



**Grant Announcement**  
**December 29, 2011**

**Bureau for Children and Families**  
**Division of Early Care and Education**  
**Tiered Reimbursement Grant for Center-Based Child Care**

The Bureau for Children and Families, Division of Early Care and Education within the WV Department of Health and Human Resources is pleased to announce the availability of tiered reimbursement grants for licensed child care centers in West Virginia for the year 2012. These grants will be made available to licensed child care centers by the West Virginia Department of Health and Human Resources (WVDHHR) through its contract with West Virginia Early Childhood Training Connections and Resources (WVECTCR) at River Valley Child Development Services.

Applications for the grants should be sent to WVDHHR, Division of Early Care and Education. Once approved, WVECTCR will distribute the grant funds to approved applicants. Only centers that currently have a regular license to operate through WVDHHR and enroll children receiving government subsidies for child care are eligible to apply. The funding must be used for costs that will directly improve the quality of care provided at the center receiving the funding. Funds are limited and applications will be considered on a first come, first serve basis. The following procedures and guidelines have been established:

## **TIERED REIMBURSEMENT GRANT PROCEDURE**

1. The purpose of the tiered reimbursement grant is to assist licensed child care programs in meeting Tier II or Tier III Reimbursement requirements in order to improve the quality of care for West Virginia's children.
2. Applications for the tiered reimbursement grant shall be considered without regard to race, color, sex, religion, age, disability or national origin of the applicant.
3. Applicants must have a regular license to operate through WVDHHR and accept subsidy payments through a child care resource and referral agency that holds a contract with the Department.
4. All tiered reimbursement grant applications shall be approved by the Division of Early Care and Education and issued by WVECTCR.
5. Grant amounts shall be determined based on the capacity of children for which a program has been licensed (Center Type).
6. Applicants shall assess their program using Tier II or Tier III Quality Standards to determine purchases that are needed in order to meet the standards. For example: If you are currently receiving Tier I Reimbursement rates, the funding must be used to assist the center in meeting Tier II requirements. If you are currently receiving Tier II Reimbursement rates, the funding must be used to assist the center in meeting Tier III requirements (national accreditation). If you are currently receiving Tier III Reimbursement rates, the funding must be used to improve quality or to maintain current accreditation (with the exception of accreditation fees).
7. Once the application has been approved, a check requisition is submitted according to WVECTCR policies and procedures. Original receipts for items purchased shall be retained and copies sent to the Division of Early Care and Education by May 31, 2012.

## **TIERED REIMBURSEMENT GRANT GUIDELINES**

Grants shall be available under the following guidelines:

1. For the purpose of this tiered reimbursement grant, a licensed child care center is defined as a child care program that accepts subsidized families and is registered with WVDHHR to care for at least 13 children in the center.
2. Grant amounts shall be awarded to child care centers according to the capacity of children on a center's current license to operate through WVDHHR. The following grant amounts are available by Type (size) of licensed child care center, and represent the maximum available per fiscal year or until such time that funds are depleted.

Type 1 Center: Thirty (30) or fewer children -- **Grant amount: \$1,500.00**

Type 2 Center: Thirty-one (31) to sixty (60) children -- **Grant amount: \$2,500.00**

Type 3 Center: Sixty-one (61) or more children -- **Grant amount: \$3,500.00**

3. In order to be eligible for tiered reimbursement grant funding, the center director or designee must have attended the most recent Annual Child Care Center Directors Meeting hosted by the Division of Early Care and Education or have an excused absence approved by the Division.
4. Grants shall be available to a licensed child care center to purchase materials, health and safety equipment, or to cover other costs that are incurred to meet or maintain Tier II or Tier III standards.
5. Original receipts for items purchased with the tiered reimbursement grant money are to be saved and filed for documentation of purchases. Copies of these receipts will be retained and tracked by the Division of Early Care and Education. Failure to submit receipts may disqualify the center from applying for future grants.
6. If you have applied for previous grants and have defaulted, you will not be eligible for these grant funds.

