

Frequently-Asked Questions for Child Care Workforce Stabilization Payments

11/24/2020

1. What staff qualify for the payment?

Staff must meet the following qualifications:

- Currently employed, including any newly hired staff
- Has worked in person, directly with children at some point between September 1, 2020 and December 30, 2020
- In regulated child care programs, the staff must be in one of the following positions as defined by regulation: director, afterschool administrator, afterschool program staff, teacher, teacher associate, assistant, Family Child Care Provider, trainee, aide, or substitute.
- Is not a public school teacher in a prekindergarten education program.

2. I employ specialists that provide services to my program, such as an art or gym teacher, do these staff qualify?

No, the staff must meet one of the positions as defined by regulation: director, afterschool administrator, afterschool program staff, teacher, teacher associate, teacher assistant, Family Child Care Provider, trainee, aide, or substitute.

Auxiliary staff as defined by regulation do not qualify for these payments.

3. I operate a Registered Family Child Care Home, can I apply for a payment for myself?

Yes, Registered and/or Licensed Family Child Care Providers qualify for payments for themselves.

4. Why is the timeline so short?

The Legislature allocated federal CARES Act funds for this purpose in early November. Because these funds must be spent by December 30, all applications for payments under this program will need to be submitted by November 29, and payments will be distributed to programs in mid-December.

5. Do staff that provide remote learning opportunities, but not in person care to children qualify for payments?

No, these payments are for staff that provided direct, in person care to children.

6. I operated a regulated program that was open in September and October, but has since closed can I qualify for payments?

No, programs must be currently operating to apply for funds.

7. How much is the payment per person?

The total payment awarded to each program will be calculated after all applications have been processed, by determining the number of staff who are eligible compared to the available funds for this program.

8. We are a public school and are operating a regulated prekindergarten program, can we apply for the staff working with children in that classroom?

Yes. Staff, excluding licensed public school teachers, are eligible for these funds, and public schools may apply for those staff.

9. Some of my staff work for other programs, should I include them on our application?

Only one payment per individual will be made, regardless of the number of programs for with the individual works. It is important to talk to your staff to determine which program they would like to apply for a payment on their behalf.

10. What happens if I make a mistake on my submission?

One submission is allowed per program; please ensure you have all the correct information on your application prior to submitting.

11. When will I find out how much our program was awarded?

Awards letters with specific amounts will be sent out by December 4th.

12. I have more than 5 staff, where can I find the form to upload to the application?

Please only use the Workforce Stabilization Payment Staff List Form that can be found here: <https://dcf.vermont.gov/cc-workforce-stabilization>

13. Who can answer my questions?

You can submit questions to ahs.dcfcdinfo@vermont.gov through November 25th.

Questions and answers submitted by November 22nd, will be posted in the Frequently Asked questions by November 23rd.

14. What if I have trouble with the application?

Email ahs.dcfcdinfo@vermont.gov with questions or challenges with the application.

15. Is this payment that I am receiving considered income for my program? Will I need to pay taxes on this when I do my taxes?

You will need to talk to your accountant about how these funds will impact your business.

16. My employer is not willing to apply for this program on my behalf, can I apply on my own?

No, Programs must apply on their employee's behalf for an employee to receive payment.

17. If my staff receive a payment through the hazard pay program, can they also qualify for this program?

Yes. The hazard pay program is separate from this program, and individuals can receive payment through both programs if they meet the eligibility criteria.

18. If a staff person left employment recently (November 13th for example) would they qualify?

No. The staff person must be currently employed to be eligible.

19. Does the cook in my center qualify?

No. These funds are specific to individuals that are providing direct, in person child care to children. If the cook has another role in your program, such as a substitute, and has been in that role between 9/1/2020 and 12/30/2020 they may be eligible.

20. I operate a Registered Family Child Care Program, do my substitutes qualify?

Yes, if they have provided direct, in person care since 9/1/2020 or will provide it prior to 12/30/2020.

21. We run an after school program with 6 teachers or aides providing the in person care. The instructions say the payments must be provided to staff by 12/30/20.

The payments are not in addition to their normal pay, but a reimbursement of their

pay, correct?

This payment is in addition to any regular pay the staff receive.

