



COVID – 19 Crisis

Emergency Funding Assistance for Early Learning/Child Care Providers

American Recovery Plan (ARP) Act

Supply Building Initiatives

OF INTEREST TO

The Division of Early Learning (DEL, the Division), Early Learning Coalitions and other subrecipients of DEL implementing federal and state early learning programs (ELCs, coalitions), such as the School Readiness (SR) Program and the Voluntary Prekindergarten Education (VPK) Program and private early learning/child care providers not contracted with a coalition (Providers).

SUMMARY

This program guidance addresses the methods for tracking costs associated with the COVID-19 crisis. It also provides coalitions and providers guidance about emergency funding assistance for early learning providers, their staff, and families affected by the Coronavirus Pandemic.

AUTHORITY

Related Federal Regulations/Authority

[Public Health Emergency Nationwide - COVID-19](#) and subsequent renewals

[American Rescue Plan \(ARP\) Act of 2021](#)

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

[Office of Child Care COVID-19 Resources](#)

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

- Section 658E(c)(2)(I) Establishment of Health and Safety Requirements
- Section 658E(c)(2)(U) Disaster Preparedness

[45 CFR 98.56 Restriction on the Use of Funds](#)

- 45 CFR Part 98, Subpart E, § 98.41, Health and Safety Requirements
- 45 CFR Part 98, Subpart B, § 98.16, Plan Provisions

[CCDF-ACF-IM-2021-02](#), Child Care Stabilization Grants Appropriated in the ARP Act (Public Law 117-2)

Related Florida Statutes/Authority/Guidance

[DEM Order NO. 20-004, COVID-19 Public Health Emergency](#)

[Florida Department of Education Emergency Order #2020-EO-01](#)

[Florida Department of Education Press Release March 17, 2020](#)

[Section 252.34, Florida Statutes](#)

[Child Care and Development Fund State Plan for FY 19/21 \(effective 10/1/2018\)](#)

- Section 1.8 – Disaster Preparedness and Response Plan

[Division of Early Learning Program Guidance 240.20, Tracking Costs for Disasters](#)

Reference to any laws, rules, and regulations in this guidance document includes revisions to those laws and regulations made after the effective date of this guidance document.

BACKGROUND

The following guidelines should be used by coalitions, providers, and families in Florida during the COVID-19 state of emergency as declared by the President of the United States and the Governor of Florida for the ARP Act Build a World Class Workforce and Strengthen Adult-Child Interaction Initiatives.

Investments in high quality early care and education have an estimated return on investment (ROI) of 13.7 percent—an ROI that even surpasses investments in K12 and higher education¹. High-quality adult-child interactions create an environment where children can thrive. These positive interactions are the cornerstone of quality in early care and education and beginning in FY2022-23 the Classroom Assessment Scoring System (CLASS[®]) for program assessment, which measures these high-quality interactions around ten dimensions, is expanding from SR programs to include all VPK classrooms. DEL prioritized investments that will build the knowledge and skills that drive high-quality adult-child interactions. These investments extend from the newest teacher to the most experienced teachers and program directors. DEL's focus is both on training the current workforce and building training and coaching capacity to ensure that efforts to upskill Florida's early care and education workforce will be sustained long after these one-time investments have been expended.

https://heckmanequation.org/www/assets/2020/06/F_Heckman_Sharegraphic_ROIChart_2019-1.jpg. University of Chicago Professor and Nobel Laureate, James Heckman, estimates a rate of return of 13.7% for investments in high quality early care and education. Thus, every dollar invested yields a return of 7.3 dollars. See Jorge Luis García, James J. Heckman, Duncan Ermini Leaf and María José Prados, *Quantifying the Life-Cycle Benefits of an Influential Early-Childhood Program*, Journal of Political Economy 128 no.7 (July 2020) pp2502-2541: <https://www.journals.uchicago.edu/doi/10.1086/705718>

PROGRAM GUIDANCE

Recruit and Train New Teachers (OCA: ASRTT)

Coalitions received funding to provide financial supports for **ALL** early learning/child care providers to assist with recruiting new early learning educators (ELEs) to provide essential early learning services throughout the state. ELEs include owners/teachers of family child care homes (FCCHs), directors, preschool teachers, and assistants, before and after school teachers, assistants and substitutes. Bonuses are available for ELEs hired on or after July 1, 2022, and meeting the requirements of each bonus by June 30, 2023, unless otherwise notified by DEL. In addition to the specified bonuses below, funds provided through the Recruit and Train New Teachers initiative may be used to pay for the cost of first aid and CPR training.

