Child Care Stabilization Grant 1.0: Expense Report Instructions
Agenda

• Purpose of the Expense Report
• Steps to Complete the Expense Report
• Expense form Notification Emails
• Frequently Asked Questions
Purpose of Expense Report
This Report is to collect information from Stabilization grant recipients on how funds were spent.

### Purpose of the Expense Report

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>EXPENSES</th>
<th>EXPENSE DESCRIPTION</th>
<th>RECORDS DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel costs</td>
<td>$6,000.00</td>
<td>Staff wages</td>
<td>payroll</td>
</tr>
<tr>
<td>Rent, Mortgage, Utilities</td>
<td>$8,000.00</td>
<td>October 2021 and November 2021 mortgage payments</td>
<td>Check # 543 and check #600</td>
</tr>
<tr>
<td>Facility Maintenance, Insurance</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPE, Cleaning, Other Health and Safety</td>
<td>$250.00</td>
<td>Masks for children and staff, PPE, cleaning supplies</td>
<td>Receipts from Amazon and Target</td>
</tr>
<tr>
<td>Equipment and Supplies</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goods and Services</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
All Stabilization grant recipients are required to report to OCFS details on their use of the Stabilization funds. Providers must use all funds by September 30, 2023.

Purpose of the Expense Report

Sept. 30, 2023

Funds must be spent
Stabilization grant awardees will have 30 days from the date of notification to complete the expense report in the grant portal. They will receive a reminder email on day 15 and 30 if they have not completed it.

Expense report must be completed

July 14, 2022
Additional Information

Awardees need to report on Stabilization funds spent to date, but should NOT report on:

• Stabilization funds that have been received but not yet spent
• Stabilization funds awarded but not received (such as for a program that closed before they received all payments).
• their monthly expenses
• funds received from other OCFS grants
• funds received from another dedicated funding source
Additional Information

Each awardee will receive a letter telling them the amount that they received and instructing them to login to the grant portal and complete the expense report.

The expense report is required to document that these funds have been spent on allowable expenses.

Awardees are not required to upload receipts.
Steps to Complete the Expense Report
Steps to Complete the Expense Report

Step 1: Login to the OCFS Grant Portal and Click the Expense Report button.

![Image of Grant Portal]

- Welcome: Mary Smith
- Happy Friends, Inc.
- 123 Main Street
- Anywhere, NY 12345
- License/Registration No./Permit No.: 123456
- License/Registration Status Date: 11/20/2017
- Current Grant Eligibility: Eligible
  As of 06/13/2022

Submitted Applications

- Funding Program: Child Care Stabilization
- Application ID: A-1234
- Status: Approved
- Applied On: 10/11/2021

Actions:
- Disbursement Details
- Update TIN
- Update Payment Information
- Expense Report

Submitted By: Mary Smith
- Amount: 50600
Steps to Complete the Expense Report

Step 2: You will be brought to the Instructions Page.
Steps to Complete the Expense Report

Step 3: Scroll Down until you see the first question: Are you currently open and providing care to children? Answer all questions on this page.
Steps to Complete the Expense Report

Step 4: Click the Next button to go to the Grant Spending section
Step 5: Click the drop down arrow for each of the category funds used.
Step 6: Click “Edit” and a new pop-up will appear to enter the expense amount, expense description, and record description for the category.
Step 7: Repeat these steps for each relevant category.
Steps to Complete the Expense Report

All the data you entered will be saved to the table and at the bottom of the page you will see Total Expenses, Sum of Paid Disbursements, and Funds Remaining.
Steps to Complete the Expense Report

An error will appear if the total expenses entered are greater than the total expenses paid to your program. You will only be able to move to the next section if the Total Expenses are less than or equal to the sum of your paid disbursements.

- **Records Description**: This is a description of the types of records you have to support your eligible expenses. As a reminder, you are responsible for keeping all relevant records documenting your expenses for five years.

- **Total Expenses cannot be greater than Sum of Paid Disbursement.**

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<tr>
<td>Personnel costs</td>
<td>$20,000.00</td>
<td></td>
<td></td>
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</table>
Steps to Complete the Expense Report

Step 8: After completing the Grant Spending section you will be taken to the Certification and Attestation section.

Check all attestation check boxes.

