**Child Care Relief Fund 2022**

**Frequently Asked Questions**

**Updated 12/2023**

# Eligibility

1. **Who is eligible to receive the 2022 Child Care Relief Fund (CCRF)?**

To be eligible for the 2022 CCRF, providers must be:

* + open to provide child care services at the time of application **or** be temporarily closed due to public health, financial hardship, or other COVID-19–related reasons at the time of application (with plans to reopen within 30 days);
	+ actively licensed or registered in the State of Texas with Child Care Regulation (CCR) by February 28, 2022;
	+ in good standing with CCR; and
	+ committed to remaining open at least through May 2023.
1. **Can a child care program that is closed for any length of time receive this funding?**

At the time of application, programs may be temporarily closed due to public health, financial hardship, or other COVID-19–related reasons but committed to reopening and remaining open at least through May 2023. The program must also meet the other requirements listed in the answer to Question 1 to be eligible.

1. **What does it mean to be temporarily closed due to COVID-19–related reasons? How long is temporary?**If, at the time of application, your program is temporarily closed due to public health, financial hardship, or other COVID-19–related reasons, it may still be eligible for funding. The reason for temporary closure must relate directly to COVID-19, and the provider must intend to reopen within 30 days.
2. **I** **received funds from the CCRF in 2021. Am I still eligible to apply for funding in 2022?**

Yes, child care programs can apply for funding in 2022 even if they received funds in 2021.

1. **I just purchased or am in the process of purchasing an existing child care program. Am I eligible to apply for funding?**
The owner of a program that meets the requirements described in the answer to Question 1 is eligible to apply. Therefore, you must have an active permit by February 28, 2022, to be eligible to apply. This includes initial permits. As a new owner, eligible expenses date back to the date of ownership. Learn more about eligible expenses below.
2. **I am in the process of selling my child care business or considering selling my business within the next year. Am I eligible for funding?**

No. To be eligible for funding, providers must be committed to remaining open until at least May 2023. Any provider that receives funds and then fails to continue operating through May 2023 would be subject to monitoring and recoupment of funds.

1. **I am a registered child care home in the process of becoming a licensed child care home, and was already approved for the 2022 CCRF. Am I eligible to continue receiving funding?**

Yes. A registered child care home that was approved for the 2022 CCRF and then becomes a licensed child care home in the same location without a significant period of closure may be eligible to continue receiving their payments

# Application Process

To learn more about how to apply, please view our **Application Guide** or **Application Walk Through Video** on our [website](https://www.twc.texas.gov/programs/child-care-relief-funding#applicationProcess) available in English, Spanish, and Vietnamese.

1. **When can I apply?**

TWC will begin accepting applications for the CCRF on a rolling basis in March 2022 and will continue to accept applications until May 31, 2022. Eligible providers will receive an invitation email from TWC with instructions on how to log in to the application portal. To learn more about how to prepare for the CCRF 2022 application process, see the “[How to Prepare Guide](https://www.childcare.texas.gov/preparing-for-the-child-care-relief-fund)” for child care providers.

1. **How do I apply?**

Each eligible child care provider will receive an application link through the secure email address on file with, and that you use to log in to, the [Child Care Regulation](https://www.hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-providers/child-care-licensing) portal. Once you have received your invitation email, you can [log-into the application system](https://apps.twc.state.tx.us/ChildCareReliefGrant/logon). You can also find our Application Walk Through Videos and Application Guides, each available on our [website](https://www.twc.texas.gov/programs/child-care/child-care-relief-fund#applicationProcess) in English, Spanish, and Vietnamese.

1. **Who can complete the CCRF application?**

The individual applying for the CCRF must be an individual identified as a controlling person with CCR. This individual must be someone who is authorized to assume fiscal and legal responsibility of managing the funds, such as the owner, director, fiscal manager, or area manager. Updates to the controlling persons on file for the child care program can be made through [Child Care Regulation](https://www.hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-providers/child-care-licensing).

1. **Can I return to finish my application later?**

Yes, child care programs can save their application as incomplete and return to submit their information at another time. This information is found under Active Application List once an application has been started. All applications must be completed and submitted by May 31, 2022.

1. **What if I change my mind and no longer wish to apply?**

If needed, the individual applying may stop the application process at any time. The application would remain incomplete in the system. It is recommended that the provider review the CCRF terms and conditions to ensure that it agrees to and understands each section.

1. **How does an entity with multiple child care program locations apply**?

An application must be submitted for each child care program location (CCR license number/operation number). Multiple applications may be submitted under the same CCRF user ID if the controlling person is the same across each location. After submitting an application for the first location, the controlling person will click on the Start New Application link on the left portion of the screen and enter the program’s operation number and the name and role for each additional individual location.

1. **I don’t have access to a computer. Is there a paper application to fill out?**

Applications for CCRF 2022 are available only online. However, the application system may be accessed via any device with an internet connection, including tablets and cell phones. If you have difficulty accessing the internet to complete your application, contact your local [Workforce Solutions Office](https://www.twc.texas.gov/directory-workforce-solutions-offices-services) for assistance.

