



## PROGRAM INFORMATION GUIDE

# Child Care Provider and Employee Bonuses

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**Maryland State Department of Education**

200 West Baltimore Street  
Baltimore, Maryland 21201

**Deadline**

November 30, 2022  
No later than 5:00 p.m. EST

**MARYLAND STATE DEPARTMENT OF EDUCATION**

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## Program Description

Child care center staff and providers earn, on average, well below the state median income despite the deeply important role these individuals play in the earliest years of Maryland's children's lives. Chapter 594 of 2021 (House Bill 1100) establishes a new, one-time Child Care Providers and Employee Bonuses program that provides bonuses for Maryland child care providers who participate in the child care scholarship program and who provide direct child care services. The law also provides bonuses for their respective employees who meet the program eligibility requirements contained in this information guide.

### NAME OF PROGRAM

Child Care Provider and Employee Bonus Program

### PURPOSE

The purpose of the program is to implement the provisions of House Bill 1100 and to provide bonuses to eligible providers who participate in the child care scholarship program and their staff members on a first-come, first-serve basis (as required in the law). To implement the program, Maryland child care providers must apply for the program and, in so doing, provide the MSDE with a current number of childcare employees and respective information for those employees.

### AUTHORIZATION

House Bill 1100 mandated a \$16,000,000 appropriation to MSDE in fiscal year 2023 to be used for child care provider and employee bonuses. MSDE will use the \$10,000,000 for \$1,000 bonuses for existing employees, \$4,000,000 for new hires, and \$2,000,000 for child care providers to use to pay \$500 hiring assistance bonuses to providers to support the cost to hire new employees, or first month's salary of new employees. All employees who will be receiving these bonuses must either be credentialed or in the process of being credentialed by the [Maryland Child Care Credential Program](#).

### DISSEMINATION

This Grant Information Guide (GIG) was released on October 28, 2022.

### DEADLINE

Submissions are due no later than 5:00 p.m. on November 30, 2022.

### GRANT PERIOD

July 1, 2022 to June 30, 2023

## GRANT APPLICATION PROCESS

Providers should submit the requisite information identified below [via the link, here](#). Timely application is encouraged because awards will be made on a first-come, first-serve basis as required in the law. Providers should be prepared to provide:

- The hire date of the employee
- The first and last name of the employee
- The amount of time employed per week, in hours
- Whether or not the employee held a credential through the Maryland Child Care Credential Program established under [§ 9.5-904 of the Education Article](#) on or by June 30, 2022
- Whether or not the employee will hold a credential through the Maryland Child Care Credential Program established under [§ 9.5-904 of the Education Article](#) on or by June 30, 2023
- Attestation (or non-attestation) of the employee's commitment to remain employed with the provider for at least six (6) months

## FUNDING AMOUNTS AND ELIGIBILITY

In all cases below, a provider meets the definition of participating in the scholarship program if the provider has been paid for receipted child care scholarship program vouchers between July 1, 2022 and November 1, 2022.

The Child Care Provider and Employee Bonus Program reflects sixteen million dollars (\$16,000,000) total. This total is, by law, split in three ways:

- \$10,000,000 to provide for \$1,000 retention bonuses to individuals employed by child care scholarship program participating providers and who were:
  - Employed by a child care provider on June 30, 2022;
  - Employed by the provider for at least twenty (20) hours per week; and
  - EITHER - held a credential through the Maryland Child Care Credential Program established under [§ 9.5-904 of the Education Article](#)
  - OR - will earn a credential through the Maryland Child Care Credential Program during fiscal year 2023 (July 1, 2022 through June 30, 2023).
- \$4,000,000 to provide for up to \$1,000 in retention bonuses. Eligible staff can receive a \$500 bonus if they:
  - Began employment at a child care provider during fiscal year 2023 (July 1, 2022 – June 30, 2023);
  - Are employed by the provider for at least twenty (20) hours per week;
  - Remain employed for three (3) months; and
  - Commit to remaining employed with that provider for at least six (6) months.

Eligible staff can receive a second \$500 bonus if they:

- Hold or otherwise obtain a credential through the Maryland Child Care Credential Program established under [§ 9.5–904 of the Education Article](#); and
  - Remained employed as a child care provider or with a child care provider that participates in the child care scholarship program for at least twenty (20) hours per week for at least six (6) months.
- \$2,000,000 to provide for \$500 hiring assistance bonuses based on the number of employees hired in Fiscal Year 2023 to work at least thirty (30) hours per week for at least three months to child care provider that participate in the child care scholarship program

This program is, by law required to be administered on a first-come, first-serve basis. To ensure that providers throughout Maryland have access to program funds, the MSDE calculated the percentage of licensed child care providers in each Maryland jurisdiction (twenty-three counties and Baltimore City). MSDE then apportioned this program's funding amounts by jurisdiction accordingly (see Attachment 1).

