



# 2022 Child Care Relief Fund

## QUARTERLY REPORTING GUIDE

Did you know that to continue receiving your 2022 Child Care Relief Fund (CCRF) awards, you must submit quarterly reports on how you spent your funds?

You will receive your 2022 CCRF funds in four equal payments. The first payment is usually mailed within 7 days of your application approval date.

Certain providers may be eligible for a fifth quarterly payment. Providers will be eligible to receive a fifth CCRF payment if they had a Child Care Subsidy (CCS) referral between 6/1/21 and 11/30/22, continue to remain eligible for the 2022 CCRF, and are participating in the CCS program at the time of the 5th payment (summer of 2023).

To receive your next payments, **you must first submit a report on how you spent the funds that you already received**. After you report, payments will be issued three months after your last payment.

This guide will help you to understand the steps to report and how to set up a system to track your expenses.

### Need More Help?

Contact our 2022 CCRF Technical Assistance Team for any questions about your application, payments, or reporting by calling 1-833-613-3192, emailing [CCReliefFunds@Trelliscompany.org](mailto:CCReliefFunds@Trelliscompany.org), or chatting live with a customer service representative from the [childcare.texas.gov](http://childcare.texas.gov) homepage.

Our childcare business experts are also available to speak with you one-on-one to help you develop a strategy for effectively spending your relief funding. You can [sign up for your free call](#) and find additional resources to support your business at [childcare.texas.gov](http://childcare.texas.gov).

## Reporting Overview

After you are approved for the 2022 CCRF, you will automatically receive the first of your four payments in the mail. You can check on your status of your application by returning to the application portal and looking under "Active Application List."

To receive your second, third, fourth, and fifth payments, you will first need to submit a report on how you have spent the funds you already received. You will need to submit this report before your next payment is sent. That means you need to submit three reports throughout the CCRF 2022-time frame, and one final report

at the end (after you receive your last check in the mail). Each report is due three months after the date you received your payment. If you do not submit your report, your next payment will not be sent to you.

It is a good idea to set your own reminder so that you have enough time to submit your report. You can take a look at the date that you were approved for the 2022 CCRF to plan ahead for when you need to complete your report. Also, you will receive a reminder email about one week before your report is due. The reminder will be sent to the email address on file with Child Care Regulation (and where your email invitation was sent).

**Quarterly Payment and Reporting Timeline\***

First Payment	Second Payment	Third Payment	Fourth Payment	Fifth Payment
Typically issued within 7 days of application approval date.	Eligible to receive 3 months after application approval date.  You must submit your first report before TWC releases your second payment.	Eligible to receive 6 months after application approval date.  You must submit your second report before TWC releases your third payment.	Eligible to receive 9 months after application approval date.  You must submit your third report before TWC releases your fourth payment.	Eligible to receive 12 months after application approval date.  You must submit your fourth report before TWC releases your fifth payment.

First Report	Second Report	Third Report	Fourth Report	Final Report
Required no later than 3 months after application approval date.	Required no later than 6 months after application approval date (or 3 months after the second payment).	Required no later than 9 months after application approval date (or 3 months after the third payment).	Required no later than 12 months after application approval date (or 3 months after the fourth payment).	Required no later than no later than November 30, 2023.

*\* Note that this timeline assumes that a provider accurately completes required reporting information before the quarterly payment dates and that the provider continues to meet all eligibility criteria. Please also note that although payments will be issued according to this timeline, it may take additional time for the check to reach you in the mail.*

**PRO TIP!** Set an alarm, another type of reminder, circle the date on your wall calendar, or even set up a meeting time in your phone's calendar a few weeks before each of your reports are due. This way, you will make sure that you remember to submit your report on time, and not face any delays in receiving your payments! As soon as your application is approved, set up these reminders!

## Reporting Requirements

After you receive each payment for the 2022 CCRF, you will be able to start your report on how you used your award. Log in to the [2022 CCRF Application Portal](#) to find the form (more detailed instructions are included below).

You will be asked to check boxes to tell TWC which categories you spent your award on. Once you check on the box certifying that you spent funds on that category, you will then be asked to add the amount of your award you spent in that category. The categories of expenses that you will be asked to report on are listed below.