1. **What if there was an error in the application or our information has changed during the CCRF time frame?**

Once the error is noticed, the individual applying should stop the application process and email CCReliefFunds@twc.texas.gov to determine next steps to have the program information corrected.

1. **What happens if there is a change to the controlling person after the application is submitted?**

Updates to the controlling persons on file for your child care program should first be made through [Child Care Regulation](https://www.hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-providers/child-care-licensing). The controlling person should then contact CCReliefFunds@twc.texas.gov to ensure that changes are made in the CCRF system. If the change is not made first through CCR, there will be a significant delay in processing the application.

1. **I am having trouble navigating the Child Care Relief Fund system. What do I do?**

Some common issues are addressed in our Application Guide or Application Walk Through Video which you can find on our [website](https://www.twc.texas.gov/programs/child-care-relief-funding#applicationProcess) available in English, Spanish, and Vietnamese.

# Application Details

To learn more about how to apply, please view our **Application Guide** or **Application Walk Through Video** on our [website](https://www.twc.texas.gov/programs/child-care-relief-funding#applicationProcess) available in English, Spanish, and Vietnamese.

1. **What information will TWC collect?**

TWC will collect the following elements in the application process for **informational purposes only**:

1. Address, including ZIP code
2. Race, ethnicity, and gender of center director or family child care owner
3. If a provider was open or temporarily closed due to COVID-19 at the time of application. If you are temporarily closed, you will be asked what date you closed and what date you plan to reopen.
4. Details by age group (infant, toddler, preschool, and school-aged):
	* Licensed capacity
	* Current enrollment at the time of application and pre-pandemic
	* Number of vacant seats at the time of application (which will be used to update your program’s information on [TWC’s Child Care Availability Portal](https://find.childcare.texas.gov/))
5. Information on how you spent your 2021 CCRF, if applicable
6. Additional information on the impact of 2021 CCRF
7. **What policies must I agree to?**

Providers must affirm on their application that they will comply with allowable uses of funding, along with the following requirements, for the life of the award:

1. When open and providing services, implement policies in line with the guidance and orders from corresponding state and local authorities and, to the greatest extent possible, implement policies in line with the [guidance](https://www.cdc.gov/coronavirus/2019-%20ncov/community/schools-childcare/guidance-for-childcare.html) from the Centers for Disease Control and Prevention (CDC).
2. For each staff member, pay at least the same amount in weekly wages and maintain the same benefits for the duration of the award. Providers may not involuntarily furlough employees from the date of application submission throughout the duration of the award.
3. To the extent possible, provide relief from co-payments and tuition payments for the families enrolled in the provider’s program, prioritizing relief for families struggling to make these payments and those making under 85 percent of the State Median Income (SMI) for a family of the same size (more information on the SMI income level, by family size, is [available here](https://twc.texas.gov/files/policy_letters/attachments/17-21-att-1-twc.pdf), in the column titled “85 percent SMI”).

# Funding

1. **How much funding can I expect to receive?**

Base funding amounts are calculated using the program’s licensed capacity and the 75th percentile of the average daily local [market rate](https://txicfw.socialwork.utexas.edu/wp-content/uploads/2021/09/Supplemental-Report_2021-Texas-Child-Care-Market-Rate-Survey.pdf) for child care (not based on age of child). This mirrors the methodology used for the 2021 CCRF. This amount will be multiplied by 22, reflecting the average number of days per month that child care is provided, and then by a multiplier of 3.2725.

Table 1: Base Funding Calculation

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 75th percentile of the average daily local market rate for child care in the workforce area | x | licensed capacity | x | 22 days  | x | Multiplier of 3.2725 |

Providers may be eligible for an enhanced funding amount in addition to their base funding if the child care program is Texas Rising Star–certified, nationally accredited, located in an area with a low supply of child care (child care desert), and/or based on the Texas Social Vulnerability Index (SVI) score. More details on how enhanced funding is calculated are in the answer to question 2 below.

TWC will calculate a provider’s total award amount based on a review of data elements, as noted below. **These amounts will not be modified regardless of subsequent changes** (For example, a provider’s amount will not be modified if its licensed capacity changes).

|  |  |
| --- | --- |
| **Permitted:** | **Data as of:** |
| As of December 31, 2021 | December 31, 2021 |
| Between January 1–January 31, 2022 | January 31, 2022 |
| Between February 1–February 28, 2022 | February 28, 2022 |

1. **How much enhanced funding could I receive?**

A provider may receive enhanced funding based on one or more of the following circumstances. These qualifications can stack; for example, a provider could receive enhanced funding for being both quality-rated and operating in a child care desert. To estimate how much you could receive, [view our online calculator](https://www.childcare.texas.gov/2022-ccrf-calculator) (note: the online calculator does not take into account potential enhanced funding for SVI scores).