### **RESTRICTIONS ON USE OF FUNDS**

1. Funds shall be expended in accordance with applicable State and local laws.
2. No funds shall be expended for the purchase or improvement of land, or for the purchase, construction, or permanent improvement of any building or facility. However, funds may be expended for minor remodeling, and for upgrading child care facilities to assure that providers meet State and local child care standards, including applicable health and safety requirements.
3. For sectarian agencies or organizations, funds may be expended for minor remodeling only if necessary to bring the facility into compliance with the health and safety requirements.
4. Funds may not be expended for students enrolled in grades 1-12 for any service provided during the regular school day, any service for which students receive academic credit toward graduation, or any instructional services that supplant or duplicate the academic program of any public or private school.
5. Grant funds may not be used to purchase televisions, videos, or other equipment used for watching shows, videos, media material, etc.
6. The purchase of infant sleeping equipment with grant funds must be used for compliant cribs only. Grant funds may not be used to purchase playpens.
7. Grant funds may not be used for the purchase of consumable items (crayons, paper, paint, etc.).

8. Grant funds may not be used for salaries, wages or any other payment to center staff or other employee of the child care program.
9. Grant funds may not be used for office supplies or for other administrative purposes not involving the care of children and families in the program.
10. Funds provided under grants or contracts to providers may not be expended for any sectarian purpose or activity, including sectarian worship or instruction.
11. The grant may not be used as the non-Federal share for other Federal grant programs.

## **INSTRUCTIONS FOR COMPLETING A TIERED REIMBURSEMENT GRANT APPLICATION**

Tiered reimbursement grants will be used to assist licensed child care centers in meeting Tier II or Tier III quality standards. This includes the purchase of materials and equipment to improve the quality of care for West Virginia's children. The deadline for grant applications is January 31, 2012. No applications will be accepted after the deadline date. **Please be advised that funds are limited and applications will be processed on a first come, first serve basis.**

1. Grant applications must have all information completed. Sign and date the application.
2. A copy of the program's current regular license to operate through WVDHHR must be attached and submitted with the grant application.
3. A copy of the program director's certificate of attendance to the Annual Child Care Center Directors Meeting on October 5, 2011 must be attached and submitted with the grant application.
4. Provide a detailed list of the items to be purchased on the attached Purchase Chart.
5. Provide the cost of each item to be purchased on the Purchase Chart.
6. For minor repairs, if any, include the cost of the repair and who will complete the repair.
7. Return the completed application, license, and directors meeting certificate of attendance to WVDHHR, Division of Early Care and Education by January 31, 2012.
8. Save and file a copy of the Purchase Chart and all original receipts for items purchased with this grant. Copies of all receipts must be returned along with the Purchase Chart to WVDHHR, Division of Early Care and Education by May 31, 2012.



**Bureau for Children and Families**  
**Division of Early Care and Education**  
**Tiered Reimbursement Grant Application for Center-Based Child Care**

**Section I.**

**Program Name** \_\_\_\_\_

**Director/Owner Name** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_

**State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_ **Email** \_\_\_\_\_

**Telephone # ( )** \_\_\_\_\_ **FEIN #** \_\_\_\_\_

**Section II.**

Fill out the attached Purchase Chart with each item or service to be purchased with the grant, including the cost of each. This may include shipping and handling costs for the purchase.

**Section III.**

Describe in detail how the items purchased with this tiered reimbursement grant will improve the quality of your child care program.

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**Section IV.**

**Read the following statements and sign:**

Everything that I have stated in this application is correct to the best of my knowledge. I understand that WVDHHR, Division of Early Care and Education will retain this application whether or not it is approved. I understand that I am required to provide copies of all receipts for purchases as requested by WVDHHR, Division of Early Care and Education.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Section V.**

The enclosed affidavit must be completed and returned with your application by January 31, 2012. No notary signature is required. A copy of your current regular license to operate and certificate of attendance to the Child Care Center Directors Meeting must be submitted with your application to be considered for grant funding. Incomplete applications will not be reviewed.

**Section VI.**

Return application and additional documents to the West Virginia Department of Health and Human Resources, Division of Early Care and Education:

Jessica Dianellos  
Division of Early Care and Education  
350 Capitol Street, Room B-18  
Charleston, WV 25301

If you have any questions regarding grant application guidelines or materials, please contact Jessica Dianellos at [Jessica.L.Dianellos@wv.gov](mailto:Jessica.L.Dianellos@wv.gov) or by phone at (304) 356-4605.

**Agency Use Only**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Check Requested: \_\_\_\_\_

**AFFIDAVIT**

I, \_\_\_\_\_ of the \_\_\_\_\_ County in the state of West Virginia.

**MAKE OATH AND SAY AS FOLLOWS:**

1. That upon receipt of the tiered reimbursement grant funding, I plan to use these funds for their intended purpose.
2. The original receipts for items purchased with tiered reimbursement funds will be saved, filed, and copies returned along with the Purchase Chart to the Division of Early Care and Education by May 31, 2012.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