Recruitment Bonus

ELEs may apply for a \$500 recruitment bonus upon completion of background screening and at least 120 hours of employment. Providers must attest to the completion of background screening and 120 hours of employment along with the bonus application. Providers selected for monitoring will be required to present proof of background screening and verification of 120 hours of employment, i.e. payroll records, timesheets, etc.

Health and Safety Bonus

ELEs may apply for a \$700 bonus upon completion of one of the required health & safety training from either the Department of Children and Families (DCF) or DEL SR approved, as applicable. ELEs will receive a completion certificate at the end of the training which must be provided with the bonus application.

CLASS[®] Bonus

PreK and/or Infant/Toddler ELEs may apply for a \$600 bonus upon completion of both CLASS[®]

Foundations for Teachers and MyTeachstone Learn Abouts. EEs must complete all courses/videos for the PreK and/or Infant/Toddler described below to qualify for the PreK and/or Infant/Toddler bonus. EEs may earn both CLASS® Bonuses as space allows. Priority enrollment will be for new teachers; existing teachers can access these trainings/videos if there are available spaces.

CLASS® Foundations for Teachers provides a foundation of knowledge to support EEs in understanding CLASS® and applying effective interactions in classrooms. MyTeachstone Learn About CLASS® includes online video examples to assist EEs learn about specific dimensions. All trainings/videos listed under the PreK or Infant/Toddler subheadings must be completed to qualify for the CLASS® Bonus. Upon completion of each Teachstone training course with a passing grade, EEs will receive a certificate which may be requested by the coalition/RCMA for verification.

PreK

CLASS® Foundation for Teachers Trainings (all 4 must be taken)

1. A CLASS® Primer for Teachers – online¹ or facilitated¹, 3 hours/0.3 CEUs
2. Emotional Support for Teachers – 6 hours virtual/0.6 CEUs
3. Classroom Organization for Teachers – 6 hours virtual/0.6 CEUs
4. Instructional Support for Teachers – 6 hours virtual/0.6 CEUs

MyTeachstone Learn About CLASS® Videos³ (all 10 must be taken, 15 mins each)

1. Learn about Positive Climate
2. Learn about Negative Climate
3. Learn about Teacher Sensitivity
4. Learn about Regard for Student Perspectives
5. Learn about Behavior Management
6. Learn about Productivity
7. Learn about Instructional Learning Formats
8. Learn about Concept Development
9. Learn about Quality of Feedback
10. Learn about Language Modeling

¹Classes are available in English or Spanish

²Classes are available in English, Spanish or French

³Varies, contains both English and Spanish

Infant/Toddler

CLASS® Foundation for Teachers Trainings (must complete a total of 21 hours)

1. A CLASS® Primer for Teachers – online or facilitated¹, 3 hours/0.3 CEUs
2. Thinking & Thriving: Interactions for Early Learning¹ – 4 hours virtual facilitated/0.4 CEUs
3. CLASS® Support Kits for Infant/Toddler
 - Cognitive
 - Social Emotional

- Transfer to Practice Webinar: Implementing the ideas in the support kits (2 hours per webinar, no CEUs)
- 4. Introduction to the CLASS® Tool Training²– Facilitated, 4.8 hours in person or virtual; requires participation kit
- 5. Responding with Developmentally Appropriate Practice (30 min.)
- 6. Your Favorite Teacher and CLASS® (15 min.)
- 7. Observing Children’s Cues (15 min.)
- 8. Nurturing Attachment with Teacher Sensitivity (20 min.)
- 9. Interactions at the Core: The Life-Changing Power of Interactions in any setting (60 min.)
- 10. Interactions at the Heart of Healing¹: Trauma-Informed Professional Development Series, virtual, (6 hrs/0.6 CEUs)

The modules listed in 5-10 are not specific to infants and toddler teachers and can also be taken by PreK teachers if needed.

