

## HOW TO CLOSE YOUR ERA AWARD

1. Pay out awards to employees, per your request, within 30 days of the check/ACH date.
  - a. Make copies of all paychecks and keep for your records.
2. Using the APPROVED ERA Budget Workbook (if you are not sure you have the approved copy, please ask your Specialist), complete the closure.
  - a. Fill in the PURPLE "Final Amount Spent" column for each person that you paid.
    - i. You may need to HOVER over this column to widen it. We must be able to see your totals at the bottom when this form is printed & signed. If it shows #####, then the column is not big enough and must be adjusted (by you).
  - b. If a person has left your employ and you are NOT going to pay them their award, you will leave their amount and it will show in the UNSPENT funds column – please notify your Specialist right away. That money will be due back to Child Care Consultant with this closure paperwork.
  - c. Print this tab. Sign the PURPLE box at the bottom "Final Expense Report Approval" (you will have to print & sign/date – no typed signatures for closure). \*If you can cut & paste your signature into this document, you can just send the workbook (no printed page needed).
3. Send the completed workbook AND the signed page to your Specialist (if you could not paste your written signature into the document).
4. Keep a copy for yourself, with your original ERA Request, ECT & supporting documentation, W-2's that proved salary eligibility and any information pertaining to hours/PKC eligibility, staff schedules proving hours, and the copies of the ERA paychecks. Please DO NOT send these with your closure paperwork.
5. Your closure is due within 45 days of your check/ACH date (you have 30 days to pay out, and an additional 2 weeks to close).
6. Contact your Specialist with any questions.