



CARES Act: Greenville County Childcare providers
Summary of eligible expenses
Effective Date: July 6, 2020

To assist Childcare providers during the COVID-19 pandemic, Greenville First Steps (on behalf of Greenville County Council) has awarded \$1.71 million in funds as reimbursable grants to Greenville County childcare providers.

As a reimbursable grant, provider will receive 50% of total approved funds as an advance, to be received within 2 weeks of approved application. Upon approval of receipts of total expenses, the remaining balance (up to approved amount) will be provided to provider. Please note, expenses found to be ineligible cannot be covered by this grant and will not be paid.

To assist childcare providers with understanding eligible and ineligible expenses, we have provided this document, which will be updated as additional questions arise. This document is not intended to be legally binding, but represents our best understanding of eligible and ineligible expenses. This document will be revised with addendums as additional information is provided by federal, state, and county government entities responsible for these funds.

For more information: It is essential that providers not assume an expense is covered-if any questions arise, please contact Anne Lee Buck annelee@greenvillefirststeps.org PRIOR to purchase so accurate and timely information can be provided.

Primary purpose: The primary purpose of these funds is for DIRECT EXPENSES incurred by childcare providers to respond to COVID-19 pandemic, including personal protective equipment, cleaning and disinfecting costs, classroom materials and supplies to ensure appropriate social distancing requirements.

Eligible timeframe: This grant can be used for any eligible expenses incurred between March 27, 2020 and October 15, 2020.

Use of other funds: This grant program is open to providers who have received other federal funds including EIDL, PPP, funds from DSS, funds from First Steps, other CARES Act funding sources, and other COVID-19 related funding. Please know that each funding stream carries with it different eligible and ineligible expenses. This document strictly applies to CARES Act funding approved through Greenville First Steps and Greenville County Council.

Examples of Eligible and Ineligible expenses on following pages

Examples of eligible expenses (when accompanied by an itemized receipt, or payroll documentation)

Categories of eligible expenses	Examples
Personal Protective Equipment (for staff, children, visitors/guests)	<ul style="list-style-type: none"> • Disposable gloves • Face Masks and face shields • Contactless thermometers
Expenses due to local site's development of COVID-19 related response	<ul style="list-style-type: none"> • For Cleaning/Disinfectant work • For check-in health check/screening • For labor costs related to facility and equipment upgrades/installation to improve social distancing • Costs for the design and delivery of professional development to inform staff of safety/health practices • Costs for staff to participate in professional development to inform staff of safety/health practices • Costs for the design and delivery trainings to inform parents of safety/health practices
Facility cleaning	<ul style="list-style-type: none"> • Services for cleaning/disinfectant costs related to COVID-19 • Replacement of carpet flooring with hard surface flooring for easier disinfecting and cleaning
Classroom supplies and playground equipment	<ul style="list-style-type: none"> • Purchase personal sets of materials to reduce sharing of items among children • Purchase personal sets of books/instruction equipment to remain at home • Purchase additional classroom tables/chairs to promote social distancing • Disposable plates and food serving supplies • Portable playground play bag with materials and supplies for each classroom • Personal mats or pools for infant outdoor play
Facility equipment purchases: Equipment necessary to encourage social distancing	<ul style="list-style-type: none"> • Additional cubbies/storage areas for children to store personal materials • Plexiglass barrier at check-in desk • Costs associated with adapting food service delivery to reduce contact with food (e.g., transitioning from family style to single serving methods) • Contactless sinks or water fountains
Signage and communications	<ul style="list-style-type: none"> • Signage to re-assure clients (and potential clients) about safety processes • Signage to remind visitors about safety protocols and new processes

If you have any questions about eligible or ineligible expenses, please email Anne Lee Buck at annelee@greenvillefirststeps.org

Examples of **ineligible expenses**:

Payroll	<p>This grant may not be used to cover day-to-day payroll costs.</p> <p>This grant cannot be used to offset day to day expenses, but it can be used for added payroll costs related to COVID-19 (e.g., if you have an additional employee helping with check-in to screen kids that additional cost can be covered)</p> <p>This grant cannot be used for bonuses or employee incentives</p>
Lost Wages/Income	<p>This grant may not be used to cover lost income or lost wages. For example, if employees were furloughed, these dollars cannot be used to make up wages they did not receive</p> <p>This grant cannot be used by business owner as a means to offset lost income.</p>
Day to Day business expenses	<p>This grant cannot cover expenses like payroll, utilities, food, equipment/supplies, rent that are typical day to day expenses</p>
Expenses prior to March 27	<p>Any expenses made prior to March 27, 2020 are ineligible</p>
Damages covered by Insurance	<p>Any expenses covered by an insurance provider are ineligible</p>
Expenses without itemized receipts or documentation	<p>Each purchase must be reflected in an itemized receipt, an invoice from a vendor, or a payroll report detailing expense</p>
Capital improvements not directly related to COVID-19	<p>In general, capital improvements (including building maintenance, facility improvements, playground updates, classroom furniture) cannot be covered through this grant.</p> <p>For example, replacing playground equipment, adding mulch to an existing playground would not be an eligible expense- unless the provider was able to document that the equipment or mulch EXPANDED AREA of playground to allow for greater social distancing</p> <p>In cases when a facility improvement could improve social distancing (additional classroom tables and chairs), or could improve facility cleaning (installation of hard surface flooring) these purchases may be eligible</p>

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