[MyTeachstone Learn About CLASS® Videos³ \(all 12 must be taken, 15 mins each\)](#)

Infant

1. Learn about Relational Climate
2. Learn about Teacher Sensitivity
3. Learn about Facilitated Exploration
4. Learn about Early Language Support

Toddler

1. Learn about Positive Climate
2. Learn about Negative Climate
3. Learn about Teacher Sensitivity
4. Learn about Regard for Child Perspectives
5. Learn about Behavior Guidance
6. Learn About Facilitation of Learning and Development
7. Learn About Quality of Feedback
8. Learn About Language Modeling

¹Classes are available in English or Spanish

²Classes are available in English, Spanish or French

³Varies, contains both English and Spanish

CLASS® Materials/Trainings

Coalitions/RCMA received funding to pay for the cost of trainings. Coalitions may purchase from DEL’s sole source contract (SR977) with Teachstone until all inventories have been exhausted. At that point, coalitions/RCMA will need to follow its purchasing policies and procedures and in accordance with 287.057 F.S. to issue a sole source contract, with DEL’s prior approval, for Teachstone materials and services. DEL and Teachstone will assist coalitions in determining when DEL’s contracted inventories are depleted.

Coalitions/RCMA may also choose to provide the CLASS® Dictionary and CLASS® Strategy Cards to participants. These items are not available in DEL’s contract SR977, therefore coalitions/RCMA will

need to follow its purchasing policies and procedures and in accordance with 287.057, F.S. to issue a sole source contract, with DEL’s prior approval, for these Teachstone materials.

Provider Eligibility

Sponsoring early learning/child care providers must meet each of the following eligibility criteria for its ELEs to apply for bonuses:

- Early learning/child care provider did not have a contract with the early learning coalition that was terminated **and** eligibility revoked within the past five years; and
- Early learning/child care provider is not under investigation or has been convicted of child care fraud; and
- Early learning/child care provider is not included on the Florida Child Care Food Program (CCFP) USDA Disqualified List; and
- Early learning/child care provider submits an IRS Form W-9 for payment and direct deposit forms (as required by coalition), if not previously submitted.

Application Submission and Documentation

Submission and documentation requirements for bonus process are described as follows:

- Early learning/child care provider location submits application to attest to each eligibility factor (Attachment 2, *ARPA Provider Eligibility Application*);
- ELC/RCMA approves initial provider applications and maintains documentation;
- ELE and qualifying provider submit a completed application form (Attachment 1, *ARPA Early Learning Educator/Director Bonus Application*) and related training completion certificate/other documentation, as requested by coalition/RCMA local process;
 - **Providers submit applications to their “home” coalition.** Early learning/child care providers that contract with multiple coalitions will be paid by the coalition where the provider is physically located (“home” coalition).
- ELC/RCMA confirms bonus eligibility requirements have been fulfilled, as applicable;
- ELC/RCMA approves each bonus application, issues payment to eligible providers and/or ELEs, depending on local coalition practices and maintains documentation; and
- For each accepted application and bonus payments from OCA ASRTT, ELC/RCMA will submit reimbursement request as part of its monthly invoice to DEL.

Documentation of completion must be provided to the ELCs, along with Attachments 1, *ARPA Bonus Application*, for payment:

- For Health and Safety and CLASS® bonuses, certificates of completion for applicable trainings

Early learning/child care providers submit Attachment 2, *ARPA Provider Eligibility Application*, for all bonuses. All applications must be submitted by July 15, 2023, unless otherwise notified by DEL. ELEs may submit one application for all eligible bonuses or separate applications as needed. Early learning coalitions may establish additional processes/forms from ELEs and/or early learning/child care providers before issuing payments to meet local needs.

Application Approval

ELC/RCMA must review all ELE applications for accuracy and completeness, and confirming:

- The ELE’s employer/provider submitted an approved Attachment 2, *ARPA Provider Eligibility Application*
- For Recruitment Bonus, provider attestation the background screening and 120 hours of employment are complete
- For Health and Safety Bonus – completion certificate must be submitted with application
- For CLASS® Bonus, verification of trainings completed – ELC/RCMA may develop a process dependent on local needs. Possible verification ways include:
 - Collecting training certificates with applications
 - Documenting “Non-myTeachstone subscription” professional development, via Teachstone report of ELEs by coalition/RCMA with the training completion date.
 - Documenting myTeachstone subscription trainings by accessing each ELE’s records and exporting the information for download and saving or by printing.
- The ELE has not been previously paid for bonus(es) selected
- The coalition is the “home” coalition for the early learning/child care provider

All applications must be paid within 30 days of submission.