Specifically, MSDE apportioned program funds by jurisdiction based on the following process (see Attachment 1 for exact amounts by jurisdiction):

- 1) **Step One:** MSDE identified the percentage of license child care providers in each jurisdiction.  
**For example:** Charles County has 229 of 7,052 licensed child care providers, or 3.25% of all providers in the state.
- 2) **Step Two:** MSDE calculated divided the \$16,000,000 into the three program areas defined in the law:
  - 1) \$10,000,000 for the first group of retention bonuses (\$1,000 for those employed by a provider on June 30, 2022);
  - 2) \$4,000,00 for the second group of retention bonuses (\$500/\$500 for those hired and employed by a provider between July 1, 2022 and June 30, 2023); and
  - 3) \$2,000,000 for the hiring assistance bonuses (\$500 for each new hire between July 1 2022 and June 30, 2023).
- 3) **Step Three:** MSDE multiplied the counties' percentage of providers by each program area amount.  
**For example:** For Charles County, MSDE multiplied its 3.25% of all providers by \$10,000,000, \$4,000,000, and \$2,000,000, respectively. That equals \$324,730.57, \$129,892.23, and \$64,946.11, respectively.

**If, after the application window closes, remaining funds are available in a given jurisdictions pre-apportioned amount, MSDE will pool the funds and continue down the program's application list, based on the digital timestamp from when each application is submitted and complete in the application system.**

## GRANT AMOUNT

Based on the percentage used for the local jurisdiction:

\$10,000,000 will be used to award \$1,000 retention bonuses to each eligible individual.

\$4,000,000 will to be used to award \$1,000 for eligible new hires.

\$2,000,000 to be used to award \$500 hiring assistance bonuses to providers.

## SUBMISSION INSTRUCTIONS

Applicants should visit the [submission link](#) for this Program and submit all required documents per the instructions in the form. Child care providers must then submit the documents by 5:00pm November 30, 2022.

## PROGRAM CONTACT

Justin Dayhoff  
Assistant Superintendent  
410-767-0439  
[Justin.dayhoff@maryland.gov](mailto:Justin.dayhoff@maryland.gov)

## Use of Funds

**Funds may only be used for allowable cost listed below:**

- \$14,000,000 - Bonuses to eligible Maryland EXCELS child care providers (only providers who also perform direct child care are eligible for a bonus) and employees
- \$2,000,000 - Operating cost to hire employees for Maryland EXCELS child care providers, this includes:
  - To assist with \$500 hiring bonus after employee completes 3 months.
  - For advertising a position, licensure or certification costs, background check fees, or paying the first month of salary to a new employee.

**Funds may not be used for:**

- Construction of temporary or permanent structures
- Equipment
- All other expenditures that are not related to those listed as allowable above.

## Program Requirements

MSDE will require the child care providers to apply for the grant and then make payments to the eligible employees. The application will cover the amount needed to pay the bonuses for all current eligible employees and new hires. Child care providers need to complete the application information, which includes information about the provider, the center, and the employees.

**A financial report is due to MSDE by June 1, 2023.** This report must include how many employees were paid out under each component; and any hiring/recruitment costs or hiring bonuses. MSDE will give awarded providers the exact online form to use in early 2023.

## The Application Review and Payment Process

MSDE will review provider program applications as follows:

1. At the close of the grant window, MSDE will review the submitted application documentation to ensure all required submissions are received and determine which providers and staff are eligible for bonuses. MSDE will review submissions based on jurisdiction and in the order applications are received and timestamped.
2. MSDE will evaluate data submissions to determine the amount of the award per eligible employee and, subsequently the amount to allocate to each child care provider. MSDE will use the funding amount information laid out in the “Funding Amount Available” section, above, to determine the exact amount for each eligible applicant.
3. MSDE will then make payment to the awarded child care providers so they can disseminate to their eligible employees who have signed the MSDE Certification Letter.
4. Any funds not awarded upon review of all applications submitted on time will be placed pooled statewide rather than by jurisdiction and MSDE will make additional awards, if possible, to those child care providers who applied but did not receive an award and who are next on the list of applicants based on the timestamp of application submission.

### AWARD NOTIFICATION

Notification of awards will be sent by email after the Department’s review of the application materials and verification of eligibility. The Department will include program next steps in the award letter, including relevant attachments and reporting information to ensure proper distribution of bonuses to eligible staff.

## Non-Discrimination Statement

The Maryland State Department of Education does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries related to Department policy, please contact:

Equity Assurance and Compliance Office  
Office of the Deputy State Superintendent for Operations  
Maryland State Department of Education  
200 W. Baltimore Street - 2nd Floor Baltimore, Maryland 21201-2595 410-767-0123 - voice  
410-767-0431 - fax  
410-333-6442 - TTY/TDD



## The General Education Provisions Act (GEPA), Section 427

Each application must develop and describe the steps the applicant proposes to take to ensure equitable access to, and equitable participation in, the project or activity to be conducted with such assistance, by addressing the special needs of students, teachers, and other program beneficiaries in order to overcome barriers to equitable participation.

