



## American Rescue Plan (ARP)

### Advertising Funds for Employment Opportunities Application

Through our funding partner, WV DHHR BFA/Division of Early Care and Education, West Virginia Early Childhood Training Connections and Resources (WVECTCR) has funding available to reimburse for the cost of advertising employment opportunities during the July 1, 2022 – June 30, 2023 fiscal year. Advertising Funds for Employment Opportunities reimbursements are application based and will be reviewed and approved until funding is exhausted.

#### **Purpose of Advertising Funds for Employment Opportunities**

The purpose of this reimbursement of costs is to assist the owner in finding qualified staff for their child care center, out of school time center or family child care facility. Funds will be available to owners to offset the cost of advertising online, local newspapers and community signage as a way of recruiting qualified staff.

#### **Advertising Funds for Employment Opportunities Amounts**

The total amount of funding will not exceed the amount listed below. One or more applications can be submitted until the facility or center reaches the limit.

- Family Child Care Facilities – eligible for up to \$1300
- Child Care Centers and Out of School Time Centers – eligible for up to \$5200

#### **Advertising Funds – Employment Award Period**

Receipts submitted with application must be dated between July 1, 2022 and June 30, 2023.

#### **Eligibility**

Applicants must be the owner of a child care center, out of school time center or family child care facility to be eligible for this reimbursement. \*Family child care home providers are not eligible for this reimbursement.\*

#### **Application Deadline**

Complete application and receipt(s) of purchase must be received either by email or fax by June 30, 2023. Applications submitted by mail must be postmarked by June 30, 2023. Application is a fillable PDF document and recommended for ease of completion. If completing by hand, please print clearly as an application that is non-legible will cause delays in processing or the inability to be processed at all.

#### **Application Submission**

E-mail to: [tcr@rvcds.org](mailto:tcr@rvcds.org) with Advertising Funds in the e-mail subject line

or

Mail to: WVECTCR/RVCDS

Attn: Alyson Edwards, Advertising Funds

611 7<sup>th</sup> Avenue Suite 322

Huntington, WV 25701

or

Fax to: Alyson Edwards, Advertising Funds at 304-529-2535

#### **Advertising Funds for Employment Opportunities Application Instructions**

- Thoroughly read all information listed in the application packet prior to completing the application.
- Complete all sections of the application, sign, date, and submit with receipts to WVECTCR by the above listed methods.
- Incomplete applications, missing receipts or applications not submitted by June 30, 2023 will not be considered for review.

**Advertising Funds - Employment Requirements**

Advertising Funds for Employment Opportunities applications that are approved must agree to follow the requirements listed below as a condition of receiving the reimbursement.

- Applicants will provide honest, truthful information when completing the application and meet the eligibility requirements as listed above.
- Applicants will utilize these funds for the intended purpose of recruiting qualified staff.
- Applicants found to have submitted fraudulent information will be ineligible to receive reimbursements/awards in the future (if funding available) and may require repayment of funding to WVECTCR/RVCDS.
- By signing the advertising funds for employment opportunities application, you are agreeing to comply with the above requirements.



American Rescue Plan (ARP)  
 Stabilization Subgrants for WV Child Care Providers  
 Advertising Funds for Employment Opportunities  
 Fiscal Year July 1,2022 – June 30, 2023



**Section 1 – General Applicant Information**

Applicant must be the owner of a child care center, out of school time center or family child care facility.

**\*Family child care home providers ARE NOT eligible for this reimbursement.\***

Application Date:		SSN/FEIN #:	
Applicant Name:			
Center/Facility Name:			
Mailing Address:			County:
City, State, Zip:			
Phone Number:		E-mail Address:	
	<input type="checkbox"/> Center	<input type="checkbox"/> Family CC Facility	<input type="checkbox"/> Out of School Time (OST) Center
Applicant Race:	<input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Pacific Islander	<input type="checkbox"/> Asian <input type="checkbox"/> White	<input type="checkbox"/> Black/African American <input type="checkbox"/> Multiracial
Applicant Ethnicity:		Applicant Latino: <input type="checkbox"/> yes <input type="checkbox"/> no	Applicant Gender:

If payment funding is awarded, the check should be made payable to:

- Same as applicant details above
- Different than applicant details above – complete information below

Payee Name:		SSN/FEIN #:	
Mailing Address:			
City, State, Zip:			
Daytime Phone:		E-mail Address:	

**Section 2 – Explanation of Receipts Submitted**

Date of Purchase	Paid to	Amount	Positions advertised

\*Copy of receipt(s) must be submitted with application.

**Section 3 – Certification**

By signing this application, I am certifying that I have reviewed the cover letter and I meet the requirement to be eligible (listed above) and acknowledge that I have provided honest, truthful information within the application and if found to have submitted fraudulent information that I will be ineligible to receive reimbursements/awards in the future (if funding available) and may be required to repay the funding to WVECTCR/RVCDS:

The following signature affirms that I have read and understood the section above (Section 3 – Certification).

---

Owner Signature	Printed Name	Date
-----------------	--------------	------

**Submission Instructions:**

Complete application and receipt(s) must be received either by email, mail or fax by June 30, 2023. Application documents must be received in our office by deadline date when submitted by email or fax OR postmarked by deadline date when submitted by mail. Application is a fillable PDF document for ease in completion.

Email: [tcr@rvcds.org](mailto:tcr@rvcds.org) with Advertising Funds in the subject line

OR

Fax: 304-529-2535 to the attention of Alyson Edwards, Advertising Funds

OR

Mail: WVECTCR/RVCDS  
Attn: Alyson Edwards, Advertising Funds  
611 Seventh Ave, Suite 322  
Huntington, WV 25701