

# Department of Children, Youth, and Families (DCYF)

## Child Care Stabilization Grant

### FFN Frequently Asked Questions

**Q: Who is eligible to apply for this grant?**

**A:** License-exempt FFN providers who have served at least one child on subsidy in four of the last six months or two of the last three months **and** claim for subsidy through the Social Service Payment System (SSPS) at time of application.

**Q: What is the amount of this grant?**

**A:** FFN Child Care Stabilization Grants consist of a **program amount + add-ons**.

**Program Amount:**

The program amount for FFN is \$750.

**Verifiable Add-Ons:**

Providers who meet verifiable criteria may be eligible to receive an additional *add-on* amount on top of the program amount. These verifiable add-on amounts are stackable, and each add \$250 to the total grant amount.

- Operating in a Child Care Desert +
- Serving or located in Communities of Color+
- Serving or located in marginalized, low-income communities+
- Supporting racial equity+
- Located in area with high COVID impact+

+ see definitions [here](#)

**Q: Can I apply for this grant more than once?**

**A:** No. Providers are eligible to apply for one FFN Child Care Stabilization Grant. The grant application will remain open through June 2022 and applications will be processed and approved on a monthly basis. Each provider will only receive one grant.

**Q: How do I apply for the grant?**

**A:** Providers can access the application [here](#) 24 hours a day, 7 days a week. The provider will answer a series of questions and then submit the application. More information on how to apply is available in the [Application Step-by-Step Guide](#).

**Q: How do I know if my application was successfully submitted?**

**A:** After a provider submits an FFN Child Care Stabilization Grant application, an automated email will be sent to the email address listed on the application. If you do not receive an email, check your spam or junk folder after you submit your grant application.

**Q: Can I make changes to my application after it has been submitted?**

**A:** No. Please read each question on the application carefully and review your answers before submitting. Once the application has been submitted, it will not be available to edit. If a provider has



concerns about the answers on their grant application, they can contact [dcyf.stabilizationgrant@dcyf.wa.gov](mailto:dcyf.stabilizationgrant@dcyf.wa.gov).

**Q: How are grant payments processed and when will payments be made?**

**A:** Because the FFN Stabilization Grant has a rolling grant application period, DCYF will process batches of grant applications once per month during the application period. The application period ends June 30, 2022.

Providers will receive a grant payment in one lump sum. Please understand that electronic payment processing and the U.S. Postal Service may take several business days, impacting the exact date that providers receive payments. On the second Monday of each month, DCYF will pull a report. Applications in that report are reviewed and, if approved, processed for payment at the end of the month.

Application Submission Date	Expected Payment Process Date
<b>Before 8am on the 2<sup>nd</sup> Monday of the month</b>	Payment processes last week of the same month. Payment may be received several business days later.
<b>After 8am on the 2<sup>nd</sup> Monday</b>	Payment processes last week of the FOLLOWING month. Payment may be received several business days later.

For example, if a provider applies for a Child Care Stabilization Grant on **Nov 7 (or anywhere in the green rows below)**, their payment will process at the end of November and they would receive a payment in the first week of December.

If a provider applies for the grant on **Nov 15 (or anywhere in the blue rows below)**, their payment will process at the end of December, and they would receive a payment in the first week of January.

If a provider applies for the grant on **Dec 20 (or anywhere in the red rows below)**, their payment will process at the end of January, and they would receive a payment in the first week of February.

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
Payment processes end of November						
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
Payment processes end of December						
28	29	30	1	2	3	4
December						
5	6	7	8	9	10	11
12	13	14	15	16	17	18
Payment processes end of January						
19	20	21	22	23	24	25

26	27	28	29	30	31		
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DCYF will process payments through SSPS. FFN Providers will receive the Child Care Stabilization Grant payment the same way that they receive subsidy payments.

**Q: When I receive a payment, where can I find information on what the payment was for?**

**A:** Providers may log in to the [SSPS Provider Portal](#) to review payment details. Additionally, payments are labeled on both the emailed remittance advice for EFT, and on the paper check.

**Q: Are these grants taxable?**

**A:** Yes. Grant funds are considered income. DCYF will send out a 1099 in January for tax purposes. The 1099 includes all DCYF funds provided in the tax year period.

**Q: Can I use the stabilization grant funds to pay my federal taxes?**

**A:** No. Using Child Care Stabilization Grant funds to pay federal taxes is not an allowable expense. For further guidance on the tax implications of the Child Care Stabilization Grant, please contact your accountant or financial advisor. You may use grant funds to pay for an accountant or financial advisor.

**Q: What can these funds be used for?**

**A:** The approved expense categories are listed as follows:

- Maintaining or increasing your wages and benefits
- Goods and Services (diapers, school supplies, etc.)
- Copayment or tuition waivers for families receiving care
- Rent or mortgage costs
- Utilities or maintenance costs
- Mental health supports for children or yourself
- Internet access
- Food related to child care
- Health and nutrition activities
- Vaccination access
- Personal Protective Equipment (PPE)
- Cleaning or sanitizing supplies and services
- Training related to health and safety practices
- Purchases of, or updates for equipment and supplies related to Covid-19

**Q: What can these funds NOT be used for?**

**A:** Grant funds may not be used for construction or major renovations.

**Q: Can these grant funds be used for reimbursement of previous purchases?**

**A:** Providers may choose to use DCYF Child Care Stabilization Grant funds to reimburse themselves for allowable expenses incurred after January 1, 2021.

**Q: Do these grant funds have to be spent within a certain timeframe?**

**A:** Yes. Funds must be spent within one year of receiving the award.

**Q: Do I need to save and submit receipts associated with this grant?**

**A:** Yes. Providers must save the receipts for purchases made with these grant funds for five (5) years. Providers may be asked to submit receipts to DCYF. If a provider is unable to provide receipts and documentation upon request, they may be required to repay part or all of the grant funds.

**Q: Is there a deadline to apply for this grant?**

**A:** Yes, the deadline to apply is June 30, 2022 by 11:59 PM.

**Q: If I am eligible and apply for a grant, am I entitled to receive the grant?**

**A:** The DCYF Child Care Stabilization Grant is not competitive. All providers that are eligible and apply should receive a grant.

**Q: Who can we contact with questions?**

**A:**

- **Technical Assistance and Language Access**
  - If you need technical assistance, including assistance in your language, guidance on preparing for and accessing the application, and questions on spending and saving receipts/documentation, you can contact either the Imagine Institute or Voices of Tomorrow.
    - **Imagine Institute:**  
phone: 206-492-5249  
email: [CSSG@imaginewa.org](mailto:CSSG@imaginewa.org)
    - **Voices of Tomorrow** (supporting East African child care providers):  
phone: (206) 278-8290  
email: [childcaresupport@tomorrowvoices.org](mailto:childcaresupport@tomorrowvoices.org)
- **Application Questions**
  - If you have questions about the application, the timeline of the grant or other questions specific to the grant, please email [dcyf.stabilizationgrant@dcyf.wa.gov](mailto:dcyf.stabilizationgrant@dcyf.wa.gov)