

**VIRGINIA DEPARTMENT OF SOCIAL SERVICES**  
**DIVISION OF LICENSING PROGRAMS**  
**CARES Grant Frequently Asked Questions**  
**April 24, 2020**

The Virginia Department of Social Services (VDSS) has compiled a list of frequently asked questions (FAQs) to assist providers with the CARES Grant application process. We greatly appreciate your willingness to provide needed assistance to children and families during this COVID-19 health emergency.

## **ELIGIBILITY**

### **1. What are the eligibility requirements to apply for the CARES Grant?**

- Existing licensed family day homes, voluntarily registered family day homes, family day systems, licensed child day centers, religiously exempt child day centers, local ordinance homes, and unlicensed child day programs that are approved subsidy vendors are eligible to apply.
- Facilities must certify that they are providing or are willing to provide care for children of essential personnel during the grant cycle (April, May, and June) and must attest that they are following enhanced health and safety guidelines.
- Facilities must submit a CARES Grant Application Form and submit the required documentation for approval.
- Facilities must provide additional information or documentation as requested.

## **REQUIRED DOCUMENTATION**

### **1. What do I need to submit for a complete application?**

- Completed grant application. **No photos** of the grant application will be accepted (.jpg, .tiff, .bmp, etc.).
- Required signature on page 4 of the application.
- A copy of your current VDSS license/certificate/copy of the religious exemption letter
- Completed and signed Virginia W-9 form **OR** a signed federal IRS W-9 form for the applicant.
- A copy of your Social Security Card **ONLY** if indicated on the W-9 form
- A copy of the tax identification number letter associated with the entity's tax filing status (IRS Form 147C or IRS Form SS-4)

### **2. I can't find my IRS Form 147-C or SS-4. Are there other acceptable documents?**

We will accept the following documentation for proof of the EIN Number instead of the IRS 147-C or SS-4 Letter:

- Computer-generated notice issued by IRS when EIN application was submitted, **or**
- Documentation from the provider's bank if EIN was used to open an account, **or**
- Copy of previously filed tax return using the existing entity.

### **3. Where can I get a copy of the Virginia W-9 Form?**

- You can find a copy of the Virginia W-9 Form at [https://www.dss.virginia.gov/files/division/cc/approved\\_subsidy\\_vendors/forms/Tax\\_Form.pdf](https://www.dss.virginia.gov/files/division/cc/approved_subsidy_vendors/forms/Tax_Form.pdf)

### **4. I can't find a copy of my social security card and the Social Security Office is closed**

If you have lost your SSN card and are unable to retrieve it from SSA due to office closure, we will accept the following documentation:

- Recent pay stub, **or**
- W-2 (wage & tax statement), **or**
- SSA-1099 (Social Security Benefit Statement), **or**
- Other tax document showing full name and entire SSN

### **5. What is the format for sending in my application?**

Please submit your completed grant application and all the required documents as **ONE** pdf and attach the pdf to your email. Submitting all documents together in one PDF ensures that all pages remain together, allowing for quicker processing.

### **6. Where do I send my application?**

Email your application [ask4care@dss.virginia.gov](mailto:ask4care@dss.virginia.gov) **OR** fax to 804-726-7132

### **7. After I submit my application, how will I know if it is complete?**

- We will review applications to verify that all required documents are complete.
- If your application is incomplete, you will receive an email identifying which items are missing and instructions on how to resubmit your complete application
- If you do not receive a follow-up email indicating the application is incomplete, this means the application was complete as submitted.

## **PAYMENT**

### **1. How are grant payments calculated and how much money will I receive?**

Provided you meet the requirements, you will receive a monthly payment of \$25 times half of your total licensed capacity for each week you provide care to children. For example, if your total capacity is 50 children, your grant amount would be 25 (half your total capacity) times \$25, for a total of \$625 per week, or \$2,500 for each four-week period.

### **2. Do I have to pay the back the money I receive?**

No. The money you receive from the CARES Grant is a grant and not a loan.

### **3. Can I still apply for the CARES Grant if I have applied or have received money from the Payroll Protection Program (PPP)?**

Yes. You may apply for the CARES Grant regardless of whether you are receiving money from PPP. The CARES Grant is specifically for child care programs that are able to assist with

providing care to children of essential personnel during this COVID-19 health emergency.

## **CAPACITY**

- 1. I am not serving as many children in my child care program now due to COVID-19. Is my capacity the number of children I have in care now or the total number of children that I am allowed to care for?**

Capacity is the total number of children you are allowed to care for, as listed on your license, certificate, or letter.

- 2. Where can I find out more information about the CARES Grant Program?**

To learn more or to apply, go to the [Virginia Department of Social Services](https://www.dss.virginia.gov) website or email [ask4care@dss.virginia.gov](mailto:ask4care@dss.virginia.gov).