

## Capacity Building Funding Guidance

The following is guidance to help licensed child care providers understand how the capacity building funding will be processed and the information the Child Care Program Office (CCPO) needs from providers in order to process these payments.

First if you are not participating in the Child Care Assistance Program (CCAP) we need to establish you as a “vendor” in order to process payments to you. You will need to complete and submit the following forms:

- State of Alaska Substitute W9 form;
- Electronic Payment Agreement (EDI agreement); and
- Non CCAP Child Care Provider Rates – indicating your rates that were in effect on February 1, 2020.

These forms have been mailed to you, however, if you did not receive them please contact our office at [ccpo@alaska.gov](mailto:ccpo@alaska.gov).

Next is a break-down of the payment structure and the information needed from you in order for the CCPO to process these payments:

1. All licensed child care providers who were open on March 1, 2020 will receive a capacity building payment. The payment amount is calculated using the higher of the provider’s rate or the State CCAP rate for all the children who were in your care during the service month of February 2020.

If you participate in the CCAP, we are accessing our system to calculate the difference in your rate and what was paid for each of the CCAP children in your care during February.

Information needed from you: the Non CCAP participating children’s name, age and attendance for the service month of February. You can use the Non CCAP Attendance form, a copy of your Child Care Grant (CCG) Attendance Report CC14 form with the children’s ages indicated, or some other format as long as the child’s name, age and attendance are included. The Non CCAP attendance form is preferred because it clearly and quickly indicates that the submission is for Covid-19 stimulus funding whereas the CC14 takes time to review to determine if it is a CCG submission or is a submission for COVID-19 stimulus funding.

If you use the CC14 form, it is helpful to us if you would indicate COVID at the top of the form used to report this information. Please do not include the CCG Reimbursement Request CC15 form.

- Recap: If you have not done so already, submit to the CCPO no later than April 30, 2020 your attendance for all Non-CCAP children who were in your care in the service month of February 2020.

A payment amount will be calculated using the higher of the provider's rate or the State rate for all children in your care during the service month of February. Processing of these payments will begin in April 2020.

Additionally, a payment including this amount will be processed in the months of April, May, and June for the service months of March, April and May.

## **2. Service month of March**

Licensed providers who participate in the CCAP and CCG will receive payment for CCAP and CCG as usual based on your Request for Payment and CCG Reimbursement Request submissions for the service month of March.

Additionally, a payment will be made that includes the amount calculated for the service month of February. This payment will also include:

- a. For CCAP participating licensed providers, the difference in the provider's rate and the state rate for all the CCAP participating children who were in your care during the service month of March. We are accessing our system to calculate this amount and no information is needed from you;
- b. For all licensed providers: an amount calculated at the higher of the provider's rate or the State CCAP rate for all Non-CCAP participating children who were in your care during the service month of March.

Information needed from you: the Non CCAP participating children's name, age and attendance for the service month of March. You can use the Non CCAP Attendance form, a copy of your CCG Attendance Report CC14 form with the children's ages indicated, or some other format as long as the child's name, age and attendance are included. The Non CCAP Attendance form is preferred because it clearly and quickly indicates that the submission is for Covid-19 stimulus funding whereas the CC14 takes time to review to determine if it is a CCG submission or is a submission for COVID-19 stimulus funding.

If you use the CC14 form, it is helpful to us if you would indicate COVID at the top of the form used to report this information. Please do not include the CCG Reimbursement Request CC15 form; and

- c. If you were open during the service month of March, an amount based on the age of each child in your care during the month of March: \$100 for each infant in care; \$75 for each toddler in care; \$50 for each preschooler in care; and \$25 for each school aged child in care during the month of March. The CCAP age categories will be used for the child's age determination: Infant – birth through 12 months; Toddler – 13 months through 35 months; Preschool – 36 months through 59 months and School age – 5 years through 12 years.

This is a monthly amount: for example if you had 2 infants (2 X 100), 1 toddler (1 X 75), 3 preschoolers (3 X 50), and 2 school aged (2 X 25) children in care during the month of March, this amount would be \$475.

➤ **Recap:**

If you have not done so already, submit to the CCPO not later than April 30, 2020 your attendance for all Non CCAP children who were in your care, in the month of March.

In April you will receive payment for CCAP and CCG programs as usual based on your submission of Request for Payment and CCG Reimbursement Request forms.

Processing will begin in April for an additional payment that includes:

- the amount calculated using February's attendance,
- the difference in provider's rate and state rate for all CCAP children in your care during the service month of March,
- an amount for all Non-CCAP children who were in your care, calculated at the higher of the provider's rate or the State Rate; and
- if you were open during the service month of March, an amount based on the ages of children in care. The CCAP age categories will be used for the child's age determination: Infant – birth through 12 months; Toddler – 13 months through 35 months; Preschool – 36 months through 59 months and School age – 5 years through 12 years.

### **3. Service month of April**

Licensed providers who participate in the CCAP and CCG will receive payment for CCAP and CCG as usual based on your CCG Reimbursement Request submission for the service month of April.

