

## PHL Home-Based Child Care CACFP Grants Frequently Asked Questions

*Latest updates are printed in red.*

Are you a Philadelphia Family Child Care Home or Group Child Care Home? Does your site currently participate in the federal nutrition program, the Child and Adult Care Food Program (CACFP)? Or are you currently applying to participate in CACFP? Apply for one-time flexible grants of \$2,500 to support your meal program.

Learn more on our website: <https://www.reinvestment.com/phlchildnutritionfund/>

Reach out to us with more questions at: [phlcnf@reinvestment.com](mailto:phlcnf@reinvestment.com)

Or call Karen Bustard: 215-574-5859

### I. Grant Eligibility and General Questions

#### **Who is eligible to apply?**

- Family Child Care Homes and Group Child Care Homes located in Philadelphia
- Providers must be currently open and serving children
- Providers must currently serve meals through the Child and Adult Care Food Program (CACFP) OR be applying through a sponsoring organization to serve meals through CACFP\*
- Sole proprietors, for-profit and non-profit organizations

*\*New CACFP participants are encouraged to apply for a grant now. They must complete the registration process and be approved to participate (with a participant number) by March 31, 2022 in order to receive funding.*

#### **What is the award amount?**

All approved grants will be for \$2,500.

#### **What is the deadline for applications?**

Applications will be accepted on a rolling basis and reviewed weekly starting on Monday January 10<sup>th</sup>, 2022. Grants will be approved as long as they meet eligibility and while funds remain available. The application window is anticipated to be open through **Friday, February 11<sup>th</sup>, 2022 at 5pm EST**. Please check back for updates, as this date is subject to change.

#### **How can I apply?**

All applications are online through the portal found on Reinvestment Fund's grants platform: [reinvestmentfund.smartsimple.com](https://reinvestmentfund.smartsimple.com). You can complete the full application through the application portal on any internet accessible device. For more detailed instructions, please review the [Smart Simple grants platform registration and application instructions](#).

If you do not have access to an online system, email [PHLCNF@reinvestmentfund.com](mailto:PHLCNF@reinvestmentfund.com) or call 215-574-5859 to get a paper application accommodation. In order to efficiently administer the program and get funding out quickly, we ask that people please utilize the online system if they are able.

**Can applicants with more than one site apply for multiple awards?**

Each legal entity is eligible to receive one PHL Home-Based Child Care CACFP grant. If a provider operates multiple Family or Group sites under the same legal entity name, they must choose to apply for funding at only one of their sites.

**How can grant funds be used?**

Applicants may use this award to support a range of uses connected to operating a successful CACFP program, including kitchen equipment and appliances, food costs, gardening and growing vegetables, or labor for preparing meals.

Example Equipment Items\*:

- Refrigerator
- Freezer or deep freezer
- Microwave
- Oven
- Stove
- Mobile heated cabinet
- Small appliances (rice cooker, dicer, scale, vacuum sealer, etc.)
- Pots, pans, mixing bowls
- Utility cart

\*Note, these are examples for equipment and not an exhaustive list. Please reach out to [phlcnf@reinvestment.com](mailto:phlcnf@reinvestment.com) or call 215-574-5859 with any questions about eligible uses.

**Can I be reimbursed for past equipment I bought?**

Yes. For equipment expenses, you can use this grant to reimburse for expenses that you spent on meal program equipment up to 6-months in the past. Food and staffing expenses should be spent between the award date and May 31, 2021.

**If I am applying to participate in CACFP, where do I have to be in the application process?**

You can apply for a PHL Home-Based Child Care CACFP Grant while you are still in the process of applying to participate in CACFP through a sponsoring organization. Your grant will be reviewed and can be approved pending completion of the registration process.

If you are new to CACFP, please consider attending or watching a link to a “CACFP 101 Webinar for Home-Based Providers” on Wednesday, January 12<sup>th</sup>, at 2pm. Find registration information and then a recording after on our website: <https://www.reinvestment.com/phlchildnutritionfund/>

Once your participation is confirmed, share a registration confirmation from your sponsor organization (email confirmation is fine), and we will then send a grant agreement for signature and process your funds.

The CACFP registration process should take no more than 30 days and includes submission of paperwork and a site visit. **All grant applicants must be able to confirm CACFP participation by March 31, 2022** in order to be eligible to receive funding through this program.

