****

**Greenville County CARES Act School Age Care Accounting Form for Payroll Related Expenses**

Because full-day school age care was an unbudgeted expense, payroll costs directly associated with school age care can be reimbursed as a part of the CARES Act funding. Please use the following form to document payroll expenses that were directly related to your School Age (5K-5th) full day program.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee/Vendor last name | Hours Worked on School Age Care | Rate of Pay | Total Amount paid | Notes |
| EX: Lewis | 95 hours | $10/hour | $950 | Elementary school room staff |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TOTAL |  |  | $ |  |

I attest these expenses were necessary staffing related expenses as a part of providing full day school age care during COVID-19. 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 August 1, 2020 and October 31, 2020.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Center owner/director Signature Date