity data if DCF capacity is not available, with a minimum amount based upon capacity. School district providers, whether public or charter, must have an active SR or VPK contract on the date of application in order to qualify and funds are based on the total distinct number of SR and/or VPK children served in FY 2020-21 as opposed to DCF capacity. Contracted school district providers operating the VPK Flex option are also considered eligible.

These funds should be paid to providers as soon as practicable (i.e., within 15 business days). Early learning/child care providers that contract with multiple coalitions will be paid by the coalition where the provider is physically located (“home” coalition). Duplicate grants will not be offered. Grant funding levels for providers meeting the eligibility criteria as indicated in Table 4.

Table 4:

Phase V: CRRSA Act Support Grants for Early Learning/Child Care Providers	
Private Providers – Contracted (OCA: RSPC5)	
Capacity Range	Base Grant Funding
1 - 12	\$ 3,000
13 - 20	\$ 6,000
21 - 74	\$ 10,500
75 -149	\$ 15,000
150+	\$ 19,500
Private Providers – Non-contracted (OCA: RSPN5)	
Capacity Range	Base Grant Funding
1 - 12	\$ 3,000
13 - 20	\$ 6,000
21 - 74	\$ 10,500
75 -149	\$ 15,000
150+	\$ 19,500
Public/Charter School Providers – SR and/or VPK Contracted ONLY¹ (OCA: RSPS5)	
Children Served Range	Base Grant Funding
1 - 12	\$ 3,000
13 - 20	\$ 6,000
21 - 74	\$ 10,500
75 -149	\$ 15,000
150+	\$ 19,500

¹For the public school district providers, funds are based on the total distinct number of SR/VPK children served in FY 20-21 as opposed to DCF capacity.

Private Early Learning/Child Care Providers

Early learning/child care providers must meet each of the following eligibility criteria for payment:

ALL PROVIDERS:

- Early learning/child care provider was operational/open on April 1, 2021 and are providing on-site early learning/child care services (consistent with local ordinances or restrictions, if applicable²) as of the date of application, with the exception of temporary closures due to COVID-19 or other temporary emergencies; and
- Some portion of the funds must be used for staff salaries/benefits; and
- Early learning/child care provider does not receive Head Start CARES funding; and
- Early learning/child care provider completes the Phase V grant application (Attachment 11), which includes plans and budget for expenditure of funds.

NON-CONTRACTED PROVIDERS:

- Early learning/child care provider agrees to complete a current fiscal year Child Care Resource and Referral (CCR&R) profile in the [Florida Early Learning Provider Services Portal](#), if not previously completed; and
- Early learning/child care provider has not received any Class I DCF violations since July 1, 2019; and
- Early learning/child care provider did not have a contract with the early learning coalition that was terminated for cause within the past five years; and
- Early learning/child care provider is not under investigation or has been convicted of child care fraud; and
- Early learning/child care provider is not included on the Florida Child Care Food Program (CCFP) USDA Disqualified List; and
- Early learning/child care provider submits an IRS Form W-9 for payment and direct deposit forms (as required by coalition), if not previously submitted.

² The term “consistent with local ordinances or restrictions” for Phase V grants may include those providers not permitted to establish on-site early learning/child care services until a later date due to local ordinances or restrictions and those contracted school district sites operating the VPK flex option. If providers do not begin on-site early learning/child care services by the established date by the local school district, the coalition may take the necessary actions to recoup these funds.

Contracted Public/Charter Schools

Early learning/child care Public/Charter School providers must have an active SR and/or VPK contract with a local early learning coalition for fiscal year 2020-21 on the date of application and will receive additional funding based on the total number of distinct children served during fiscal year 2020-21. These providers must also meet the requirements for Phase V – Private Early Learning/Child Care Providers above. Public/Charter schools may complete one Grant Application Form (Attachment 11) and include a list of the eligible public schools and corresponding budget per eligible school.

Invoicing/OCA coding instructions, CARES Act funded

Costs resulting from the First Responder/Health Care Worker Direct Services initiative are considered direct services. These costs should be charged to the appropriate Other Cost Accumulators (OCA) code as generated by the SSIS and reported on the 5045. CARES and CRRSA funded costs should be coded to the OCAs as described in the table below and included in the coalition/RCMA's monthly early learning (EL) invoice.

