

Virginia’s Child Care Stabilization Grant Program Frequently Asked Questions

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Visit <https://doe.virginia.gov/childcaregrants>
for more detailed FAQs on specific topics.

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General Information

What is the Child Care Stabilization Grant Program?

The Child Care Stabilization Grant Program was authorized by Congress through the *American Rescue Plan Act (ARPA)*. States received funding to provide direct assistance to eligible child care providers to support their financial stability and offset unexpected costs associated with the pandemic.

Virginia’s program is designed to help stabilize providers now, support them to make strategic investments in their programs, and incentivize and reward participation in the Child Care Subsidy Program, with an overall emphasis on directing higher rates of support to programs who need it most.

The Virginia Department of Education (VDOE) is carrying out the Child Care Stabilization Grant Program in partnership with the Virginia Early Childhood Foundation (VECF). VDOE team members will review applications to verify eligibility and tax information and approve applications for payment. VECF will issue payments to providers via check or direct deposit at the direction of VDOE.

Is this the same as the CARES Grants Virginia offered in 2020 and 2021?

No, this grant is not the same as the CARES Grants Virginia offered in 2020 and 2021. Virginia was one of the first states to carry out a grant program for child care providers using relief funding. Because this was an optional use of funding, there were few federal stipulations associated with the grant awards.

The Child Care Stabilization Grant Program is funded by ARPA. Congress set basic parameters for eligibility and conditions of receiving the funding. For this reason, all providers interested in receiving a Stabilization Grant must submit an application.

Is the grant funding considered taxable income?

Yes. The ARP Act does not exempt the ARP child care stabilization subgrant funding from taxation. Therefore, this funding is subject to the same tax rules as regular CCDF funding. State tax rules apply. Please contact the Internal Revenue Service for guidance regarding federal tax rules.

VECF will send 1099s for funds received during the calendar year to legal entities requiring a 1099. 1099s will be sent to the person or business listed in the W-9 section of the application.

Please note that VDOE and VECF cannot provide any legal, tax or accounting advice. Any information provided is intended to be general in nature; and recipients who receive funding from this grant are strongly encouraged to consult their own professional tax, accounting, and legal advisors on tax matters.

Is the grant application available in languages other than English?

Other than English, the grant application is offered in Spanish, Vietnamese, Korean, Arabic, as well as Simple and Traditional Chinese.

We received the CARES grant for child care providers. Do we still have to apply to receive the childcare stabilization grant?

Yes. The Child Care Stabilization Grant is a different grant with specific federal requirements. For this reason, all interested providers must apply.

Is there a phone number or email that we can contact if we have additional questions related to the grant or our application?

You can reach the VDOE Grants Team at childcaregrants@doe.virginia.gov.

Eligibility

Who is eligible to apply?

Under federal law, providers can apply for a Child Care Stabilization Grant if they meet one of two conditions:

1. They are an approved Child Care Subsidy Program vendor; or
2. They were licensed, registered, or regulated under appropriate state or local law **on or before March 11, 2021**. In Virginia, this includes:
 - Licensed family day homes and child day centers;
 - Religious-exempt child day centers;
 - Certified preschools;
 - Voluntarily registered family day homes;
 - Child day centers approved by local government;
 - Family day homes approved by a licensed family day system; and
 - Family day homes approved by local ordinance.

Any program that was NOT licensed, registered, or approved by March 11 must become an approved Child Care Subsidy Program vendor to receive a grant. Our partners at the Virginia Department of Social Services administer the subsidy program under VDOE oversight and can answer any questions you have about the vendor application and approval process at vendor.manager@dss.virginia.gov or 833-551-7794. Note that only currently open providers are eligible to receive a Child Care Subsidy Program vendor bonus.

I am temporarily closed due to COVID-19. Am I eligible for grant funding?

Yes. Programs that are temporarily closed for more than 2 weeks due to financial hardship or other reasons associated with the COVID-19 pandemic are eligible for grant funding at a reduced rate. If your program opens during the grant period, payments issued after your reopening date will reflect the higher rate for open programs.

Any program that has closed permanently--meaning their license or approval to operate has been withdrawn--is not eligible to receive grant funding.

My program is not currently serving children due to a quarantine order from our local health department. Am I considered closed?