Keep in mind that you can use your award on expenses within these categories between September 1, 2021 and November 30, 2023.

- |  |         |
|--|---------|
| <input type="checkbox"/> Personnel Costs                                   | Amount: |
| <input type="checkbox"/> Rent/Mortgage/Utilities                           | Amount: |
| <input type="checkbox"/> Personal Protective Equipment                     | Amount: |
| <input type="checkbox"/> Purchases of or updates to equipment and supplies | Amount: |
| <input type="checkbox"/> Goods and services                                | Amount: |
| <input type="checkbox"/> Mental health supports                            | Amount: |
| <input type="checkbox"/> Other allowable expenses                          | Amount: |

You will also be asked if you offered tuition assistance to families enrolled in your program. If you did not, you will be asked to describe why you did not. To learn more about the Tuition Assistance Policy requirement you can [read our guide](#).

You will not be asked to upload any receipts or documentation on your quarterly reporting form.

You do not need to spend your entire payment to receive your next check in the mail. Also, you do not need to report on how you spent your entire payment to receive your next one. As long as you report at least some spending during each reporting period, your next payment can be processed. You will be able to return to your report at any time to correct funding categories and amounts and complete your uses of funds report for each quarter. You can also make updates and corrections over time.

You will not be asked to upload any receipts or documentation on your quarterly reporting form. While you will not need to supply receipts to TWC when completing the use of funds reporting form, **it is very important to keep accurate documentation of your spending in case you are selected for monitoring by TWC.** To learn more about the monitoring process, see the monitoring and documenting expenses guide on [childcare.texas.gov](http://childcare.texas.gov).

Keep in mind that you will be required to report on how you spent all of your funds by your final report deadline of June 30, 2023. Any funds that have not been used on allowable expenses by November 30, 2023 must be returned to TWC. To learn more about allowable expenses, visit our resources on [childcare.texas.gov](http://childcare.texas.gov).

## Timeline of the Reporting Process

<b>Apply</b>	Apply for the Child Care Relief Fund
<b>Approval</b>	Approval for the Child Care Relief Fund
<b>Payment 1</b>	Payment #1 issued
<b>Complete Quarterly Reporting Form</b>	Complete use of funds reporting form for Payment #1 within 3 months of approval date
<b>Payment 2</b>	Payment #2 issued 3 months after approval date & after report is complete
<b>Complete Quarterly Reporting Form</b>	Complete use of funds reporting form for Payment #2 within 6 months of approval date
<b>Payment 3</b>	Payment #3 issued 6 months of approval date & after report is complete
<b>Complete Quarterly Reporting Form</b>	Complete use of funds reporting form for Payment #3 within 9 months of approval date
<b>Payment 4</b>	Payment #4 issued 9 months of approval date & after report is complete
<b>Complete Quarterly Reporting Form</b>	Complete use of funds reporting form for Payment #4 and enter final reporting information no later than June 30, 2023
<b>Payment 5</b>	Payment #5 issued 12 months of approval date & after report is complete
<b>Complete Quarterly Reporting Form</b>	Complete use of funds reporting form for Payment #5 and enter final reporting information no later than November 30, 2023

It is very important that you return to complete your reporting form before your next payment is scheduled to be issued because **your next payment will not be sent if you have not completed your reporting form for your previous payment.** For this reason, we highly recommend that you have a solid system in place for tracking your expenses so that you can complete your reporting form quickly and accurately and also help to avoid unnecessary delays to your next payment.

## Completing Your Quarterly Reporting Form

Your quarterly reporting form can be completed in five simple steps:

### STEP 1: Log in

You will access your reporting form by signing in to the [Child Care Relief Fund portal](#) using the same user ID and password that you used to apply for the program. If you have any difficulty logging in, you can always contact the technical assistance team by emailing them at [CCReliefFunds@TrellisCompany.org](mailto:CCReliefFunds@TrellisCompany.org), calling 1-833-613-3192, or chatting with a customer service representative at [childcare.texas.gov](http://childcare.texas.gov).