Additionally, a payment will be processed that includes the amount calculated for the service month of February. This payment will also include:

- a. For CCAP participating licensed providers, the difference in the provider's rate and the state rate for all the CCAP participating children in your care during the service month of April. You will need to submit a Request for Payment CC78 for the service month of April no later than May 31, 2020.
- b. For all licensed providers: an amount calculated at the higher of the provider's rate or the State CCAP rate for all Non-CCAP participating children in your care during the service month of April.

Information needed from you: the Non CCAP participating children's name, age and attendance for the service month of April submitted by May 31, 2020. You can use the Non CCAP Attendance form, a copy of your CCG Attendance Report CC14 form with the children's ages indicated, or some other format as long as the child's name, age and attendance are included. The

Non CCAP Attendance form is preferred because it clearly and quickly indicates that the submission is for Covid-19 stimulus funding whereas the CC14 takes time to review to determine if it is a CCG submission or is a submission for COVID-19 stimulus funding.

If you use the CC14 form, it is helpful to us if you would indicate COVID at the top of the form used to report this information. Please do not include the CCG Reimbursement Request CC15 form; and

- c. If you were open during the service month of April, an amount based on the age of each child in care during the month of April: \$100 for each infant in care; \$75 for each toddler in care; \$50 for each preschooler in care; and \$25 for each school aged child in care during the month of April. This is a monthly amount: for example if you had 2 infants (2 X 100), 1 toddler (1 X 75), 3 preschoolers (3 X 50), and 2 school aged (2 X 25) children in care during the month of March, this amount would be \$475.

The CCAP age categories will be used for the child's age determination: Infant – birth through 12 months; Toddler – 13 months through 35 months; Preschool – 36 months through 59 months and School age – 5 years through 12 years.

➤ Recap:

In May, submit to the CCPO no later than May 31, 2020 your attendance for all Non CCAP children who were in your care, in the service month of April.

In May you will receive payment for CCAP and CCG programs as usual based on your submission of Request for Payment and CCG Reimbursement Request forms for the service month of April.

Processing will begin in May for an additional payment that includes:

- the amount calculated using February's attendance,
- the difference in provider's rate and state rate for all CCAP children in care during the service month of April;
- an amount for all Non-CCAP children who were in your care, calculated at the higher of the provider's rate or the State Rate; and
- if you were open during the service month of April, an amount based on the ages of children in care. The CCAP age categories will be used for the child's age determination: Infant – birth through 12 months; Toddler – 13 months through 35 months; Preschool – 36 months through 59 months and School age – 5 years through 12 years.

#### 4. Service month of May

Licensed providers who participate in the CCAP and CCG will receive payment for CCAP and CCG as usual based on your Request for Payment and Payment Request submission for the service month of May.

A payment will be made that includes the amount calculated for the service month of February. This payment will also include:

- a. For CCAP participating providers, the difference in the provider's rate and the state rate for all the CCAP participating children who were in your care during the service month of May. You will need to submit a Request for Payment CC78 no later than June 30, 2020;
- b. For all licensed providers: an amount calculated at the higher of the provider's rate or the State CCAP rate for all Non-CCAP participating children who were in your care during the service month of May.

Information needed from you: the Non CCAP participating children's name, age and attendance for the service month of May submitted no later than June 30, 2020.

You can use the Non CCAP Attendance form, a copy of your CCG Attendance form with the children's ages indicated, or some other format as long as the child's name, age and attendance are included. The Non CCAP Attendance form is preferred because it clearly and quickly indicates that the submission is for Covid-19 stimulus funding whereas the CC14 takes time to review to determine if it is a CCG submission or is a submission for COVID-19 stimulus funding.

If you use the CC14 form, it is helpful to us if you would indicate COVID at the top of the form used to report this information. Please do not include the CCG Reimbursement Request CC15 form; and

- c. If you were open during the service month of May, an amount based on the age of each child in care during the month of April: \$100 for each infant in care; \$75 for each toddler in care; \$50 for each preschooler in care; and \$25 for each school aged child in care during the service month of May. This is a monthly amount: for example if you had 2 infants (2 X 100), 1 toddler (1 X 75), 3 preschoolers (3 X 50), and 2 school aged (2 X 25) children in care during the month of March, this amount would be \$475. The CCAP age categories will be used for the child's age determination: Infant – birth through 12 months; Toddler – 13 months through 35 months; Preschool – 36 months through 59 months and School age – 5 years through 12 years.

➤ **Recap:**

In June, submit to the CCPO no later than June 30, 2020 your attendance for all Non CCAP children who were in your care in the month of May.

In June you will receive payment for CCAP and CCG programs as usual based on your submission of Request for Payment and CCG Reimbursement Request forms for the service month of May.

Processing will begin in June for an additional payment that includes:

- the amount calculated using February's attendance,
- the difference in provider's rate and state rate for all CCAP children who were in your care during the service month of May,
- an amount for all Non-CCAP children who were in your care during the service month of May calculated at the higher of the provider's rate or the State Rate; and
- if you were open during the service month of May, an amount based on the ages of children in care. The CCAP age categories will be used for the child's age determination: Infant – birth through 12 months; Toddler – 13 months through 35 months; Preschool – 36 months through 59 months and School age – 5 years through 12 years.

For business income and tax questions, please be sure to contact the IRS for guidance.