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State Superintendent of Schools

2021 Child Care Pandemic Relief Grant Fund FAQs (as of 3/1/21)

Q: What is the size of the grants?

A: We anticipate the grants size will range from \$2,400 to \$60,000, depending on the licensed capacity of the child care facility.

Q: If I opened to serve families as an EPCC provider, do I need to submit a Child Care Verification of Reopening form?

A: No. The EPCC form was your re-opening form. You do not need to submit another form. This is only for programs that have not been open.

Q: Will I have to provide receipts or documentation of how funds were spent?

A: Federal regulations require all recipients of federal funds to keep financial documents for 5 years. You will only be required to produce the receipts if your program is randomly selected for an audit to provide evidence of expenditures, as indicated in your grant.

Q: How do I sign up for direct deposit?

A: Sign up for direct deposit using this form and following the directions:

<https://marylandtaxes.gov/forms/state-accounting/static-files/GADX10Form.pdf>

Please complete all sections of this Enrollment Form and attach either a voided check OR a letter signed by your bank representative, confirming account name, account number, and ABA routing number for ACH payments. Starter checks or counter checks are NOT acceptable. Online credit cards are NOT eligible for ACH transfer.

Q: Will my grant funds be offset by any previous taxes I owe the State of Maryland or IRS?

A: Due to multiple accounting systems in play with this payment system, any debts owed to the state of Maryland will be "offset" or captured from child care provider payments; HOWEVER, we will release the funds that were captured for a state tax debt the following day via the payment process we initiated for these accounts. Providers impacted by a State of Maryland income tax debt do not need to contact us - our system will automatically release the payment to your account. If you owe money for a federal debt, such as tax due to the IRS, you must contact that federal agency to resolve your federal liability.

Q: Will I receive a 1099 for the pandemic relief grant funds and do I need to pay taxes?

A: Yes, you will receive a 1099 for the pandemic relief grant funds from the Office of the Comptroller. Child care providers that receive a grant have a reporting obligation on Form 1099-G if the amount is above \$600. Therefore, you would need to file 1099-Gs to avoid penalties for failure to file (Internal Revenue Code Section 6721) or failure to furnish (§6722).

Q: I have multiple locations; do I need to complete an application for each location?

A: Yes, an application must be completed for each location. Each open and operating location is eligible for a grant. If the program has a license number, it needs a separate application.

Q: What is my Provider ID?

A: Your Provider ID is on your inspection report. Do not place your social security number in this application, we do not want your social security number.

Q: I don't pay rent, what do I enter for question 25?

A: If you pay mortgage and not rent, place a 0 (zero) in the line for rent. Do not use the letter "o". Complete the line for Mortgage and property taxes for your facility costs. Do not use decimals or dollar signs in the answer these questions. You will receive an error message if you enter other characters such as words, letters, dollar signs, commas, decimals, fractions, or percent signs. If you continue to have issues enter a 1 in the line and we will adjust the figure during processing.

Q: I keep getting an error for question 25, what is the issue?

A: Only use numbers. Do not use words, letters, dollar signs, commas, decimals, fractions, or percent signs in the answer these questions. You will receive an error message if you enter other characters such as words, letters, dollar signs, commas, decimals, fractions, or percent signs. If you continue to have issues enter a 1 in the line and we will adjust the figure during processing. For example, if your expense is \$6,500 enter 6500. [Watch the application demo video to see how to complete these questions.](#)

Q: Are before and after school providers eligible for a grant if they stop serving students when schools are not in session?

A: Yes, as long as they are operating on March 3, 2021 and maintain their license.

Q: By what date do grant funds to child care providers need to be spent?

A: Grant funds must be spent by December 31, 2021.

Q: What does the number of days closed due to COVID-19 mean?

A: This refers to the number of days your program had to close per the local health department and/or your Licensing Specialist because of a suspected or real case of COVID-19, typically 3 to 14 days per incident. Provide the number of days your entire program was closed due to a positive or suspected COVID-19 case.

Q: What do I do if I entered the information incorrectly and already submitted my application?

A: Please complete the [change form](#) indicating your wish to make a change to your application. Requests cannot be made after March 3, 2021. Changes will only be made from the [change form](#). Changes will be made after March 3, 2021.

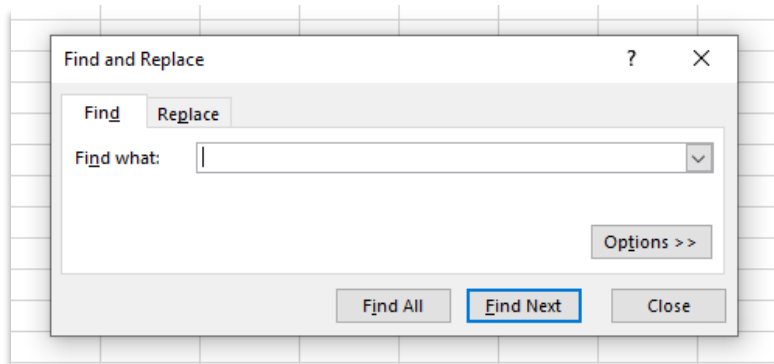
Q: How do I know if my application was submitted and received?

A: There is a list of “Received Applications” at the bottom of the relief grant webpage. Search for your Licensing Number in the list. If your number on the list your application has been received by MSDE. **If your number is not on the list, you will need to complete the application again. Your application was not received.** Complete the application again. The image below what you will see once you have completed and submitted your application.



Q: How do I search the “Received Applications” list?

A: Download the list of Received Applications. It is an Excel spreadsheet. Hit “Ctrl+F”. Type your licensing number in the Find and Replace box. Hit enter or Find Next.



Q: My application was submitted, when can I expect to receive my grant?

A: Grant application processing and changes will begin after the application closes on March 3rd. No applications changes will be made until the application deadline has passed. The 4-6 weeks begins after March 3rd.

Q: Who can I contact if I have additional questions?

A: If you have additional questions, please complete the Contact Us form at <https://forms.gle/MCVNDpw13LGVFaMP9>.