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# State of Alabama Department of Human Resources

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## Temporary Assistance for Stabilizing Child Care (TASCC) Grant Application Guidance

The Alabama Department of Human Resources (DHR) is accepting applications for Temporary Assistance for Stabilizing Child Care (TASCC) Grants. DHR recommends child care providers read all guidance prior to submitting a TASCC application. Child care providers need to complete the application to determine an estimated grant amount to help them decide how to allocate their budget. Please note, an application that is submitted incomplete or with errors may result in a significant delay in receiving any eligible funding. The application must include an Alabama STAARS Vendor Code in order to be processed. An online fillable application is available for the TASCC grant at [www.dhr.alabama.gov/child-care/](http://www.dhr.alabama.gov/child-care/). For questions regarding the application, please email DHR at [quality.enhancement@dhr.alabama.gov](mailto:quality.enhancement@dhr.alabama.gov).

### Who is eligible to apply?

Grants will be awarded on a first come, first served basis contingent upon availability of funding. In order to be eligible to apply for the TASCC Grant, a child care provider, including centers and family child care homes, must meet the following criteria:

- Have a license to operate a child care facility from the Department as of July 1, 2020 (per the Alabama Child Care Safety Act, as amended, *Ala. Code 1975 §§38-7-1, et seq.*), only licensed providers are eligible to receive state and federal funding);
- Have no current adverse action imposed by the Department, including probation, revocation, or suspension;
- Have an active Alabama STAARS Vendor Code;
- Be open or plan to reopen no later than August 17, 2020; and
- Continue to remain open for a period of one year from the date of receiving the grant award. This requirement does not preclude closures consistent with the ordinary course of business (i.e. - weather, illness, holidays). Providers must seek DHR approval for any permanent closures for which they are seeking to be exempt from repayment due to mitigating circumstances.

### How much money will be received?

The grant amount will be based on each provider's daytime licensed capacity. The base rate is \$300 per child. No grant funding is available for children funded by the Office of Head Start or the Child Care Subsidy Program. **If a child is funded by the Office of Head Start AND is enrolled in the Child Care Subsidy Program, the child must be subtracted once for HS/EHS and once for Subsidy.** If the facility has children that are included in either category, they must be subtracted from the total daytime licensed capacity, as determined by the following formula:

- Begin with the daytime licensed capacity number
- Subtract BOTH the number of children funded by Head Start or Early Head Start as of July 1, 2020 AND the number of children enrolled at the facility on the Child Care Subsidy Program as of July 1, 2020 from the facility's daytime licensed capacity.

- Multiply the remainder by \$300.

For example, a child care center has a licensing capacity of 50 children. **If a child is funded by Early Head Start/Head Start and the Subsidy program, that child will be subtracted once for Early Head Start/Head Start and once for Subsidy.** 8 of the children are funded by Early Head Start as of July 1, 2020 and 10 children are enrolled on the Child Care Subsidy program as of July 1, 2020. 50 minus 8 (EHS) minus 10 (Subsidy) is 32 children. 32 children multiplied by \$300 is \$9,600. Therefore, this child care center may be eligible for a grant of \$9,600.

**When is the deadline to apply?**

The deadline to apply is August 7, 2020. No late applications can be accepted after this date. Applications may be submitted via email or mail. **Grant applications will be processed as received; therefore, they should be accurate, complete, and submitted as soon as possible.**

**How do I submit an application?**

Applications are accepted by email at [quality.enhancement@dhr.alabama.gov](mailto:quality.enhancement@dhr.alabama.gov) or mail at DHR Child Care Services Division, ATTN: TASCC Application, 50 N Ripley Street, Montgomery, AL 36130.

**How will I receive the payment?**

In order to receive payment, a vendor account must be created in Alabama STAARS at <https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService>. For assistance in creating a vendor profile in Alabama STAARS, contact 334.353.9000 or email [staars.support@finance.alabama.gov](mailto:staars.support@finance.alabama.gov). Payment will be disbursed through Alabama STAARS.

**How will I submit proof of my expenditures?**

All funds must be expended by December 31, 2020. The expenditure report must be submitted to DHR by January 31, 2021 along with a copy of documentation verifying expenditures.

**Application Instructions**

**Section 1: General Information**

Write or type the requested general information.

- Name of Applicant: Person who is completing the application and is the owner, licensee, or the authorized designee
  
- AL STAARS Vendor Code: Vendor Customer Code obtained from Alabama STAARS after registering a vendor account at <https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService>. For assistance in creating a vendor profile in Alabama STAARS, contact 334.353.9000 or email [staars.support@finance.alabama.gov](mailto:staars.support@finance.alabama.gov).
  