If your program is generally open and operational, but are not serving children at the time you apply due to a quarantine order, you are considered “open” for the purposes of the grant program as long as the anticipated period of closure is no more than two weeks.

I became a licensed provider after March 11, 2021, but was a regulated license-exempt provider before that. Am I eligible to apply?

You may be eligible if your program was regulated and there was no break in approval dates from one regulated status to another. For example, if your program ceased operation and then chose to apply for licensure at a later date, you would not be eligible.

I am a Head Start provider. Am I eligible to receive a stabilization grant?

Federal guidance is clear that ARPA Child Care Stabilization Grant funds are not intended to support providers that are fully funded through Head Start. Head Start recipients received significant federal resources through ARPA directly from the Office of Head Start. For this reason, programs that are directly operated by a Head Start grantee are NOT eligible for the grant program.

However, providers that contract with a local Head Start recipient to provide Head Start services are eligible to apply for funding. You can confirm your program’s eligibility by creating a user profile and locating your facility in the portal.

Can child care programs operated by local school divisions apply?

No. Child care programs that are directly operated and funded by local school divisions are not eligible for funding through the grant program. [Significant federal resources](#) are available to local school divisions through VDOE.

However, child care programs operated by nonprofit or other community-based organizations in public school buildings are eligible to apply. You can confirm your program’s eligibility by creating a user profile and locating your facility in the portal.

I have a provisional or conditional license. Does that impact my eligibility?

Providers that have a conditional or provisional license at the time of application may still be eligible for the stabilization grant program, as long as they were licensed or regulated as of March 11, 2021 or are an approved Child Care Subsidy Program vendor.

Note that grant recipients are required to notify the VDOE if they permanently lose their license during the grant period.

For providers with provisional or conditional licenses and a corrective action plan, keep in mind that Child Care Stabilization Grant Program funding may be used to help you come into compliance with relevant health and safety requirements. See [Grant Conditions and Allowable Expenses](#) for more information.

My license/certificate/exemption is expired due to administrative delays in the licensing office, but I submitted my renewal application prior to expiration. Am I still eligible to apply?

If the delay in processing your renewal application or annual filing is due to no fault of your own and your program has not been closed in the system, your program is still eligible.

Can I still apply for the Child Care Stabilization Grant Program if I have already received funding from the Payroll Protection Program (PPP), a COVID-related emergency loan, or a CARES grant?

Yes. Providers can receive a Child Care Stabilization Grant even if they have received relief funding from other sources.

Under what circumstances would an application for funding be denied?

VDOE's goal is to support every eligible provider with Child Care Stabilization Grant Funding and will make every effort to work with providers to approve their applications.

Applications from local school divisions will not be accepted. Applications from Head Start recipients will generally not be approved, but VDOE will consider appeals from recipients on a case-by-case basis.

In limited circumstances, VDOE may also deny applications if additional information is required to approve the application and a team member is unable to connect with the contact on the application within 30 days. Providers whose applications are denied for this reason are permitted to reapply.

Grant Awards

How are grant awards calculated and how much money will I receive?

Grant awards are calculated based on the following factors at the time of application:

Base grant amount	Approved capacity	The number of children you are authorized to serve based on your license, registration, or approval.
	Operational status	Whether your program is open and serving children or temporarily closed due to COVID-19
	Full- or part-time hours of operation	Part-time providers are defined as those that operate for less than 780 hours per year, or 15 hours or less per week
Multiplier (incorporated into total grant award)	Location in a high-need community	Programs in high-need communities identified by the Center for Disease Control’s Social Vulnerability Index (SVI) can receive a 10% increase over their base grant award
One-time bonus	Child Care Subsidy Program vendor	Approved Child Care Subsidy Program vendors are eligible for a one-time bonus worth 20% of their total base award

If one or more of these factors change during the grant period, your next quarterly grant payment will be updated accordingly.

Will all eligible providers that submit an application receive a grant?

The Child Care Stabilization Grant Fund is significant enough to allow Virginia to offer grants to all eligible child care providers that wish to receive funding. Eligible providers **must submit an application** in order to receive funding. Grant recipients are expected to comply with all grant terms and conditions as detailed in their award letter and described in the [Grant Conditions and Allowable Expenses](#) section of this FAQ.

How do I know if my program is located in a high-need community?

