Greenville County CARES Act Childcare accounting form for Payroll related expenses

Please note: CARES Act funding cannot be used to offset traditional payroll costs or to cover any period of lost wages as a result of COVID-19 closings. It can, however, be used for costs directly related to COVID-19 related expenses. Below are a few examples:

- COVID-19 related facility cleaning/disinfectant costs
- COVID-19 related professional development
- Check-in health check/screening
- 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

Any questions, please contact Anne Lee Buck, annelee@greenvillefirststeps.org

Employee/Vendor last name	Project Summary	Total Amount paid	Notes
EX: Lewis	Lead professional development on outdoor cleaning and program safety	$350	Cost for trainer to provide training for staff

I attest these expenses were necessary staffing related expenses as a part of planning to prepare my organization's COVID-19 response. I attest these expenses are direct expenses related to COVID-19 and are not traditional staffing costs and are not an attempt to provide pay to employees to offset lost wages. I attest these expenses were incurred between March 27 and Oct 15, 2020.

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Center owner/director Signature Date