Upskill Directors (OCA: ASPUD)

Coalitions received funding to provide incentives for **ALL** early learning directors (ELDs) to promote high quality adult-child interactions by providing intensive trainings. ELDs completing 29 hours of CLASS® foundational content may apply for a \$750 bonus. Bonuses are available for any ELDs completing the requirements from July 1, 2022, to the end of funding availability and/or application deadlines. ELDs employed by providers participating in the Child Success Grants are ineligible for this bonus.

Required Training (all ELDs must take)

A CLASS® Primer for Leaders – 2 hours virtual/0.2 CEUs

Additional Training

The following classes are available to choose from to comprise the remaining 27 hours required for the Upskill Directors Bonus:

1. CLASS® Group Coaching Training¹ (formerly MMCI) – 21 hours virtual or face to face/2.4 CEUs
2. Instructional Support Essentials Training for Teachers 6 or 8 hr option
3. Instructional Support Strategies Training for Coaches - 6.5 hours, virtual or face to face
4. Feedback Training for Coaches - 6.5 hours, virtual or face to face
5. CLASS® Master Coaching – 50 hours total
 - Orientation 1 hour
 - 2-day workshop - 8:30am to 5:00pm - 17 hours
 - 8 modules in the 4 units - 8 x 4 hours - 32 hours minimum
6. CLASS® Observation Support: Settings with Dual Language Learners – virtual, 2 hrs/0.2 CEUs
7. CLASS® Observation Support: Settings Serving Children with Disabilities – virtual, 2 hrs/0.2 CEUs
8. Interactions at the Heart of Healing¹: Trauma-Informed Professional Development Series – virtual, 6 hrs/0.6 CEUs

¹Classes are available in English or Spanish

CLASS® Materials/Trainings

Coalitions/RCMA received funding to pay for the cost of trainings. Coalitions may purchase from DEL's sole source contract (SR977) with Teachstone until all available inventories for A CLASS® Primer for Leaders and CLASS® Group Coaching have been exhausted. At that point, and for CLASS® Master Coaching, which is not included in DEL contract SR977, coalitions/RCMA will need to follow their purchasing policies and procedures and in accordance with 287.057, F.S. to issue a sole source contract, with DEL's prior approval, for Teachstone materials and services. DEL and Teachstone will assist coalitions in determining when DEL's contracted inventories are depleted.

Provider Eligibility

Early learning/child care providers must meet each of the following eligibility criteria for its ELDs to apply for the Upskill Director bonus:

- Early learning/child care provider did not have a contract with the early learning coalition that was terminated **and** eligibility revoked within the past five years; and
- Early learning/child care provider is not under investigation or has been convicted of child care fraud; and
- Early learning/child care provider is not included on the Florida Child Care Food Program (CCFP) USDA Disqualified List; and
- Early learning/child care provider submits an IRS Form W-9 for payment and direct deposit forms (as required by coalition), if not previously submitted.

Application Submission and Documentation

Submission and documentation requirements for bonus process are described as follows:

- Early learning/child care provider location submits application to attest to each eligibility factor (*Attachment 2 ARPA Provider Eligibility Application*);
- ELC/RCMA approves initial provider applications and maintains documentation;
- ELD and qualifying provider submit a completed application form (*Attachment 1, ARPA Early Learning Educator/Director Bonus Application*) and related training completion certificate/other documentation as determined by coalition/RCMA local process;
 - **Providers submit applications to their "home" coalition.** Early Learning/child care providers that contract with multiple coalitions will be paid by the coalition where the provider is physically located ("home" coalition).
- ELC/RCMA confirms training requirements have been met, as applicable;
- ELC/RCMA approves each bonus application, issues payment to eligible providers and/or ELDs, depending on local coalition practices and maintains documentation; and
- For each accepted application and bonus payments from OCA ASPUD, ELC/RCMA will submit reimbursement request as part of its monthly invoice to DEL.