1. Quality-Rated Providers: An enhanced amount for quality-rated providers, including those that are Texas Rising Star–certified or have other national accreditation status, is as follows:
	1. Nationally accredited and not Texas Rising Star–certified: 13 percent
	2. Texas Rising Star 2-Star enhancement: 13 percent
	3. Texas Rising Star 3-Star enhancement: 25 percent
	4. Texas Rising Star 4-Star enhancement: 38 percent
2. Child Care Deserts: Certain [predetermined ZIP codes (child care deserts)](https://www.twc.texas.gov/files/news/child-care-desert-by-zip-code-twc.xlsx), defined in Texas Labor Code §302.0461(b)(2)(A)(i), where the number of children under the age of six who have working parents is at least three times greater than the capacity of licensed child care providers in the area, are eligible for greater funding. Providers operating in child care deserts may receive an enhanced amount of 10 percent.
3. Social Vulnerability Index (SVI): The [SVI is a CDC measure](https://svi.cdc.gov/map.html) that uses 15 Census variables to help identify communities that may need additional support before, during, or after disasters. Census tracts are assigned an SVI score of between 0 to 1 (1 being the most under-resourced areas). Planners use the SVI to help identify communities that will need additional support to recover following an emergency. The degree to which a community exhibits certain social conditions, including high poverty, low percentage of vehicle access, and crowded households, may affect that community’s ability to address and respond to financial loss in the event of a disaster.

TWC will use the Texas SVI dataset to identify the relative risk of counties in Texas to one another. This allows TWC to determine if the location of a provider is more vulnerable or at-risk relative to other locations in Texas, rather than relative to all other locations in the US. TWC will use the Texas SVI to support areas in greater need by increasing awards as follows:

* 1. A program located in an area (census tract) with an SVI of .750 or greater: 10 percent
	2. A program located in an area (census tract) with an SVI of .600–.749: 5 percent
1. **How do I request funds?**

Once the completed application has been approved, the provider will receive its funds in four equal quarterly payments. Providers do not need to request their funds. **Before receiving the second, third, and fourth payments, providers will be required to submit information regarding their use of previously received funds.** TWC will not release future payments until it confirms that a program has submitted this information. TWC will also confirm that providers remain open and operational before sending each quarterly payment. TWC will issue the funds after it confirms that you have provided the required data on use of funds and that your business is still open and operating. The last day to request funds for 2022 CCRF is October 15, 2023. **Funds that have not been requested on or before October 15, 2023, will be forfeited.**