The Centers for Disease Control and Prevention created the [Social Vulnerability Index \(SVI\)](#) to identify communities that are more likely to require support before, during, and after a public health emergency like the COVID-19 pandemic. The SVI tool ranks each

community on 15 social factors, including poverty, lack of vehicle access, and crowded housing, and groups them into four related themes. Each community receives a separate ranking for each of the four themes, as well as an overall ranking.

For the purposes of the grant program, VDOE is using overall rankings at the city/county level. A list of Virginia cities and counties and their respective SVI scores is available in [Appendix A](#).

My city or county isn't identified as high-need on the SVI measure, but we serve a high-need community. Can I get the additional multiplier on my grant award?

Providers can appeal certain aspects of their grant award, including the multiplier for providers in high-need communities, by following the instructions in the **Process to Appeal** document at <https://doe.virginia.gov/childcaregrants>.

Providers can demonstrate that they are serving a high-need community by submitting evidence of one or more of the following conditions:

- Participation in the Child and Adult Care Food Program
- 33 percent or more of children enrolled participate in the Child Care Subsidy Program
- For providers in Fairfax, 33 percent or more of children enrolled participate in the local Child Care Assistance Program
- For school-age programs, the schools served have community eligibility for the Free and Reduced Price Lunch Program

When do I get the Child Care Subsidy Vendor Program bonus?

Providers that are already approved child care subsidy program vendors are eligible to receive the subsidy bonus with their first grant payment.

Providers that are not currently subsidy vendors may receive the bonus if they [become an approved Child Care Subsidy Program vendor](#) before March 1, 2022. The bonus will be issued in the quarter after you are approved.

Our partners at the Virginia Department of Social Services administer the subsidy program under VDOE oversight and can answer any questions you have about the vendor application and approval process at vendor.manager@dss.virginia.gov or 833-551-7794.

Please note that the process of becoming a Child Care Subsidy Program vendor can take 30-60 days to complete. Providers must submit a complete application and undergo a monitoring inspection for compliance with the Child Care Subsidy Program vendor requirements.

I don't think my grant award was calculated correctly. What should I do?

If you have questions about how your grant award was calculated, please **submit your application** and then contact the Child Care Stabilization Grants team at childcaregrants@doe.virginia.gov. You may appeal decisions about your grant award by following the instructions in the **Process to Appeal** document at <https://doe.virginia.gov/childcaregrants>.

My information has changed since I first applied. Will my grant award change?

If you experience a change in your licensed or approved capacity, your operational status, your location, or your participation in the Child Care Subsidy Program, your grant award may be adjusted accordingly.

Prior to issuing each quarter's award, VDOE will update provider records based on information in the state, local, and Infant Toddler Family Day Care databases. Changes to your licensed or approved capacity, location, and participation in the Child Care Subsidy Program should be reported to your licensing inspector or appropriate regulatory agency so that they can be included in the quarterly update.

You may report changes to your operational status to childcaregrants@doe.virginia.gov. Please include your application number in the subject line.

Grant Conditions and Allowable Expenses

Are grant recipients required to meet certain conditions in order to receive funding?

Yes. Under federal law, child care providers are required to agree that they will meet the following conditions in order to receive funding:

- Meet local, state, and federal public safety guidance, regulations, and/or laws;
- Meet the Centers for Disease Control and Prevention's (CDC's) operating guidelines to the extent possible;
- Not reduce employees' weekly pay and benefits during the grant period, including during periods of temporary closure;
- To the extent possible, use the funds to provide tuition and copayment relief for families in care that are struggling to make payments; and
- Use grant funds for approved purposes.

What public safety guidance, regulations, and/or laws are providers expected to follow as a condition of receiving grant funding?

Licensed and regulated child care programs are always expected to follow appropriate sections of the *Code of Virginia* and state and local regulations governing child care facilities. The VDOE will continue to inspect regulated and licensed programs for health and safety requirements based on the Code of Virginia and in regulation (8VAC20-770 through 8VAC20-850, as appropriate). Exempt programs are subject to inspections as allowed by the Code of Virginia.

Regarding COVID-specific guidance, child care programs should generally follow VDOE's [Guidelines for Child Care Programs](#). Other state, federal, or local guidance, regulations, and laws may also apply.

Please note that Office of Child Care Health and Safety *only* monitors providers for compliance on the licensing regulations, not on this other guidance.

