



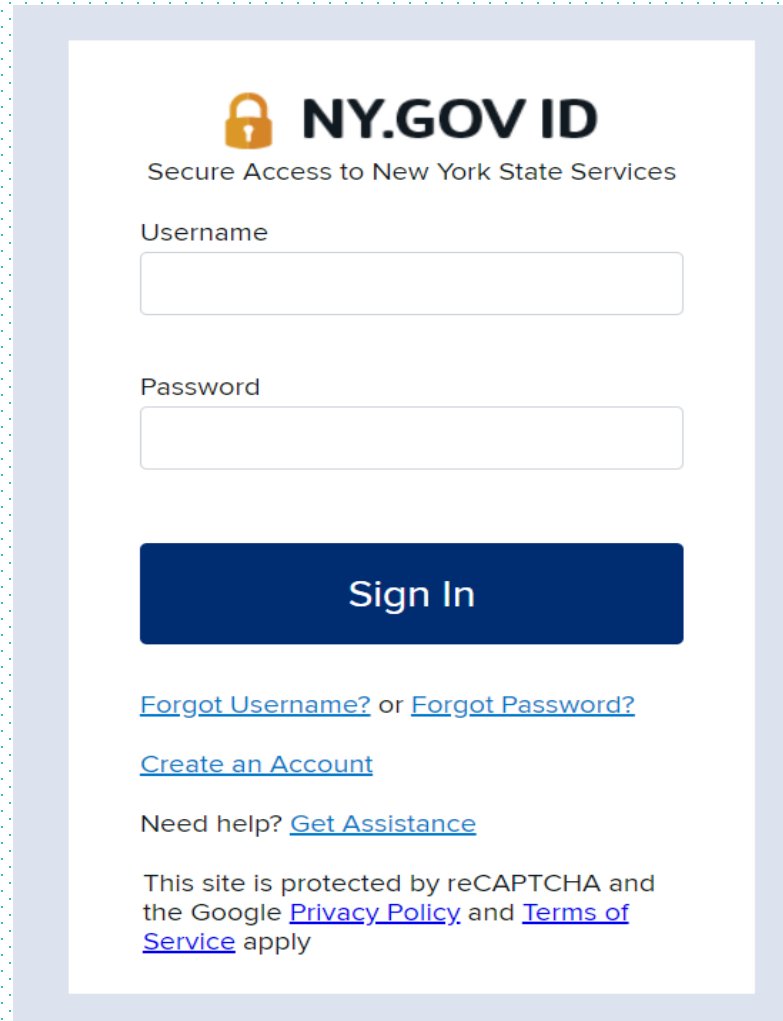
# Workforce Retention Grant Expense Report

<https://ocfs.ny.gov/programs/childcare/grants/workforce-grant/>

# Workforce Retention Grant Expense Report

[Forgot username](#), you will be asked to enter your email address and you will receive an email with all your NY.GOV usernames.

[Forgot password](#), you will be asked to enter your NY.GOV username, you can reset your password by answering the security questions or chose to have a reset link sent to your email.



The image shows a screenshot of the NY.GOV ID login page. At the top, there is a yellow padlock icon followed by the text "NY.GOV ID" and "Secure Access to New York State Services". Below this, there are two input fields: "Username" and "Password". A dark blue "Sign In" button is positioned below the password field. At the bottom of the form, there are three links: "[Forgot Username?](#) or [Forgot Password?](#)", "[Create an Account](#)", and "Need help? [Get Assistance](#)". At the very bottom, a disclaimer states: "This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply".

