

Tracking for Reconciliation of Stabilization Sub-Grants Phase 1

Fill in each section's "Total \$\$" block, the amount of approved funding. This is your budget to spend.

Use a large envelope or file folder to collect your receipts and documentation needed to reconcile your purchases. Note on each item the category of the expenses. See page 1 of the Reconciliation Guidance Document for more detail on listing the exact amount in dollars and cents of each expense. *Do not round amounts.*

**Child Care Stabilization
Sub-Grants Phase 1**

Use of Sub-Grant Funds Allowed for January 31, 2020 to June 30, 2022

**Total \$\$ Approved
for All Operating
& New Pandemic
Costs
\$\$ _____**

<p>Page 1 of 5 for Operating & New Pandemic Costs</p>	<p>Personnel Costs including wages, benefits such as health, dental, vision, paid sick leave or family leave, retirement contributions</p> <p>Dated documentation examples -</p> <ul style="list-style-type: none"> Payroll and benefits records Employee time cards and pay stubs Bank statements Documentation of other benefits provided to child care staff members such as coverage and insurance costs 	<p>Record exact dollars and cents amounts in the column below</p>
	<p><i>Enter details in this column about the purchase/vendor/dates/who was paid</i></p>	

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**Page 2 of 5 for
Operating/
New Pandemic
Costs**

Ongoing costs such as rent/lease, mortgage, business utilities, insurance and late fees or charges for late payments

Dated documentation examples -

Rent/lease/space cost statements

Utility statements/bills such as heat, electric, phone, Wi-Fi service, etc

Original paid invoices and/or receipts for purchases of insurance such as liability and/or accident insurance, transportation insurance, homeowner's insurance, business insurance, etc.

Bank statements

Record exact
dollars and cents
amounts in this
column below

Enter details in this column about the purchase/vendor/dates/who was paid

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Page 4 of 5 for
Operating/
New Pandemic
Costs

Personal Protective Equipment (gloves, masks, digital thermometers, face shields, changing table paper, etc.) sanitizer, classroom dividers, cleaning supplies, temporary sinks, other expenses that facilitate business practices consistent with safety protocols.

Cleaning and sanitation supplies and services (cleaning/disinfecting wipes, ventilation systems, vacuums, washer/dryer, bleach, hand sanitizer, spray bottles, soaps, garbage bags, professional cleaning and sanitation services, independent cleaning services, etc.)

Training on health and safety practices (state required trainings on health and safety requirements and best practices, staff time to review and prepare Centers for Disease Control [CDC] guidance, etc)

Indoor and outdoor equipment and supplies (portable partitions, plastic shields, sink installation, disposable utensils and dishes, COVID-19 signage, storage containers, etc.)

Dated documentation examples such as original paid invoices and/or receipts for purchases of materials/supplies

Employee timecards and pay stubs (not previously submitted for other funding)

Paid invoices, receipts, and check information for professional development trainings

Record exact
dollars and cents
amounts in this
column below

Enter details in this column about the purchase/vendor/dates/who was paid

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Page 5 of 5 for Operating/New Pandemic Costs	<i>Continued from prior page: PPE, sanitizer, classroom dividers, cleaning supplies, temporary sinks, other expenses that facilitate business practices consistent with safety protocols.</i>	

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Total \$\$ Approved
for Workforce
Recruitment &
Retention
\$\$ _____

Page 1 of 3 for
Workforce
Recruiting &
Retention. NOTE:
Funds CANNOT be
used for gift cards.

Personel costs including increased wages; employee benefits such as health, dental, vision, insurance; paid sick or family leave; retirement costs and contributions; recruitment incentives; staff retention bonuses; sign-on bonuses; work-related transportation costs for employees (e.g. transportation and mileage reimbursement for educational training programs, to and from work, etc.) and other including:

- Premium pay (e.g. higher wages provided to employees who work holidays, weekends, nights, vacation days or more than eight hours per day)
- Create substitute pools, provide administrative support

Support to early childhood professionals through coaching as well as training and professional development on topics including: communicable disease, first aid, CPR, shaken baby syndrome, emergency preparedness and response planning, transportation, handling and storage of hazardous materials. This includes Ohio Approved Training.

Support to get the COVID-19 vaccine (appointments, paid sick leave, transportation, etc.)

Background check expenses

Dated documentation examples such as payroll and benefit records, employee timecards and pay stubs

Invoices, receipts and check information for professional development trainings

Documentation of other benefits provided to child care staff members such as overage insurance costs, tuition reimbursement or mileage reimbursement

Bank statements

Record exact
dollars and cents
amounts in this
column below

Enter details in this column about the purchase/vendor/dates/who was paid

Sign-on/retention bonuses, ongoing premium/hazard pay (cont'd on page 7)

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**Child Care Stabilization
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**Page 3 of 3 for
Workforce
Recruiting &
Retention. NOTE:
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Increased Wages	Record exact dollars and cents amounts in this column below
Benefits	
Background Checks	

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Note there are 3 Sub-Grants for Access \$\$

Total \$\$ approved
for Access
Development
\$\$_____.

<p>Page 1 of 2 for Access Development <u>Part One: Expansion or Reopening of Classrooms</u>. See page 11 in the Application Guidance Document for details. NOTE: This funding CANNOT be use for construction or major renovations/remodeling (e.g. structural changes to foundations and load bearing walls, extensive alterations of a facility, etc.)</p>	<p>Expenses associated with specific classroom(s) expansion or reopening including:</p> <ul style="list-style-type: none"> Payroll & salaries, premium pay (e.g. higher wages provided to employees who work holidays, weekends, nights, vacation days or more than 8 hours per day) Employee benefits (health, dental, vision, insurance); retirement costs and contributions, paid sick leave or family leave Food & beverage services for program provided meals <p>Equipment and materials necessary to increase number of classrooms</p> <p style="padding-left: 20px;">Dated documentation examples such as:</p> <ul style="list-style-type: none"> Payroll and benefit records Employee timecards and paystubs Documentation of other benefits provided to child care staff members such as overage insurance costs Bank statements Paid invoices, receipts and check information for professional development training <p>Reopen/Expand number of current classrooms to serve additional Infants/Toddlers</p> <p><i>Enter details in this column about the purchase/vendor/dates/who was paid</i></p>
	<p>Record exact dollars and cents amounts in this column below</p>

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Note there are 3 Sub-Grants for Access \$\$

Page 2 of 2 for Access Development <u>Part One: Expansion or Reopening of Classrooms</u> . See page 11 in the Application Guidance Document for details. NOTE: Funding CANNOT be use for construction or major renovations/ remodeling (e.g. structural changes to foundations and load bearing walls, extensive alterations of a facility, etc.)	Record exact dollars and cents amounts in this column below
	Reopen/Expand number of current classrooms to serve additional School-agers
	Expand operating hours to include non-traditional hours (weekdays 7pm - 6am or between 12am Saturday to 6am Monday)
Expand services for children with special needs	

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Note there are 3 Sub-Grants for Access \$\$

Page 2 of 2 for Access Development <u>Part Two: Increase Technology Access.</u> See page 12 in the Application Guidance Document for details. NOTE: This funding CANNOT be use for gaming systems, gaming system accessories, etc. (e.g. Nintendo, Wii, Playstations and the like are prohibited.)	Technology items needed to support learning and development (e.g. computers, laptops, tablets and software). Furniture for use of these items is not included as an approved expense.	Record exact dollars and cents amounts in this column below
	Dated documentation examples: invoices, receipts and check information for technology purchases	