To learn more, view our [Quarterly Reporting Guide](https://www.childcare.texas.gov/cs/c/?cta_guid=8b372679-cf03-4502-87b8-6db7ac31b031&signature=AAH58kFX6M6cj-OA_p9d1_Lt98gWzUJ_nQ&pageId=60809656064&placement_guid=ff75f423-2347-4cc7-8422-a49e99051d4d&click=62675227-95c9-400a-948f-b55ca33d13be&hsutk=e01c8fc0dc41cff91f8cad312214cfa5&canon=http%3A%2F%2Fwww.childcare.texas.gov%2Fccrf2022update&utm_referrer=https%3A%2F%2Fwww.childcare.texas.gov%2F&portal_id=19993137&redirect_url=APefjpE6wLBwtFzvQHRKA8lNZN1tzrD7GClnVqpiI8XG0o5hEa27z2IjevclyoeKJ7pg1i_pejirjT9gF0Tsugkd4lFO54CzsNIlyxZL28dHlCuwoWzHAKCPYwqLqB2uMpsfsRZySgdTNaWXPhbNQ0FL_2GIkbROYChzZozH0dXdtRdfZi29WSiW62jzK54W-F6HOLteao2J3aN56tFxyRPvXNc3bjcC478YN94T96NdVW1K4pbW-Gkbv8SpfN6foSpZr1DMAjwqLoTvdyJQrHcomrlSjy68v4EJBsXwe0ZWzOuAITdhh9LhfklfRY2no5kAj2K0T6cNJsHlYDjzff2ObLE6Os3e4s-ks89W8l-HURu8bztexM3s0OMyJ4pndrI_C6wW6mRU-IbJxzLNFDSpo9bPQ9FWoA&__hstc=203526031.e01c8fc0dc41cff91f8cad312214cfa5.1639598753611.1654016101751.1654030579626.211&__hssc=203526031.2.1654030579626&__hsfp=1121240621&contentType=standard-page) and [Video](https://youtu.be/xlE8zyLCL1I), also available in [Spanish](https://www.childcare.texas.gov/cs/c/?cta_guid=e66d76dd-c1b9-45de-9b9b-ae23e0211a78&signature=AAH58kG0XNxgXiR079ttPXMnNCO0prUbVQ&pageId=60809656064&placement_guid=234ef976-a27e-49ed-a579-dc2fefcebbe0&click=484b1269-0d60-490a-8705-95908c3d9456&hsutk=e01c8fc0dc41cff91f8cad312214cfa5&canon=http%3A%2F%2Fwww.childcare.texas.gov%2Fccrf2022update&utm_referrer=https%3A%2F%2Fwww.childcare.texas.gov%2F&portal_id=19993137&redirect_url=APefjpEz53OCLz-hxnJW4DBKo-2-jutjZs4V0f6eh0IheSZlT8hR1mEO0yB2sf-5PX3wNImlWsVJRE-p0c7hHLuUJaeLQn-V9GlwcN65uukvnZtf5hxEz2-slUWCE4yirel6R2CzOcatOhWNcFRxglkea8AhFT6iii1EfErQcwOWVinPkA4vBYruQ3wZOqohT4G80Gpb1KLsXtRSYd-Z9ZFLfnJYNtD9XUGduY1dqoU946NJgm4Ymy6dH_Gvl-HkUdYwoTrAKCOa-iWQ8GRRRaSygbNo3b6-TVXg5zzhZBteHJvUtmiqfVZWeDw2VVJ-_69NERAB821fL5O-wjhdzl103fytwcwxsim0sLd7tRCBV3EDGXVxd7OyASzuStI4g7iJbsrvmDAwoo5e11GXyKhNzwdQ7D-VUA&__hstc=203526031.e01c8fc0dc41cff91f8cad312214cfa5.1639598753611.1654016101751.1654030579626.211&__hssc=203526031.2.1654030579626&__hsfp=1121240621&contentType=standard-page) and [Vietnamese](https://www.childcare.texas.gov/cs/c/?cta_guid=c44ca718-ccc0-4f09-a608-4282dc97a71e&signature=AAH58kEJ3yIe3mmNCAhcu4JqRc9SBBqGOw&pageId=60809656064&placement_guid=26a6bc6e-824e-4fc0-95fb-4902d288ddc1&click=5620b784-2068-497f-a9cc-37e92a59c26a&hsutk=e01c8fc0dc41cff91f8cad312214cfa5&canon=http%3A%2F%2Fwww.childcare.texas.gov%2Fccrf2022update&utm_referrer=https%3A%2F%2Fwww.childcare.texas.gov%2F&portal_id=19993137&redirect_url=APefjpHjvQ9_35-ZUqh15E-529aqzm57QTYLvWGRRnR3K31O-kTNs4HgmeppWVXQlyKTqeN6Z9kCzxSKRYGNTtQ4PPJBSVzJwQFACES0jjM12MuJ8WKy_dSwqPb58VonXeY1NXZq-tsOQt6y_eB_PEwSm3KO-MuAHriJ0n_eI2z8bbhlau_6J1fpnqp7fWXI3gBuHnUwLbad5p6e4acv_JQAteB5Dc-wqT7BaIdggEpWTiVuMF7M9dVLMHGOvZKL5w_k-GlIDjPv-5a1ZoH4bLYSVb9zqbk2clGAvAD8mBD7geAia2ipsX7i3oHwIUk0PX8Lc-Pgql8gyWpsVMEEWLAnRFxgySfJHw5PCaw_PcUox5Imvm0Vm2_WgghozcBbnFu0R0oNvjy5jU7H-SfHVQ6N4wcLKIGrpg&__hstc=203526031.e01c8fc0dc41cff91f8cad312214cfa5.1639598753611.1654016101751.1654030579626.211&__hssc=203526031.2.1654030579626&__hsfp=1121240621&contentType=standard-page).

Table 2: Quarterly Payment Timeline and Examples

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Application Approval** | **First Payment** | **Second Payment** | **Third Payment** | **Fourth Payment** | **Final Report** |
| **Schedule** | TWC will begin accepting applications on a rolling basis in March 2022 and will continue to accept applications until May 31, 2022. | Typically issued within 7 days of application approval. | Issued 3 months after application approval date.Provider must submit information on how it used the first payment of funds before TWC will release the second payment. | Issued 6 months after application approval date.Provider must submit information on how it used the first and second payments before TWC will release the third payment. | Issued 9 months after application approval date.Provider must submit information on how it used the first, second, and third payments before TWC will release the fourth payment. | All providers must submit a final report on how all funds were expended no later than June 30, 2023. |
| **Example 1** | March 10, 2022 | Issued within 7 days | Issued June 10, 2022 | Issued September 10, 2022 | Issued December 10, 2022 |  |
| **Example 2** | May 1, 2022 | Issued within 7 days | Issued August 1, 2022 | Issued November 1, 2022 | Issued February 1, 2023 |  |

Note that this timeline assumes that a provider accurately completes required reporting information **before** the quarterly payment dates and that the provider continues to meet all eligibility criteria. Please also note that although payments will be issued according to this timeline, it may take additional time for the check to reach the provider.

