

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. For Smart Start Workforce Grants Round 1, this would be **Oct. 1 - Dec. 31, 2024**.

Application Round	Application/ Opt-In Period	Deadline for Documentation	Funding Released	Funding Use Period	Quarterly Reporting Deadline
Round 1	July 1, 2024 – July 31, 2024	August 21, 2024	September 2024	October 2024 – December 2024	January 31, 2025
Round 2	November 6, 2024 – November 20, 2024	November 14, 2024	December 2024	January 2025 – March 2025	April 30, 2025
Round 3	January 2, 2025 – January 31, 2025	February 14, 2025	March 2025	April 2025 – June 2025	July 31, 2025

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.](#)