

SMART START WORKFORCE GRANTS



Proof of Meeting the Wage Floor:

FAMILY & FAMILY GROUP CHILD CARE WITH ASSISTANTS

All participating Family and Family Group Child Care programs will be required to show proof that they paid their assistants **at least** the wage floor, throughout the entire funding use period.

Fiscal Year 2026 July 1, 2025 – June 30, 2026

Application Round	Application Period	Documentation Deadline/ Funding Request	Funding Released:	Funding Use Period:	Quarterly Reporting Deadline:
Round 1	April 1, 2025 - April 29, 2025	May 14, 2025	Two Payments June 2025 & July 2025	July 2025 - September 2025	October 31, 2025
Round 2	July 1, 2025 – July 31, 2025	August 14, 2025	September 2025	October 2025 - December 2025	January 30, 2026
Round 3	October 1, 2025 – October 31, 2025	November 14, 2025	December 2025	January 2026 – March 2026	April 30, 2026
Round 4	January 2, 2026 – January 30, 2026	February 13, 2026	March 2026	April 2026 – June 2026	July 31, 2026

How can I prove that I paid my Assistant the Wage Floor?

Report from an Accountant	✓ Accepted
Payroll Documentation/Report	✓ Accepted
Copy of an Employee's Paystub	✓ Accepted
Copy of a Check from a Business Account	✓ Accepted
Copy of a Check from a Personal Account	✓ Accepted
Venmo, PayPal, Cash App (or other forms of pay transactions.)	✓ Accepted

These forms MUST include the following information:

1. Full name of employee
2. Dates worked
3. Total hours worked
4. Gross pay
5. Net pay
6. Deductions

Frequently Asked Questions:

7. Where do I include the required information on my checks?

You should address the check to your assistant, with total hours worked, gross pay, deductions, and net pay recorded on the memo line.

8. Would Venmo/PayPal payments be an acceptable form of a “paystub”?

Yes. However, you must include your assistant’s name, total hours worked, gross pay, deductions, and net pay in the transaction description space.

9. What If I don’t have any deductions? Do I need to include this?

No. If there are no deductions, then this does not need to be included.

10. Can I submit an Excel report with the required information?

Programs with an official payroll system can provide an Excel report with the assistant’s name, total hours worked, gross pay, deductions, and net pay.

We would encourage programs to keep proof of the actual payment for if the program is audited.

Have more questions about proof of meeting the Wage Floor for Family Child Care and Family Group Child Care programs with an assistant? Contact your local expert with questions. [Find your local expert here.](#)

