Tracking for Reconciliation of Stabilization Sub-Grants Phase 1

Use a large envelope or file folder to collect your receipts and documentation needed to reconcile your purchases. Note the category of the expenses on each receipt or statement. List the exact amount in dollars and cents of each expense in the chart below to keep track of your purchases. *Do not round amounts.*

Child Care Stabilzation Sub-Grants Phase 3   **Use of-Grant Funds Allowed July 1, 2022 through June 30, 2023**

Page 1 of 5 for Operating & New Pandemic Cost	Personnel Costs including wages, benefits such as health, dental, vision, paid sick leave or family leave, retirement contributions
	    Dated documentation examples -
	       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
	
	 Enter details in this column with purchase/vendor/dates/who was paid
		Record exact dollars and cents amounts in this column below

**Child Care Stabilzation
Sub-Grants Phase 3** **Use of-Grant Funds Allowed July 1, 2022 through June 30, 2023**

Page 2 of 5 for Operating/New Pandemic Cost	Ongoing costs such as rent/lease, mortgage, business utilities (heat, electric, phone, Wi-Fi service, etc.), insurance (liability and/or accident, transportation, 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 *Enter details in this column with purchase/vendor/dates/who was paid*	Record exact dollars and cents amounts in this column below

Tracking for Reconciliation of Stabilization Sub-Grants Phase 1

Child Care Stabilzation Sub-Grants Phase 3   **Use of-Grant Funds Allowed July 1, 2022 through June 30, 2023**

Page 3 of 5 for Operating/New Pandemic Cost - note that funds CANNOT be used for construction or major renovations or remodeling. See details in the Application Guidance Document.	Facility maintenance, renovations including those that address COVID-19 concerns as well as improvements that make child care programs inclusive and accesible for children and families with disabilities. Dated documentation examples such as original paid invoices and/or receipts for purchases of materials/supplies for improvements such as Upgrading playgrounds Renovating bathrooms Installing ramps, railings, and other accessibility features Removing non-loading bearing walls to create more space for social distancing Replacing flooring (e.g. carpet with lineoleum or other easily cleaned surface) Installing touch-free faucets or light switches *Enter details in this column with purchase/vendor/dates/who was paid*	Record exact dollars and cents amounts in this column below

Tracking for Reconciliation of Stabilization Sub-Grants Phase 1

Child Care Stabilzation Sub-Grants Phase 3

Use of-Grant Funds Allowed July 1, 2022 through June 30, 2023

Page 4 of 5 for Operating/New Pandemic Cost	Personal Protective Equipment (gloves, masks, digital thermometers, face shields, changing table paper, etc.) sanitizer, classroom dividers, cleaning supplies, temporary sinks, other expenses that faciliatate 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 Center 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 Bank statements	Record exact dollars and cents amounts in this column below
	Enter details in this column with purchase/vendor/dates/who was paid	

Use of-Grant Funds Allowed July 1, 2022 through June 30, 2023

Child Care Stabilzation Sub-Grants Phase 3	Continued from prior page - PPE, sanitizer, classroom dividers, cleaning supplies, temporary sinks, other expenses that faciliatate business practices consistent with safety protocols.	Record exact dollars and cents amounts in this column below
Page 5 of 5 for Operating/New Pandemic Costs		

	Use of Grant Funds Allowed July 1, 2022 through June 30, 2023

Child Care Stabilzation Sub-Grants Phase 3	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:

Page 1 of 3 for Workforce Recruiting & Retention - please note that funds CANNOT be used for gift cards.	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
	Recruitment activities (fees for job postings, attending job fairs on behalf of your program.)
	
	Support to early childhood professional 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 tiemcards and pay stubs
	    Invoices, receipts and check information for professional development trainings
	    Documentation of other beneits provided to child care staff memebrs such as overage insurance costs, tuition reimbursement or mileage reimbursement
	    Bank statements
	Enter details in this column with purchase/vendor/dates/who was paid

Record exact dollars and cents amounts in this column below

Sign-on/retention bonuses, ongoing premium/hazard pay (con't on page 7)	

Child Care Stabilzation Sub-Grants Phase 3 **Use of Grant Funds Allowed July 1, 2022 through June 30, 2023**

Page 2 of 3 for Workforce Recruiting & Retention - please note that funds CANNOT be used for gift cards.		Record exact dollars and cents amounts in this column below
	Enter details in this column with purchase/vendor/dates/who was paid	
	List Sign-on/retention bonuses, ongoing premium/hazard pay (con't from page 6)	

Child Care Stabilzation Sub-Grants Phase 3	**Use of Grant Funds Allowed July 1, 2022 through June 30, 2023**

Page 3 of 3 for Workforce Recruiting & Retention - please note that funds CANNOT be used for gift cards.		Record exact dollars and cents amounts in this column below
	Increased Wages	
	Benefits	
	Background Checks	

Child Care Stabilzation
Sub-Grants Phase 3

Page 2 of 2 for Access Development **Part One: Expansion or Reopening of Classrooms -** see the Application Guidance Document for details - this funding CANNOT be use for construction or major reenovations/remodeling (e.g. structural changes to foundations and loadbearing walls, extensive alterations of a facility, etc.)	Reopen/Expand number of current classrooms to serve additional School-agers	Record exact dollars and cents
	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	

**Child Care Stabilzation
Sub-Grants Phase 3**

Page 1 of 1 for Access Development **Part Three: Supports for School Age Learning Gaps and Social Emotional Needs** - see the Application Guidance Document for details.	**Expenses supporting programs serving school-age children in addressing learning gaps and meeting social and emotional needs (Centers, Approved Day Camps and In Home Aides)** Dated documentation examples: invoices, receipts for purchases of materials/supplies/services, bank statements	Record exact dollars and cents amounts in this column below

Page 1 of 2 for Mental Health Workforce and Family Support - See Guidance Document for more information on allowable expenses which include ASQ, mental health/social emotional curriculum, books and classroom materials, "safe places" within classrooms, art and sensory materials.	Expenses related to the mental health and well-being of their children and employees. Documentation of mental health and family support benefots provided to child care staff members Dated documentation examples: oiginal paid invoices and/or receipts for purchases of materials/supplies/services; bank statements; paid invoices, receipts and check information for professional development trainings	Record exact dollars and cents amounts in this column below

Tracking for Reconciliation of Stabilization Sub-Grants Phase 1

Page 2 of 2 for Mental Health Supports	Dated documentation examples: oiginal paid invoices and/or receipts for purchases of materials/supplies/services; bank statements	Record exact dollars and cents amounts in this column below