1. **Can I use direct deposit to receive my funds?**

Direct deposit is not available for the Child Care Relief Fund. Funds will be issued as a paper check that will be mailed to the mailing address listed in the application. Therefore, **it is critical to ensure that the mailing address on the application is accurate**.

1. **What if I do not need the full amount of the CCRF award?**

Providers will have until November 30, 2023, to expend all funding. If a program wishes to return unused funds that have already been received, please email CCReliefFunds@twc.texas.gov ..

1. **I was approved but have not received my payment. What should I do?**

Double-check the timeline described in the answer to Question 3. Please also note that although payments will be issued according to this timeline, it may take additional time for the check to reach you. You should also ensure that you have accurately completed all required reporting information **before** the quarterly payment dates and continue to meet all eligibility criteria. If you still believe you might be missing a payment 14 days after the check issue date, please email CCReliefFunds@twc.texas.gov for instructions.

# Using Funds

1. **When must the funds be used by?**

Applications must be submitted by May 31, 2022, and funds should be documented as expended by the end of the Child Care Relief Funds time frame, which is November 30, 2023.

1. **What can Child Care Relief Funds be used for?**

The 2022 Child Care Relief Fund is a one-time opportunity available for expenses necessary to maintain or resume operation of your program, including for fixed costs and increased operating expenses. Examples of allowable expenses include rent or mortgage, insurance, utilities (such as gas, electric, water, sewer, phone, and internet), payroll and personnel (such as salaries, wages, payroll taxes, and benefits), personal protective equipment (PPE), cleaning supplies and services, maintenance, and supplies. Providers may choose how to allocate their funds across these categories but must provide relief from tuition or co-payments to the extent possible. See the answer to Question 5 for more information.

The 2022 CCRF may also be used to offer wage supplements and one-time bonuses to attract and retain high-quality staff. To learn more about how to support your staff with your 2022 CCRF, please view our Child Care Workforce Provider Decision Tool in [English](https://f.hubspotusercontent30.net/hubfs/19993137/pdf/CC%20Workforce%20Support%20-%20Provider%20Decision%20Tool_ENGLISH.pdf) and [Spanish](https://f.hubspotusercontent30.net/hubfs/19993137/pdf/CC%20Workforce%20Support%20-%20Provider%20Decision%20Tool_SPANISH.pdf).

More details on options for uses of funds under these categories are below.

Payroll and personnel costs: Wages and benefits for child care program staff, including increases in compensation, bonuses, or wage supplements and premium or hazard pay; payroll taxes; health, dental, and vision insurance; scholarships or professional development; paid time off; and retirement contributions.

Rent or mortgage, insurance, and utilities: Rent (including rent under a lease agreement) or payment on any mortgage obligation; utilities, including gas, electric, water, sewer, phone, and internet; or insurance.

Facilities maintenance: Minor renovations including upgrading playgrounds, renovating bathrooms, installing railings or ramps to improve accessibility for children or families with disabilities, ensuring compliance with safety guidance for developmentally appropriate buildings, and any maintenance or minor repair to address COVID-19 concerns.

Personal protective equipment and cleaning supplies and services: PPE, cleaning and sanitization supplies and services, or training and professional development related to health and safety practices. Uses of funds under this category are not limited to those designed specifically in response to the COVID-19 public health emergency and may be intended to meet state and local health and safety guidelines, including those related to prevention of infectious diseases; prevention of sudden infant death syndrome; the use of safe sleep practices; administration of medication (consistent with standards for parental consent); prevention and response to emergencies due to food and allergic reactions; building and physical premises safety; prevention of shaken baby syndrome, abusive head trauma, and child maltreatment; response planning for emergencies from a natural disaster or a man-caused event; handling and storage of hazardous materials and the appropriate disposal of bio-contaminants; appropriate precautions in transporting children; pediatric first aid and CPR; and the recognition and reporting of child abuse and neglect.

Equipment and supplies: Purchases of or updates to equipment and supplies to respond to the COVID-19 public health emergency are allowable. These may include indoor and outdoor equipment and supplies that facilitate business practices consistent with safety protocols and developmentally appropriate practice, as well as business items needed to respond to new challenges, such as business software and upgrades, including technological upgrades that programs can use to collect data and report to lead agencies.

Other goods and services: Any material good or service necessary for the operation of a child care program is eligible, including those necessary to facilitate play, learning, eating, and safety. This category may also include fees associated with licensing and meeting licensing requirements. Providers may also use funds to support the mental health of children and employees, including through Infant and Early Childhood Mental Health Consultations (IECMCH) and supports for mental health and well-being of staff.

1. **How can I improve employee compensation and/or benefits with these funds?**

Providers have many options for using their funds on compensation for staff, including bonuses, temporary pay increases, premium or hazard pay, and changing employee benefits packages. For example, providers could reward employees with a bonus during times of greater need such as working during evenings or other nontraditional work hours, provide hazard pay for employees due to the COVID-19 crisis, or offer retention bonuses for staff members who remain employed (for example, offer a retention bonus to all staff members every three or six months).

