

SCHOOL AGE CHILD CARE GRANT APPLICATION QUESTION/ANSWER 2017-2018

Q1: On the first page, under descriptions of supported programs, periods ***when school is not in session excluding summer break*** is listed; does this include periods when there is summer school?

A1: Indiana Administrative Code 470 IAC 3-4.6-3 "Exclusions" states, the school age child care program does not include the periods during weekends and summer vacation from school.

Also, 470 IAC 3-4.6-4 Service Provisions (f), Service providers may make school age child care available from 6:00am until 7:00pm, Monday-Friday, when school is in session, on school holidays, and school vacation days during the regular school year.

Q2: Also, I did not see any exclusion for claiming for food items but I had previously been under the impression that we cannot claim for them. Are you able to clarify as to whether or not we can claim food as an expense?

A2: The School Age Child Care grant does not reimburse for food expenses. The following categories are eligible for reimbursement through this grant: School Age Care Staffing (payroll), Staff Development, Program Enrichment and Equipment.

Q3: Is it a requirement to provide care during all periods in which school is not in session, like fall break and spring break? Or can we focus most of our resources towards one? I.e can we provide care more during summer break as opposed to winter break?

A3: Indiana Administrative Code 470 IAC 3-4.6-3 "Exclusions" states, the school age child care program does not include the periods during weekends and summer vacation from school. Please refer to question# 1.

Q4: If it is required to provide care during all breaks, is there a minimum about of days or % of the break we need to cover?

A4: The State does not address a minimum number of days or percentage of breaks to be covered in the RFF.

Q5: We would like to offer summer enrichment with this grant. We currently offer camps that run from 8am - 12pm and would like to use these resources to expand that through the afternoon. Does that project fall within the scope of the grant? Or can programs only be provided through summer school and those students attending summer school?

A5: No, again, the program does not allow for care during summer breaks.

Q6: To apply for the grant, our Education Foundation would like to partner with our school corporation. As a school, do we have to be licensed as a child care facility? We already provide Latch Key, Headstart, and are 21st Century Community Learning Center grantees.

A6: The location where the care will be provided must be at a minimum certified in Provider Eligibility Standards (PES). You can contact TCC at 1-866-921-6623 to begin the certification process; Form A is required to be submitted along with your grant application as proof of your application for PES.

Q7: What is the expectation of the sliding scale? Who deposits that? Where does that go to? What do we put that money back into?

A7: This expectation of the sliding fee scale is to make quality care available to low income school age children. The fee paid by families is paid directly to the care provider. The grant supplements your SA program to allow you to increase staff development, purchase age appropriate equipment, provide programs to enrich the lives of the school age children participating and supplement funds for SA staffing, you manage your budget beyond this.

Q8: If our Education Foundation pairs with our school, does it matter where the financials are processed? Could the school process the sliding scale and payroll?

A8: Applicants will be awarded contracts for the School Age Child Care grant to individual organizations. If you choose to partner or subcontract with another organization, you must identify the relationship and its parameters in the RFF.

Q9: Just a quick clarification, is it \$10k-\$40k per year for two years, or \$10k-\$40k split over two years? A9: The awards are for \$10k-\$40K per year for two years.

Q10: Is the webinar that was presented on October 20, 2015 available online?

A10: Yes, the webinar slides and the RFF application are available on line at <http://www.in.gov/fssa/carefinder/4845.htm>

Q11: For eligibility, what level of Paths to Quality is required?

A11: While OECOSL encourages providers to obtain the highest level of quality available to serve Hoosier children, PTQ participation is not a requirement. Applicants must, at a minimum, be certified in Provider Eligibility Standards (PES), to start this process you may contact TCC at 1-866-921-6623. Form A is required to be submitted along with your grant application as proof of your application for PES.

Q12: If the before/afterschool care program is provided at a public school by a non-profit organization, must the non-profit be a licensed childcare provider to be eligible to apply for SACC funds?

A12: No, however, applicants must, at a minimum, be certified in Provider Eligibility Standards (PES), to start this process you may contact TCC at 1-866-921-6623. Form A is required to be submitted along with your grant application as proof of your application for PES.

Q13: I wanted to confirm are the new rates per day or weekly? I do see that it states a unit is 4 hours per child. For example Poverty of 128-136% is \$4.00. I just want to clarify is that \$4.00 per day or week for that child?

