



# Maryland State Department of Education Office of Child Care

Family Child Care Provider Direct Grant Fund Program

## **PROGRAM GUIDE**



**Division of Early Childhood  
Office of Child Care - Credentialing Branch**  
200 West Baltimore Street, 10<sup>TH</sup> floor  
Baltimore, MD 21201

**REVISED GUIDELINES EFFECTIVE FOR ALL APPLICATIONS RECEIVED AFTER October 2018.**

## INTRODUCTION

Through the authority of the Family Law Article, Part X, Sections 5-550 through 5-557 and 5-559, effective January 1, 2006, the MD State Department of Education's (The Department) Office of Child Care has been authorized to establish a Family Child Care Provider Direct Grant Fund Program.

The **purpose** of the program is to provide reimbursements to registered family child care providers for expenses necessary to achieve or maintain compliance with the requirements of Child Care Licensing.

Except as provided by code, The Department may set the terms and conditions for Family Child Care Provider Direct Grant funds. Although the intent is to be innovative, applicants must be able to show how materials approved for funding will be used to **achieve or maintain compliance with the requirements of COMAR 13A.14.01.**

## APPLICATION INSTRUCTIONS

**Who Can Apply:** All registered family child care providers who care for eight (8) or fewer children under a current certificate of registration issued under COMAR 13A.14.01.

- **Income is a basis for eligibility;** therefore, the applicant **must include** a copy of the most recent Federal Income Tax form for proof of the combined annual family income, for all members of the applicant's household. The applicant's combined annual family income must not exceed 60 percent of the State median income (SMI) for the applicant's family size.

<u>Family Size</u>	<u>60% of SMI</u>
1 Individual	\$ 34,332
2 Individuals	\$ 44,896
3 Individuals	\$ 55,459
4 Individuals	\$ 66,023
5 Individuals	\$ 76,587
6 Individuals	\$ 87,150
7 Individuals	\$ 89,131
8 Individuals	\$ 91,112
9 Individuals	\$ 93,092
10 Individuals*	\$ 95,073

\*For each additional family member above 10 individuals, add \$1,981 to the 60% of SMI figure shown for a family of 10.

- Applicants **must** possess a current Certificate of Registration or License.
- **Applicants may not be subject to any regulatory action, including suspension, revocation, or a pending compliance agreement involving the health, safety or welfare of children receiving care.**
- Applicants shall meet the requirements as specified in the Family Child Care Provider Direct Grant Fund Program application and **must** include receipts from the purchase of eligible items, with the application to be eligible for an award.

## How Much Funding Is Available?

Family care providers providing service for eight (8) or fewer children may be awarded a grant of up to \$500. A grantee may not receive more than one award.

## How may the funds be used?

Grant funds may be utilized as a reimbursement to family child care providers for compliance-related expenses, which include:

- Fees for:
  - a medical examination,
  - medical testing, or
  - Immunization.
- The cost of:
  - Training courses (up to six hours of health-related and up to six hours of non-health related);
  - Criminal background investigations;
  - Meeting local:
    - zoning;
    - health and safety; and
    - fire requirements
  - Water testing or sanitarian inspection, if required,
  - Lead paint or asbestos abatement, testing, or control,
  - Small household repairs or alterations necessary to allow child care activities to take place or to ensure the safety of children in care,
  - Toys;
  - Educational materials;
  - Arts and craft supplies.
- Other costs which are identified and approved by the Office of Child Care - Licensing necessary for the applicant to meet the requirements of COMAR 13A.14.01.

## How do I apply?

You may obtain grant information and applications from the website, <https://earlychildhood.marylandpublicschools.org/funding-opportunities/family-child-care-provider-grant-program>

- Fill out the grant application form completely. This means respond to every statement of the application form. **An incomplete application will be returned.**
- One application must be provided for each family child care home when provider(s) operate/own multiple locations. FEIN/SSN identification and family child care registration number **must** be provided per location to qualify for multiple awards.
- Itemize all expenses, which the provider propose receiving reimbursement for. Include the cost, store/vendor, receipt number and description of each expense listed. Use additional sheets of paper, if necessary.
- Provide documentation of each expense claimed for reimbursement, which shall consist of the original or a copy of a dated sales receipt or other written receipt which shows the specific nature and amount of the expense.

- Written verification of the applicants combined annual family income or combined annual adjusted gross income, as reported for federal tax purposes, for all members of the applicant's household.
- Forward completed application(s) to The Office of Child Care - Credentialing Branch at 200 West Baltimore Street, Baltimore, MD 21201 or via email [credentialingocc.msde@maryland.gov](mailto:credentialingocc.msde@maryland.gov).

Grants will be dispersed on a monthly basis as long as the funding is available. Applicants will be notified in writing whether their application has been approved or disapproved. **Family child care providers are eligible for a one-time Grant Award.** Also, the applicant(s)/provider shall agree to **consistently continue providing child care services for one or more (1+) years** after receiving a grant award.

Inquiries may be directed to the Office of Child Care's Credentialing Branch.



# Family Child Care Provider Direct Grant Fund Program

## Eligible Items:

**Eligible items** are limited to those supplies, materials and equipment necessary to achieve or maintain compliance with the requirements of COMAR 13A.14.01. All materials must be age appropriate. Some examples of eligible expenses are described below; other age appropriate material may be considered:

### Toys

- Balls, various sizes;
- Parachutes;
- Jump Ropes;
- Riding Toys, but not bicycles; and
- Shelving and containers to organize toys.

