

OCC STABILIZATION GRANT DOCUMENTATION TIPS

As outlined in the Stabilization Grant Award Letter, all documentation does not need to be submitted with the monthly report; however, the Department of Workforce Services may subsequently request documentation verifying that costs reported on the monthly report are allowable under the grant. In an effort to minimize unacceptable documentation, we have prepared this document. Examples of expense documentation includes:

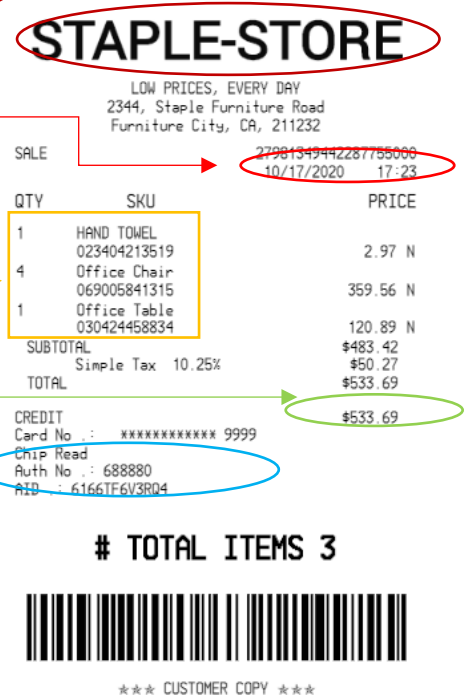
- Canceled checks or other documents reflecting proof of payment/electronic funds transferred
- Cash register tape receipts
- Bank Statement
- Credit card receipts and statements
- Invoices

A combination of supporting documents may be needed to substantiate all elements of the expense.

Allowable Expenses	Example of Spending Verification
Personnel Costs	
Wages for staff who are listed on CCL with qualified role(s) – does not include volunteer, household member, or board member	Payroll reports or other records that include verification of hours worked
Premium or hazard pay and staff bonuses	
Professional development or training, including on social emotional curriculum or trauma and purchasing related materials (e.g., books, videos)	Original invoices/receipts for purchases of supplies/services
Employee transportation costs to or from work	
Supporting staff in accessing COVID-19 vaccines	
Rent, Utilities and Insurance	
Rent or mortgage payments	Lease agreement, mortgage statement/bill
Utilities	Utility statement/bill
Insurance	Insurance statement/bill
Facility maintenance or improvements – cannot be used for construction or major renovations	Original invoices/receipts for purchases of supplies/services
Personal Protective Equipment	
Cleaning or sanitation supplies and services	Original invoices/receipts for purchases of supplies/services
Equipment, supplies, services, and training related to health and safety practices	
Equipment, supplies, services, and training to prepare for emergencies	
Equipment, supplies, services, and training for transporting children, pediatric first-aid and CPR, and recognition and reporting of child abuse and neglect.	
COVID-19 Response Equipment and Supplies	
Indoor and outdoor equipment and supplies consistent with safety protocols	Original invoices/receipts for purchases of supplies/services
Business software and upgrades needed to respond to new challenges	
Goods and Services	
Equipment and materials to facilitate play, learning, eating, diapering and toileting, or safe sleep	Original invoices/receipts for purchases of supplies/services
Business automation and training and support services	
Fees and costs associated with licensing	
Food – if not being reimbursed by a food program	
Mental Health Supports	
Infant and early childhood mental health consultation	Original invoices/receipts for purchases of supplies/services
Funding for one-on-one child support for behavioral needs	
Mental health consultation or related programs for staff	

Necessary elements of documentation supporting the expense are noted in the list below:

1. The payee
2. The amount paid
3. Proof of payment
4. The date incurred
5. A description of the item purchased or service received
6. Unless clearly evident, an explanation of how it was used in the business.
7. The expenditure category the expense relates to (based on what was included on the monthly report):
 - Personnel Cost
 - Facility; mortgage, rent, utilities
 - Health and Safety; PPE, not Covid-19 specific
 - Equipment and Supplies; Technology to support Covid-19 response
 - Goods and Services
 - Mental Health Support



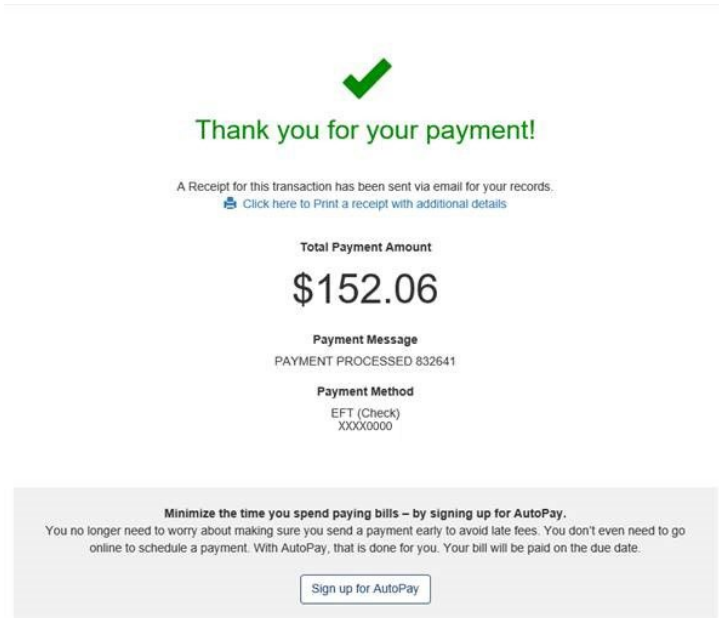
Description:

1. Hand towels are used for cleaning (Health and Safety category).
2. The four office chairs and office table are to furnish a small conference room used for parent consultations (Goods and services category because the equipment is not in direct response to the COVID-19 Public Health Emergency).

The below example shows a receipt that requires further markup or replacement by alternate document.

The email payment confirmation is missing many of the documentation elements noted above. For example, the receipt does not include:

- The payee
- Proof of payment
- The date incurred
- Description of the items purchased or services received
- An explanation of how the expense was used in the business
- The expenditure category the expense relates to



The receipt does include the amount paid and begins to show proof of payment, but in this case a bank statement may also be needed to show proof of payment.



For items that are **NOT** exclusively used for childcare purposes, such as a vehicle used for both business and personal use, a description of how costs are allocated to the business must be provided.