



COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

January 8, 2021

Dear Child Care Provider:

1/8/21 UPDATE ON CARES III GRANT APPLICATIONS

The deadline to apply for the CARES III grant has been extended to 5 p.m. on Friday, January 22, 2021. Please only submit one application per facility.

Helpful Tips and Information

- Upon certifying and submitting your application, you will see a “Submission Received” page with a unique application ID. You will also receive an email verifying that your submission was received; the application ID is in this email. Please save your application ID in case you need to upload additional documents or edit your application. If you don’t receive the confirmation email, your email address may not have been entered correctly on the application. Please email ask4care@dss.virginia.gov to confirm receipt before submitting another application.
- We recommend that you upload the required documents directly after submitting your application.
- When editing your application or uploading documents, if you receive an error message saying that your application is “locked for review”, this means the application is being reviewed. You will be notified if corrections or additional documents are needed, and you will be able to edit and upload documents once contacted. Please do not submit a new application.
- When entering your provider or facility name, enter the name that your license, permit, certificate or exemption has been issued under exactly as indicated on your license/permit/certificate/exemption letter. For example, all home providers should only list your individual name, not your business name. All licensed centers should only list the center name that the license has been issued under, not the “operated by” name. Religiously exempt centers should list the name of the religious institution that the exemption has been issued under.

Information for Previous CARES I and CARES II Grantees

If you received a CARES I or CARES II grant and your program is open and eligible, you have automatically been awarded a CARES III grant. ***If you already received a CARES III award letter, you should not apply for a CARES III grant.*** If you did not receive a CARES III award letter but believe you should have, please email ask4care@dss.virginia.gov.

Information for Programs that Did Not Receive a CARES I or CARES II Grant

If you are interested in receiving a CARES III grant and did not receive a CARES I or CARES II grant, you must apply to be considered. We will prioritize the awarding of CARES III grants to fund programs in underserved communities. You may submit a CARES III grant application beginning at 10 a.m. on Monday, January 4, 2021. The application deadline has been extended to 5 p.m. on Friday, January 22, 2021. ***Please only submit one application per facility.***

Eligibility Requirements for CARES III Applicants

- The program did NOT receive a CARES I or CARES II grant
- Includes existing licensed family day homes, voluntarily registered family day homes, licensed child day centers, religiously exempt child day centers, licensed family day systems, certified preschools, unlicensed child day programs that are approved subsidy vendors, and local ordinance approved family day homes
- The program is open to provide care for children
- The program follows COVID-19 health and safety guidelines

When and How to Apply

- You may apply beginning at 10 a.m. on Monday, January 4, 2021. The deadline to apply has been extended to 5 p.m. on Friday, January 22, 2021.
- There are two different ways to apply for the CARES III grant, online or through a mobile app.
 - **ONLINE:** you may apply through the CARES III grant application webpage. It can be found at dss.virginia.gov/cares3
 - **COVID-19 VIRGINIA RESOURCES mobile app:** download *COVID-19 VIRGINIA RESOURCES* on the App Store or through Google Play. Once on the mobile app, click on the *BUSINESSES* tab, and then click on the picture tile *WHAT IS THE CARES III GRANT PROGRAM?* to apply.
- Before you apply, gather the required documents that must be uploaded to complete your application:
 - VDSS license/permit/certificate or letter of exemption
 - Completed W-9 form
 - Copy of official supporting documentation for the social security number or employer identification number used on the W-9 form

- Social Security Number official supporting documentation: a copy of your social security card; IRS letter 147C or IRS letter SS-4; recent pay stub; W-2 (wage & tax statement); SSA-1099 (Social Security Benefit Statement); or other tax document showing full name and entire social security number
- Employer Identification Number official supporting documentation: IRS letter 147C or IRS letter SS-4; computer-generated notice generated by IRS when EIN application was submitted; documentation from the provider's bank if EIN was used to open an account; or a copy of previously filed tax return using the existing entity

Payment

The amount of the grant award will be predetermined based on the program type. Based on available funds, grant amounts will be determined for:

- Large child day centers (capacity over 100): includes religiously exempt centers, licensed centers, unlicensed centers that are approved subsidy vendors, and certified preschools
- Small child day centers (capacity of 100 or fewer): includes religiously exempt centers, licensed centers, unlicensed centers that are approved subsidy vendors, and certified preschools
- Licensed family day homes
- Licensed family day systems
- Unlicensed family day homes: includes voluntarily registered family day homes, local ordinance approved homes that are not licensed, and unlicensed homes that are approved subsidy vendors

You will receive a grant award letter by email prior to receiving your payment. A contractor administering the funding on behalf of DSS will issue grantees one payment, which will be mailed to the remittance address indicated on the Virginia W-9 form. If a remittance address is not provided on the Virginia W-9 form, payment will be sent to the legal address listed.

If you need a Virginia W-9 form, go to https://www.doa.virginia.gov/forms/CVG/W9_COVSubstitute.pdf.

Please email ask4care@dss.virginia.gov if you have any questions.

Thank you for the work you are doing to care for children during this critical time.