

COMMUNITY RESOURCES FOR CHILDREN

May 29, 2020

Dear Child Care Provider,

Community Resources for Children has funding available for cleaning and sanitation supplies for licensed child care providers and license-exempt providers who care for children with subsidies in Napa County. Funding is limited and is on a first-come first-served basis.

Completing the forms:

- 1) Please complete the Self-Certification and ACH (Direct Deposit) forms electronically or print them and complete them.
- 2) If you do not have a printer, please send an email to info@crcnapa.org or call us at (707) 253-0376 X 101 with your name and address and we will mail you the forms.
- 3) If you have received any payments via direct deposit from CRC in the last 12 months, you do NOT have to complete the attached ACH form.
- 4) If you do not have a bank account, please indicate that on the ACH form and provide the required information.

Returning the forms:

- 1) **Self-Certification** form: Return the completed form to us in one of the following ways:
 - a. Email scanned form or a picture: info@crcnapa.org
 - b. Mail or drop-off at our office: 3299 Claremont Way, Suite 1, Napa, CA 94558
 - c. Fax: (707) 253-2735
- 2) **ACH (Direct Deposit) form:** For your security, do not send this form via e-mail. After completing this form, please mail the **paper** form, drop it off at our office or fax it to us.

Approved use of Funds:

Funds must be used to ensure healthy and safe child care and ELC settings for children.

Allowable expenses include:

- Cleansers and sanitizers;
- Masks, gloves, and other personal supplies necessary to protect against and reduce the spread of the Novel Coronavirus. Personal Protective Equipment (PPE) should not be acquired as it is considered essential medical equipment for healthcare providers.
- Labor costs associated with additional time for cleaning or cleaning services;
- Supplies including instructional materials necessary to implement social distancing and other reasonable health and safety costs associated with responding to state and local health official COVID-19 guidance.

In addition to these allowable expenses, purchase of other materials to ensure the well-being and education of children who remain at home are allowed.

"The mission of Community Resources for Children is to provide resources for the early care and education of children in Napa County"

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Please consult the attached list of recommended supplies for child care settings.

If you have trouble finding any of the needed supplies, please let us know and we will do our best to help you. You can email us at info@crcnapa.org.

At this time, we do not have access to supplies, so we recommend applying for funds rather than supplies on the self-certification form. If you have any questions or need to speak to someone about the forms, please contact Maribel Miranda at maribelm@crcnapa.org or leave a message at (707) 253-0376 x 137.



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