Parent copays in the SSIS will remain associated with the SR OCA according to the SR eligibility and billing groups. For the service months of May and June 2021, the coalition will reclassify the parent copay expenditures in its general ledger from the assigned SR OCA(s) in the SSIS to the CARES OCA CSRPC in accordance with the Parent Copays by OCA report in Tableau. Each month's invoice for SR and CARES will include evidence of the reclassification in the general ledger resulting in a credit to the appropriate SR OCA(s) and debit to CARES OCA CSRPC.

- Attachment 9 - COVID-19 Grants Issued by Phase and Provider Type must be submitted for all expenditures coded to any of the CARES Phase grants.
- Parent Copays by OCA must be submitted to support the reclassification from SR to CARES funding.

Please contact your grant manager with questions or requests for assistance.

OCA	DESCRIPTION
CARES Funding OCAs	
CAADV	CARES Advance
CADMN	CARES Administrative Costs (limited to 5% of total CARES expenditures)
CESSB	CARES Essential Employee Bonuses
CESSD	CARES Essential Employee Direct Services
CERGC	CARES Emergency Relief Act – Contracted (SR/VPK) Providers (Phase I)
CERGN	CARES Emergency Relief Act – Non-contracted (Phase I)
CHQGC	CARES High Quality Reopening Support Grants Contracted (SR/VPK) Providers
CHQGN	CARES High Quality Reopening Support Grants Non-Contracted Providers (Phase II)
CPPGC	CARES Reopening Support Grants Contracted (SR/VPK) Providers – Private Providers (Phase III)
CPSGC	CARES Reopening Support Grants Contracted (SR/VPK) Providers – Public/Charter Schools (Phase III)
CPPSG	CARES Statewide Child Care Provider Support Grants – Private Providers (Phase IV)
CPSSG	CARES Statewide Child Care Provider Support Grants – Public/Charter Public SR/VPK Providers (Phase IV)
CSRPC	CARES SR Parent Copayments (May - June 2021)
CRRSA Funding OCAs	
RADMN	CRRSA Administrative Costs (limited to 5% of total CRRSA expenditures)
RSADV	CRRSA Advance
RSPC5	CRRSA Support Grants Private Providers – Contracted (SR/VPK) (Phase V)
RSPN5	CRRSA Support Grants Private Providers – Non-Contracted (Phase V)
RSPS5	CRRSA Support Grants Public/Charter Schools – Contracted (SR/VPK) (Phase V)

FLEXIBILITY IN EXPENDITURES ACROSS OCAS

Coalitions are authorized to transfer budget across the respective CARES OCAs to meet the local needs for the First Responder Program, Phase I – IV grants, and Parent Copays. Funds allocated for the CARES Rising K Program may not be utilized for any other CARES program or grant. Funds allocated for CRRSA may not be utilized for any CARES program or grant. Funds allocated for the CRRSA Rising K Program may not be utilized for any other CRRSA program or grant.

APPLICATION DEADLINES

Coalitions may establish CARES Phase I – IV and CRRSA Phase V grant application due dates specific to its operations, but no later than June 30, 2021. Applications received after the established due date may not be processed. All grant expenditures must be submitted by the FY2020-21 final invoice due date established by OEL.

EFFECTIVE DATE

Issuance of this guidance represents approval by OEL management of the indicated procedures and related administrative forms. These procedures will be effective as of the date of this guidance listed below.

HISTORY

Original guidance issued May 28, 2020, revised June 28, 2020, revised September 2, 2020, revised November 10, 2020, revised December 2, 2020, and revised May 4, 2021.

ATTACHMENTS

Attachment 1 – Child Care Services for First Responders and Health Care Workers Q&A Guidance

Attachment 2 – Bonuses for Child Care Providers – First Responder Guidance

Attachment 3 – COVID-19 Grant Application: SR/VPK Provider (Phases I – III Grants)

Attachment 4 – COVID-19 Grant Application: Non-Contracted Provider (Phases I – III Grants)

Attachment 5 – CARES Phase I and II Allocations by Provider (Phase and Priority)

Attachment 6 – CARES Phase III Allocations by Provider

Attachment 7 – COVID-19 Grant Application: All Providers - Phase IV Grants

Attachment 8 – CARES Phase IV Provider Grant Allocations Statewide

Attachment 9 – COVID-19 Grants Issued by Phase and Provider Type

Attachment 10 – CRRSA Phase V Provider Grant Allocations Statewide

Attachment 11 – COVID-19 Grant Application: All Providers – Phase V Grants

Please direct questions and comments to the Office of Early Learning at
oel.questions@oel.myflorida.com