### Customer Service Support Sessions

The MSDE will hold four customer service support sessions for providers. During these sessions, MSDE personnel will review the application form submission process and answer any questions about the program or process. Click on the dates and times below to register for a session:

- [Tuesday, November 1, 2022, from 2:00 p.m. – 3:00 p.m.](#)
- [Friday, November 4, 2022, from 1:30 p.m – 2:30 p.m](#)
- [Thursday, November 10, 2022, from 6:30 p.m. – 7:30 p.m.](#)
- [Saturday, November 12, 2022, from 10:00 a.m. – 11:00 a.m.](#)

### Questions

If you have questions about the application or the process, please contact the Program Monitor:

Justin Dayhoff  
Assistant Superintendent  
410-767-0439  
[Justin.dayhoff@maryland.gov](mailto:Justin.dayhoff@maryland.gov)

A list of frequently asked questions (FAQ) and answers will be posted to the [MSDE Grants office website](#) following customer service support sessions.

### Appendix

- Attachment 1 - Allocation Breakdown by number of child care providers per local jurisdiction

## Attachment 1

Count of State-Licensed Child Care Programs by Jurisdiction, October 2022		% of Child Care Programs in the State	Breakdown per Local Jurisdiction			
Jurisdiction	Total Licensed Child Care Programs		62.50%	25.00%	12.50%	
			\$16,000,000.00	\$ 10,000,000	\$ 4,000,000	\$ 2,000,000
Allegany	61	0.87%	\$ 138,400.45	\$ 86,500.28	\$ 34,600.11	\$ 17,300.06
Anne Arundel	591	8.38%	\$ 1,340,896.20	\$ 838,060.12	\$ 335,224.05	\$ 167,612.02
Baltimore	931	13.20%	\$ 2,112,308.56	\$ 1,320,192.85	\$ 528,077.14	\$ 264,038.57
Baltimore City	693	9.83%	\$ 1,572,319.91	\$ 982,699.94	\$ 393,079.98	\$ 196,539.99
Calvert	124	1.76%	\$ 281,338.63	\$ 175,836.64	\$ 70,334.66	\$ 35,167.33
Caroline	66	0.94%	\$ 149,744.75	\$ 93,590.47	\$ 37,436.19	\$ 18,718.09
Carroll	179	2.54%	\$ 406,125.92	\$ 253,828.70	\$ 101,531.48	\$ 50,765.74
Cecil	101	1.43%	\$ 229,154.85	\$ 143,221.78	\$ 57,288.71	\$ 28,644.36
Charles	229	3.25%	\$ 519,568.92	\$ 324,730.57	\$ 129,892.23	\$ 64,946.11
Dorchester	55	0.78%	\$ 124,787.29	\$ 77,992.06	\$ 31,196.82	\$ 15,598.41
Frederick	380	5.39%	\$ 862,166.76	\$ 538,854.23	\$ 215,541.69	\$ 107,770.85
Garrett	21	0.30%	\$ 47,646.06	\$ 29,778.79	\$ 11,911.51	\$ 5,955.76
Harford	308	4.37%	\$ 698,808.85	\$ 436,755.53	\$ 174,702.21	\$ 87,351.11
Howard	435	6.17%	\$ 986,954.06	\$ 616,846.28	\$ 246,738.51	\$ 123,369.26
Kent	21	0.30%	\$ 47,646.06	\$ 29,778.79	\$ 11,911.51	\$ 5,955.76
Montgomery	1229	17.43%	\$ 2,788,428.81	\$ 1,742,768.01	\$ 697,107.20	\$ 348,553.60
Prince George's	967	13.71%	\$ 2,193,987.52	\$ 1,371,242.20	\$ 548,496.88	\$ 274,248.44
Queen Anne's	76	1.08%	\$ 172,433.35	\$ 107,770.85	\$ 43,108.34	\$ 21,554.17
Saint Mary's	167	2.37%	\$ 378,899.60	\$ 236,812.25	\$ 94,724.90	\$ 47,362.45
Somerset	25	0.35%	\$ 56,721.50	\$ 35,450.94	\$ 14,180.37	\$ 7,090.19
Talbot	57	0.81%	\$ 129,325.01	\$ 80,828.13	\$ 32,331.25	\$ 16,165.63
Washington	185	2.62%	\$ 419,739.08	\$ 262,336.93	\$ 104,934.77	\$ 52,467.39
Wicomico	114	1.62%	\$ 258,650.03	\$ 161,656.27	\$ 64,662.51	\$ 32,331.25
Worcester	37	0.52%	\$ 83,947.82	\$ 52,467.39	\$ 20,986.95	\$ 10,493.48
<b>Grand Total</b>	<b>7,052</b>	<b>100%</b>	<b>\$16,000,000.00</b>	<b>\$10,000,000.00</b>	<b>\$4,000,000.00</b>	<b>\$2,000,000.00</b>