2: Certifications and Attestations

Certifications and Attestations

Below are certifications and attestations that you confirmed at the time of application and annually during recertification in order to continue to receive the Stabilization grant. By agreeing to these terms and conditions and applying for the Child Care Stabilization Grant, 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:

As a reminder, the following are the allowable purposes for the Stabilization grant under the Federal guidelines. Include:

- Personnel costs, including payroll, salaries, similar employee compensation, employee benefits, retirement costs, educational costs, child care costs, and supporting staff expenses in accessing COVID-19 vaccines
- Rent (including under a lease agreement) or payment on any business mortgage obligation, utilities, business-related insurance; also may include late fees or charges related to late payments (all costs must be paid only up through 9/30/23)
- Facility maintenance or improvements, defined as minor renovations (such as renovating bathrooms), accessibility improvements (such as installing railing, ramps or automatic doors), improvements to outdoor learning
Steps to Complete the Expense Report

Step 9: Click the Next button and the expense report will be submitted and the option to complete the expense report will be removed from the Submitted Application section on the Home Page.

- I agree to provide relief from copayments and tuition payments for the families enrolled in my child care program, to the extent possible, and prioritize such relief for families struggling to make either type of payment.

- I agree that I cannot use child care stabilization to pay for expenses expressly covered by another external source, e.g., the Paycheck Protection Program (PPP), or to supplant other federal or state funds.

- I must spend all Child Care Stabilization funds by September 30, 2023.

- I have read and agree to the terms and conditions and am an authorized person to submit this report.

If you need assistance in completing this report, or identifying expenses, please contact your CCR&R or the Stabilization Helpline at 844-863-9319.
Notification
Emails
Notification Emails

Each awardee will receive an email telling them the amount that they received and instructing them to login to the grant portal and complete the expense report within 30 days. If they do not complete the expense report, they will receive follow-up messages on days 15 and 30.
Notification Emails

Child Care Stabilization Grant: Required Information
Due in 30 days.

Dear Stabilization Grant Recipient,

OCFS is requiring all Stabilization grant recipients to complete a Grant Award Expense Report within 30 days. The Expense Report asks for total amounts of Stabilization funds spent in the eligible categories. You do not have to report total program expenses, ONLY those expenses you are using Stabilization funds. As a reminder, all Stabilization grant expenses must have documentation on file for five years, and available on request by OCFS or other regulating agency. As a reminder, you agreed on your Stabilization grant application and subsequent monthly recertifications “to report the use of funds received to OCFS or its agents upon request.” Please visit the Child Care Grant Portal at https://childcare-grants.ocfs.ny.gov to complete your Expense Report Form as soon as possible. If you have not fully spent your Stabilization grant, you can indicate any unspent funds on the form.

Thank you,
OCFS Stabilization Grant Team
Notification Emails

Child Care Stabilization Grant: Required Information Due in 15 days.

Dear Stabilization Grant Recipient,

As a reminder, OCFS is requiring all Stabilization grantees to complete an Expense Report within 30 days. This is your second notice to complete the report. Please visit the grant portal at https://childcare-grants.ocfs.ny.gov to complete your form as soon as possible.

Thank you,

OCFS Stabilization Grant Team
Notification Emails

Final Reminder: Child Care Stabilization Grant NOW DUE.

Dear Stabilization Grant Recipient,

This is your final reminder to complete the Stabilization Grant Expense Report. Please visit the portal ASAP to complete your form. If your form is not completed within 30 days, it may impact your eligibility for future grant awards. As a reminder, as part of your Stabilization application, you agreed to provide OCFS or its agents information to monitor this application and use of funds to ensure the accuracy of the information. You agreed that at any time, you may be asked to produce records for verification including receipts and proof of payment purposes upon audit of any Child Care Stabilization funds, and agreed to provide the information and supporting documents as requested. This is your final reminder, please complete the Expense Form as soon as possible by visiting the Child Care Grant Portal at https://childcare-grants.ocfs.ny.gov.

Thank you,
OCFS Stabilization Grant Team
Frequently Asked Questions
Question: Why is OCFS asking me to complete the expense report?

Answer: This Report is used to collect information from Stabilization grant recipients on how funds were spent. All Stabilization grant recipients are required to report to OCFS details on their use of the Stabilization funds. OCFS will use this information to meet federal reporting requirements.
Question: How long do awardees have to complete the expense report?

Answer: Awardees will need to complete the expense report no later than 30 days.
Question: What happens if I haven’t spent all my Stabilization funds yet?

Answer: You should only report on Stabilization funds that you have spent. You have until September 30, 2023, to spend your funds, so if you still have unspent funds, you should not include those in your expense report. You will be asked to report on those additional funds at a later time.
Frequently Asked Questions

Question: My program closed before I received all my Stabilization funds. Do I still need to complete the expense report?

Answer: Yes. You need to complete the expense form for all funds received and spent, even if your program is no longer active.
Question: Do I need to upload receipts to the portal?

Answer: No. OCFS is not requiring you to upload receipts to the portal. However, you should be saving all receipts and proof of how you spent funds for up to six years in the event of an audit.