# Grant Opportunities Page

## Grant Opportunities

<p><b>Workforce Retention Grant</b></p> <p>The Workforce Retention Grant program is for eligible New York State Office of Children and Family Services (OCFS) licensed/registered School-Age Child Care Programs (SACC), Day Care Centers (DCC), Family Day Care Homes (FDC), and Group Family Day Care Homes (GFDC), Small Day Care Centers (SDCC) and New York City Department of Health and Mental Hygiene (DOHMH) permitted Article 47 Group Day Care Centers (GDC). Utilizing ARPA, CRRSA, and state support, a total of \$500M will be made available for programs applying from July 26, 2023 to through September 15, 2023.</p>	<b>Status</b> In Progress	<b>Start Date</b> 2023-07-26	<b>End Date</b> 2023-09-15	<a href="#">Apply / Review</a>
<p><b>Child Care Stabilization Grant</b></p> <p>The federal American Rescue Plan Act (ARPA) allocated funds to New York State to support the operations of child care programs and businesses and to help stabilize the field. New York State is distributing these funds to all licensed, registered, and permitted NYC day care centers (Art 47), and enrolled legally-exempt group programs.</p>	<b>Status</b> Planned	<b>Start Date</b> 2021-08-04	<b>End Date</b> 2022-02-15	<a href="#">Apply / Review</a>
<p><b>Invest in NY: Child Care Deserts RFA #1</b></p> <p>New York State has identified funding to build and expand child care capacity in areas of the state that qualify as child care deserts. Utilizing funding from the American Rescue Plan Act (ARPA), this funding represents an unprecedented opportunity and investment to build child care supply in the most needed parts of the state.</p>	<b>Status</b> Planned	<b>Start Date</b> 2022-04-11	<b>End Date</b> 2022-05-19	<a href="#">Apply / Review</a>
<p><b>Invest in NY: Child Care Deserts RFA #2</b></p> <p>New York State has identified funding to expand child care capacity in areas of the state that qualify as child care deserts. Utilizing funding from the American Rescue Plan Act (ARPA), this funding represents an unprecedented opportunity and investment to expand child care supply in the most needed parts of the</p>	<b>Status</b> Planned	<b>Start Date</b> 2022-07-20	<b>End Date</b> 2022-08-24	<a href="#">Apply / Review</a>

Select the first option



# Provider Verification Page

## Provider Verification

Welcome to the OCFS Child Care grant application system! First, we need to verify you and your eligible facility to access the system. You can only complete one application at a time, per facility ID (license/registration number for NYS providers, permit number for NYC Article 47 Day Care Centers). Enter your License/Registration ID or choose from an existing provider application. Make sure you are using the correct Facility ID appropriate for the grant program you are interested in.

### Start a new application

[Where can I find my license/registration number?](#)

NYS Provider  NYC Provider

Enter your license/registration number

[New York State providers may look up license/registration number if unknown.](#)

OR

### Choose an existing application

Note: If you aren't already associated with a provider, you will need to Search for a provider

Click in the middle of the dropdown bar to highlight your facility and select next.



# Workforce Retention Grant Expense Report

**Submitted Applications**

Funding Program	Application ID	Status	Applied On	Actions
Workforce Retention Grant	A-31809	Fully Disbursed	10/06/2023	<div style="border: 1px solid gray; padding: 5px; display: inline-block;">Workforce Retention Grant Expense Report 1</div>

**Submitted By**      **Amount**      [Download Application](#)      [Download Staff List](#)

\$8,876.00

*This may appear anywhere on the page depending on your device. Computer/cell phone*

# Workforce Retention Grant Expense Report

## Component B: Staff Recruitment Expenses and Payroll Tax Assistance

- Provide recruitment sign-on bonuses for new staff who began after SOI issuance and are not eligible for the workforce retention grant payments;
- Provide bonuses for staff who are otherwise not eligible for the retention bonus;
- Provide referral incentives for existing staff who recruit new staff;
- Pay for advertisement and marketing costs for staff vacancies;
- Pay for recently hired (since SOI issuance date) staff benefit package costs (such as healthcare, paid time off, 401K);
- Pay for or reimburse costs for recently hired (since SOI issuance date) staff medical, criminal, and child abuse clearances;
- Pay for staffing services or 'headhunter';
- Pay a bonus for staff in a non-caregiving role who are recruited to a caregiving role;
- Pay a bonus for Part-Time staff who transition to a Full-Time role;
- Supplementing a retention payment to include a longevity bonus for existing staff who have been with the program for 6 months or more.

Payroll Tax Assistance funds can be used to help offset the payroll taxes paid by employers distributing the staff retention bonuses.

\*Are you currently open and providing care to at least one child?

- YES
- YES, but I have relocated or changed modality
- NO, temporarily closed
- NO, permanently closed

Next

# Workforce Retention Grant Expense Report

**1: REPORTING FOR COMPONENT A: STAFF RETENTION BONUSES**

Employee	Employee Bonus Amount	Staff Retention Bonus	Date the payment was issued	Payment Record Description
Maria Lopez	3000	* Was this employee paid the retention bonus of \$3000? <input type="text" value="Yes/No"/>	<input type="text" value=""/>	<input type="text" value=""/>
Elizabeth Worley	3000	* Was this employee paid the retention bonus of \$3000? <input type="text" value="Yes/No"/>	<input type="text" value=""/>	<input type="text" value=""/>

Total Staff Retention bonus: \$4600  
Total Staff Retention Bonus Claimed on expense report: \$0.00  
Total remaining staff retention bonus (amount will be moved to recruitment expenses): \$4600.00

Displaying 1 of 1 page

Examples of records descriptions are payroll docs, bank statement, note of payment to myself

If you have multiple staff on your roster you can move to the next page by clicking the arrow.