### Arts and Crafts

- Coloring Books;
- Child scissors;
- Crayons (no pencils) and markers; and
- Drawing Paper.

### Maintenance

- Gates, fences and hand railing;
- Paint (if Licensing Specialist is concerned about peeling and chipping paint);
- Door locks (if required to replace key controlled deadbolts);
- Light bulbs for refrigerator;
- Smoke detectors (no carbon monoxide detectors);
- Installation of smoke detectors;
- Batteries;
- Fire extinguisher;
- Safety latches, covers, hook & eyes, mini-blind latches; and
- Bleach and spray container for sanitizing.

### Infant and Toddler

- Cribs/playpens (contingent on Infant/Toddler capacity);
- Baby safety gates;
- Strollers and car seats - only if the provider is transporting children; and
- Sleeping Bags (up to eight).

### Training

- Health training (up to six hours); and
- Non-health training (up to six hours).

### First Aid Supplies

- One (1) flashlight;
- One (1) container of Soap (fragrance free);
- Disposable washcloths, hand wipes or similar products (not baby wipes);
- Hypoallergenic tape;
- Disposable Gloves (latex or vinyl);
- Band-Aids (assorted sizes);
- Triangle bandage 40"x40"x64" - can be bandanas, head scarf, muslin, regular slings, triangular;
- Flexible Roller Gauze (2 rolls);
- Gauze pads
  - 2"x2" or 4"x4"
  - large, thick size or sanitary napkin;
- Ice bag or chemical ice pack;
- Safety pins;
- Scissors (blunt tip);
- Thermometer or fever strip;
- Tweezers; and
- Syrup of Ipecac.

### Business Expenses

- CJIS criminal background check/fingerprinting;
- Inspections - fire, water, sewage, environmental, and zoning;
- Medical/physical including chest x-rays; and
- Rabies shots for dogs/cats, but no other exam expenses.

## Family Child Care Provider Direct Grant Fund Program

### Ineligible Items:

**Ineligible items** include, but are not limited to, any item not required as part of the licensing process, and any item eligible for funding under the Child Care Quality Incentive Grant Program. Some examples are:

#### Program Supplies

- Paper towels, toilet paper, bathroom soap;
- Cleaning supplies (mops, cleansers, etc.) and services;
- Children's clothing;
- Diapers, diaper bags and baby wipes;
- Disposable plates, bowls and utensils and children's dinnerware;
- Baby walker and shoe stackers;
- Food items, including baby food and processors and food storage containers;
- Consumable goods (candy, canned foods, drinks, etc.);
- Linens, towels, wash cloths, etc.;
- Pillows (all types);
- Ace bandages; and
- Insurance.

#### Furniture and Equipment

- Rugs/carpet, including installation and cleaning;
- Furniture, except small furniture for children such as children's tables or chairs, etc.;
- Lamps, lights and light bulbs (unless the bulb is for a refrigerator);
- Shades, venetian blinds, draperies, curtains and their fixtures; and
- Large outdoor items such as swings, play centers, play houses, etc.

#### Construction and Gardening

- Construction repairs/renovations not required by Licensing, Fire Prevention or the local building inspector; and
- Garden material (mulch, wood chips, repairs to the lawn).

#### Office Supplies

- Folders for children's record;
- Staplers;
- Paper clips;
- Advertising;
- Filing cabinets;
- Wastebaskets;
- Postage;
- Money order/check fees;
- Stationary (paper, letterhead, business cards, envelopes, etc.);
- Pens and pencils; and
- Frames to display registration certificates.

#### Electronic Devices

- TV's;
- Radios;
- VCR's;
- DVD players;
- Stereos;
- Karaoke machines;
- PC's;
- Printers, scanners, faxes, etc.; and
- Videos, CD's and software (even if produced for children).

#### Appliances

- Refrigerator;
- Stove/range;
- Microwave; and
- Vacuum cleaners, etc.

## Family Child Care Provider Direct Grant Fund Program

## Checklist

**Before mailing your application, check to make sure you have included all required information and copied for your records. Incomplete applications will not be processed.**

**DO not** send original Federal Income Tax form, License, etc.

**Do** send clear, legible copies of these documents.

**Do** send one application for each child care facility when provider(s) operate / own multiple sites.

**Do** keep a copy of all items sent into the credentialing branch.

### Application - Completed, signed, and date.

**Priority groups** - check the group(s) that will be in your care.

- Special Needs
- Purchase of Care
- Infants
- Toddlers

**Combined Annual Family Income** as listed on applicant's most recent Federal Income Tax form - Copy of most recent Federal Income Tax form.

**Number of Persons residing in your home.** Number of:

- Adults;
- Children.

Applicant's combined annual family income **must** not exceed 60 percent of the State median income (SMI) for the applicant's family size.

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## Receipts

- Copies of receipts for all items that the provider is requesting reimbursement for.
- Receipts must include:
  - Vendor name;
  - Date of purchase;
  - Item description; and
  - Amount paid.

**Unreadable receipts will not be reimbursed.**

- Cancelled checks will be accepted if both sides of the check are copied.
- ITEMS FOR REIMBURSEMENT MUST BE LISTED ON THE APPLICATION**

- Items for Reimbursement** - list each item to be considered for reimbursement. Include:
- Must include a receipt** for each item listed.

- Family Child Care License** - copy of current Maryland Child Care Registration.