



**COLORADO**  
Department of Early Childhood

## Child Care Quality Expenditures Request Form

Name of Initiative (for CDEC Tracking)

Contract/Agreement Period

Start Date cannot be earlier than  
date it is submitted to State CCCAP

Start Date

End Date

County Department Name

Date of Request

Provider or Organization Receiving Request

Provider License #

Address of Provider or Organization Receiving Request

\_\_\_\_\_  
Name of county person requesting transfer of  
TANF Funds

\_\_\_\_\_  
Phone # of county person requesting transfer of

\_\_\_\_\_  
Signature of county person requesting transfer of  
TANF Funds

\_\_\_\_\_  
Name of county person responsible for  
certifying/reporting quality expenditures

\_\_\_\_\_  
Phone # of county person responsible for certifying/reporting  
quality expenditures

\_\_\_\_\_  
Address of county person responsible for  
certifying/reporting quality expenditures

Total Request from <b>County Reserve</b> Temporary Assistance to Needy Families (TANF) transferred to Child Care to be used for Quality Activities <small>*Please refer to OM-CCCAP-2024-0003</small>	\$
Total Request from current fiscal year TANF Block Grant Allocation transferred for Child Care Quality activities <small>*If requesting TANF Block grant transfer, please refer to OM-CCCAP-2024-0003 for information and include direct service CCCAP expenditure projections with this form.</small>	\$

<sup>1</sup>(See Footnote for additional information regarding transferring of TANF funds)

**Description and Funding Amount by Quality Activity (Please attach detailed descriptions of any materials or services to be purchased and/or plans for any remodeling)**

Quality Activity by Category (see Attachment B)	Brief Description	Funding Amount

**Certifications**

1. I certify that I have read, understand, and agree to abide by the stipulations regarding allowable activities under the federal Child Care and Development Funds in Attachment A of this document.
2. I have included a brief description of proposed quality child care activities and planned amounts to be spent on each identified activity, and attached descriptions of any materials to be purchased or plans for remodeling from the use of TANF/transfer, as per Quality Report Form categories in Attachment B of this document.
3. I certify that all TANF/transfer funds expended for quality activities will follow established county procurement procedures for the purchase of goods and/or services.
4. I agree that the required quarterly reports for approved quality activities -- charged to funds transferred from TANF to the Child Care and Development Fund -- shall be submitted not later than 15 business days from the end of the previous State Fiscal Quarter.
5. I have identified the person responsible for certifying Child Care and Development Fund quality expenditures as being allowable (described on Attachment A) on the required quarterly reports.

\_\_\_\_\_  
Authorized Official (sign and print name)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Submit this completed form to:

Submit this completed form to:

Sonia Chawla Whiting  
Colorado Department of Early Childhood  
710 Ash Street  
Denver, CO 80246  
720-653-1141  
[Sonia.Whiting@state.co.us](mailto:Sonia.Whiting@state.co.us)

OR

Terri Albohn  
Colorado Department of Early Childhood  
710 Ash Street  
Denver, CO 80246  
720-552-0619  
[Teresa.Albohn@state.co.us](mailto:Teresa.Albohn@state.co.us)

<sup>1</sup> Under TANF statute, Counties can transfer up to 30 percent of their federal TANF block grant funds to the Child Care and Development Fund (CCDF) and Child Welfare, with a 10 percent cap on Child Welfare transfers.

ATTACHMENT A  
Allowable Child Care Quality Activity Expenditures

**Allowable Activities**

(As Defined for the use of Child Care Development Funds)

Funds may be spent for the following:

- Activities designed to provide comprehensive consumer education related to making child care decisions to parents and the public;
- Activities that increase parental choice;
- Activities designed to improve the quality and availability of child care;
- Operating directly, or providing financial assistance, for the development, establishment, expansion, operation, and coordination of resource and referral programs specifically related to child care;
- Making grants or providing loans to child care providers to assist such providers in meeting applicable State and local child care standards, including applicable health and safety requirements;
- Providing training and technical assistance in areas appropriate to the provision of child care service, Improving salaries and other compensation (such as fringe benefits) for full-and part-time staff who provide child care;
- Minor remodeling to upgrade child care facilities to assure that providers meet State and local child care standards, including applicable health and safety requirements. This may include sectarian organizations. Minor Improvement Projects may include but are not limited to: Gates and fencing, impact absorbing playground materials, access and egress improvements, safety-approved playground equipment and structures - must be permanent, minor modifications to classroom layout, and physical safety improvements, opening a new infant or toddler classroom flooring
- Any other activities that are consistent with the intent of this section.

**Activities that are NOT allowed:**

(As Defined for the use of Child Care Development Funds)

Funds may not be spent for the following:

- The purchase or improvement of land,
- The purchase, construction, or permanent improvement of any building or facility.
- Sectarian purposes or activities with the exception of minor remodeling to upgrade child care facilities as described above.
- Tuition. Funds may not be expended for students enrolled in grades 1 through 12 for:
  - Any service provided to such students during the regular school day;
  - Any service for which such students receive academic credit toward graduation;
  - Any instructional services that supplant or duplicate the academic program of any public or private school.
- Used as the non-Federal share for other Federal grant programs.

**ATTACHMENT B: QUARTERLY REPORT FORM FOR  
Child Care Quality Activity Expenditures  
(from TANF Transfer Child Care Reserves)**

**Input Name of Initiative (for CDEC tracking)**

Contract/Agreement Period

Start Date

End Date

County Department Name

Report Period by Quarter (mm/dd/yy - mm/dd/yy)

	Detail of funds used in quality activities: By category	Original Request by Category	Expenditures for Quarter	Expenditures YTD
A	consumer education and public awareness on child care decisions	\$	\$	\$
B	resource and referral	\$	\$	\$
C	licensing activities and supports	\$	\$	\$
D	provider training and scholarships	\$	\$	\$
E	new facility start-up costs (equipment, salaries, minor remodeling)	\$	\$	\$
F	non-capital facility expansion (existing facilities only)	\$	\$	\$
G	quality rating/accreditation activities for facilities	\$	\$	\$
H	provider enhancement (mini-grants - not counted elsewhere)	\$	\$	\$
I	provider salary/compensation	\$	\$	\$
J	community needs assessment and/or planning	\$	\$	\$
K	technical assistance	\$	\$	\$
L	provider recruitment	\$	\$	\$
M	provider retention	\$	\$	\$
N	early child care and education councils	\$	\$	\$
	<b>Totals</b>	\$	\$	\$

\_\_\_\_\_  
Name and Title of Person Completing Report

\_\_\_\_\_  
Phone # of Person Completing Report

I certify that the expenditures listed above were incurred and paid by this agency for allowable child care quality and/or availability activities, and that adequate documentation in support of these expenditures is and will be maintained for audit purposes.

\_\_\_\_\_  
Signature of Person Authorized to Sign Report

Contact Sonia Chawla Whiting with questions: 720-653-1141 or [Sonia.Whiting@state.co.us](mailto:Sonia.Whiting@state.co.us)

or

Contact Terri Albohn with questions: 720-552-0619 or [Teresa.Albohn@state.co.us](mailto:Teresa.Albohn@state.co.us)