Providers may also wish to consider their employee benefits package and whether to provide their staff with additional employee benefits, including free or reduced-cost child care for staff, paid time off, teacher classroom supply stipends or reimbursements, professional development assistance and/or tuition reimbursements, health insurance or assistance with premiums, or retirement contributions.

To learn more about how to support your staff with your 2022 CCRF, please view our Child Care Workforce Provider Decision Tool in [English](https://f.hubspotusercontent30.net/hubfs/19993137/pdf/CC%20Workforce%20Support%20-%20Provider%20Decision%20Tool_ENGLISH.pdf), [Spanish](https://f.hubspotusercontent30.net/hubfs/19993137/pdf/CC%20Workforce%20Support%20-%20Provider%20Decision%20Tool_SPANISH.pdf), or [Vietnamese](https://f.hubspotusercontent30.net/hubfs/19993137/pdf/TX%20Scholarship%20Policy_Vietnamese_NEW.pdf?__hstc=203526031.e01c8fc0dc41cff91f8cad312214cfa5.1639598753611.1648691832144.1648695024848.161&__hssc=203526031.1.1648695024848&__hsfp=274866068&hsCtaTracking=ad3f3afe-9ced-4b5d-b8c1-e2788a942360%7C05095705-fdfa-4383-9868-7b1eaf91c493).

For more information on how to best support your employees with this funding, do not hesitate to request the support of [a free business coach](https://www.childcare.texas.gov/free-business-coaching?hsLang=en) on this topic.

1. **Can I pay for past expenses with this award?**

Yes, the 2022 CCRF may be used to reimburse for allowable expenses (detailed above) that have already been paid out. Providers may only use funds on expenses that occur between September 1, 2021, and November 30, 2023.

1. **I am a home-based provider. How should I determine what percentage of expenses such as mortgage/rent payment and/or utility bills will be deemed allowable?**

Child care home providers should use their [time-space percentage](https://www.childcare.texas.gov/time-space-calculation?hsLang=en) amount to claim appropriate mortgage/rent and/or utility bills for these funds. Time-Space Percentage is used to determine how much of the cost of items used for both business and personal purposes may be deducted as a business expense. You may [reach out to the child care business coaches](https://www.childcare.texas.gov/free-business-coaching?hsLang=en) for assistance on this specific topic.

1. **Can TWC explain more about providing relief from tuition or co-payments?**

Providers must provide relief from co-payments and tuition payments for the families enrolled in the provider’s program, to the extent possible, and prioritize such relief for families struggling to make either type of payment. For instance, if the provider is unable to offer this relief for all families, it should prioritize doing so for families in the most need of relief and target those earning under 85 percent of the SMI for the same size family, which is $72,582 for a family of four. You can [find more information on State Median Income levels here](https://twc.texas.gov/files/policy_letters/attachments/17-21-att-1-twc.pdf).

It is recommended that providers develop a written policy to offer relief from co-payments and tuition payments for families, to the extent possible, and prioritize families earning under 85 percent of the SMI.

Learn more by reading our guide on How to Create a Tuition Assistance Policy, available in [English](https://f.hubspotusercontent30.net/hubfs/19993137/pdf/TX%20Scholarship%20Policy_ENGLISH.pdf), [Spanish](https://f.hubspotusercontent30.net/hubfs/19993137/pdf/TX%20Scholarship%20Policy_SPANISH.pdf), and coming soon in Vietnamese. For additional help developing a written policy, [contact a free business coach](https://www.childcare.texas.gov/free-business-coaching?hsLang=en) on this topic.

1. **Is there anything I can’t use the CCRF for?**

The CCRF may not be used on: expenses already covered by another state or federal program, including other relief funding; construction or major renovations; federal taxes; or expenses incurred before September 1, 2021 or after November 30, 2023. If you are a home-based child care provider, you should use the time-space percentage to determine the appropriate portion of certain expenses you can claim. If you have specific expenses that you would like to discuss and are not sure whether they can be funded, reach out to a free business coach on this topic or read through our resources on [www.childcare.texas.gov](http://www.childcare.texas.gov).

1. **Is the CCRF considered taxable income?**

Yes. The CCRF is structured to reimburse you to cover costs that you have already had or will have. That is, even though these expenses have been paid for by the state relief program, they are still deductible on your taxes. However, providers must also report the additional income from the relief fund. Since the additional relief funding counts as income from the state, providers are likely to have to pay more taxes, but only on the additional amount. Although the CCRF may increase your tax liability, it can still provide new income, even if you have to pay taxes on it. One way to anticipate these taxes is to set aside an amount of the new revenue that equals your marginal tax rate. If you are unsure, use the rate of 22 percent, which is the most common tax rate in the United States. To learn more about taxes, [contact a free business coach](https://www.childcare.texas.gov/free-business-coaching?hsLang=en).

