

CITY OF SEATTLE CHILD CARE STAFF RECOGNITION PAY FAQ for Child Care Providers

1. What is the purpose of this recognition pay?

The City of Seattle has allocated approximately \$2,900,000 from the Seattle Rescue Plan for recognition pay for workers in all DCYF licensed home and center based child care programs within Seattle city limits. Thanks to the Seattle Childcare Business Association (SCBC), in collaboration with the Economic Opportunity Institute for their advocacy for these funds. The funds seek to recognize the valuable work of those who teach and care for young children during this public health emergency.

2. Who is eligible to apply for child care staff recognition pay?

The goal of this opportunity is to prioritize early learning educators and child care staff who have been working in child care programs located in the City of Seattle during the pandemic.

Application for these funds must be submitted by the employer. In the case of family child care providers, this is the licensee. Businesses receiving these funds will be responsible for passing it on to their eligible employees. Providing the benefit to those who are currently employed will ensure that employers can deliver the pay.

Description of eligible staff:

- All child care staff who work on-site in a DCYF licensed child care center or family child care program located within the boundaries of the city of Seattle regardless of full-time or part-time employment status are eligible for this pay.

-AND-

- Employees that were on payroll for at least six months in 2021 at any DCYF licensed home or center based child care establishment AND are still employed at an eligible licensed center on the date of application. A person can be eligible if they have worked at more than one DCYF licensed child care business located within the city of Seattle if the total amount of time is at least six months.
- As long as an employee works in a child care facility located within the boundaries of the city of Seattle, they themselves do not need to be Seattle residents.
- Programs outside of Seattle, including unincorporated King County, are not eligible for this funding opportunity. School-age, license-exempt providers operating within Seattle city limits are not eligible. Family, friend, and neighbor caregivers are not eligible.

3. I'm a family child care provider who works directly with children at my DCYF licensed facility. Can I apply for this recognition pay for myself?

Yes. You do *not* need to have hired employees. If you are an FCC provider who works directly with children for most of your shift and whose DCYF licensed business is located within the

boundaries of the city of Seattle, you may count yourself as an eligible worker if you also meet the six month criteria outlined above.

4. As a licensed family child care or center based provider, do I have to be open and serving children to qualify for this grant?

Yes, you must be currently open and accepting children. Your program should have enrolled and served at least one child within the last six months of this year.

5. What are the grant amounts?

Each child care worker will receive the same amount. The total amount awarded for recognition pay per licensed child care worker will depend on the total number of eligible employees identified by applicants.

6. Are these grants competitive?

No, grants are non-competitive.

7. Is a provider required to serve families accessing the Working Connections Child Care state subsidy or enrolled in the Child Care Assistance Program (CCAP) to be eligible?

No. Any DCYF licensed child care provider within Seattle city limits can apply, whether or not they receive Working Connections Child Care (WCCC) or Child Care Assistance Program (CCAP) subsidies.

8. Is a provider required to be enrolled in Early Achievers?

No. Any DCYF-licensed child care provider within Seattle city limits can apply.

9. What can these funds be used for?

To receive funds, providers are required to sign an agreement with the City of Seattle. Funds must be paid directly to their eligible employees. ***Providers will be required to keep records regarding the use of the funds and to provide the records to the City if requested.***

This recognition pay carries no restrictions regarding how employees can use the funds.

10. Will the grants be given in full?

The full grant amount will be awarded up front, after the application is approved. Providers will be paid by EFT or check to the mailing address listed on the grant application. Payments made to providers will be sent out between October 25 – November 30, 2021.

11. When do I have to pass these funds to my staff?

Pay must be distributed to employees by the next two payroll period following the receipt of funds by the provider, preferably by December 31, 2021.

12. If I am an agency that has multiple licensed child care sites in Seattle, do I need to submit separate applications for each site?

Yes. Programs will list their business name and DCYF license ID # as part of the application. Each application must have a unique DCYF license ID number.

13. What documentation will I need to submit?

After notification of award, you will need to submit a Washington State business license with Unified Business Identifier (UBI) or DCYF child care license and a completed and signed W-9. Approved providers will also be required to sign a binding agreement with the City of Seattle, which will be sent through DocuSign.

14. Are the grant funds taxable?

Grant funds are considered income. For purposes of taxes, grants should be treated similarly to other income received by your business.

Providers can hold back up to 15% of the funds allotted to cover business expenses of passing on these funds to their employees for any related taxes and/or administrative fees. The remaining balance must be passed on directly to your employees. Please know any payroll withholdings may further reduce final compensation amounts to individual employees.

For example, let's say that your agency claimed 20 people on your application, and you received \$5,000. Your agency is allowed to hold back up to 15% (in this example, that would be \$750) to cover any taxes or administrative costs of passing this onto your employee's paycheck. This means that you are obligated to pass on at least \$4,250 to your 20 claimed employees.

Seek advice from a professional tax consultant on your specific business implications.

15. Do providers need to save and submit receipts associated with this grant?

No. Providers will be required to keep records regarding the use of the funds and to provide the records to the City if requested.

16. Is there a deadline to apply for this grant?

Yes. The deadline to apply is October 11, 2021, **by 11:59 pm Pacific Daylight Time**.

17. How does a provider apply for the recognition pay?

September 20, 2021, child care providers located in the City of Seattle will receive an email with the link to the application. The provider will click on the link to the grant application, where they will answer a few short questions including your business name, address, and provider license ID number or Unified Business Identifier (UBI).

The grant application will be available online, and in PDF format, in English, Amharic, Arabic, Simplified Chinese, Oromo, Somali, Spanish, and Vietnamese. The PDF application may be printed, completed, and submitted to DEELfunding@seattle.gov.

18. What if a provider needs help filling out the application?

Contact your Early Achievers Coach for assistance. If you do not know who your Coach is, call the Child Care Resources provider line at 1-800-446-1114.

19. How and when will a provider receive a grant payment?

Final award announcements will be made in mid-October. All providers will be notified of the award status via email. Providers will be paid by direct deposit or check to the mailing address listed on the application. Payments made to providers will be sent out October 25 – November 30, 2021.

20. What if an employee leaves my program after the application was submitted?

If staff who were counted as eligible on the application are no longer employed at your child care site, and this represents 25% or less of the number of staff you identified as eligible, the program must disperse, equally, the full recognition award amount amongst the eligible employees currently employed.

If more than 25% of your reported staff you reported as eligible no longer work at your program, your award amount will need to be recalculated and you must contact DEELfunding@seattle.gov.