How closely do I have to follow the CDC guidance to comply with the grant requirements?

Providers should follow CDC recommendations in their day-to-day operations to the extent practical and appropriate. However, it is also important to keep your program's specific physical setting and the developmental needs of children in your care in mind.

CDC guidelines are recommendations, not requirements, and are not subject to enforcement by the Office of Child Care Health and Safety.

Is my program expected to have mask requirements to comply with conditions of the ARPA Grant?

No. There are no explicit mask requirements associated with the ARPA Child Care Stabilization Grant Program. Providers may institute mask policies at their discretion, and are strongly encouraged to allow families to make choices about masking that best meet the needs of their children. Offering parents the ability to opt-out of a programmatic mask policy would not constitute a violation of the grant conditions.

Does the requirement not to reduce weekly pay or benefits for employees apply to everyone working in my program?

For the purposes of the grant program, "employees" refers to any staff employed by the child care program, including educational, administrative, food service, and transportation staff.

If the licensed or regulated entity provides services other than child care, "employees" refers to staff that directly and exclusively support the child care program's operations

and daily activities. For example, if the program is operated by a YMCA or community center, security or cleaning staff that support the entire facility’s operations would not be included in the requirement. Staff that support operations other than child care (such as fitness classes) would also not be included.

If you have questions about which employees apply under this requirement, please contact childcaregrants@doe.virginia.gov.

Does the requirement not to reduce weekly pay or benefits for employees mean I have to pay my employees during periods of quarantine, caregiving leave, or elective time off?

No. If an employee cannot work because they are ill or because they need to care for a child or other family member who is ill, providers are not required to pay for time off **above and beyond any paid time off that was offered to the employee as of the date of application to the grant program.** Similarly, if an employee elects to take additional days for any other non-COVID or illness-related reason, the provider is not required to pay for all days taken.

In other words, providers may not reduce available paid sick or vacation days or inhibit employees’ ability to use the days they were already entitled to, but they are not required to pay for additional time off.

Any unpaid time taken by an employee under these circumstances would not constitute a violation of the grant conditions. The reason for and period of unpaid time should be documented for monitoring purposes.

Does the requirement not to reduce weekly pay or benefits for employees during periods of temporary closure mean I have to pay employees for scheduled periods of closure for my program?

For the purposes of the grant program, a period of temporary closure refers to an unscheduled closure of the entire program or an entire classroom due to COVID-19. If your program is instructed to close by your local health department—or if you elect to close for a short period of time during an outbreak or due to staffing shortages—you must pay your employees full pay and benefits during this period of closure.

A planned break in your program’s schedule—such as a winter or spring break—for which employees are not typically paid would not constitute a temporary period of closure under the grant program. These policies should be documented and there should be evidence that the policy was in place prior to the date of application.

Am I required to waive tuition for private-paying families and copayments for families in the Child Care Subsidy Program?

Federal law requires providers to agree to use funds for this purpose **to the extent possible**. In other words, this is strongly recommended by Congress and the federal Office of Child Care **but is not required by VDOE**.

VDOE and the Virginia Department of Social Services (VDSS) have taken important steps to [make more families eligible](#) for the Child Care Subsidy Program (CCSP) and to temporarily waive copayments during the COVID-19 pandemic. The state is continuing to cover family copayment costs in the CCSP through May 31, 2022. If families in your program are struggling to make tuition payments, please refer them to their local department of social services or www.childcareva.com for more information about the subsidy program.

Please note that if you choose to waive or reduce tuition, you should document the conditions under which payments are being waived or reduced and for which families. Waiving or reducing tuition is NOT considered a final “use” of grant funds. You should still be able to document how the funds were actually spent (i.e., on staff salaries, rent, supplies, etc.).

How can I spend the grant funding?