A13: 470 IAC 3-4.6-4 Service Provisions (g) One unit is defined as four (4) or more hours of school age care for one (1) child. One half (1/2) a unit is defined as up to four hours of school age care for one child. So yes, a unit is per day.

Q14: If we are a school and want to apply, we need to get/be CCDF certified, correct? We don't have to get ALL (the whole school) of our staff/teachers drug tested, background checked, ect, just the staff who would be working with the kids during the after school hours, correct?

A14: Correct, the location where you will provide the school age care will need to be certified, to clarify, this is the space you will utilize i.e., gym, cafeteria, designated classroom(s) and the staff who will be providing the before and/or after school care. To start this process you may contact TCC at 1-866-921-6623. Form A is required to be submitted along with your grant application as proof of your application for PES.

Q15: Can we use the grant funds to help pay for staff drug testing, tb test, Ect?

A15: No, the funding may only be used in the following categories:

Staffing – Funds may be used to pay for school age program staff salaries not to exceed 90% of the actual staff cost.

Staff Development – Funds may be used to provide the required 12 hours of in-service professional development.

Equipment – Funds may be used to purchase developmentally appropriate equipment for children between the ages of 5-15.

Program Enrichment – Funds may be used to provide developmentally appropriate activities to promote children's learning and development.

Q16: Do we have to be a CCDF provider to apply?

A16: No, however, you must become certified through the Provider Eligibility Standards (PES) to start this process you may contact TCC at 1-866-921-6623. Form A is required to be submitted along with your grant application as proof of your application for PES.

Q17: If we are deemed eligible for CCDF, are we then required to accept CCDF vouchers?

A17: No, you are not required to accept CCDF with PES certification.

Q18: If we only charge \$10 per year per child, are we required to adopt the sliding scale?

A18: Yes, see Section 4(B) (c) of 470 IAC 3-4.6-4 Service Provisions

Q19: Is it mandatory to require wrap around services to half day kindergarten students? Does this standard still apply if we only serve those ages 6 and up?

A19: See Section 7 of 470 IAC 3-4.6-7 Eligibility

Q20: Can we be "exempt" from collecting and filing immunization records since we serve 7,000+ youth per year?

A20: Contact TCC at 1-866-921-6623 for questions about PES certification.

Q21: Can we substitute Formula For Impact (a very detailed annual assessment required for Boys & Girls Clubs of America membership) for IN-QPSA?

A21: No, one of the requirements for SACC is participation in IN-QPSA.

Q22: On Attachment E, what are "School Age Qualifications"?

A22: See section 6 of 470 IAC 3-4.6-6 Standards

Q23: How can we document at or below 190% of poverty efficiently when we serve multiple schools? A23: You must provide documentation from each of the schools you will serve and they will be averaged.

Q24: Per Attachment J, is this a reimbursement grant?

A24: Yes, this is a reimbursement grant, for the allowed categories of Staffing, Staff Development, Equipment and Program Enrichment.

Q25: Is TB testing still mandatory?

A25: Yes, See section 6 of 470 IAC 3-4.6-6 Standards

Q26: Do college credits that pertain to courses developmentally appropriate for 5-15 years count towards the demonstrated 12 hours of in-service training?

A26: I am assuming you are referring to the requirement within the SACC RFF, 470IAC 3-4.6-6 Standards (5)(A), Each staff member providing direct care to children shall have twelve (12) hours per year of in-service training. Fifty percent (50%) of these hours must be training received from a source other than the facility staff. If so, I would say yes, however, until a description of the training/course is received with your application, we cannot give a definitive answer.

Q27: What exactly needs to be included in the letters of support from our Community partners?

A27: The content of the letters of support from the community is up to the individual writing the letter, there is no requirement of content from OECOSL.

Q28: Am I correct to assume that the sliding fee scale can be implemented after the grant is submitted? We now use a scholarship program based on the income of the recipient that is not exactly the same as the sliding scale provided. We could adopt the sliding scale after submission of the grant?

A28: Correct, the sliding fee scale must be implemented at the beginning of the grant period.

Q29: It states that the organization must be in good standing with the Indiana department of Revenue and Indiana Workforce. Is there a document that I need to attach to prove this?

A 29: The State of Indiana will verify your good standing.

Q30: My question is must we have paperwork for each child or family assisted on the sliding fee scale and proof of income. Or are they just on the honor system?

