



Step 5: Options for Use of Funds

This user guide shows how to complete Step 5: Options for Use of Funds in the *Child Care Stabilization 2.0 Grant for Workforce Supports*. At least 75% of workforce supports grant funds must be used for one or more of the categories and purposes below. This is to ensure support of the child care workforce and to assist with recruitment and retention efforts. Please indicate for each category how much you plan to spend and provide a description in the expenses and submission fields for each planned expense. Note: To move to the next step, the total amount of planned expenses cannot exceed the total of the estimated grant award amount. These are your planned expenses, and these categories can change after you receive your award as long as the total amount spent on workforce supports is 75% or more.

[Enter your Planned Expenses](#)
[Confirm Entered Information](#)

Enter your Planned Expenses

1. In *Step 5: Options for Use of Funds*, click on the drop-down arrow for each **category** where expenses will be entered.

- 1: INSTRUCTIONS
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- 3: CHILD COUNT INFORMATION
- 4: ESTIMATED GRANT AWARD AMOUNT
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5: OPTIONS FOR USE OF FUNDS

The Grant funds must be used for one or more of the purposes below. To support the child care workforce and to assist with recruitment and retention efforts at least 75% of workforce initiatives funding can be used for the below expenses, please indicate in each category how much will be spent:

| CATEGORY | EXPENSES | EXPENSE DESCRIPTION | RECORDS DESCRIPTION |
|---|----------|---------------------|---------------------|
| Bonuses or increases in wages | \$0.00 | | ▼ |
| Contributions towards health insurance costs that reduce such costs for staff | \$0.00 | | ▼ |
| Contributions to staff retirement plans that supplement any employer contribution | \$0.00 | | ▼ |
| Supplemental educational advancement or tuition reimbursement | \$0.00 | | ▼ |

2. Click on the Edit link.

| | | | |
|-------------------------------|--------|--|------|
| Bonuses or increases in wages | \$0.00 | | ▼ |
| Contributions towards | \$0.00 | | Edit |



3. **Type into the Expenses field** the estimated amount you plan to spend.
4. **Type into the Expense and Records description** fields a brief description of how you will be using these funds and what types of records you will keep to support the expenditures.
5. **Click on the Save** button.

6. Repeat steps 2 – 5 and **enter all planned expenses** for any category you plan to spend grant funds for at least 75% but not to exceed the total of the estimated grant award amount.

Confirm Entered Information

1. After clicking on save for each category a summary of each expense and the descriptions will display for review. **If you need to modify** any of the information, **click on the Edit** button to make changes.
2. **Click on the Next** button to proceed to step 6 of the grant application.

| | | | |
|---|------------|--------------------------------|--------------------------------|
| Bonuses or increases in wages | \$5,000.00 | enter Expense Description here | enter records description here |
| Contributions towards health insurance costs that reduce such costs for staff | \$0.00 | | |
| Contributions to staff retirement plans that supplement any employer contribution | \$3,000.00 | Enter expense description here | Enter records description here |
| Supplemental educational advancement or tuition reimbursement | \$0.00 | | |
| Mental health supports and services for staff | \$0.00 | | |