Allowable expenditures must fall into one of six broad categories established by Congress and the federal Office of Child Care. These categories include the following:

Category	Description <i>Note: these are examples and should not be considered an exhaustive list</i>
Personnel costs	<ul style="list-style-type: none"> ● Wages and benefits, including increases in compensation, premium or hazard pay, or staff bonuses ● Benefits, including health, dental, or vision insurance; paid sick or family leave; and retirement contributions ● Scholarships and ongoing professional development or training ● Employee transportation costs ● Supports for staff to access COVID-19 vaccines, including paid time off for appointments and managing side effects
Rent, utilities, facilities maintenance, and insurance	<ul style="list-style-type: none"> ● Rent (including under a lease agreement) or payment on any mortgage obligation ● Utility payments ● Facility maintenance and improvements such as (but not limited to) building or upgrading playgrounds, renovating bathrooms, installing ramps, railings, or automatic doors to make the facility

	<p>more accessible, and removing non-load bearing walls to create additional space for social distancing</p> <ul style="list-style-type: none"> ● Insurance payments
PPE, cleaning, and other health and safety practices	<p>Equipment, supplies, services, and training that help providers mitigate the spread of COVID-19 and/or meet state and local health and safety guidelines. Note: approved activities under this category are not limited to those specifically to respond to the COVID-19 public health emergency.</p>
Equipment and supplies	<p>Purchases or updates to respond to the COVID-19 public health emergency, including:</p> <ul style="list-style-type: none"> ● Indoor and outdoor equipment and supplies that facilitate social distancing, minimize sharing, and allow for regular outdoor play ● Business software and upgrades and/or technology improvements
Goods and services	<ul style="list-style-type: none"> ● Material goods necessary for regular operations, including food, equipment, toys and books, and feeding or diapering supplies ● Services necessary for regular operations, such as business automation training, shared services, child care management services, food services, and transportation ● Fees associated with licensing and/or costs associated with meeting licensing requirements
Mental health services	<ul style="list-style-type: none"> ● Infant and early childhood mental health consultation services ● Mental health consultations and other supports for staff

Is technical assistance available to providers to help them make decisions about how to use the grant funding?

Yes. VECF is working with several vendors to provide a suite of technical assistance to help providers make the best use of the funds and address other related questions or concerns regarding the ARPA Child Care Stabilization Grant. Please visit www.vecf.org/arpa for resource guides or to schedule a coaching session.

Information about available these and other technical assistance opportunities will be shared at <https://doe.virginia.gov/childcaregrants> and through VDOE’s newsletters.

Can I use the money for start-up costs for a new facility?

Child Care Stabilization Grant funds are intended to help existing programs remain stable during the pandemic. Grant funds may not be used to open a new facility or re-open a program that has permanently closed. However, grant funds may be used for general operating expenses and can free up other revenues, such as private pay tuition or subsidy payments, to use as you please.

Do I have to spend the funds by a certain date?

No, there is no specific date by which funds must be used. However, it is imperative that your program maintains records and receipts related to purchases made with grant resources. All documentation should be maintained until May 31, 2027. The VDOE reserves the right to audit records related to ARPA CCSG spending.

Is this a loan? Do I have to pay the money back?

No, this is not a loan. Grant funds are not expected to be paid back by eligible providers that meet the required grant conditions. VDOE maintains the right to audit providers for compliance with the grant terms and conditions.

If I decide to close permanently, do I need to give the money back?

Programs that permanently close are expected to notify VDOE *prior* to their date of closure. VDOE can then help the provider determine whether any funds need to be returned. Funds received prior to the date of closure may be used for approved expenses, including making outstanding rent, mortgage, utility, and/or insurance payments or severance payments to staff. Any funds received after the date of permanent closure will need to be returned to the VDOE.

Do I need to keep my receipts when I spend the grant money?

Yes. Providers should be able to document how grant funds were spent through receipts, invoices, payroll, or other documentation. All documentation should be maintained until May 31, 2027.

Under what circumstances would VDOE stop issuing grant payments?

Programs' receipt of grant payments is contingent on their compliance with the grant terms and conditions. VDOE may stop issuing grant payments to programs when:

- There are founded cases of abuse and/or neglect against a provider;
- A provider loses their licensed or regulated status; or
- A provider chooses to permanently close.

Application Process

Where do I go to complete the application?

Information about the grant program, including a link to the application portal and instructions on how to apply, is available at <https://doe.virginia.gov/childcaregrants>.

What information do I need to complete an application?

All providers must have an email address to complete an application.