22. We have received other funding (Operational Relief/Hazard Pay/etc.), are we also eligible for these funds?

Yes, those programs are separate from this program. If you received funds from one of those programs your staff are also eligible for this program.

23. One of the staff in our program holds multiple roles, their main role is an auxiliary staff, however they also serve as a substitute and have worked in person, directly with children between 9/1/2020 and 12/30/2020, can they be included in this program?

If the staff person served in a role that is eligible for this program between 9/1/2020 and 12/30/2020 they would be eligible.

24. Can our program determine the amount to pay each staff based on their hours/days of work, or is it a set amount per staff?

No. The program will award the same amount per staff person.

25. I have a business manager as part of my staff. Is she eligible?

Business managers are not eligible for the program. If the person, also serves in another role that is eligible, such as teaching assistant, they would be eligible.

26. How do we attach the staff sheet for a licensed site? The JotForm page references it but does not have a place to upload.

When you are completing the application, you must indicate how many staff for which you are applying to receive funds. If you are applying for 6 or more staff, you will receive a field for the upload sheet. If you are applying for 5 or fewer staff, please enter the information in the table within the application.

27. Are you still eligible to apply if you are affiliated with a school district but are not a public school? We do receive PreK funds, as we are a head start facility, does this effect our eligibility?

Programs are eligible if they receive public education funds.

28. How can staff to be hired be included when an applicant will not have a name and date of birth information?

You will need to be in the final stages of hiring a staff, that you are sure will be

working directly in care with children prior to 12/30/2020. You will need the person's name and date of birth to include them in the application.

29.If awarded, can the childcare take out the employer portion of payroll tax, like the Hazard Pay Funding?

The program has same payroll allowances as the Front Line Employees Hazard Pay Grant Program for employers. To understand the allowances visit the guidance in that program here:

<https://dvha.vermont.gov/sites/dvha/files/documents/News/Hazard%20Pay%20Grant%20Program%20Guidance%20v1.pdf>

30.Is the amount going to be the same for each person, no matter the number of hours worked?

Yes, it will be the same amount per each person.

31.We have school day paras who work in our afterschool program. Do they qualify for their work in the afterschool program?

If the afterschool program is either a regulated afterschool program or a designated hub, staff would be eligible based on working in that program.

32.Are high school students that are paid aide eligible?

Yes, high school students that are aides are eligible.

33. If we have our family support staff covering caring for sick excluded children or covering the classroom for the Teacher or Assistant to sit out with the child until they are picked up, is it ok now to count them as a Substitute for this grant since they are now performing these duties weekly due to the number of sick children during COVID?

If a licensee provides other services like family support in addition to providing licensed child care services and is now using non-child care employees (e.g. family support workers) as staff in the licensed child care program, these staff are required to meet the qualifications for the staff position they fill (e.g. substitute, assistant, etcetera) and be listed on the program's Associated Parties list as staff in BFIS. If the employee meets the staff requirements per child care licensing regulations and is listed as such on the program's Associated Parties list in BFIS, then this employee is eligible for Workforce Stabilization funds.

34. Will there be any reporting requirements?

No, there are no reporting requirements.

35. Do enrichment teachers who work in our program 2-3 times weekly qualify?

To qualify the person must be in one of the roles listed in the definition that you can find on our website: <https://dcf.vermont.gov/sites/dcf/files/CVD19/CDD/CC-Workforce-Stabilization-Staff-Definition.pdf>

36. Under program name, do family child care providers put in their own name?

Yes, registered family child care providers should put their own name.

37. What if we had staff that worked for the month of September and October but are no longer working so are no longer in our BFIS account? Can we still include them?

No. Staff must be currently employed to qualify.

38. What if we have (multiple) subs that have only worked about an hour in that time period- do we have to put them on?

Programs can choose who they will put on the application. If the program chooses and the substitutes worked in person, directly with children between 9/1/2020 and 12/30/2020 they can be included.

39. If we are designated Vermont Remote Learning Hub Site and do not have a childcare license number, what do we enter in the License number field?

If you are a designated remote learning hub and do not have a license number, please leave that field blank in the application.

40. Will payments be made the same way we receive childcare subsidy payments?

Payments will be issued through the State's VISION system. If you currently receive direct deposit for child care subsidy payments, you will receive this payment as direct deposit.