



## **Guidance Document: Workforce Retention Grant Additional Award**

The Workforce Retention Grant Program Solicitation of Interest (SOI) was amended on 4/30/2024 to provide an additional grant award to eligible awardees. The additional award must be spent by September 1, 2024. Amendments to the SOI are in Sections I and XIV.

This document does not take the place of the updated SOI, all awardees are required to thoroughly read the updated [SOI](#).

**Program Eligibility:** All previously approved grant awardees will receive an additional award for both Components A and B funding if they continue to meet the eligibility requirements outlined in the SOI.

Programs will not receive this additional award payment unless and until they have completed all of the required expense reports for all OCFS child care grants. The due date for expense reports for this SOI vary for each program, some programs may not have been required to submit an expense report yet (those who have yet to be approved or were recently approved). No payments will be made after September 1, 2024.

**Note:** If the application is in “Submitted” status the awardee may be eligible for the payment when all outstanding requirements are met and the application status moves to “Approved” status.

### **Staff Eligibility:**

All staff who received the Component A staff retention bonus from the initial award are eligible to receive the additional retention award bonus if they continue to meet the SOI requirements.

Individual staff roster modifications will not be permitted for the additional award. No requests for changes or additions to the staff roster will be accepted for the additional award.

Staff who have not been retained by the awardee, are not entitled to the staff retention bonus payment. Unused retention funds will be allowed to be used for recruitment expenses, as provided in the SOI.



### Award Amount:

The additional grant award amount is calculated based on the awardee’s modality type and the number of staff who were previously determined to be eligible to receive the Component A bonus payment. The total amount of the additional grant award will be issued in one payment.

<b>Program Type</b>	<b>Staff Retention Award Amount Per Staff</b>	<b>Payroll Tax Assistance Award Amount Per Staff</b>	<b>Staff Recruitment Award Amount Per Program</b>
DCC	\$ 2,250	\$ 172	\$ 12,000
FDC	\$ 2,250	\$ 172	\$ 2,000
GDC	\$ 2,250	\$ 172	\$ 12,000
GFDC	\$ 2,250	\$ 172	\$ 4,000
SACC	\$ 1,725	\$ 132	\$ 12,000

### Payment Schedule:

Payments will be issued to programs in one payment. Programs are required to follow the same payment schedule as outlined in the SOI however, **to ensure spending deadlines are met, OCFS encourages programs to issue bonus payments to eligible staff as soon as possible:**

**NOTE:** All Workforce Retention Grant funds must be spent by **September 1, 2024**. Any remaining unspent funds must be returned to OCFS.

### Eligible Expenses and Expense Reporting:

All Component A and B funds must be used as outlined in the [SOI](#).

Awardees will be responsible for completing an additional expense report regarding the use of funds for the additional award.

**As stated in the SOI, below are the eligible expenses for the staff retention portion of the award:**

A program must provide at least 50% of the staff retention payments to all eligible staff within 45 days of receiving the first payment from the grant. The remaining funds must be distributed to eligible staff within 90 days of receiving the staff retention funding. If a SACC program applies during a planned school break, staff bonus payments must be made to eligible SACC program staff within 45 days after resuming operations during the school calendar year.

Payments must be equal to the amounts listed in the per staff amounts in this SOI **Section III. Grant Award Amounts**. The grant award must be paid to eligible employees in addition to standard wages. Child care programs must not reduce any employee salary by



the per employee bonus amount.

OCFS recognizes that the following events may occur between application submission and payment of funds to staff. Unused retention funds will be allowed to be used by the program for recruitment expenses as follows:

- If a staff person rejects the bonus payment, the payment amount can be used by the program for recruitment activities and must be reported to OCFS in the first expense reports. If a staff person leaves between the first payment and the second payment, the balance may be used for recruitment activities and must be reported to OCFS in the Expense Report.
- If an eligible staff member leaves the organization after the child care program receives their grant payment, the funds for that staff member can be used for recruitment expenses. The child care program must document where the funding has been redirected in grant Expense Forms.

**As stated in the SOI, allowable uses for Staff Recruitment grant funds include, but are not limited to:**

- Provide recruitment sign-on bonuses for new staff who began after June 26, 2023, and are not eligible for the workforce retention grant payments;
- Provide bonuses for staff who are otherwise not eligible for the retention bonus;
- Provide referral incentives for existing staff who recruit new staff;
- Pay for advertisement and marketing costs for staff vacancies;
- Pay for recently hired (since June 26, 2023) staff benefit package costs (such as healthcare, paid time off, 401K);
- Pay for or reimburse costs for recently hired (since June 26, 2023) staff medical, criminal and child abuse clearances;
- Pay for staffing services or 'headhunter';
- Pay a bonus for staff in a non-caregiving role who are recruited to a caregiving role;
- Pay a bonus for Part-Time staff who transition to a Full-Time role;
- Supplementing a retention payment to include a longevity bonus for existing staff who have been with the program 6 months or more.

All expenses must be documented carefully, and programs must retain all complete receipts (canceled checks, bank statements, payroll records, etc.) for five years and be provided upon request of OCFS.

**All Workforce Retention Grant awardees are required to spend all funds by September 1, 2024.**