

<p>Virginia Department of Social Services</p>	<h2 style="margin: 0;">CARES Grant Application Form</h2> <p style="margin: 10px 0 0 0;">open to current CDC, FDH, VR, RECDC, and unlicensed subsidy vendor programs</p>	<p><input type="checkbox"/> Initial Application</p> <p><input type="checkbox"/> Renewal Application</p> <p>Grant # _____</p> <p>submit signed application to: <a href="mailto:ask4care@dss.virginia.gov">ask4care@dss.virginia.gov</a> or fax (804) 726-7132 ATTN: Marty Jo Quade</p>
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Section 1. PROVIDER/FACILITY INFORMATION	
Provider/Facility Name (payment made to)	
Street Address/City/State/Zip Code	
Payment Address (if different from above)	
Phone Number	Email Address
Contact Person Name	Contact Person Phone Number
<p>Type of Child Day Program (select one)</p> <p><input type="checkbox"/> Licensed Child Day Center (CDC)</p> <p><input type="checkbox"/> Licensed Family Day Home (FDH)</p> <p><input type="checkbox"/> Voluntarily Registered (VR) Family Day Home</p> <p><input type="checkbox"/> Religiously Exempt Child Day Center (RECDC)</p> <p><input type="checkbox"/> Unlicensed child day program that is an approved subsidy vendor</p>	
How many children are you licensed or approved to care for?	
<p>How long are you willing to be open to care for children of essential personnel?</p> <p style="text-align: center;">April <input type="checkbox"/> May <input type="checkbox"/> June <input type="checkbox"/></p>	
<p>Do you participate in the Virginia Child Care Subsidy Program?</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	Subsidy Vendor ID Number

## Section 2. COVID-19 HEALTH AND SAFETY REQUIREMENTS

The child day program must comply with the new health and safety requirements below set by Governor Northam and the VDSS Commissioner during this COVID-19 pandemic.

- Families and staff have been provided information about the signs and symptoms of COVID-19.
- Families have been encouraged to remain at home to care for their children if at all possible.
- Outside visitors and volunteers are restricted from the program at this time.
- Classroom settings will be limited to ten individuals per room, including staff.
- If our program has large rooms, we understand that they may be divided into two rooms by creating clear barriers with cones, chairs, tables, room dividers, etc. to ensure a minimum of six feet between groups.
- Social distancing will be practiced to the maximum extent possible while still allowing for the care of children.
- Signage and other reminders are used to encourage all individuals to stay at least six feet apart.
- Every effort is made to maintain the same groups from day to day to help reduce potential exposures.
- Groups are not combined in the morning or afternoon.
- Programming has been altered to increase distance between children, such as staggering outdoor play time, spreading children out within the classroom, and planning activities that do not require close contact between children.
- Large group activities have been eliminated. Facility events or gatherings are limited to ten people or fewer.
- Every effort is made to alternate drop off and pick up times for each small group to avoid a large number of people congregating outside or in front of the program building.
- Individual play is promoted verbally and by physically rearranging classrooms if needed.
- We are minimizing time children and staff spend standing in lines.
- Children will eat snacks and meals in individual classrooms, or meal and snack times will be staggered so groups of ten or fewer are occupying the shared space at one time.
- Family style dining will be discontinued; only employees will handle serving utensils and serve food to children to reduce the spread of germs.
- Employees are required to stay home when sick, and any employee who becomes sick will be sent home.
- We are taking temperatures and checking symptoms for staff and children upon entry each day and asking if medications were used to lower the child's temperature and if there are any household members with COVID-19. If forehead or disposable thermometers are not available, the parent or guardian is asked to fill out and sign a form that reports their child's temperature as taken at home (or affirming the child does not have a fever) and any symptoms.
- Regular health checks of staff and children are being completed to look for symptoms of sickness or fever.
- Symptomatic individuals are separated from others until they are picked up from the facility.
- Adequate supplies for good hygiene including clean and functional handwashing stations, soap, paper towels and alcohol-based hand sanitizer are available.
- Staff and children are washing their hands often with soap and water for at least 20 seconds upon arriving to the program, when entering the classroom, before meals or snacks, after outside time, after

toileting or diapering, after contact with any bodily fluid, and after play time and prior to leaving for home.

- Staff and children are being reminded to avoid touching their eyes, nose, and mouth.
- Surfaces in shared spaces such as lunch rooms and restrooms are being cleaned and sanitized after use by each group.
- Objects and surfaces that are frequently touched are cleaned and disinfected.
- If check-in is electronic, alcohol wipes are provided so that screens and keyboards are frequently cleaned.
- Employees and parents are asked to wash hands or use hand sanitizer before and after signing in and out.

### Section 3. COVID-19 ACTIONS

Child day programs must take the following actions during the operation of their program:

- We will notify the local health department and the licensing inspector if there is a confirmed case of COVID-19 at the center and will follow health department recommendations.
- If the program changes operation hours or closes in response to an outbreak, we will contact the licensing inspector with closure details.
- Any child or staff exposed to the coronavirus will have a 14-day waiting period before they are able to return to the program. Children or staff who test positive must have a physician's note clearing them to return.
- We will maintain orders or notices from local authorities if ordered to close prior to giving advance notice, as well as any communications from landlords or other program partners indicating closure.
- We will abide by all applicable regulations.

### Section 4. REQUIRED ATTACHMENTS

	Select <input checked="" type="checkbox"/> if Attached
Copy of VDSS License (if licensed family day home or licensed child day center)	<input type="checkbox"/>
Copy of Certificate of Voluntary Registration (if a voluntarily registered family day home)	<input type="checkbox"/>
Copy of exemption letter issued by licensing office (if a religiously exempt child day center (REDCD))	<input type="checkbox"/>
Virginia W-9 form "Request for Taxpayer Identification Number (TIN) and Certification"  <i>* include copy of Social Security card or copy of the tax identification number letter associated with the entity's tax filing status, which is either the IRS Form 147C or IRS Form SS-4</i>	<input type="checkbox"/>

## Section 5. CERTIFICATION

*By signing below, I certify that:*

- ***My child day program will be open to care for children of essential personnel.***
- *My child day program will be open for the month or months as indicated above.*
- *I am adhering to the health and safety requirements and actions required during the COVID-19 state of emergency (listed above).*
- *The information I have provided on this application form is accurate and true.*
- *I understand that information contained on this form is subject to verification by the Virginia Department of Social Services.*

\_\_\_\_\_  
Signature of Provider/Authorized Representative

\_\_\_\_\_  
Date

## Section 6. CONTACT INFORMATION

If you have any questions regarding this grant, please contact:

Marty Jo Quade  
ask4care@dss.virginia.gov  
(804) 726-7132 FAX