

04/09/2020

Subject: FY20 Child Care Development Fund Grant End of Year Information

This message is being sent on behalf of Lana Brooks, Early Learning Director.

We hope this email finds you and your families safe and healthy. It is always amazing to see and hear about all the positive things that happen in communities during difficult times. I hope you have found ways to continue to connect with your families and encourage them to support their children through normal routines as much as possible. Many early learning programs are connecting virtually with families by reading stories or sharing activities to do at home such as scavenger hunts, cooking activities, etc. Let us know if you need ideas for staying connected. We would love to help.

In an effort to keep funding the Child Care Development Fund (CCDF) it is important to begin to wrap up activities associated with the initial application, make necessary revisions to existing budgets, prepare to complete end of the year reporting and plan for a new year. All CCDF awardees can contact their Early Learning Supervisors by phone or email to discuss any revisions or processes for the close out of FY20 or the plan for FY21. Awardees need to submit a Final Program Report, Final Expenditure Report and Renewal Application which will be made available April 15, 2020. All budget revisions should be complete before this date. Below is specific information regarding end of year reporting and renewal information.

- The Final Program Report for CCDF will be found on the Early Learning CCDF webpage. This is in paper format and must be submitted no later than May 15, 2020. The Final Program Report can be emailed to Erica.McClary@dese.mo.gov.
- The **2019-2020 Child Care Final Expenditure Report** will be available in the ePeGS system. This report must be submitted by the Authorized Representative assigned to Child Care in ePeGS by May 15, 2020. The Final Expenditure Report will determine your program's final payment for FY2020 and must include all expenditures made from the beginning of the program year through June 30, 2020.
- In preparation for next year's planning the **2020-2021 Child Care Block Grant Renewal Application** will also be available on the Early Learning CCDF webpage. This form is in paper format and must also be submitted no later than May 15, 2020. The Renewal Application can be emailed to Erica.McClary@dese.mo.gov.

Again I would encourage you to reach out to your early learning [supervisor](#) with any questions and to request assistance with possible revisions to the budget.