

Policy ID: 4.9.a	Title: Special request for funding – One-time purchase or single activity	Date Approved: 5/18/2021
Effective Date: 7/1/2021	Approved by: DHLW Early Childhood Area Board	
Revised: May 16 th 2023		

Policy: DHLW Early Childhood Area may accept requests for funding of one-time purchases on an individual basis throughout the year.

Purpose: This policy provides a process by which the DHLW Board may consider a request for funding of a one-time purchase or single activity.

Responsibilities: The DHLW Board is responsible for setting the maximum annual budget allocated for requests made through this policy. The applicant is responsible for contacting the DHLW Director and completing required forms. The DHLW Director is responsible for completing a technical review of the request.

Definitions: *One-time purchase* may include multiple items relating to one project that would not be a typical ongoing need. General supplies for day to day operations would NOT qualify.

Procedure: Applicants must contact the DHLW office to discuss a request prior to submission of materials. A request may be considered if all of the following are met:

1. DHLW Funding is available
2. Other sources of funding are not available
3. The request meets eligible criteria for ECI funding
4. The request meets one or more of the DHLW Board priorities
5. The applicant has a clearly written request that includes a detailed budget and appropriate estimates
6. The applicant is able to make purchases for approved items and/or activity and then submit a DHLW Claim form for reimbursement
7. If the applicant is a childcare business, then they must:
 - a. Be a legally operating childcare business
 - b. Have an IQ4K rating OR use the one-time purchase for the purpose of completing an IQ4K application.
 - c. Have written support for the request from one or more of the following:
 - Child Care Resource & Referral
 - Child Care Nurse Consultant
 - DHS license/registration agent

The DHLW Board Chair will determine when a complete and eligible request is placed on an agenda. All decisions made by the board are final and not subject to appeal.

Forms: One – Time Purchase Request Form