



Tracking Costs for Disasters – Professional Development Mini-grants for Early Learning Providers

OF INTEREST TO

The Office of Early Learning (OEL, the Office) and Early Learning Coalitions (ELCs, coalitions) and other direct subrecipients of OEL implementing federal and state early learning programs, such as the School Readiness Program (SR) and the Voluntary Prekindergarten Education Program (VPK).

SUMMARY

This program guidance advises ELCs and other subrecipients that receive early learning funding from OEL about available professional development mini-grants for eligible early learning/child care staff during disasters and declared states of emergency.

RELATED FEDERAL REGULATIONS/AUTHORITY

[Child Care and Development Fund Block Grant Act \(CCDF\)](#)

Section 658E(c)(2)(g) Training and Professional Development Requirements

Section 658G(b)(1) Activities to Improve the Quality of Child Care

[CCDF ACF Info Memo 2017-02 CCDF Spending Flexibility during Federal or State Declared Emergency](#)

Reference: Section [1002.89\(6\)\(b\), F.S.](#), [45 CFR § 98.53](#), [ACYF-PI-CC-99-05](#), and [CCDF State Plan](#)

OVERVIEW

During disasters and declared states of emergency, funds that have been set-aside for quality-related activities may be used to support/enhance training of the child care workforce through various professional development activities. Guidance from the United States Department of Health and Human Services (USDHHS) Office of Child Care (OCC) (*see link above to CCDF_ACF_Memo_2017-02*) allows flexibility to lead agencies to operate the CCDF program within the parameters of federal requirements. Based on this guidance, OEL authorizes the use of mini-grant processes to award stipend payments to eligible early learning classroom staff for attending one or more qualifying training events, workshops, classes or online sessions. Requirements to participate in and receive funding from this mini-grant/stipend process are described as follows:

GUIDANCE

Eligibility requirements for Early Learning Providers (SR and VPK)/provider staff members

Eligible early learning providers/centers will meet the following requirements:

- Provider/center has a current/active SR or VPK contract with at least one early learning coalition or Redlands Christian Migrant Association, Inc. (RCMA); and

- Provider/center does not have a pending/open provider improvement plan (PIP) in effect; and
- Provider/center does not have pending/open Department of Children and Families (DCF) violations in effect; and
- Provider/center is currently providing early learning services (i.e. open for business), or Provider/center is currently preparing to resume operations to provide early learning services.

Eligible early learning and child care staff members will meet the following requirements:

- Are Florida residents; and
- Have a high school diploma from an accredited school or a GED; and
- Are employed by a licensed or license-exempt child care facility, in a licensed or registered family child care home, or by a licensed after school program; and
- Works a minimum of 20 hours per week with a birth through pre-k population or in an after school program for a minimum of 520 hours per year; and
- Have the sponsorship of the child care or after school program which employs them.

Maximum allowable payments - Stipends

Each eligible early learning/child care staff member may earn the following stipend amounts:

- Up to ten (10) stipends for qualifying training events, up to a maximum of \$750 (\$75 x 10 events), per each declared disaster/emergency;
- \$75 max per stipend, \$25 per hour, up to three (3) hours, for each training session/event.

Period of availability

These stipends are only available while the disaster or emergency declaration remains in effect. Qualifying training events should be completed before the emergency declaration period expires.

Types of trainings that qualify for stipends

These stipends are only available for the following types of training events.

- DCF-sponsored trainings ([Florida Early Childhood Professional Catalog](#));
- OEL online resources for early childhood professional development

Documentation requirements for completed training

Documentation requirements for this mini-grant/stipend process are described as follows.

- Each eligible learning center/location is identified by the ELC or RCMA;
- Early learning center/location submits application to attest each eligibility factor;
- ELC/RCMA approves applications and maintains documentation; and
- For each accepted application, ELC or RCMA will submit reimbursement request as part of their monthly invoice to OEL.

OCA coding instructions – requests for reimbursements/Stipends

Reimbursement requests should be charged to OCA code 97QPD – *Professional Development*. Although these costs are reimbursable under existing SR OCAs, ELCs/RCMA and OEL will need to track expenditures and planned purchases related to each emergency/disaster event. A cost reporting spreadsheet will be placed in an ELC's Invoice folder on SharePoint for the specified year. For example, for FY2019-20, the file would be located at [ELC Coalitions Zone > Coalition Invoices - Restricted > FY 19-20](#). This spreadsheet

must be submitted with a coalition/RCMA's monthly invoice. Please contact your grant manager with questions or requests for assistance.

Definitions

Please refer to PG 240.20, *Tracking Costs for Disasters*.

ATTACHMENTS

Attachment 1 – Sample application – Early Learning Provider Eligibility Form

Attachment 2 – Sample application – Early Learning Provider Teacher/Staff Member Eligibility Form

EFFECTIVE DATE

Issuance of this guidance represents approval by OEL management of the indicated procedures and related administrative forms. These procedures will be effective as of the date of this guidance listed below.

HISTORY

Original guidance issued April 15, 2020.

Please direct questions and comments to the Office of Early Learning at
ael.questions@ael.myflorida.com