# Updated 2022 CCRF Award Amounts

1. **Who is eligible to receive an updated 2022 CCRF award amount?**

Providers who continue to be [eligible for the 2022 CCRF](https://www.twc.texas.gov/programs/child-care-relief-funding#whoIsEligibleToReceive0ChildCareReliefFundingCcrf) will be eligible to receive a modified CCRF award amount if you meet at least one of the following criteria:

1. You are in a newly identified [child care desert in 2022](https://www.twc.texas.gov/files/news/child-care-desert-by-zip-code-twc.xlsx), and did not receive the desert add-on in your originally calculated 2022 CCRF award amount;
2. You received an increase Texas Rising Star certification after your award was calculated, and by October 31, 2022; and/or
3. You became Texas Rising Star Certified after your award was calculated and had submitted your interest form to participate by May 31, 2022.
4. **When will updated 2022 CCRF award amounts be issued?**

Providers who meet at least one of the criteria in Question 1 and continue to be eligible for the 2022 CCRF will see their total award amount increase automatically winter 2023. You do not need to re-apply for the program or submit any additional documentation to be eligible for an updated funding amount. The increase in your total award amount will be reflected in your CCRF portal near the end of the year and, for most providers, your balance will be sent in your 4th quarterly payment.

1. **I think I am eligible for an updated amount. How much more money will I get?**

Providers eligible for an updated 2022 CCRF award amount will have their total award amount re-calculated to include any add-on funding that they are eligible for, and that was not included in their original funding calculation. The percent add-on to your originally calculated funding levels are:

Texas Rising Star Certification enhanced amount:

* Texas Rising Star Two-Star: 13%
* Texas Rising Star Three-Star: 25%
* Texas Rising Star Four-Star: 38%

Child Care Desert enhanced amount: 10%

If you meet two of those criteria, you will receive both add-on funding amounts. More details on how base rates and enhanced funding is calculated are included in the [Funding Section](https://www.twc.texas.gov/programs/child-care-relief-fund-frequently-asked-questions#funding).

Any additional funding will be automatically added to your total award amount and included in your remaining 2022 CCRF payment(s). The amount will be automatically updated in your CCRF portal winter of 2023.

1. **Do I have to apply to receive updated funding?**

No, providers do not have to apply or send in additional documentation to receive an updated 2022 CCRF award amount. Eligible providers will automatically have their CCRF award amount recalculated. The change in your total award amount will be reflected in your CCRF portal winter of 2023 and additional funding will be included in your remaining payment, which for most providers will be their 4th payment.

# 2022 CCRF 5th Payments

1. **Who is eligible to receive a 5th 2022 CCRF payment?**

Providers will be eligible to receive a 5th CCRF payment if they had a Child Care Subsidy (CCS) referral between 6/1/21 and 11/30/22, continue to remain [eligible for the 2022 CCRF](https://www.twc.texas.gov/programs/child-care-relief-funding#whoIsEligibleToReceive0ChildCareReliefFundingCcrf), and are participating in the CCS program at the time of the 5th payment (summer of 2023). Providers who meet eligibility criteria will automatically receive this 5th payment in the summer of 2023 and do not need to re-apply. Providers will have until November 30, 2023, to spend their entire 2022 CCRF award.

1. **How much will the 5th 2022 CCRF payment be?**

The 5th payment will be equal to one quarter of your total approved amount for the 2022 CCRF. You can find your total approved amount by logging into your CCRF application portal. If you are eligible for an updated total award amount, then your 5th payment will be calculated based on this updated total award amount. See “*Updated 2022 CCRF Award Amounts”* section for more information.

1. **What can I spend the 5th payment on?**

The eligible expenses for the 5th payment are the same as those for the first four payments. This additional financial support is intended to help you through the transition of becoming or maintaining Texas Rising Star certified by September 30, 2024. The only change is that you will have until November 30, 2023, to spend your entire CCRF award.

See the “[Using Funds](https://www.twc.texas.gov/programs/child-care-relief-fund-frequently-asked-questions#usingFunds)” section for more information on allowable expenses.

1. **When will the 5th payment be sent?**

Eligible providers will automatically be sent their 5th payment in Summer of 2023.

1. **Do I have to apply to receive the 5th payment?**

No, eligible providers do not have to apply or submit any documentation to receive a 5th CCRF payment.

1. **My program is changing ownership after May 2023. Will the new owner be eligible for the 5th payment?**

No, a program that closes or changes ownership during the course of the 2022 CCRF will not be eligible to receive any remaining 2022 CCRF funding, including the 5th payment.

1. **I am unsure if my program is eligible for a 5th payment. What should I do?**

The deadline for inquiries about the 5th payment was October 15, 2023.

