



# Child Care Provider and Employee Bonus Customer Service Q&A

November 1, 2022

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

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

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

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

<b>Question</b>	<b>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?</b>
<b>Answer</b>	No.

<b>Question</b>	<b>If a staff member has an associate or bachelor's degree, do they still need to have one of the credential levels?</b>
<b>Answer</b>	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.

<b>Question</b>	<b>Can you explain the difference between #2 and #3 of step 2 p. 5?</b>
<b>Answer</b>	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.

<b>Question</b>	<b>What if an employee breaks the attestation commitment?</b>
<b>Answer</b>	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.

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

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

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

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

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

<b>Question</b>	<b>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?</b>
<b>Answer</b>	No, but if there are vouchers that would otherwise be eligible during that time, MSDE can look into this when assessing scholarship participation.

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

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

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

<b>Question</b>	<b>Are these bonuses treated like other bonuses for tax purposes?</b>
<b>Answer</b>	Yes.

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

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

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

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

<b>Question</b>	<b>Is there an estimation about when the money will be distributed to providers?</b>
<b>Answer</b>	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.

<b>Question</b>	<b>Are center administrative staff eligible to receive bonuses?</b>
<b>Answer</b>	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