### STEP 2: Open the reporting form

First, click on your Active Application List to see the list of applications associated with your User ID. Scroll to the right and click on Funding Application Summary:

Application Status Date	Approved Funding Amount	Remaining Balance	View Application	Funding and Reporting Status
03/16/2022	\$100,000.00	\$75,000.00	<a href="#">View</a>	<a href="#">Funding Application Summary</a>

Next, you will see a list of four payment periods associated with your child care business. If your application has been approved and your payment has been issued, you will see a status of **"Issued"** with an amount and date listed in the same row. Once this information is listed, a **"Use of Funds"** link will appear in the Action column.

Funding Application Summary						
Application ID:						
Child Care Program Name			Operation ID / Permit Number:			
Approved Funding Amount: \$100,000.00			Remaining Balance: \$75,000.00			
Show	10	entries	Filter: <input type="text"/>			
Period	Amount	Status	Date	Report Status	Action	
First Payment Period	\$25,000.00	Issued	01/24/2022	Complete	<a href="#">Use of Funds</a>	
Second Payment Period		Pending		Incomplete		
Third Payment Period		Pending		Incomplete		
Fourth Payment Period		Pending		Incomplete		
Showing 1 to 4 of 4 entries						Previous 1 Next

If your **"Report Status"** shows "Incomplete" next to a "Use of Funds" link, you still need to report your use of funds in order to receive your next payment. If your Report Status shows **"Complete"** as it does in the image above, then your next payment can be scheduled.

### STEP 3: Enter your total spending for your payment by category

To complete your report, click on the "Use of Funds" in the Action column. This link will bring you to your quarterly reporting form where you will be asked to list the amount spent in the following categories for your quarterly payment:

- Personnel Costs Amount:
- Rent/Mortgage/Utilities Amount:
- Personal Protective Equipment Amount:
- Purchases of or updates to equipment and supplies Amount:
- Goods and services Amount:
- Mental health supports Amount:
- Other allowable expenses Amount:

If you did not spend your award on one of the categories, you will not select the box. You can spend funds in as many categories as your business needs, as long as the expenses are allowable and you have documentation for all of your expenses. Learn more tips and tricks or strategies for spending through our tools on [childcare.texas.gov](https://childcare.texas.gov).

## **STEP 4: Enter Tuition Assistance Policy Information**

One of the requirements for receiving 2022 Child Care Relief Funding is that providers consider implementing a [Tuition Assistance Policy](#) to provide relief for families in need. On your quarterly reporting form, you will also be asked a question about if you are able to offer a Tuition Assistance Policy to the families enrolled in your program:

**Did you provide tuition or copayment relief for families this payment period?**

Yes

No

**If you did, you will select "yes". If you did not offer a Tuition Assistance Policy, you will select "No" and be asked to provide a reason for choosing not to offer a policy:**

- The operation needed all funds to cover expenses
- Not aware of families struggling to pay tuition/copayments
- Too confusing/difficult to offer this relief
- Other [you will be asked to provide a short explanation]

*NOTE: If you have determined that you are unable to offer a Tuition Assistance Policy to the families in your program, you will not be penalized, as long as you considered implementing one and have a reason for choosing not to do so.*

If you would like to learn more about developing a Tuition Assistance Policy, see the [guide](#) on [childcare.texas.gov](https://childcare.texas.gov) or [register for a free one-on-one call](#) with a child care business expert to answer any questions that you have.

## STEP 5: Submit your form

Next, click on “submit” to complete your form. Once you have submitted your form, you will be able to receive your next payment on time (as long as you continue to meet eligibility requirements). You will need to report on **at least \$1** of your spending by the date your report is due to. If you do not have all of your expenses to report before your report is due, you can return at a later time to update your spending amounts in each category. You can check the status of your forms in the Report Status column which will say “Complete” when you have submitted your form to TWC and “Incomplete” if you have not.

## Tracking Your Spending

Even though you aren’t required to submit documentation for the quarterly reporting process, it is very important to keep accurate records of your 2022 Child Care Relief Fund spending, both to help you be prepared to complete your quarterly reporting form with ease, and to ensure you have what you need if you are selected for [monitoring by TWC](#). In both of these cases, you will want to make sure that you keep documentation of your spending on allowable expenses between September 1, 2021 and November 30, 2023. As such, we recommend that you have a good [record-keeping system](#) in place and that you diligently maintain documentation of your expenses so that you have everything you need when it is time to complete your reporting form.