Completion certificates may be requested, along with Attachments 1, *ARPA Bonus Application*, for payment, according to the ELC/RCMA local process. Early learning/child care providers need only submit one Attachment 2, *ARPA Provider Eligibility Application*, for all bonuses. All trainings must be completed by June 30, 2023, and applications must be submitted by July 15, 2023, unless otherwise notified by DEL. Early learning coalitions may request additional vendor paperwork from ELDs and/or early learning/child care providers before issuing payments.

Application Approval

Coalitions must review all ELD applications for accuracy and completeness, and confirming:

- The ELD’s employer/provider submitted an approved Attachment 2, *ARPA Provider Eligibility Application*
- Verification of completion for required trainings or completion certificates are submitted as required by local coalition/RCMA process.
- The ELD has not been previously paid for bonus(es) selected
- The coalition is the “home” coalition for the early learning/child care provider

All applications must be paid within 30 days of submission.

Elevate Florida’s Early Learning Workforce (OCAs: Multiple, see individual initiative for OCA)

Coalitions/RCMA received additional funding to positively affect outcomes for children at scale by improving teacher-child interactions through training early learning teachers, staff, and administrators to support CLASS® implementation at SR and/or VPK contracted providers.

Child Success Grants (OCA: ASCSG)

Contracted SR and/or VPK providers at sites with a CLASS® composite score below a 5 on the most recent assessment or without a CLASS® composite score, may apply for a grant to reward early learning employees and ELDs for completing up to two 24-hour segments of DEL-approved trainings on adult-child interactions. The ELD must participate in the training along with staff, so the entire program benefits from the same preparation, work with a coach, and support of weekly goals. All Child Success Grants are available for providers completing the requirements from July 1, 2022, to June 30, 2023. All trainings must be completed by June 30, 2023, unless notified otherwise by DEL.

Approved Trainings

The following trainings may be taken in any combination to meet 24-hour requirement for Segments 1 and 2. Trainings taken in Segment 1 cannot be repeated in Segment 2.

1. A CLASS® Primer for Leaders – 2 hours online/0.2 CEUs
2. CLASS® Group Coaching Training¹ (formerly MMCI)– 21 hours virtual or face to face/2.4 CEUs - Group Coaching is available in two age groups—Infant/Toddler and Pre-K.
3. Instructional Support Essentials Training for Teachers – 6 or 8-hr option.
4. Instructional Support Strategies Training for Coaches – 6.5 hours, virtual or face to face
5. Feedback Training for Coaches – 6.5 hours, virtual or face to face
6. CLASS® Master Coaching – 50 hours total
 - Orientation 1 hour
 - 2-day workshop - 8:30am to 5:00pm - 17 hours
 - 8 modules in the 4 units - 8 x 4 hours - 32 hours minimum
7. CLASS® Observation Support: Settings Serving Children with Disabilities – virtual, 2 hrs/0.2 CEUs
8. CLASS® Observation Support: Settings with Dual Language Learners– virtual, 2 hrs/0.2 CEUs
9. Interactions at the Heart of Healing¹: Trauma-Informed Professional Development Series virtual, 6 hrs/0.6 CEUs

¹Classes are available in English or Spanish

Professional Development Bonus - *Segment 1*

Early learning employees will receive a \$500 bonus and ELDs will receive an \$600 bonus for completing the first 24-hour segment.

Professional Development Bonus - *Segment 2*

Early learning employees will receive a \$700 bonus and ELDs will receive an \$800 bonus for completing the second 24-hour segment.

Performance Bonus

Early learning employees and ELDs who receive a professional development bonus through the child success grant are eligible for a performance bonus if the provider achieves a CLASS® composite score of 5 or higher or where the CLASS® composite score improves by 0.5 or more on its next scheduled, annual assessment per Rule 6M-4.740 (SR) or 6M-8.621 (VPK). Early learning employees will receive a \$500 bonus and ELDs will receive a \$600 bonus.

If a provider is due for its regularly scheduled annual assessment during the training and it achieves a CLASS® composite score of 5.0 or higher or increase its score by 0.5 or more, early learning employees and ELDS would be eligible for the performance bonus. In this instance, the Professional Development Bonus (completion bonus) and the Performance Bonus would be paid at the same time once the training is completed.

Subject to the availability of funding, coalitions may elect to pay the Performance Bonus for providers not due for an annual assessment during the ARP Act Supply Building funding availability period out of SR quality dollars.

