Submitting Expense Reports

This user guide shows how to submit to Expense Reports 1 & 2 for recipients of the Child Care Stabilization 2.0 Workforce Supports grant who also received Stabilization 1.0 funding. The Workforce Support Expense Report 1 must be submitted before the Expense Report 2 link will appear. The purpose of Expense Report 2 is to document how the second disbursement of grant funding was used.

Select your Existing Application
Complete Workforce Support Expense Report 1
Complete Workforce Support Expense Report 2

Select your Existing Application

1. On the Grant Opportunities homepage locate the Child Care Stabilization Grant and click on the Apply/Review button.

2. Under Provider Verification, click on the Choose an existing application dropdown menu and click on your submitted and approved grant application.

3. Click the Next button.
Complete Workforce Support Expense Report 1

Under Submitted Applications look under the Actions section and click on the Workforce Supports Expense Report 1 link.

1. After reading the Instructions answer the question, “Are you currently open and providing care to children?”

Instructions

Instructions: This Report is to collect information from Child Care Stabilization Grant 2.0 for Workforce Supports grant recipients on how funds were spent. All grant recipients are required to report to OCFS details on their use of funds. If you have questions about this report, please contact your CCR&R. If you have questions about eligible expenses and recordkeeping, please visit https://ocfs.ny.gov/main/contracts/funding/COVID-relief/childcare-stabilization/

Grant Spending

You received $16400 from the Child Care Stabilization Grant 2.0 for Workforce Supports. This report is required to document that these funds have been spent on allowable expenses. OCFS will use this information to meet federal reporting requirements. Only report expenses that you are charging to the Child Care Stabilization Workforce Support Grant funds. As a reminder, you cannot charge expenses to this grant if it has been covered by another dedicated funding source (Head Start/Early Head Start, UPK, disaster relief funding, CACFP, CARES grants, etc.) or by another federal grant program (for example, the Paycheck Protection Program (PPP), the Public Health and Social Services Emergency fund, or unemployment compensation).

2. If yes, click on the Next button.

* Are you currently open and providing care to children?
  ○ YES
  ○ NO, Temporarily closed due to COVID/Staffing
  ○ NO, permanently closed

Next
If No, permanently closed is selected please answer the follow up questions. Click on the Next button to continue.

Answer Spending Questions

1. Review the information and instructions on completing the expense report under 1: Grant Spending and scroll down to begin entering information. You must spend 75% of funding on workforce supports but can choose to spend 100% of funding in this category. If you have not yet spent funds enter “0%”.

2. To begin entering expenses for any category, click on the drop-down arrow and then the Edit link.
3. **Enter in the expenses** and the **required descriptions** of Expenses and Records. **Click on the Save button.** Complete for all necessary categories.

4. After entering the expenses for spending of 75% toward workforce supports a **summary will appear** displaying remaining funds. These funds can be used up to 25% on the remaining eligible expenses but this is optional.

5. If you spent grant funds on the following categories **enter the expenses and descriptions** as shown in steps 2 and 3. If you exceed more than 25% on this section an error will appear. **Click on the Next button** to continue.
Certifications and Attestations

1. For Step 2: Certifications and Attestations read and check of the boxes next to all agreements and certifications on the page. Scroll down to complete them all.

2: Certifications and Attestations

Below are certifications and attestations that you confirmed at the time of application and also during recertification in order to continue to receive the Child Care Stabilization Grant 2.0 for Workforce Supports.

By agreeing to these terms and conditions and applying for the Child Care Stabilization Grant 2.0 for Workforce Supports, I certify that all information provided as part of the reporting process is true and accurate to the best of my knowledge and agree to each of the following statements:

- I agree that I have spent the grant funds I received on allowable expenses.

Attestation Terms and Conditions:

By agreeing to these terms and conditions and applying for the Child Care Stabilization Grant 2.0 for Workforce Supports, I certify that all information provided as part of this application is true and accurate to the best of my knowledge and agree to each of the following statements:

- I will promptly notify the Office of Children and Family Services (OCFS) of any changes to information provided in this application, including, but not limited to,
  - the closure of my child care program,
  - my legally exempt group program is no longer serving families with subsidies

2. **Answer Yes or No** to the final question, “Are you a head start/early head start/state-funded Pre-K provider?” If yes, you will confirm a final attestation. If No, you are finished.

3. **Click on the Next button** to submit the Expense Report 1.

4. The Workforce Support Expense Report 1 link will disappear from your Actions list under Submitted Applications. The Workforce Supports Expense Report 2 link will now appear.
Complete Workforce Support Expense Report 2

The steps to complete Workforce Support Expense Report 2 are the same as for Expense Report 1. Submitted Expense Report 1 information appears on Report 2.

1. Under Submitted Applications look under the Actions section and **click on the Workforce Supports Expense Report 2** link. Note that Expense Report 1 must have been submitted for Expense Report 2 to appear.

2. As with the first expense report, **complete the Instructions, Grant Spending and Certifications & Attestations sections** completely to submit Expense Report 2. The form and questions are the same as for the first expense report.

3. Under the **Second Disbursement Expense Report** area enter expenses for any category grant funds were spent on **by clicking on the drop-down arrow and the Edit link**. Provide descriptions for expenses and records.
4. The information entered in the **First Disbursement Expense Report** will be displayed but cannot be modified. An opportunity to report additional spending in this category will be available in the future.

5. **Check off the boxes** next to all certifications and attestations, **answer the final question** and **click the Next button** to submit Expense Report 2. The Workforce Supports Expense Report 2 link will no longer appear under the Submitted Applications actions menu.