For your convenience, portions of the application have been pre-filled with information from the child care licensing database. To verify and to complete the remaining required application fields, you must have the following information:

- Information about your facility, including your facility ID, program type, the name and contact information of the facility administrator, your facility address, and the number of children you are authorized to serve
- Your facility's operational status, including whether you are open or temporarily closed, whether you provide Head Start services, the county or city in which your program is located, and the number of hours you operate each year
- Your facility's tax information
- How your facility would like to be paid (paper check or direct deposit).
 - Note: All providers that receive a payment in the first quarter will be paid via US mailed paper check. If you wish to receive subsequent quarterly payments by direct deposit, you can indicate this on the application. For more information about direct deposit, review the [Receiving Your Grant Payments](#) section of this FAQ.
- Demographic information about your facility owner/operator or administrator/director (the person who is responsible for overseeing the day-to-day activities at your facility).
- Note: This section is optional, but will help VDOE track our goals of equitably distributing grant payments to providers across the Commonwealth.

Where do I find my facility ID?

Your facility ID is a code assigned to you by VDOE or the locality in which you are regulated. Programs licensed or regulated by VDOE can find their Facility ID using the [Child Care Search](#) tool.

Family day homes approved by local ordinance in Alexandria, Fairfax City, Fairfax County, and Falls Church City should use their locally-assigned ID as their Facility ID. Providers in these communities can contact childcaregrants@doe.virginia.gov or a point of contact in their locality for help finding their ID.

Family day homes approved by local ordinance in Alexandria or by Infant Toddler Family Day Care do not have assigned IDs. VDOE created an ID for these programs for the purposes of the grant program. These providers should reach out to childcaregrants@doe.virginia.gov for help finding their ID.

Can I fill out a paper application?

No, paper applications are not accepted. All applications must be completed online through the provider portal.

Do I have to upload any documents as part of my application?

No, there are no requirements to upload documents.

Do I have to provide my bank account information in the application to receive payment through direct deposit?

No. If you elect to receive direct deposit and provide the necessary contact information in the application, you will receive an email from VECF's third-party vendor, BILL.COM to sign up for direct deposit.

Note that initial payments will be issued via paper check in order to expedite initial processing. Providers that have opted into direct deposit and completed the direct deposit sign-up process will receive the next payment accordingly.

Once I log into the application system, I have to connect my user account to a facility record. Who will receive the verification email?

The verification email will go to the following individual based on how your program is regulated:

- Providers licensed or regulated by VDOE → Facility Contact on record in the state child care licensing database
- Family day homes regulated by local ordinance → Email on file with your local regulatory agency
- Family day homes approved by a family day system → Email on file with Infant Toddler Family Day Care

If you need to update your facility's contact information, please notify your licensing inspector or the appropriate regulatory agency.

I can't find my facility information in the application system. What should I do?

If you can't find your facility information in the system, please contact childcaregrants@doe.virginia.gov. A member of the grants team can help determine whether you are eligible to apply and identify next steps.

Our agency operates multiple licensed child day centers. Are we required to complete an application for each center?

Yes. Applications must be submitted for each licensed or regulated facility. The same user can submit applications for multiple facilities by connecting your account to each facility.

How do I know when/if I have a complete application?

After successfully submitting the application, you will be taken to a confirmation page with your grant application number. You will also receive an email confirmation to the email address associated with your user account. You may also opt into text alerts for information about your award.

If there is an issue with your application, the VDOE grants team will reach out to you. You can check the status of your application anytime by logging into the provider portal.

How will I know if my application has been approved for payment?

You will receive an email alert to the email address associated with your user account. You may also opt into text alerts for information about your award. You can check the status of your application anytime by logging into the provider portal.

What if I make a mistake when submitting my application or I need to make an adjustment to my application?

Please review your application to confirm all information is correct before clicking the submit button. If you believe you made an error, contact the grant team at childcaregrants@doe.virginia.gov to determine next steps.

What is the deadline for submitting an application?

Applications are processed on a rolling basis and reviewed each quarter. Applications received prior to the quarterly due date are eligible for a payment in that quarter.

First Quarter Grant Awards (cover September 2021–November 2021 operations)	Applications must be received by November 30, 2021 to receive grant awards for all three quarters.
Second Quarter Grant Awards (cover December 2021–February 2022 operations)	New applications received between December 1, 2021–January 5, 2022 are eligible for second and third quarter grant awards.
Third Quarter Grant Awards (cover March 2022–May 2022 operations)	New applications received between March 1–March 30, 2022 are eligible for third quarter grant awards.

Receiving Your Grant Payments

How long will it take to receive my grant funding after being approved for payment?