A30: The families must complete an application but may declare their income.

Q31: Is the maximum grant request for the two year period \$40,000.00 per agency – or is it \$40,000.00 per each year, to a maximum of \$80,000.00?

A31: Grants awarded in response to this RFF will be in effect from July 1, 2016 to June 30, 2018. These are two (2) year grants. Year one July 1, 2016 to June 30, 2017 and year two July 1, 2017 – June 30, 2018. Respondents may request a minimum of \$10,000 to a maximum of \$40,000 per site/per county per contract year. So a maximum of \$80,000.00.

Q32: I have a question about the application for the grant; on page 4 of the text reads "Funds may not be used for Direct Service Delivery." Can you explain what this stipulation means?

A32: Page 4 of the RFF also describes how the funds may be utilized as indicated below. Your application must include your School Age budget which states the amount requested from the grant and in which of the categories listed below you intend to use the funds.

USE OF FUNDS:

- **Program Enrichment**

This may include the cost of developmentally appropriate activities to promote children's learning and development such as tutoring services, computer training, sports programming, performance arts, math, and science programming. The reimbursable expenses may include instructor fees (other than program staff) and consumable products used for program delivery.

- **Equipment**

Funds may be used to purchase developmentally appropriate equipment for children between the ages of 5-15. A single equipment purchase reimbursement may not exceed \$499. Grantees must keep an inventory including depreciation schedule on all equipment purchased with Federal or State Funds.

- **Staffing**

Funds may be used to pay for school age program staff salaries not to exceed 90% of the actual staff cost.

- **Staff Development**

Funds may be used to provide the required 12 hours of in service professional development. At least 50% of these training hours must be obtained from an outside source. Professional development must be related to providing services for children ages 5-15 and their families. Travel Expenses claimed cannot exceed .40 per mile and no out of state travel will be reimbursed.

Q33: I just wanted to verify if there was an application that I need to complete as well as my Proposal for the grant. I am unable to locate it on the site.

A33: The Request for Funds (http://www.in.gov/fssa/files/SACC_RFF_v2.pdf) is the application, if you have completed this document and included all the requested exhibits, then it is complete.

Q34: "Funds may **not** be used for direct service delivery". I am looking for more detail into what this sentence means.

A34: The sentence is saying the funds may not pay the tuition for children to attend the program.

Q35: Additionally, I am wondering about the requirement for providing proof of exemption from licensing. I know that our organization is exempt from licensing, but as we are not an organization who receives funding from CCDF, we do not have a proof of exemption form through the CCDF program. According to the RFF, this is the documentation needed to prove our organization's exemption. Can you advise us on how to navigate this issue?

A35: To be eligible for this grant you must be licensed and/or PES (CCDF Provider Eligibility Standard) certified through TCC as indicated in the RFF, **REQUIREMENTS FOR FY2017 AND FY2018 SACC CONTRACTS**: Must maintain compliance with State Licensing Regulation and/or CCDF Provider Eligibility Standards. To find out more about becoming an unlicensed (exempt provider) you may visit our website at <http://www.in.gov/fssa/carefinder/3903.htm>. You may provide verification of your application for PES with by submitting Form A (Application request form) with your proposal as long as you have completed your certification by the start of the grant period.

Remember, the proposals are due to OECOSL by 5:00pm on December 11, 2015.

Q36: We have some lingering questions about if we are eligible for this grant. Is it possible to see a list of past agencies awarded grants to see if we have similar structures?

A36: Unfortunately, for you to obtain a list of past agencies awarded grants you would need to submit a written request for Public Record and the turnaround time for this would exceed the deadline for SACC RFF submission on Friday, December 11, 2015 by 5:00pm. Of course, you may submit your proposal for the grant and allow it to go through the scoring process.

Q37: Is it in fact true that we must move to the Sliding Scale for ALL school age children - or just maintain a certain number of slots for Sliding Scale? What are the perimeters for sliding scale, or do we define those ourselves, meaning.... how do we require families to submit for sliding scale, how often must they submit documentation for sliding scale, how long does the sliding scale rate last...

A37: All programs must adopt the attached sliding fee scale. Please refer to 470 IAC 3-4.6-7 Eligibility (Attachment J in the RFF) for clarification on the perimeters for the sliding fee scale. Families may declare their income and this is only required once per year.