

SMART START WORKFORCE GRANTS



Guide to Reporting: FAMILY & FAMILY GROUP CHILD CARE

Reporting will be due quarterly by the 15th of the month following a grant period. Fiscal Year 2027 round one funding covers July 2026 - September 2026. The first round of reporting will be due by October 31, 2026. If the reporting is not completed by the deadline, it will affect future grant payments.

Fiscal Year 2027 July 1, 2026 – June 30, 2027

Application Round	Application Period	Documentation Deadline/ Funding Request	Funding Released:	Funding Use Period:	Quarterly Reporting Deadline:
Round 1	April 1, 2026 - April 30, 2026	May 14, 2026	Two Payments June 2026 & July 2026	July 2026 - September 2026	October 31, 2026
Round 2	July 1, 2026 – July 31, 2026	August 14, 2026	September 2026	October 2026 - December 2026	January 31, 2027
Round 3	October 1, 2026 – October 31, 2026	November 13, 2026	December 2026	January 2027 – March 2027	April 30, 2027
Round 4	January 4, 2027 – January 29, 2027	February 12, 2027	March 2027	April 2027 – June 2027	July 31, 2027

Programs with Assistants will be required to submit the following quarterly:

Narrative Report	Current student enrollment and staffing.
Payroll Reporting or Paystubs*	Demonstrates programs paid employees the wage floor to required assistants.

* Family Child Care without assistants do not need to submit payroll reports or paystubs.

What else will be required for reporting?

Family Child Care and Family Group Child Care with Assistants	Family Child Care and Family Group Child Care without Assistants
Payroll reporting that includes for each staff member: - Name - Total hours worked - Dates Worked - Gross pay - Deductions - Net pay OR Paystubs showing the above information.	A narrative report detailing the impact on their program, including enrollment and staffing questions.

- Each quarter, programs must also complete a narrative report about the impact on their program, including enrollment and staffing questions. This narrative report will be similar to the narrative required under Smart Start Transition Grants and is designed to help INCCRRA and IDEC to understand the impact and success of the Smart Start Workforce Grant program.
- Each quarter, programs will be required to electronically acknowledge receipt of funding through the reporting system. This confirms that they are accepting the grant funding.

Have more questions about reporting requirements for Family Child Care and Family Group Child Care programs? Contact your local expert with questions. [Find your local expert here.](#)

How do I prove I paid my assistant the Wage Floor?

All participating Family and Family Group Child Care programs that employ assistants 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 **July 1 - September 30, 2026**.

Accepted examples of payroll or pay stub documentation include:

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

For additional information on acceptable forms of proof for meeting the Wage Floor, visit the [Proof of Meeting the Wage Floor](#) tip sheet.