CLASS® Materials/Trainings

Coalitions/RCMA received funding to pay for the cost of trainings. Coalitions may purchase from DEL's sole source contract (SR977) with Teachstone until all inventories have been exhausted. At that point, coalitions/RCMA will need to follow its purchasing policies and procedures and in accordance with 287.057 F.S. to issue a sole source contract, with DEL's prior approval, for Teachstone materials and services. DEL and Teachstone will assist coalitions in determining when DEL's contracted inventories are depleted.

Coalitions/RCMA may also choose to provide the CLASS® Dictionary and CLASS® Strategy Cards to participants. These items are not available in DEL's contract SR977, therefore coalitions/RCMA will need to follow its purchasing policies and procedures and in accordance with 287.057, F.S. to issue a sole source contract, with DEL's prior approval, for these Teachstone materials.

Provider Eligibility

Early learning/child care providers must meet each of the following eligibility criteria to apply for Child Success Training Grants:

- Early learning/child care provider must have a current year SR and/or VPK contract with its local early learning coalition; and
- Early learning/child care provider did not have a contract with the early learning coalition that was terminated **and** eligibility revoked within the past five years; and

- Early learning/child care provider is not under investigation or has been convicted of child care fraud; and
- Early learning/child care provider is not included on the Florida Child Care Food Program (CCFP) USDA Disqualified List; and
- Early learning/child care provider submits an IRS Form W-9 for payment and direct deposit forms (as required by coalition), if not previously submitted.

Application Requirements

Providers will be required to complete/submit Appendix D – Attachment 3, *ARPA Child Success and CLASS® Observer Grant Application*, which includes the following requirements –

- Provider demographics
- Pre and Post CLASS® Composite Scores, if applicable
- List of early learning staff and director eligible for each bonus
- Certification all completion documentation for each early learning staff and ELD, as required by coalition/RCMA’s local process

Application Submission and Approval

Providers will submit ARPA Child Success and CLASS® Observer Grant applications (attachment 3, part A) to its local early learning coalition for review/approval and applications must be submitted no later than April 30, 2023, unless notified otherwise by DEL. Coalitions may develop additional procedures for submitting applications to meet local needs/processes. Upon completion of required trainings, providers must submit ARPA Child Success and CLASS® Observer Grant applications (attachment 3, part B) by July 15, 2023, for reimbursement. Coalition/RCMA must verify each employee listed has completed required trainings according to its local processes and payments must be made within 30 days of application submission.

CLASS® Observer Director Training Grant (OCA: ASDTG)

CLASS® Observation Trainings helps build capacity to collect CLASS® teaching assessment data, which is the first step on an organization's journey to improving the quality of teacher-student interactions in the classroom. The trainings are designed for instructional leaders of all types (coaches, mentors, administrators) and includes all required materials.

Providers may apply for grants to pay VPK program directors or SR contracted directors with a CLASS® composite score below a 5, a \$1,200 bonus for completing CLASS® PreK and/or Infant/Toddler Observer trainings. ELDs are not required to take/pass reliability test(s) to qualify. All CLASS® Observer Director Training Grants are available for providers completing the requirements from July 1, 2022, to June 30, 2023. All observer trainings must be completed by June 30, 2023, unless notified otherwise by DEL.

1. CLASS® Infant Observer Training - 14 hours over 2 days (virtual)/1.4 CEUs
2. CLASS® Toddler Observer Training - 14 hours over 2 days (virtual)/1.4 CEUs
3. CLASS® PreK Observer Training – 14 hours over 2 days (virtual)/1.4 CEUs
4. CLASS® Infant/Toddler Observer Training – 22 hours over 4 half-days (virtual)/2.4 CEUs

Provider Eligibility

Early learning/child care providers must meet each of the following eligibility criteria to apply for CLASS® Observer Director Training Grants:

- Early learning/child care provider must have a current year SR and/or VPK contract with its local early learning coalition; and
- Early learning/child care provider did not have a contract with the early learning coalition that was terminated **and** eligibility revoked within the past five years; and
- Early learning/child care provider is not under investigation or has been convicted of child care fraud; and
- Early learning/child care provider is not included on the Florida Child Care Food Program (CCFP) USDA Disqualified List; and
- Early learning/child care provider submits an IRS Form W-9 for payment and directdeposit forms (as required by coalition), if not previously submitted.

