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Nancy T. Buckner
Commissioner

MEMORANDUM

July 18, 2022

TO: Licensed Center and Family/Group Child Care Providers

FROM: Bernard Houston, Director Child Care Services Division

SUBJECT: Child Care Workforce Stabilization Grant

Since the start of the novel Covid-19 pandemic, the Department has issued grants to child care providers to help stabilize the child care community. In our continued efforts in supporting this community, the Department of Human Resources announced the Child Care Workforce Stabilization Grant (CCWS) in November 2021. Initially, the CCWS Grant provided bonus payments up to \$1,500 quarterly to eligible child care staff as a means of staff retention and recruitment in order to strengthen the child care workforce. The Department would like to announce that the bonus amount has been increased and eligible child care staff may receive up to a \$3,000 quarterly bonus payment for the remaining quarters of the grant.

Because the grants are fully supported by the American Rescue Plan Act of 2021, specific requirements for eligibility must be met prior to the issuance of funds which can be found in the grant guidance that can be accessed at <https://dhr.alabama.gov/child-care/>. There is no deadline to apply for the grant as applications will be accepted on a continual basis through the end of the grant period of September 2023.

Please use the included Frequently Asked Questions as a reference regarding the grant and how to complete the application.

For questions not mentioned in the FAQs, please contact the regional agency serving your area from the two options listed below.

Alabama Partnership for Children

(Covington, Butler, Lowndes, Wilcox, Dallas, Autauga, Chilton, Elmore, Montgomery, Bullock Counties)

Email: CCWS@apcteam.org

Telephone: (334) 271-0304 or 1-866-711-4025

Talladega Clay Randolph Child Care Corporation

(all other counties not listed above)

Email: CCWS@tcrchildcare.org

Telephone: (256) 362-3852 ext. 31

Child Care Workforce Stabilization Grant Frequently Asked Questions

Who is eligible to apply for the CCWS grant? Any child care program/classroom that is issued a Child Care Services Division license. Programs/classrooms that exclusively serve children in Head Start and Non-DHR Early Head Start-Child Care Partnership are ineligible. Programs/classrooms must meet both requirements in order to be eligible to apply.

What is the date my facility must have been licensed by in order to qualify for this grant funding? There is no specific date your facility must have been licensed. However, your facility must be a privately owned, DHR licensed issue, and have no adverse reactions prior to the application period.

When do I submit an application to apply to receive funding under the grant? Refer to the Grant Payout Schedule for all dates and deadlines concerning the grant.

How do I know if my employees qualify for funding for the quarter? In order to qualify for the bonus, each employee must be working a minimum of 16+ hours each week, must be hired on or before 30 days prior to the beginning date of the qualifying period, and must be employed until the end of the qualifying period. (*Ex: The qualifying period for quarter 1 is October 1, 2021 until December 31, 2021 – an employee must have been hired and working 16+ hours per week on or before September 1, 2021 to qualify for this quarter.*) Employees hired within that period are ineligible for that quarter.

Are there limits to the number of employees that can receive the grant? Yes. Limits are imposed based on capacity according to the Child Care Licensing and Performance Standards. Providers should only include individuals that are on their payroll that exclusively serve the child care facility.

How does the grant apply to other staff members...cooks, admins, owners, van drivers, etc.? The grant covers all child care staff who are on the payroll and serve the child care facility exclusively. Staff must be actively employed at the time the bonus is issued.

Can I choose which employees can receive the grant? All employees on the payroll are eligible to receive the grant. The grant should not be used as a performance based incentive; only for recruitment and retention.

Can I apply for funding for my substitutes? Yes. If the substitute is on your payroll and meets eligibility, the employee can receive a bonus.

What if I have multiple locations? A separate application must be submitted for each location. Employees that float/work for multiple locations can only be counted for one location.

What is considered by private pay? Tuition/fees are paid by parent/caregiver, etc.

If I choose to have my payment direct deposited, how should I make those arrangements? Contact your regional agency and provide them with the information they will need to fulfill that request.

On page 12 of the instructions for the employee roster, what do I put for the month and year the funds were disbursed? The month and year should be the same as the date of the application being submitted.

How many times can I apply for the grant? The grant period is for a total of 2 years, ending in September 2023. Because applications are accepted quarterly, providers may apply 8 times. Refer to the Grant Payout Schedule regarding application timelines.

Can this grant funding be used to supplement bonuses/incentives already provided to employees? YES. It can be used to SUPPLEMENT, NOT SUPPLANT (replace) existing funding streams.

What if I list an employee on my application but they are no longer employed at the time grant bonuses are paid out? You will document that the staff person is no longer employed and return the funds to the regional agency you are working with (*APC or TCR*) for the duration of the grant period, by sending them a refund check.