

# Stabilization Grant Receipt Review Guide

## Overview

The Washington State Department of Children, Youth, and Families (DCYF) will select a random 1% sample of the child care providers (“grantees”) who received the Child Care Stabilization Grant for receipt review after their 12-month spending period ends. DCYF reviews receipts to show how the grant funds were spent – it is a requirement of the State that DCYF understand and verify that grantees spent the funds they received, and the federal government requires that DCYF verify the grant funds were spent in allowed categories.

This process isn’t meant to be scary, and we are here to help!

## What to Expect If You Are Selected for Receipt Review

- DCYF will send out notification letters to selected grantees after the period when they can spend grant funds is over.
- If you are selected for receipt review, you will receive a letter in the mail from DCYF. Don’t worry! This process is not meant to be scary. With your letter, you’ll receive a copy of your spend plan, a receipt verification tool to fill out, and a list of Frequently Asked Questions.
- You’ll fill out the receipt verification tool to show that you spent all of the grant funds on allowable categories, and you will send it back to DCYF along with copies of your receipts. You can do this through email or the U.S. Postal Service.
- All notification letters will have a 30-day due date. If you need more time, you can request an extension over email.
- Notification letters also say that if a provider doesn’t send in the documents we need, they may have to repay part or all of the Stabilization Grant funds.
- DCYF is here to support you during the receipt review process. Please let us know if you need assistance in submitting your receipts, or have difficulty meeting the timelines. If DCYF has any questions or if there is missing information or missing receipts, we will reach out to you to ask for more information. We are here to help!
- If you have questions, you are welcome to email us. The Imagine Institute and Voices of Tomorrow are also available to answer questions about submitting your receipts or filling out the verification tool.

## Helpful Tips to Prepare for Receipt Review

When using Stabilization Grant funds, save your receipts in a paper folder, in a folder on your



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computer, or in your email. If you have all of your receipts together already, it will be easy for you to find them later.

**Here is the information we will need from any documents you send in:**

### Receipts

- All receipts must show all items purchased with the grant funding, the price of each item, and the date of purchase.

### Invoices with Proof of Payment

- Invoices must list all items purchased.
- Proof of payment can be a payment receipts, copy of a check\*, or a bank statement showing a fund transfer\*.

\*If sharing a copy of a check or bank statement, the amount must match the invoice.

### Utility Bills

- Most utility bills include information about the most recent payment made to the company. We can use that information, or you can include separate payment receipts to show that the bills were paid.

### Mortgage Statements

- Most mortgage statements include information about the most recent payment made to the company. We can use that information, or you can include separate payment receipts to show that the bills were paid.

### Rent Receipts

- If you do not have receipts from your landlord for the amount you pay for your rent, we can accept copies of the checks you used to pay the rent and a copy of your lease showing the rental amount due each month.

### General Information

Please see the [Spending and Documentation Guide](#) for a complete list of the documentation DCYF will accept.

If you use store receipts for purchases, highlight any purchases you made for your child care business when you put them in the folder. It's much harder to remember what purchases were for your business and which ones were for you personally up to a year later.

Track your expenses in a notebook or spreadsheet – when you make a purchase with Stabilization Grant funds, note the vendor name, date, category of allowed spending, and amount of grant funds you spent. For a full list of the allowed spending categories, please see our [FAQ Document](#). For example:

Vendor Name	Date	Category	Amount
Costco	1/22/21	Food & Cleaning Supplies	\$50
Jane Doe	3/2/21	Payroll	\$500

### Payroll Expenses

If you don't have a payroll processing system, track the pay period you are using grant funds for, pay date, the hours worked, pay rate, and total pay amount to create a payroll ledger. For bonuses, track the amount you paid and the date. For example:

Payee Name	Date	Pay Period	Hours Worked	Pay Rate	Workforce Amount?	Total Pay
Jane Doe	3/2/21	February 2021 (regular payroll)	50	\$10/hr	No	\$500
Jane Doe	3/2/21	February 2021 (raise)	50	\$3/hr	Yes	\$150
John Smith (Owner)	3/2/21	February 2021	160	Salary	No	\$2,000
Jane Doe	11/15/21	Bonus			Yes	\$5,000
John Smith	2/3/21	January, 2021	160	Salary	No	\$2,000

- Ensure that you document any raises or bonuses from the Workforce amount of the Stabilization Grant separately.
- Also, keep the checks you write to yourself or your employees, or keep bank records showing your fund transfers.
- If you have a formal payroll tracking system, you can submit reports from that as proof of your payroll expenses. Please see the [Spending and Documentation Guide](#) for a full list of the payroll documentation DCYF will accept.

### Case Closure

After sending in copies of your receipts, it may take several weeks for DCYF to complete the review. If your receipts add up to your total grant amount and were spent on allowable categories within the allowed timeframe, you will receive an email from DCYF informing you that your receipt review is closed successfully.

If DCYF needs more receipts, we will reach out to you and let you know what else we need. Here are some reasons that DCYF might need more or different receipts from you:

- The receipts you sent in might not add up to your full grant amount.
- The receipts you sent in might have been outside the allowed spending time period.
- The receipts you sent in might not be for purchases in allowed spending categories.

## Questions?

Email [dcyf.stabilizationgrant@dcyf.wa.gov](mailto:dcyf.stabilizationgrant@dcyf.wa.gov) with any questions. You can also contact our technical assistance providers:

### **Imagine Institute**

206-492-5249

[CCSG@imaginewa.org](mailto:CCSG@imaginewa.org)

### **Voices of Tomorrow**

206-278-8290

[childcaresupport@tomorrowvoices.org](mailto:childcaresupport@tomorrowvoices.org)