Documentation can include receipts, statements, or other proof of payment that clearly shows:

- That you paid the expense
- What you paid for, unless it is very clear (like a utility company payment)
- The amount you paid
- The date you paid it
- A description of the item purchased or service received

To help save time when you complete your quarterly reporting form for each payment, it is a good idea to group your receipts and proof of payment together by allowable spending category. When completing your quarterly reporting form, you will be asked to enter how much of your spending was done in each of these



categories so grouping your expenses together accordingly can save you some valuable time. You could set up a system where you have a different folder for each different spending category that you will have to report on:

- Personnel Costs
- Rent/Mortgage/Utilities
- Personal Protective Equipment
- Purchases of or updates to equipment and supplies
- Goods and services
- Mental health supports
- Other allowable expenses

You can use the worksheets provided for you in [Attachment A](#) to easily add up the amounts that you spent for each category during each quarter. You can learn more about documenting your expenses in the [Documenting Expenses and Preparing for Monitoring Guide](#) and also how to set up a record-keeping system in the [Record-Keeping Guide](#) at [childcare.texas.gov](http://childcare.texas.gov). At any time if you have questions or need further assistance, be sure to sign up for a [free one-on-one call](#) with one of our child care business experts.

## Need Help?

For technical assistance with logging into the 2022 Child Care Relief Fund system or submitting your form, contact the technical assistance team by emailing [CCReliefFunds@Trelliscompany.org](mailto:CCReliefFunds@Trelliscompany.org), calling 1-833-613-3192, or chatting live with a customer service representative at [childcare.texas.gov](http://childcare.texas.gov). For questions about spending strategies, view our [Tips and Tools for Trellis for Using Relief Funds Effectively Guide](#) (available for [Child Care Centers](#) and [Family Child Care Homes](#)) or sign up for a free call with one of our business experts at [childcare.texas.gov](http://childcare.texas.gov).

**Like this guide? See our other resources:**

[Supporting Your Workforce with CCRF 2022](#)

[How Can I Reward My Staff?](#)

[How Do I Select and Offer Employee Benefits?](#)

[How Do I Attract](#)

# Attachment A: Cost Worksheets

You may find these printable worksheets helpful to keep your spending organized. Each worksheet is broken out by expense categories. You can use as many as you need based on your costs. This is not required but is meant to be a helpful resource in tracking your 2022 CCRF spending in allowable categories.

You can take the totals from each worksheet and enter them here to get the total cost for your projected or actual spending. You can use a new sheet to show where each quarterly payment was spent. Remember, you will not need to submit your receipts with your quarterly reporting form, however, **you must keep proof of your spending activities for at least 3 years** in case you are selected for monitoring by TWC.

Providers may also use our [downloadable expense worksheet](#) to track spending.

- **STEP 1: Expense Worksheets.** Complete the following category worksheets (Worksheets 1–7) to tally your spending. Each worksheet is associated with a different spending category, so you may not need to fill out every worksheet. List each of the expenses you wish to record in the category to find your total.
- **STEP 2: Summary Worksheet.** Complete the final worksheet (Worksheet 8) using the totals gathered in the expenses category worksheets (Worksheets 1–7).
- **STEP 3: Quarterly Reporting Worksheet.** Use the totals in your final worksheet (Worksheet 8) to complete the quarterly reporting form for each payment.
- **STEP 4: Save!** Store your receipts and proof of payment somewhere safe in case you are selected for monitoring by TWC or in case you wish to return to update your quarterly reporting form at a later date before November 30, 2023.
- **STEP 5: Repeat!** Continue the same process for each quarterly payment received.

# Worksheet 1: Personnel Costs

## Costs to look for:

- Pay by check, bank transfer, or app payment where it documents that this was payroll for a given period in the memo section and it does not exceed revenue for the same period. For example, if you took in \$1,000 for the month in revenue, you could not claim payroll of \$1,500.
- Payments for benefits including retirement and health (employer costs only)
- Staff development trainings
- **Note:** you can use reports from your payroll company — this can save you time and effort.

