



Tracking Costs for Disasters

Professional Development Mini-grants for Early Learning/Child Care Providers

OF INTEREST TO

The Office of Early Learning (OEL, the Office) and Early Learning Coalitions (ELCs, coalitions) and other direct subrecipients of OEL implementing federal and state early learning programs, such as the School Readiness Program (SR) and the Voluntary Prekindergarten Education Program (VPK).

SUMMARY

This program guidance advises ELCs and other subrecipients that receive early learning funding from OEL about available professional development mini-grants for eligible early learning/child care staff during disasters and declared states of emergency.

RELATED FEDERAL REGULATIONS/AUTHORITY

[Child Care and Development Fund \(CCDF\) Block Grant Act](#)

- Section 658E(c)(2)(g) Training and Professional Development Requirements
- Section 658G(b)(1) Activities to Improve the Quality of Child Care

[CCDF ACF Info Memo 2017-02 CCDF Spending Flexibility during Federal or State Declared Emergency](#)

Reference: [45 CFR § 98.53](#), [ACYF-PI-CC-99-05, §1002.89\(6\)\(b\), F.S.](#), and [CCDF State Plan](#)

OVERVIEW

During disasters and declared states of emergency, funds that have been set aside for quality-related activities may be used to support/enhance training of the early learning/child care workforce through various professional development activities. Guidance from the United States Department of Health and Human Services (USDHHS) Office of Child Care (OCC) (*see link above to CCDF_ACF_Memo_2017-02*) allows flexibility to lead agencies to operate the CCDF program within the parameters of federal requirements. Based on this guidance, OEL authorizes the use of mini-grant processes to award stipend payments to eligible early learning classroom staff for attending one or more qualifying training events, workshops, classes or online sessions. Requirements to participate in and receive funding from this mini-grant/stipend process are described as follows:

GUIDANCE

Eligibility requirements for Early Learning/Child Care Providers (SR and VPK)/provider staff members

Eligible early learning/child care providers will meet the following requirements:

- Provider has a current/active SR or VPK contract with at least one early learning coalition or Redlands Christian Migrant Association, Inc. (RCMA); and

- Provider does not have a pending/open **contract-related** Corrective Action Plan (CAP) or Probation notice in effect.*

**Criteria does not include (1) VPK readiness rate improvement plans or (2) Quality Improvement Plans (QIP).*

Eligible early learning and child care staff members will meet the following requirements:

- Were/are employed by a licensed or license-exempt child care facility, in a licensed or registered family child care home, or by a licensed after-school program at the start of the declared emergency/disaster; and
- Previously worked/currently works a minimum of 20 hours per week with a birth through pre-k population or in an after-school program for a minimum of 520 hours per year; and
- Have the sponsorship of the early learning/child care or after school program which employs them, as evidenced by the completed application form (Attachment 2) submitted to the “home” coalition.

Additional OEL instructions. On a case-by-case basis, OEL may determine the training stipends described here are essential supports for local early learning/child care workers. In such cases OEL may issue written instructions **to require these training stipends be offered by all early learning coalitions and RCMA.** If instructed by OEL, all ELCs/RCMA shall offer receive/process application forms and reimburse eligible providers or eligible teachers/staff for qualifying training stipends.

Maximum allowable payments - Stipends

Each eligible early learning/child care staff member may earn the following stipend amounts:

- Up to ten (10) stipends for qualifying training events, up to a maximum of \$750 (\$75 x 10 events), per each declared disaster/emergency;
- \$75 maximum for each training session/event.
- Training events/sessions completed before the effective date of the declared emergency event do not qualify.
- Training events/sessions will only be reimbursed once per applicant, with a properly completed application form (Attachment 2) .

Period of availability

These stipends are only available while the disaster or emergency declaration remains in effect. Stipends may be paid once per fiscal year should the disaster or emergency declaration last longer than 12 months. Qualifying training events should be completed before the emergency declaration period expires.

Types of trainings that qualify for stipends

These stipends are only available for the following types of training events.

- See OEL Online Training List for Early Childhood Professional Development for approved trainings.

Documentation requirements for completed training

Documentation requirements for this mini-grant/stipend process are described as follows.

- Early learning/child care provider location submits application to attest each eligibility factor (Attachment 1);
- ELC/RCMA approves initial provider applications and maintains documentation;

- For each training event/session, the teacher/staff member and the qualifying provider submit a completed application form (Attachment 2) and the related training completion certificate/other documentation;
 - **Submit applications to your “home” coalition.** Early Learning/child care providers that contract with multiple coalitions will be paid by the coalition where the provider is physically located (“home” coalition).
- ELC/RCMA approves each stipend application and maintains documentation; and
- For each accepted application, ELC or RCMA will submit reimbursement request as part of their monthly invoice to OEL.

OCA coding instructions – requests for reimbursements/Stipends

Reimbursement requests should be charged to OCA code 97QPD – *Professional Development*. 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. A cost-reporting spreadsheet will be 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. Please contact your grant manager with questions or requests for assistance.

Definitions

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

ATTACHMENTS

Attachment 1 – Sample application – Early Learning/Child Care Provider Eligibility Form

Attachment 2 – Sample application – Early Learning/Child Care Provider Teacher/Staff Member Eligibility Form

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 April 15, 2020, revised May 12, 2020. Revised May 20, 2021.

AUTHORITY

Reference to any laws, rules and regulations in this guidance document includes revisions to those laws and regulations made after the effective date of this guidance document.

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