You can expect to receive payment within 2-3 weeks of the date your award was approved for payment if you opt in to direct deposit, or within 4-6 weeks with paper check by mail. Please note that these timelines are estimated averages and that processing times are

subject to the volume of applications. Other conditions (e.g., incorrect mailing address, delays specific to US mail, etc.) may delay your receipt of payment.

How will I receive my grant funding?

You can choose to receive your grant award through US-mailed paper check or direct deposit. The first round of payments will all be issued via paper checks to eliminate processing delays. If you opt into direct deposit, your next payment will be issued accordingly as long as you have completed the sign-up process with BILL.COM prior to the payment being issued. If the information is not provided in time, a paper check will be issued.

Will my payments come directly from the VDOE?

No. VDOE is working with the Virginia Early Childhood Foundation (VECF) to issue payments to providers. **USPS-mailed** checks or electronic (direct deposit) payments will come from VECF through their third-party vendor, BILL.COM.

How do I enroll in direct deposit?

When completing the grant application online, you'll be asked to enter the email address of the person who has online access to the bank account where funds will be deposited. This email address will be shared with VECF and imported into BILL.COM.

That person will receive an email from BILL.COM with the subject line "Virginia Early Childhood Foundation Wants to Pay You." The body of the email will read:

Hi {VendorName:},

Please accept this invitation from Virginia Early Childhood Foundation to start receiving electronic payments directly to your bank account. This is our preferred method for making payments, and it's free to sign up.

This way, {VendorName:} gets paid much faster, and all invoice details will be available online in your account for quick and anywhere access, helping you cut down on paperwork.

*And don't worry, your account information will be secure, protected with end-to-end encryption, and not visible to Virginia Early Childhood Foundation. If you have any questions about getting paid through Bill.com, please contact Virginia Early Childhood Foundation at **804-358-8323**.*

After accepting the invitation, follow the steps included in this [video tutorial from BILL.COM](#).

Is there a service fee for receiving e-payments with Bill.com?

There is no Bill.com service fee for **standard transfer** of e-payments to your bank account. Standard transfer will take 4-5 business days once the payment has been processed. If you select the “**immediate transfer**” option while setting up your Bill.com account, there will be a 1% service fee.

Recertification

I successfully submitted an application. Do I have to reapply to receive a grant payment in the next quarter?

No, you do not need to reapply. Once you are approved for payment, future payments will be issued to you automatically. A member of the VDOE grants team will reach out to you if we need more information to process your next payment.

My information has changed since I submitted my application. What should I do?

Changes to your facility address, licensed or approved capacity, or participation in the Child Care Subsidy Program should be reported to your licensing inspector or appropriate regulatory agency. VDOE will update this information at the beginning of each quarter and grant payments will be adjusted automatically.

If you need to report a change in your operational status (i.e., whether you are open or closed), please contact childcaregrants@doe.virginia.gov with your application number in the subject line.

My facility experienced a change that should affect my grant award. Why didn't my payment amount change?

Automatic payments for second quarter grant awards will be issued based on your facility information as of December 1, 2021. If your facility experienced a change in approved capacity, operational status, location, or subsidy vendor status after this date, it will be reflected in your third quarter grant award.

Automatic payments for third quarter grand awards will be issued based on your facility information as of March 1, 2021.



If your program experienced a change in approved capacity, operational status, location, or subsidy vendor status on or before these dates and it wasn't reflected in your grant award, please email childcaregrants@doe.virginia.gov with your application number in the subject line.

Appendix A: SVI Score by City or County

Providers in a locality with a high SVI score are eligible for a 10 percent increase in their overall grant award.

County/City	FIPS	Overall SVI score	High/low
Accomack	51001	0.88	high
Albemarle	51003	0.22	low
Alexandria City	51510	0.25	low
Alleghany	51005	0.55	high
Amelia	51007	0.42	low
Amherst	51009	0.63	high
Appomattox	51011	0.47	low
Arlington	51013	0.14	low
Augusta	51015	0.16	low
Bath	51017	0.27	low
Bedford	51019	0.13	low
Bland	51021	0.42	low
Botetourt	51023	0.09	low
Bristol City	51520	0.80	high
Brunswick	51025	0.92	high
Buchanan	51027	0.77	high
Buckingham	51029	0.83	high
Buena Vista City	51530	0.33	low
Campbell	51031	0.34	low
Caroline	51033	0.50	high
Carroll	51035	0.48	low
Charles City	51036	0.31	low
Charlotte	51037	0.76	high