CLASS® Materials/Trainings

Coalitions/RCMA received funding to pay for the cost of trainings. Coalitions may purchase from DEL’s sole source contract (SR977) with Teachstone until all available inventories for CLASS® Infant, Toddler and PreK Observer trainings have been exhausted. At that point, and for Infant/Toddler Combo Observer training, which is not included in DEL contract SR977, coalitions/RCMA will need to follow their purchasing policies and procedures and in accordance with 287.057, F.S. to issue a sole source contract, with DEL’s prior approval, for Teachstone materials and services. DEL and Teachstone will assist coalitions in determining when DEL’s contracted inventories are depleted.

Application Requirements

Providers will be required to complete/submit Appendix D – Attachment 3, *ARPA Child Success and CLASS® Observer Grant Application*, which includes the following requirements –

- Provider demographics
- List of directors completing training
- Documentation of completion for each director, as required by coalition/RCMA’s local process

Application Submission and Approval

Providers will submit *ARPA Child Success and CLASS® Observer Grant Applications* (attachment 3, part A) to their local early learning coalition for review/approval and applications must be submitted no later than April 30, 2023, unless notified otherwise by DEL. Coalitions may develop additional procedures for submitting applications to meet local needs/processes. Upon completion of required trainings, providers must submit *ARPA Child Success and CLASS® Observer Grant Applications* (attachment 3, part B) by July 15, 2023, for reimbursement. Coalition/RCMA must verify each employee listed has completed required trainings according to its local processes and payments must be made within 30 days of application, attachment 3, part B submission.

Continuous Quality Improvement Grants (OCA: ASQIG)

Contracted SR and/or VPK providers with a most recent CLASS® composite score of 5 or higher may apply for a grant of up to \$19,800 to develop/implement a program to strengthen practices that support effective interactions, strengthen business and leadership practices, support child assessment and screening with reliability, or other local priorities. A program must provide a minimum of 24 hours of training time including live coaching, live instruction, virtual instruction, individual and group instruction, and other competency-based skill development exercises. The director must participate in the training along with staff, so the entire program benefits from the same preparation, work with a coach, and support of weekly goals. Funds can be used to cover any program costs, including compensating employees for their training time. Programs must be completed by June 30, 2023, unless otherwise notified by DEL.

Provider Eligibility

Early learning/child care providers must meet each of the following eligibility criteria to apply for Continuous Quality Improvement Grants:

- Early learning/child care provider must have a current year SR and/or VPK contract with its local early learning coalition; and
- Early learning/child care provider did not have a contract with the early learning coalition that was terminated **and** eligibility revoked within the past five years; and
- Early learning/child care provider is not under investigation or has been convicted of child care fraud; and
- Early learning/child care provider is not included on the Florida Child Care Food Program (CCFP) USDA Disqualified List; and
- Early learning/child care provider submits an IRS Form W-9 for payment and direct deposit forms (as required by coalition), if not previously submitted.

CLASS® Materials/Trainings

Coalitions/RCMA received funding to pay for the cost of trainings. Coalitions may purchase from DEL's sole source contract (SR977) with Teachstone until all inventories have been exhausted. At that point, coalitions/RCMA will need to follow its purchasing policies and procedures and in accordance with 287.057 F.S. to issue a sole source contract, with DEL's prior approval, for Teachstone materials and services. DEL and Teachstone will assist coalitions in determining when DEL's contracted inventories are depleted.

Application Requirements

Providers will be required to complete/submit Appendix D – Attachment 4, *ARPA Continuous Quality Improvement Grant Application*, which includes the following requirements –

- Current CLASS® Composite Score Information
- Training Plan, including details for 24 training hours
- List of training director(s) and participant(s)
- Draft budget

Application Submission and Approval

Continuous Quality Improvement Grant Applications, Attachment 4, should be submitted to a provider's local early learning coalition for review/approval and must be submitted by June 30, 2023, unless notified otherwise by DEL. Coalitions may develop an approved trainings list for grant and procedures for submitting and approving applications to meet local needs/processes. Coalition/RCMA should determine the grant award based on the elements within each provider's application, considering the types/costs of training(s), provider type/size/employee count, etc. Applications must be approved within 30 days of application submission and payments must be made within 30 days of approval.

