

Care and Supervision for School-Age Children (CASSAC)

Program Guidelines

I. Care and Supervision for School-Age Children (CASSAC)

The Care and Supervision for School-Age Children (CASSAC) is a regional collaborative effort intended to address the changing needs of working families with children whose public school education has transitioned to virtual instructions due to the outbreak of the coronavirus on the Virginia Peninsula. This program will address the need to expand the capacity of the child care sector to increase available slots for an age group that does not typically require full-day care, and address the affordability of services that working households have not required prior to the pandemic.

The success of the CASSAC program relies on collaboration and multi-sector partnerships with United Way of the Virginia Peninsula (UWVP) serving as the region’s backbone agency. These partnerships include financial support from the region’s local governments; child care sector expertise, recruitment and support of child care providers, and resource and referral services from Smart Beginnings Virginia Peninsula (SBVP); nonprofit, for-profit, private, and public child care providers across the region; and the local school districts across the Peninsula. These relationships and the collective execution of the CASSAC program will ensure that families have access to safe full-day learning environment for their children during the pandemic.

The CASSAC Program will provide “grant-vouchers” to child care providers that will cover the cost of tuition, as well as some or all of the additional expenses incurred by providers in order to comply with CDC guidelines, expand their physical space, accommodate school-age children, support virtual learning, hire/pay staff for their programs, and other eligible expenses related to the COVID-19 outbreak as described below. Grant-Vouchers will be funds paid directly to providers in an amount up to 140% of their base tuition rate (not to exceed \$150/wk.) per child newly enrolled under the CASSAC program.

The CASSAC Program will end December 30, 2020 in accordance with the CARES Act.

II. Funding

The Regional CASSAC program is funded in part by the cities and counties of the Virginia Peninsula provided through the Federal CARES Act. Each locality has provided a portion of financial support for the program based on grant agreements executed between United Way of the Virginia Peninsula and each respective locality.

CASSAC Grant Awards by Jurisdiction

	Grant Award
Gloucester*	\$ 61,140.00
Hampton*	\$ 281,387.00
James City County*	\$ 118,754.00
Mathews	\$ 15,438.00
Newport News*	\$ 389,516.00

Poquoson*	\$ 15,697.00
Williamsburg	\$ 29,151.00
York County	\$ 88,917.00
	\$ 1,000,000.00

Funding awarded by each locality will be used to exclusively serve residents of its respective city/county. Funds not used by December 30, 2020 will be returned to the appropriate local government. Any additional matching funds secured through state agreements or contributions from other sources will be used to supplement this effort within the guidelines of each agreement.

III. Provider Eligibility

Smart Beginnings Virginia Peninsula (SBVP) will recruit and approve child care providers to participate in the CASSAC Program. Providers must meet the following eligibility requirements:

- Must be currently enrolling or able to enroll children attending virtual public school programs for full-day programming
- Must be located in a city/county on the Virginia Peninsula (Gloucester, Hampton, James City County, Mathews, Newport News, Poquoson, Williamsburg, York County)
- Must be licensed, with waivers or documented exemptions with accepted standards
- Providers shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.
- Must be willing to abide by all COVID guidelines and VA Department of Health and Safety Checklist

Upon determination of provider eligibility, the provider will be required to execute and/or provide further documentation as described below.

IV. Provider Required Documentation

- Completed SBVP Screening [Application](#)
- Signed IRS Form W-9
- Signed CASSAC Grant-Voucher Agreement (completed upon approval)
- Signed CASSAC Enrollment Confirmation (completed on first day of care)

V. Eligible Spending Activities

CASSAC Grant-Vouchers are awarded to eligible child care providers to pay weekly tuition for school-age children referred for new enrollment through the CASSAC Program for a pre-determined number of weeks; and to fund part or all of the additional expenses related to the expansion of the provider's capacity to serve additional children, to support their virtual learning, and to ensure compliance with health and safety guidelines related to the coronavirus pandemic. Expenditures eligible for payment through the CASSAC Program include:

- Expenses related to recruiting, hiring, and paying staff
- PPE supplies and equipment

- Cleaning and sanitation services
- Equipment and tools to expand physical space
- Equipment and tools to expand the age group of children in care
- Technological equipment and services to support virtual learning
- Age-appropriate learning supports for school-age children
- Other expenses related to CASSAC Grant-Vouchers must be pre-approved by UWVP

VI. Household/Family Eligibility

The UWVP Community Resource Center (CRC) will manage the daily requests from parents/guardians seeking child care resources in partnership with SBVP's Resource and Referral Services. CRC staff will complete an initial screening for eligibility followed by a CASSAC intake application for eligible households. Eligibility can be determined and applications completed by phone or in-person at the CRC. Applicant households must meet the following eligibility requirements:

- Must be a resident of a city/county with available CASSAC funding
- Must be employed or attending a workforce training program for all or part of the scheduled school day
- Must have one or more children enrolled in a public school that has not resumed in-person learning full-time
- Must have a gross household income between 30%-80% AMI
- Must not be receiving any other scholarships or childcare subsidy for the same period of time

VII. Household/Family Required Documentation

- Completed CASSAC Household Eligibility Screening
- Completed CASSAC Intake Application
- Proof of income or enrollment in workforce training
- Current utility bill showing residence or government-issued ID
- Signed CASSAC Enrollment Confirmation (completed on first day of care)

VIII. Grant-Voucher Request for Payment

In order to participate, child care providers must first be approved by SBVP meeting the eligibility criteria as explained in Section III. Approved providers will then enter into an agreement with UWVP stating that they will receive a pre-determined amount of funding for each CASSAC grant-voucher (up to 140% of their base tuition rate, not to exceed \$150/wk.) for a pre-determined number of weeks. Providers that have no established base tuition rate will be awarded based on ½ of the 70% market rate for the city/county in which the provider is located.

A CASSAC Grant-Voucher agreement will need to be executed upon enrollment for each child. Upon receipt of completed agreements, payment will be issued directly to the provider for the number of weeks determined for each child. On the first day of care, parent/guardian and provider must sign the CASSAC Enrollment Confirmation form and return to UWVP.

Determination of a grant-voucher's value will be based on the number of vouchers awarded to the provider. The number of weeks each voucher will cover will be based on the number of children in a household. The following matrix will be used to determine the total value of each grant-voucher.

Vouchers Awarded	% Tuition Paid	X	Children per HH	# Weeks Paid
1-5	140%		1	3 wks.
6-10	130%		2	4 wks.
11-15	125%		3	5 wks.
16-20	115%		4	6 wks.
21+	110%		5+	8 wks.

(Example: ABC Child care has received a cumulative total of 17 vouchers and is matched with a household with 3 children. Their grant-voucher per child will be 115% of their base rate for 5 weeks)

IX. Recordkeeping and Reporting

Child care providers must provide the required documentation as described in Section IV to UWVP upon approval, enrollment, and on the first day that care takes place for each child served under the CASSAC program. In addition, a final report will be requested at the close of the grant period. All receipts and invoices related to CASSAC for eligible expenses as described in Sections IV and V must be submitted with the final report at the close of the CASSAC program.

UWVP will maintain records of all household applications, approvals, and required documentation as described in Section VII, and all funding awarded to child care providers.

Amendments, October 6, 2020

- Eligible providers may include full-time ***and part-time*** care slots
- **New Income Guidelines for Families:** Families with a household income up to 100% AMI will be eligible to enroll in the CASSAC program.
- **Families Already Enrolled with a Provider:** Families who are already enrolled in a childcare program, but have not paid for the upcoming week can apply for CASSAC.
- **Length of Vouchers:** All vouchers will be provided for 6 weeks (regardless of the number of children in the household). Families can reapply for further assistance beginning the 5th week.