Make sure all staff are listed who you certified worked in you program at the time you applied for the bonus.

Chose the first date a payment was made to the employee.



# Workforce Retention Grant Expense Report

## 1: REPORTING FOR COMPONENT A: STAFF RETENTION BONUSES

Employee	Employee Bonus Amount	Staff Retention Bonus	Date the payment was issued	Payment Record Description
Maria Lopez	3000	<p>* Was this employee paid the retention bonus of \$3000?</p> <p>Yes ▾</p>	<p>*</p> <input type="text"/>	<p>Select the date the first payment was made to the employee</p> <p>* ▾</p>

How you recorded the expense. Examples are bank statements, bank journal, note that you paid yourself with the date of payment.



# Workforce Retention Grant Expense Report

## 1: REPORTING FOR COMPONENT A: STAFF RETENTION BONUSES

Employee	Employee Bonus Amount	Staff Retention Bonus	Date the payment was issued	Payment Record Description
Elizabeth Worley	3000	<p>* Was this employee paid the retention bonus of \$3000?</p> <p>No</p> <p>* How much was issued?</p> <p>\$0.00</p> <p>* Why?</p> <p>Select an O...</p>	<p>* [Calendar icon]</p>	<p>* [Text area]</p>
<p>Total Staff Retention bonus \$3000</p> <p>Total Staff Retention Bonus Claimed on expense report \$0.00</p> <p>Total remaining staff retention bonus (amount available for future reporting) \$3000</p>		<p>Employee no longer associated to the program.</p> <p>Employee rejected the bonus.</p> <p>Other</p>		.00

Employees who did not receive the full bonus amount.

The first date a payment was made. Even if this employee did not

Select the reason why the employee did not receive the full amount of the bonus.

# Workforce Retention Grant Expense Report

**2: REPORTING FOR COMPONENT B: STAFF RECRUITMENT EXPENSES AND PAYROLL TAX ASSISTANCE**

Recruitment Funds issued =

EXPENSE CATEGORY	EXPENSES	EXPENSE DESCRIPTION	RECORDS DESCRIPTION
Recruitment sign-on bonus	\$0.00	N/A	N/A
Bonuses for staff not eligible for retention bonus	\$0.00	N/A	<input type="button" value="Edit"/>

This amount includes the recruitment bonus and the payroll tax assistance amount

To enter in your expense description, click the arrow and EDIT will appear. Click edit to enter in your expense.

Bonus for staff transitioning from Part-time to full-time role	\$0.00	N/A	N/A
Longevity Bonus for staff that have been with program 6+ months	\$0.00	N/A	N/A

# Workforce Retention Grant Expense Report

**Payroll Tax Assistance Award**

I certify that the funds I received for the Payroll Tax assistance Award in the amount of ~~\$230~~ were spent towards the employer portion of the payroll taxes incurred while issuing bonus payments to staff or recruitment expenses.

Yes  No

Total Amount of Recruitment Funds used:	\$7,200.00
Remaining Recruitment Funds:	\$5,230.00

If you have unspent funds you have until September 2024 to spend all recruitment funds.

**There is not a section to record your payroll tax assistance amount. The payroll tax assistance amount should be included in your remaining recruitment funds. You may be asked to complete another expense report.**

# Workforce Retention Grant Expense Report



**3: CERTIFICATIONS AND ATTESTATIONS**

Below are certifications and attestations that you confirmed at the time of application and also during recertification in order to continue to receive the Workforce Retention Grant.

By agreeing to these terms and conditions and applying for the Workforce Retention Grants, I certify that all information provided as part of the reporting process is true and accurate to the best of my knowledge and agree to each of the following statements:

- I agree that the program is open/ operating and has at least one child actively enrolled. If a SACC program, I agree that I will be operational and serving at least one child in person on the first full week of local school instruction, but in no instance later than 9/20/23.
- I agree that retention bonus payments to eligible staff will be equal to the amounts listed in the per-staff amounts in this SOI Section III. Grant Award Amounts.
- I agree that I have confirmed with all eligible staff included on my application that I have included that staff in their application or that the staff have not already grant.
- I agree that all staff indicated on my grant application are currently working at an average of 15 hours per week (10 for SACCs) in eligible titles, child caring roles per Requirements and have state and federal taxes withheld from their paycheck.

Check each box to submit your expense form. This form can be downloaded from the home page. It is highly suggested that you download this form once you've completed it.

- I must spend all Workforce Retention Grant funds by September 1, 2024.
- I have read and agree to the terms and conditions and am an authorized person to submit the application.

[Previous](#) [Submit](#)



# Workforce Retention Grant Expense Reporting

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