End of Program Requirements

Within 15 days of the training plan's end date, a provider must submit the following –

- Completion certificates for all non-CLASS® trainings for all participants
- List of employees completing CLASS® trainings, as applicable¹
- Expenditure of funds in alignment with grant application budget

Providers not meeting training required by the training plan end date will be required to repay all funds received for the Continuous Quality Improvement Grants.

¹*Coalition/RCMA must verify completion of all CLASS® trainings according to its local process, which may include collection of completion certificates.*

Coalition Workforce Initiatives for Early Educators (OCAs: AWIEE, ACWIIQ)

Coalitions/RCMA may extend approved Workforce Initiatives for Early Educator (WIEE) grant initiatives to utilize ARP Act funding. All Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act funding must be fully spent/invoiced before any ARP Act funding is utilized. Note: elements contained in original WIEE applications cannot be removed if the coalition/RCMA has expended any funds under the element.

Coalitions/RCMA must submit attachment 5, *ARPA Coalition Workforce Initiatives for Early Educators (AWIEE)* when choosing the workforce initiatives option. The AWIEE application may contain all the elements as the CRRSA WIEE application, or a subset of elements, or include additional as described in the paragraph above. All application initiatives must end by June 30, 2023, unless otherwise notified by DEL.

These funds can also be used to respond to unique local needs such as strategies to support family needs, quality improvements investments, and/or partnerships with local stakeholders, as well as to reimburse providers for background screenings and fingerprinting costs paid outside of the [Recruit and Train New Teachers](#) initiative described earlier in this program guidance. Expenditures in these categories can be charged to OCA: ACWIIQ.

INVOICING/OCA CODING INSTRUCTIONS, ARP ACT FUNDED

Coalitions are encouraged to arrange and fund trainings in their local service area for all ARP Act Supply Building initiatives. All bonuses, training, and materials costs must be coded to the OCAs as described in the initiative's description (also referenced below) and included in the coalition/RCMA's monthly early learning (EL) invoice. **Coalition expenditures related to administering all ARP Act Supply Building activities must be coded to OCA: ARPSB.** Please refer to DEL Program Guidance 250.01, Appendix D,

COVID-19 Disaster Relief OCA Working Definitions for further OCA information or contact your grant manager with questions or requests for assistance.

OCA	DESCRIPTION
ACWIQ	ARP COALITION WORKFORCE INITIATIVE QUALITY
ASCSG	ARP SUPPLY BUILDING: CHILD SUCCESS GRANTS
ASDTG	ARP SUPPLY BUILDING: DIRECTOR TRAINING GRANTS
ASPUD	ARP SUPPLY BUILDING: UPSKILLING DIRECTORS
ASQIG	ARP SUPPLY BUILDING: CONTINUOUS QUALITY IMPROVEMENT GRANTS
ASRTT	ARP SUPPLY BUILDING: RECRUIT/TRAIN NEW TEACHERS
AWIEE	ARP COALITION WORFORCE INITIATIVE FOR EARLY EDUCATORS

¹ Additional ARP OCAs are included in Appendix C, ARP Initiatives

FLEXIBILITY IN EXPENDITURES ACROSS OCAS

Coalitions are authorized to transfer budget across the respective ARP Act Supply Building OCAs to meet the local needs. Funds allocated for the ARP Act Coalition Workforce Initiatives for Early Educators may not be utilized until all CRRSA program funds for the same program (OCAs: RWIEE and RCWIQ) are expended. Funds allocated for ARP Act Supply Building OCAs may not be utilized for any SR, CARES or VPK program or grant.

EFFECTIVE DATE

Issuance of this guidance represents approval by DEL 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 November 7, 2022, revised January 10, 2023.

ATTACHMENTS

- Attachment 1 – ARPA Early Learning Educator/Director Bonus Application
- Attachment 2 – ARPA Provider Eligibility Application
- Attachment 3 – ARPA Child Success and CLASS® Observer Grant Application
- Attachment 4 – ARPA Continuous Quality Improvement Grant Application
- Attachment 5 – ARPA Coalition Workforce Initiatives for Early Educators

If you have questions, contact OEL.questions@del.fldoe.org