

Montana One Time Child Care Stabilization Grant Checklist

DPHHS will be accepting Child Care Stabilization grant applications in early October! The checklist below will help guide you as you prepare to complete the application. You may need to contact your bookkeeper to answer questions on your business expenses.

- [eMACS account \(you will need an email account\)](#)
- PV #
- [Registration with the Montana Secretary of State](#)
- Average enrollment by child's age in January 2020
- Current average enrollment by child's age
- Salary scale
- Current and anticipated monthly allowable operating expenses for:
 - Personnel
 - Rent, Mortgage, and Facility Maintenance
 - Personal Protective Equipment (PPE), Cleaning and Sanitation Supplies and Services
 - Health and Safety Training
 - Equipment and Supplies to Respond to COVID-19
 - Goods and Services Necessary to Maintain or Resume Child Care Services
- Money spent on operating expenses listed above between March 1, 2020 and February 28, 2021
- COVID-19 relief funds your business has already received
- Bank account and routing numbers
- [W-9](#)
- Consider opting in to Infant and Early Childhood Mental Health Consultation (IECMHC)

For questions, contact the ARPA Contact Center at 844-406-ARPA (2772)