



Child Care Resource Center

2000 Main Street, Suite 100  
Wheeling, WV 26003  
Phone: 800-585-1603 Fax: 304-232-1604  
Serves: Hancock, Brooke, Ohio, Marshall, Tyler, and Wetzel

20 Scott Avenue, Suite 302  
Morgantown, WV 26508  
Phone: 304-292-7357 Fax: 304-292-7402  
Serves: Monongalia and Marion

## Health and Safety Grant Application for Subsidized Family Child Care Homes and Facilities

The CCR&R agency shall oversee distribution of grant funds to family childcare providers and family childcare facilities to assist them in meeting health and safety requirements and to reward programs that have initially been approved for an increased Tier Level on the Tired Reimbursement system Priority for grant funds shall be given to providers who provide care to subsidized children.

- 1) Generally, grants awarded shall be limited to \$250 per family childcare provider and \$500 for family child care facilities and shall be distributed based on child care policy using a process developed by the CCR&R agency that treats all applicants for funds equally.
- 2) To apply for an increased TIER Reimbursement, programs must use the appropriate Tiered Reimbursement Application on the WVDHHR ECE website.
- 3) In exceptional situations, grants up to \$500 may be approved for family childcare providers if both the Child Care Regulatory Specialist and the CCR&R agency agree that the grant is necessary to assist the provider in meeting registration requirements. Grant requests above \$500 must be approved first by a review committee and/or process that includes DHHR Child Care Specialists and CCR&R staff and then by the Division of Early Care and Education.
- 4) Grants will be determined by the state on an annual basis. The current grant amount for our service area is \$50,000.
- 5) Funds shall be used to assist registered family childcare homes and family childcare facilities to meet registration and licensing requirements such as health and safety needs (safety gates, carbon monoxide detectors, fire extinguishers, smoke detectors, fencing, lead paint assessments, etc.),
- 6) Funds shall also be used as a monetary reward for family childcare homes, in the amount of \$500, and for family childcare facilities, in the amount of \$750 for meeting higher tier requirements. **FOR TIER INCENTIVE REIMBURSEMENT PLEASE GO TO SECTION 3.**
- 7) All applications should include language reflecting that grant funds are capped amounts and that grants will be awarded based on the availability of funds.
- 8) R&R agencies may opt to survey providers to determine equipment/material needs and purchase items for providers in bulk or offer grants to the provider to do so or do a mixture of both – purchase curriculum materials and give money to providers for health and safety needs on a first come, first serve basis
- 9) Health and Safety items must be purchased within the current fiscal year to be eligible for reimbursement. Each fiscal year begins on July 1<sup>st</sup> and ends June 30<sup>th</sup>.
- 10) Providers may choose to purchase items in advance of submitting application, but funds may not be approved for all requested items.

**SECTION 1:**

Provider Name: \_\_\_\_\_

Provider Type: (Please check one) \_\_\_\_\_ Family Child Care Home \_\_\_\_\_ Family Child Care Facility

Address: \_\_\_\_\_ City: \_\_\_\_\_

County: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Number of subsidy children currently in your care: \_\_\_\_\_

**SECTION 2: (FOR TIER INCENTIVE ONLY PLEASE GO TO SECTION 3 BELOW)**

**Please list the items that you wish to purchase and the necessary information below.**

ITEMS AND/OR MATERIALS NEEDED	Quantity	COST PER ITEM	TOTAL COST	VERIFICATION ENCLOSED? (NOT REQUIRED TO APPLY FOR GRANT)	Part of DHHR Corrective Action Plan?
		\$			
		\$			
		\$			
		\$			
		\$			
		\$			
		\$			
		\$			
		\$			
Shipping/Taxes:		\$			
Total:		\$			

Amount of Grant Requested: \$ \_\_\_\_\_

**SECTION 3:**

Funds shall also be used as a monetary reward for family childcare homes, in the amount of \$250, and for family childcare facilities, in the amount of \$500, for meeting higher tier requirements.

\_\_\_\_\_ Has met TIER II requirements Date: \_\_\_\_\_

**Deadline for grants is June 1<sup>st</sup>. All grant applications received after June 1st of the current grant year will not be considered.**

Please explain how the items you have requested will benefit and improve the quality or safety of the childcare you are providing (Please use additional paper if needed):

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## Acknowledgement

**Please read and initial the following statements. Failure to do so will be an automatic denial of the request.**

\_\_\_\_\_ The information that I have provided is correct to the best of my knowledge.

\_\_\_\_\_ I understand that the grants are awarded based on the availability of funds.

\_\_\_\_\_ I understand that the money awarded from this grant may only be used to purchase the approved items listed.

\_\_\_\_\_ I understand that all items purchased must be used to meet WV DHHR Health, Safety and Program Requirements including curriculum materials used to promote the healthy growth and development of children in my care.

\_\_\_\_\_ I understand that if items are purchased before approval, I may not be reimbursed for all items.

\_\_\_\_\_ I understand that I must submit original receipts back to CCRC within 30 days of receiving check and that failure to comply will result in denial of future grant applications provided by the State of West Virginia.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**\*\*\*FOR OFFICE USE ONLY\*\*\***

\_\_\_\_\_  
**CCRC Grant Representative**                      **Date**                      **Approved**                      **Denied**                      **Amount Approved**

\_\_\_\_\_  
**Date Invoice sent for processing**                      **Date check sent to provider**                      **Date Receipts Received**

\_\_\_\_\_  
**CCRC QIS REPRESENTATIVE (If Applicable)**                      **DATE**

\_\_\_\_\_  
**CCRC INFANT TODDLER SPECIALIST (If Applicable)**                      **DATE**

The Child Care Resource Center sponsored by Catholic Charities WV is a separate entity from the West Virginia Department of Health and Human Resources (Department). The Department has no control over the daily operations of the Child Care Resource Center, nor is it liable for the actions of the Child Care Resource Center. This program is being presented with financial assistance as a grant from the West Virginia Department of Health and Human Resources.

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