NYS Office of Children and Family Services Stabilization 1.0 Expense Report Instructional User Guide

Pre-requisites

The user must have at least one disbursement in "Paid" status.

Steps to Complete

1. Log in to the NYS OCFS portal.
2. Click on the "Expense Report" button under the "Submitted Applications" section.
3. User will see the Instructions required to complete the expense report.

Instructions

Instructions: This Report is 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. Providers must use all funds by September 30, 2023. If you have questions about this final 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 $4216.66666666667 from the Child Care Stabilization Grant. 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 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).
4. Scroll down the “Instructions” section, and answer the questions required to complete the expense report.

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

What was the last date you were open and provided care?

Were all stabilization funds expended prior to your closure?
- Yes
- No

Were unspent funds returned to OCFS?
- Yes
- No

5. Click on the “Next” button.

6. User will be taken to “Grant Spending” section.
7. Click on the drop-down arrow for a “Category”.

8. Click on the “Edit” option.
9. A new pop-up will appear to enter “Expenses”, “Expense Description” and “Records Description” details for the category chosen in step 7.

10. Click on the “Save” button to add details to the table. The expenses data will be added to the table as displayed in the image below.

11. The sum of the expenses will be display in the “Total Expenses” column. Users will be able to move to the next section only if the “Total Expenses” are less than or equal to the “Sum of Paid Disbursements”.

<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>$100.00</td>
<td>Made the expense for Mortgage or rent payments.</td>
<td>Mortgage Loan Payment Record.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1: Grant Spending

All costs must be paid only through 9/30/23. 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.

<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>$100.00</td>
<td>Made the expense for staff wages payments.</td>
<td>Staff Wages Record.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rent, Mortgage, Utilities</td>
<td>$1,000.00</td>
<td>Made the expense for Rent.</td>
<td>Rent record description.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| TOTAL EXPENSES            | $5,710.25|
| SUM OF PAID DISBURSEMENTS | $8,433.33|
| Funds Remaining            | $2,723.08|
12. An error will appear if the "Total Expenses" entered are greater than the total expenses paid to the program.

13. Click on the “Next” button to go to Step 2: Certifications and Attestations.

14. As soon as the user lands on the “Certifications and Attestations” section, they will see an error message to “Please select all checkboxes.”
15. Check off all the attestation checkboxes. Once all checkboxes have been selected, the error message at the top of the page will disappear.

2: Certifications and Attestations

Certifications and Attestations
Below are certifications and attestation that you confirmed at time of application. If you receive reimbursement for the stabilization grant, it is your responsibility to verify that all information provided as part of the application process is true and accurate to the best of your knowledge and agree to each of the following statements.

[ ] I certify that the information provided on this application is true and accurate to the best of my knowledge and agrees to each of the following statements.

- Personal costs, including payroll, salaries, employee benefits, retirement costs, educational costs, child care costs, and supporting staff expenses in accessing COVID-19 vaccine.
- Rent (including under lease agreements) or payment on any business mortgage obligations, utilities, and business-related insurance. If you are a lessee, you may include lease fees or charges related to lease payments.
- Facility maintenance expenses, defined as minor renovations (such as removing built-in fixtures), facility improvements (such as installing rolling ramp or automated doors), improvements to outdoor learning spaces, and minor improvements to address C.19 concerns (such as removing non-fixed beds while allowing space for social distancing).
- Personal protective equipment, cleaning and sanitation supplies, and services, or training and professional development related to health and safety practices.
- Purchase of or updates to equipment and supplies necessary to respond to COVID-19.
- Goods and services necessary to maintain or resume providing child care services.
- Mental health supports for children and employees; health and safety training for staff, including not limited to CPR, First Aid, and NAIT, and training related to COVID-19.

OCFS or its agents will verify the application and use of funds to ensure the accuracy of the information you have provided and the proper use of funds. If the eligibility criteria and as stabilization grant recipients agreed to be open and transparent for children and parents of 60 days of application. As a reminder, below are certifications that you confirmed to receive the stabilization grant. Please indicate below your continued agreement with these statements:

[ ] I understand that at any time, I may be asked to produce records for verification including receipts and proof of payment purposes upon audit of any stabilization grant funds.

[ ] I agree to provide information and supporting documents as requested.

[ ] I agree to provide information and supporting documents as requested.

[ ] I must retain supporting documentation for at least five years, and promptly submit it to OCFS upon request.

[ ] I understand that providing false or inaccurate information on this application or improper use of funds will result in the recovery or repayment of funds. I agree to repay funds as required by OCFS.

[ ] I agree that the operating expenses included in the application are accurate for my child care program.

[ ] I agree to report the use of funds received by OCFS or its agents upon request.

[ ] I agree that I will not reduce salary or benefits to employees of my child care program for the duration of the grant payment term. For the duration of the stabilization grant, I agree to pay the same median wage and benefit package that existed before the COVID-19 pandemic.

[ ] I agree to comply with the provisions of the stabilization grant.

[ ] I agree to comply with all federal and state laws and regulations applicable to the use of stabilization grant funds.

[ ] I agree to comply with all federal and state laws and regulations applicable to the use of stabilization grant funds.

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

If you need assistance in completing this report, or identifying expenses, please contact the OCFS or the Child Stabilization Hotline at 866-485-4279.

16. Click on the “Next” button.
17. 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”.

<table>
<thead>
<tr>
<th>Submitted Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Funding Program</strong></td>
</tr>
<tr>
<td>Child Care Stabilization</td>
</tr>
<tr>
<td><strong>Submitted By</strong></td>
</tr>
<tr>
<td>Mary Smith</td>
</tr>
</tbody>
</table>