Charlottesville City	51540	0.53	high
Chesapeake City	51550	0.36	low
Chesterfield	51041	0.26	low
Clarke	51043	0.12	low
Colonial Heights City	51570	0.66	high
Covington City	51580	0.58	high
Craig	51045	0.11	low
Culpeper	51047	0.64	high
Cumberland	51049	0.69	high
Danville City	51590	0.98	high
Dickenson	51051	0.72	high
Dinwiddie	51053	0.61	high
Emporia City	51595	0.98	high
Essex	51057	0.70	high
Fairfax	51059	0.29	low
Fairfax City	51600	0.30	low
Falls Church City	51610	0.15	low
Fauquier	51061	0.06	low
Floyd	51063	0.17	low
Fluvanna	51065	0.08	low
Franklin	51067	0.54	high
Franklin City	51620	0.75	high
Frederick	51069	0.27	low
Fredericksburg City	51630	0.68	high
Galax City	51640	1.00	high
Giles	51071	0.39	low
Gloucester	51073	0.07	low

Goochland	51075	0.05	low
Grayson	51077	0.70	high
Greene	51079	0.21	low
Greensville	51081	0.89	high
Halifax	51083	0.79	high
Hampton City	51650	0.82	high
Hanover	51085	0.02	low
Harrisonburg City	51660	0.83	high
Henrico	51087	0.38	low
Henry	51089	0.95	high
Highland	51091	0.08	low
Hopewell City	51670	0.97	high
Isle of Wight	51093	0.48	low
James City	51095	0.20	low
King and Queen	51097	0.45	low
King George	51099	0.04	low
King William	51101	0.10	low
Lancaster	51103	0.20	low
Lee	51105	0.84	high
Lexington City	51678	0.30	low
Loudoun	51107	0.11	low
Louisa	51109	0.51	high
Lunenburg	51111	0.91	high
Lynchburg City	51680	0.81	high
Madison	51113	0.23	low
Manassas City	51683	0.61	high
Manassas Park City	51685	0.64	high

Martinsville City	51690	0.93	high
Mathews	51115	0.03	low
Mecklenburg	51117	0.85	high
Middlesex	51119	0.23	low
Montgomery	51121	0.33	low
Nelson	51125	0.35	low
New Kent	51127	0.01	low
Newport News City	51700	0.92	high
Norfolk City	51710	0.86	high
Northampton	51131	0.77	high
Northumberland	51133	0.14	low
Norton City	51720	0.94	high
Nottoway	51135	0.95	high
Orange	51137	0.62	high
Page	51139	0.59	high
Patrick	51141	0.71	high
Petersburg City	51730	0.99	high
Pittsylvania	51143	0.74	high
Poquoson City	51735	0.02	low
Portsmouth City	51740	0.87	high
Powhatan	51145	0.00	low
Prince Edward	51147	0.73	high
Prince George	51149	0.49	low
Prince William	51153	0.39	low
Pulaski	51155	0.57	high
Radford City	51750	0.44	low
Rappahannock	51157	0.05	low

Richmond	51159	0.67	high
Richmond City	51760	0.86	high
Roanoke	51161	0.18	low
Roanoke City	51770	0.89	high
Rockbridge	51163	0.19	low
Rockingham	51165	0.41	low
Russell	51167	0.52	high
Salem City	51775	0.35	low
Scott	51169	0.73	high
Shenandoah	51171	0.58	high
Smyth	51173	0.80	high
Southampton	51175	0.60	high
Spotsylvania	51177	0.32	low
Stafford	51179	0.17	low
Staunton City	51790	0.56	high
Suffolk City	51800	0.52	high
Surry	51181	0.46	low
Sussex	51183	0.96	high
Tazewell	51185	0.65	high
Virginia Beach City	51810	0.28	low
Warren	51187	0.37	low
Washington	51191	0.42	low
Waynesboro City	51820	0.67	high
Westmoreland	51193	0.40	low
Williamsburg City	51830	0.45	low
Winchester City	51840	0.78	high
Wise	51195	0.90	high

Wythe	51197	0.55	high
York	51199	0.24	low