# Documentation, Monitoring, and Reporting

Providers must retain documentation on the use of funding and will be required to provide TWC with documentation on the use of funds if they are selected for monitoring. Learn more by reading our Documenting Expenses and Preparing for Monitoring Guide available in [English](https://f.hubspotusercontent30.net/hubfs/19993137/pdf/TX%20Documenting%20Expenses%20and%20Preparing%20for%20Monitoring_ENGLISH.pdf), [Spanish](https://f.hubspotusercontent30.net/hubfs/19993137/pdf/TX%20Documenting%20Expenses%20and%20Preparing%20for%20Monitoring_SPANISH.pdf), and [Vietnamese](https://f.hubspotusercontent30.net/hubfs/19993137/pdf/TX%20Documenting%20Expenses%20and%20Preparing%20for%20Monitoring_Vietnamese.pdf).

1. **How often will we report how CCRF funds were spent?**

On a quarterly basis, and before receiving their second, third, and fourth payments, providers are required to submit information regarding their use of previously received funds. Providers must also submit a final report after they have expended all their funds. Providers may log in and report their use of funds at any time after receiving funding. Approximately seven days before a provider’s quarterly payment is scheduled to be issued (see above for quarterly payment schedule), providers will receive a reminder email about this reporting requirement. **Failure to log in and fulfill reporting requirements may prevent you from receiving your quarterly funds.** Providers will receive one additional reminder email.

Providers must submit expenditure amounts in the following categories:

* 1. Personnel costs
	2. Rent/mortgage/utilities
	3. Personal Protective Equipment
	4. Purchases of or updates to equipment and supplies
	5. Goods and services
	6. Mental health supports
	7. Other (Providers will describe any other uses of the funds.)

Providers will also be asked to report if the CCRF award was used to provide tuition or copayment relief for families during each payment period.

The child care program must retain documentation of expenditures made within the allowable categories in the event of being audited or monitored by TWC, described in greater detail below.

1. **What monitoring of providers will TWC implement?**

TWC will select more CCRF recipients to undergo monitoring of their compliance with CCRF requirements for the 2022 awards than were selected for the 2021 awards. If selected, providers will be required to provide documentation to support their compliance. Programs selected for monitoring are required to respond. Throughout this process, TWC will review programs’ compliance with eligibility requirements, including the requirement to open at least through May 2023, and compliance with federal requirements (for example, providing relief from co-payments or tuition to the extent possible). TWC will review documented expenses to ensure that they are allowable, adequately documented, expended within the allowed time frame, and match the amount of funds received by the provider under CCRF. Failure to provide adequate documentation to support compliance or a determination of noncompliance may result in recoupment of funds and ineligibility for future funding opportunities.

1. **What documentation will be necessary to retain to show proof of expenses?**

[Receipts, invoices, or other supporting documentation](https://f.hubspotusercontent30.net/hubfs/19993137/pdf/TX%20Documenting%20Expenses%20and%20Preparing%20for%20Monitoring_English_508.pdf?__hstc=203526031.db61acaf4c7486bd7113791b53079d25.1637072395769.1637253922181.1637331929007.3&__hssc=203526031.10.1637331929007&__hsfp=3400650161&hsCtaTracking=85c778e8-529a-4c23-bf21-0b34bd8134a1%7C5941ecfa-2a1e-4e14-98bf-a70eda5997f1) are needed to show proof that funds were spent correctly. All receipts must add up to your total amount of funding. Funds expended without supporting documentation must be repaid to TWC.

1. **Why do we need to retain records for CCRF?**

All expenses covered by CCRF are subject to audit and monitoring by TWC and other authorized officials and must comply with federal regulations. TWC will select a sample of programs receiving CCRF 2022. Programs selected for monitoring are required to respond. Retaining records for CCRF ensures that if your program is selected for monitoring, you can respond appropriately. Failure to provide records may result in recoupment of funds and ineligibility for future funding opportunities.

1. **How long should we maintain our records for the CCRF?**

Programs are required to maintain records for three years after the agreement expiration date or until all audit, claim, and litigation matters are resolved, whichever is later. This includes receipts, invoices, and other documentation that support how all funds were expended.

1. **What happens to a program that does not comply with record retention?**

Per the terms and conditions of the award, failure to comply with expenditure requirements may result in recoupment of funds and ineligibility for future funding opportunities.

1. **Do the CCRF funds need to be repaid?**

No, the CCRF is not a loan and does not require that funds are paid back, as long as funds are expended according to the terms and conditions of the award and CCRF Guidelines and as long as the provider retains documentation of how the funds were spent.

For questions about monitoring, please email twc.ccrfmonitoring@twc.texas.gov.

# What If I Need More Help?

The deadline for inquiries regarding remaining funds was October 15, 2023. If you need other CCRF assistance, please email CCReliefFunds@twc.texas.gov.

For more information, including support resources, visit <https://childcare.texas.gov/>.

TWC also offers free business coaching to licensed and regulated providers. You may [contact a child care business coach](https://www.childcare.texas.gov/free-business-coaching?hsLang=en) to benefit from his or her services.