How to Submit Expense Report 1

This user guide shows how to submit to Expense Report 1 for recipients of the Child Care Stabilization 2.0 Workforce Supports who did not receive Stabilization 1.0 funding.

Select your Existing Application
Open and Complete Workforce Support Expense Report 1
Answer Grant Spending Questions
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Select your Existing Application

1. On the Grant Opportunities homepage locate the Child Care Stabilization 2.0 for Workforce Supports 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.
Open and Complete Workforce Support Expense Report 1

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

2. 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/](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).

3. 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%”.

1: Grant Spending

Recipients must have records and receipts to support all expenses listed below and must retain those for 6 years, as stated in the Grant Opportunity. Please complete the table below, listing the TOTAL spent on each category and not individual expenses. Please describe what TYPE of expenses were included in those categories and the types of records to support those expenses.

To support the child care workforce and to assist with recruitment and retention efforts, the at least 75% workforce initiatives funding can be used for the below expenses:

Category: This is the Stabilization grant eligible expense category.

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. 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.