



Child Care Provider and Employee Bonus Customer Service Q&A

November 1, 2022

Question	For the first portion (\$500 bonus) of the 4 million, does the provider have to participate in the child care subsidy program?
Answer	Yes, child care scholarships are required for participation.

Question	Will center administrative staff (receptionist, janitors, cook, mental health support) are eligible to receive the bonus.
Answer	If they meet the credentials then, yes. If not, then unfortunately they would not.

Question	My center has an Early Head Start program (in site and home visitors), will they qualify for the bonus?
Answer	Yes, if they meet all the necessary criteria.

Question	What should I enter into the EIN field if I only have a Social Security number and not an EIN?
Answer	Please use your child care program's tax ID number for this field.

Question	If I participate in a scholarship program, meaning it is available and offered, but have not received a payment during the timeframe noted, would I be eligible?
Answer	No.

Question	If a staff member has an associate or bachelor's degree, do they still need to have one of the credential levels?
Answer	Yes, the laws says that the funds go to individuals who have or will have by June 2023, credentials from Maryland Child Care credential program.

Question	Can you explain the difference between #2 and #3 of step 2 p. 5?
Answer	This is how MSDE distributed funds by jurisdictions. The difference between step 2 and step 3, is that, in step 2 we are just establishing the buckets, there are 3 buckets. Step 3 is what we did to allocate those funds across jurisdictions.

Question	What if an employee breaks the attestation commitment?
Answer	You will need to recoup those funds and MSDE will send the provider an invoice for the employee that received funds but is no longer eligible. The funds would be recouped from the childcare center not the employee.

Question	If I do not have employees yet and I submitted the application for myself. Once I hire someone can I resubmit my application
Answer	Yes.

Question	If someone is hired June 29, 2023, and the application is resubmitted, will it delay payment to other employees?
Answer	Yes, but please note that bonuses are offered on first come first serve basis.

Question	Can a provider wait until after the full 6 month period passes to provide the bonus?
Answer	Yes, when and how providers give the bonus is up to the individual provider.

Question	The 6-month commitment, is that 6 months from the date the attestation is signed?
Answer	No, it is a 6-month commitment from their start date at the center.

Question	Are bonuses paid in a lump sum to the provider and then paid by the provider to the employees?
Answer	Yes.

Question	Can an exception be made if a center has parents that have applied for the scholarship program but have not received a decision from the State of Maryland for funding. We have one parent pending a decision for over 7 months?
Answer	No, but if there are vouchers that would otherwise be eligible during that time, MSDE can look into this when assessing scholarship participation.

Question	Is there a confirmation email that is sent after the application is submitted automatic?
Answer	Yes.

Question	If an EE has been working since 1/1/22, does the employee already comply with the 6-month requirement?
Answer	The 6-month requirement and attestation only applies to new hires.

Question	Assuming we are approved, will we be told exactly how much we owe each employee, or do we do that ourselves?
Answer	Yes, it is also provided in the program guidance.

Question	Are these bonuses treated like other bonuses for tax purposes?
Answer	Yes.

Question	Are substitutes considered employees who would qualify for the bonus?
Answer	Yes, if they meet credential requirements.

Question	Do contractors qualify for this bonus if they have the MD credential?
Answer	No.

Question	Employees working before 7/1/22 do need attestations, correct?
Answer	Yes.

Question	Can we use the average of an employee's hours to determine whether they work 20 hours per week?
Answer	Yes.

Question	Is there an estimation about when the money will be distributed to providers?
Answer	Notification processes will begin in December. We anticipate that money will be transmitted in early January, although this is subject to change and could take longer. MSDE will provide an updated timeline when we are able to.

Question	Are center administrative staff eligible to receive bonuses?
Answer	The bonuses for this program are for employees that provide direct care. The law does not stipulate which employees are eligible, however, a cook, custodian, or receptionist would need to meet the credential requirement