- Telephone Number: Telephone number, including area code, where the applicant may be reached
  
- Email Address: Email address where the applicant may be reached
  
- Facility Name: Name of the child care facility as listed on the license issued by DHR
  
- Licensee Name: Name of the licensee as listed on the license issued by DHR

<u>Facility Physical Address:</u>	Street address, including city, state, and zip code where the child care facility is physically located
<u>Facility Mailing Address:</u>	Street address, including city, state, and zip code where the child care facility receives mail
<u>Licensed Capacity:</u>	Total number of children the facility is licensed to serve during the daytime as listed on the license issued by DHR; nighttime capacity should not be included
<u>Number of Enrolled Children on the Child Care Subsidy Program as of July 1, 2020:</u>	The total number of children participating on the Child Care Subsidy Program that are enrolled at the child care facility as of July 1, 2020
<u>Number of Funded Head Start and/or Early Head Start Slots:</u>	The total number of slots funded or partially funded by the Office of Head Start in Head Start or Early Head Start classrooms or family child care homes as of July 1, 2020.

**Section 2: Calculation of an Estimate of Total Grant Amount**

Calculate the estimate of the total grant amount.

<u>Licensed Capacity:</u>	Write the number of the daytime licensed capacity as stated on the license
<u># of Subsidy Children:</u>	Write the number of children participating on the Child Care Subsidy Program that are enrolled at the child care facility as of July 1, 2020
<u># of HS/EHS Slots:</u>	Write the total number of children funded or partially funded by the Office of Head Start as of July 01, 2020.
<u>Total:</u>	Subtract # of Subsidy Children and # of HS/EHS Slots from the Licensed Capacity and write the Total
<u>Total:</u>	Write the same Total from the above equation
<u>Rate Per Child:</u>	The rate per child is \$300
<u>Estimated Grant Total:</u>	Multiply the Total by \$300 to get the Estimated Grant Total and write the amount on the application

**Section 3: Budget Allocation Plan**

Declare how the grant funding will be utilized by entering the estimated dollar amount the provider wishes to use in each of the budget allocation categories. Providers must use at least one category, but are not required to use all categories. All funds must be expended by December 31, 2020. When using the funds, actual costs cannot differ from the planned amount by more than 10% from the budget allocation amount. For example, if a provider planned to use \$1,000 for Classroom Materials and Supplies, the actual spending for this category cannot be less than \$900 or more than \$1,100.

Retaining or Hiring Employees and Substitute Teacher Pay:

This category is intended for planned spending related to employing teaching staff and non-teaching staff. Eligible costs include, but are not limited to, salary and wages, bonus pay, hazard pay, health insurance benefits, life insurance benefits, flexible benefits such as dental or vision, the provider's portion of federal and state taxes and withholdings, costs associated with hiring a new teacher or employee, and costs associated with employing substitute teachers.

Classroom Materials and Supplies:

This category is intended for planned spending related to ensure that all classrooms are safe, healthy, and nurturing educational spaces. Eligible costs include, but are not limited to, typical materials and supplies for classroom environments for all ages, furniture, books, art supplies, blocks and accessories, curriculum, and well as instructional technology.

Unreimbursed Food:

This category is intended for planned spending related to food services that are not reimbursed through another public funding stream such as the USDA Child and Adult Care Food Program or the USDA Summer Nutrition Program.

Facilities Costs:

This category is intended for planned spending related to the costs necessary to maintain the program's facility. Eligible costs include, but are not limited to, lease payments, mortgage payments, building insurance, utilities, and facility maintenance. TASSC funds cannot be used for capital improvements or improvements to real property.

Supplies to Adhere to CDC and ADPH Guidelines:

This category is intended for planned spending related to the additional costs that may be incurred due to adhering to CDC guidance and Alabama Department of Public Health orders related to group size and space to prevent the spread of COVID-19. Eligible costs include, but are not limited to, cleaning services, cleaning supplies, obtaining personal protective equipment, or the costs of measures to limit contact between individuals.

Tuition Relief for Families:

This category is intended for planned spending that would be as a result of providing tuition relief for families that are paying to maintain their child care slot at a program.

Other:

This category is intended for valid Covid-19 specific expenditures that do not fit in another category. **Prior DHR approval is required for expenditures in this category.**

**Section 4: Acknowledgement of Terms, Submissions, and Payment**

Read and acknowledge the terms of receiving this grant benefit. Sign and date the application prior to submission.