New CACFP participants can sign up through one of four sponsoring organizations for Family Day Care in Philadelphia:

**Caring People Alliance**

5548 Chestnut Street, 2<sup>nd</sup> Floor  
Philadelphia, PA 19139

- Tel: 215-545-5230
- Website: [www.caringpeoplealliance.org](http://www.caringpeoplealliance.org)

**Fair & Balance of PA**

706 Old Quaker Road  
PO Box 211  
Lewisberry, PA 17339

- Tel: 717-938-1149
- Email: [janegracesimco@yahoo.com](mailto:janegracesimco@yahoo.com)

**Lehigh Valley Children's Center**

1501 Lehigh Street, Suite 208  
Allentown, PA 18103

- Tel: 800-258-3737
- Email: [rlevan@lvcconline.org](mailto:rlevan@lvcconline.org)

**PA Home-Based Child Care Providers Association**

106 N. 2nd St., Suite B  
Clearfield, PA 16830

- Tel: 877-558-6762 OR 814-765-3471
- Email: [bpeterson65@yahoo.com](mailto:bpeterson65@yahoo.com)

**What is the expectation for maintaining participation with CACFP?**

We assume that all grantees will intend to remain active in CACFP throughout 2022. At minimum, all grantees must remain active in CACFP from the time of award (i.e. signing a grant agreement) through May 31, 2021.

**How will award decisions be made?**

Applications will be reviewed for meeting eligibility requirements and approved as funds remain.

**When can I expect to be notified of my application status?**

Applications will be received and reviewed on a rolling basis. Applications will be reviewed and processed until funds are exhausted. Applicants can expect to receive an email notification stating whether their request was approved or declined within two weeks of submission.

**What is the timeframe to spend grant funds?**

Applicants should plan spend grant funds by May 31, 2022.

**Will there be grantee reporting that I need to complete disclosing how the money has been spent?**

The grant agreement does require the grantee to complete grant reporting. Applicants will be asked to complete a brief report on how grant funds were spent. The report will be available in May and due on May 31, 2022.

**How can I get questions answered or receive support in completing my application?**

- **Email:** Please direct individual questions by email to [PHLCNF@reinvestment.com](mailto:PHLCNF@reinvestment.com). We will do our best to respond to all questions within 24 hours (Monday – Friday 9-5pm).
- **Call:** Reach out to Karen Bustard at 215-574-5859.
- **Other tools and resources:** This FAQ document will be updated from time to time with additional content and dates. Please also check for updates to our website: <https://www.reinvestment.com/phlchildnutritionfund/>

**I received an award notification email, how do I complete documents and what is the process to receive funding?**

1. **Sign Grant Agreement:** You will receive an email within three business day with your grant agreement through DocuSign. If you do not, please check your junk folder for an email from "Documents Via DocuSign" (dse@docusign.net). If you still do not see it please reach out to [phlcnf@reinvestment.com](mailto:phlcnf@reinvestment.com). You may sign this agreement online and then mark as complete. Please let us know if you have any questions about the terms in the grant agreement. Please note, if you are a for-profit organization grant awards are taxable income, please contact program staff if you do not wish to receive the grant award.
2. **Upload W-9 and Banking Information:** After we receive your signed agreement, you will receive an email notification asking you to log back into the account through which you submitted the application. You will be prompted to share your banking information for direct deposit and upload a W-9 form.
3. **Confirm Banking Information:** You will receive a call from a staff member at Reinvestment Fund to confirm your bank information by phone. Once confirmed, you can expect a deposit into your bank account within 8 business days.

If you have questions on the process, please email [PHLCNF@reinvestment.com](mailto:PHLCNF@reinvestment.com). We will do our best to respond to all questions within 24 hours (Monday – Friday 9-5pm).

## **II. Peer Mentoring Pilot Program**

*Please note – this is an optional resource in addition to the grant. Interest will not affect your eligibility for a grant in any way. You may receive a grant AND participate in this peer mentor program if you wish.*

### **What is the peer mentoring pilot program?**

At the time of application, organizations can indicate if they are interested in either offering or receiving support on their CACFP program from a peer Home/Group provider. You can indicate interest for this separate resource on one section of the grant application.

Apply to be a mentee if.... you are new to the CACFP program and would like support, or you currently participate and would like help and support in operating your program.

Apply to be a mentor if... you have experience operating a CACFP program, and would like to be compensated for one-on-one coaching of a peer.

Areas of support can include:

- Menu planning
- Shopping and food storage strategies
- Kitchen setup
- Recordkeeping

### **How will matches be made?**

Program staff will recommend matches based off of interest and experience noted on grant applications. Mentors and mentees will work together to outline helpful areas of support, and expectations.

### **What is the time commitment?**

Exact times may vary based on needs, but should range from roughly 6-10 hours from March through July 2022. This should include at least two roughly 1-hour meetings up-front, and then at minimum check-ins by mentor with mentee 2x per month.

### **What is the compensation?**

Mentors can receive up to \$500 for their support of peers and completion of deliverables.

Mentees do not receive financial compensation for participating.