## Supporting Documents

- Payroll and benefit records
- Employee timecards
- Invoices, receipts and check information for professional development
- Documentation of other benefits provided to childcare staff members such as coverage of insurance costs or tuition reimbursement
- Bank statements

Payment Number:

- 1   
  2   
  3   
  4   
  5

Month	Cost	Amount	Have Receipt?
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
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			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
<b>TOTAL (add up all the costs)</b>			

## Worksheet 2: Rent/Mortgage/Utilities

### Costs to look for:

- Monthly rent
- Monthly mortgage
- Property insurance (check your mortgage payment — they may be there)
- Liability insurance (insurance in case anyone gets hurt)
- Utilities (gas, electricity, oil, water, sewer, telephone, cell/mobile phone, internet)
- Maintenance and repairs

### Supporting Documents

- Mortgage/rent/space cost statements
- Utility statements
- Original invoices and/or receipts for purchases of materials/supplies
- Bank statements

Payment Number:

- 1   
  2   
  3   
  4   
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Month	Cost	Amount	Have Receipt?
			<input type="checkbox"/>
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<b>TOTAL (add up all the costs)</b>			

# Worksheet 3: Personal Protective Equipment

## Costs to look for:

- Cleaning supplies like disinfectants
- Paper towels
- Cleaning services
- Masks
- Gloves
- Safety glasses

## Supporting Documents

- Original invoices and/or receipts for purchases of materials/supplies
- Bank statements

Payment Number:

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Month	Cost	Amount	Have Receipt?
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<b>TOTAL (add up all the costs)</b>			

# Worksheet 4: Purchases of, or Updates to, Equipment and Supplies

## Costs to look for:

- Classroom supplies
- Learning materials
- Technology and business software upgrades
- Indoor and outdoor equipment
- Other

## Supporting Documents

- Original invoices and/or receipts for purchases of materials/supplies
- Bank statements

Payment Number:

1   
  2   
  3   
  4   
  5

Month	Cost	Amount	Have Receipt?
			<input type="checkbox"/>
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<b>TOTAL (add up all the costs)</b>			

# Worksheet 5: Goods and Services

## Costs to look for:

- Licensing fees
- Landscaping services
- Maintenance and repairs

## Supporting Documents

- Original invoices or receipts
- Bank statements

**Payment Number:**       1       2       3       4       5

Month	Cost	Amount	Have Receipt?
			<input type="checkbox"/>
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<b>TOTAL (add up all the costs)</b>			

# Worksheet 6: Mental Health Supports

## Costs to look for:

- Training
- Services, apps, or work spaces to support the mental health and wellbeing of children and staff

## Supporting Documents

- Original invoices or receipts
- Bank statements

Payment Number:

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Month	Cost	Amount	Have Receipt?
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<b>TOTAL (add up all the costs)</b>			



# Worksheet 7: Other Allowable Expenses

**Costs to look for:**

- Other costs that are necessary for your business to resume or maintain operations that do not fit under the previous categories

**Supporting Documents**

- Original invoices or receipts
- Bank statements

**Payment Number:**

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Month	Cost	Amount	Have Receipt?
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<b>TOTAL (add up all the costs)</b>			

## Worksheet 8: Category Totals

Using the worksheets above, you will now enter the total amount for each category on the spreadsheet on this page. Enter information for each payment period and category where you spent money. This can be used to tally your expenses for each quarterly report, as well as your final expenditures that will be needed on your final report.

CATEGORIES	CCRF PAYMENT #1 TOTAL	CCRF PAYMENT #2 TOTAL	CCRF PAYMENT #3 TOTAL	CCRF PAYMENT #4 TOTAL	CCRF PAYMENT #5 TOTAL	CATEGORY TOTAL
Personnel Costs						
Rent/Mortgage/ Utilities						
Personal Protective Equipment						
Purchases of, or Updates to, Equipmen t and Supplies						
Goods and Services						
Mental Health Supports						
Other Allowable Expenses						
<b>Total of all categories</b>						