



**Division of Workforce
Development and Adult Learning
(DWDAL)**
Policy Issuance

PI 2026-03 Direct Care Workforce Innovation Program | January 28, 2026

TO	Division of Workforce Development and Adult Learning (DWDAL) staff	
FROM	DWDAL Maryland Department of Labor (MD Labor)	
SUBJECT	DWDAL Direct Care Workforce Innovation Program Policy	
PURPOSE	To provide guidance on the implementation of the Direct Care Workforce Innovation Program.	
ACTION	Local Area Directors, American Job Center Reemployment Program Directors (RPDs), and central office managers will ensure all employees, service providers, and vendors are aware of and receive copies of this policy. DWDAL policies are available on the MD Labor website .	
EXPIRATION	Until Cancelled.	
QUESTIONS	Mary Keller Director, Office of Strategic Initiatives DWDAL 410.767.0071 magdalena.tagliaferro@maryland.gov	Lauren Gilwee Director Policy DWDAL 410.767.2268 laurene.gilwee@maryland.gov
PREPARED BY	Margaret Drew, Policy Analyst, DWDAL, MD Labor	

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CANCELLATIONS

The following policies are hereby cancelled and replaced by this policy issuance:

- Policy Issuance 2024-1, “Direct Care Workforce Innovation Program,” dated January 26, 2024.

Archived policies are available at: <https://www.labor.maryland.gov/employment/wifi/>.

EXECUTIVE SUMMARY

The Maryland Department of Labor (MD Labor or the Department)'s Division of Workforce Development and Adult Learning (DWDAL)'s mission is to improve the lives of all Marylanders by implementing innovative, responsive practices that nurture a skilled workforce, connect people to good jobs, and ensure businesses have the skilled workforce they need to compete in a global economy.

GENERAL INFORMATION

Within DWDAL, the Office of Strategic Initiatives (OSI) oversees high-profile, cross-cutting initiatives that are responsive to workforce challenges including Labor's sector-based, industry-driven portfolio. OSI offers nimble and responsive solutions to address in-demand and emerging industry and jobseeker needs as they evolve over time.

DIRECT CARE WORKFORCE INNOVATION PROGRAM

In 2021, the Maryland General Assembly passed “Labor and Employment – Direct Care Workforce Innovation Program,”¹ which established the Direct Care Workforce Innovation Program. The purpose of the program is to increase the number and availability of direct care workers across Maryland through providing matching grants that create and expand upon successful recruitment and retention strategies. MD Labor’s Division of Workforce Development and Adult Learning (DWDAL) administers the program.

The statute allocates State funds annually for MD Labor to disburse as matching grants for the Direct Care Workforce Innovation Program. Grants may be awarded as the budget allows and matching contributions may be either monetary or in-kind.

For the purposes of this program, “Direct Care Worker” is defined by the information in the following table:

Occupation	Job Description	Required Certification	Certifying Agency ²
Geriatric Nursing Assistant (GNA)	GNAs are Certified Nursing Assistants who have passed the GNA National Nurse Aide Assessment Program (NNAAP) exam, which allows individuals to work in long-term care facilities, as well as other acute care facilities.	Geriatric Nursing Assistant and Certified Nursing Assistant certification	Maryland Board of Nursing
Home Health Aide	Home Health Aides monitor the health status of an individual with disabilities or illness, and address their health-related needs, such as changing bandages, dressing wounds, or administering medication. They work under the direction of offsite or intermittent onsite licensed nursing staff. Aides provide assistance with routine healthcare tasks or activities of daily living, such as feeding, bathing, toileting, or ambulation. Aides may also help with tasks such as preparing meals, light housekeeping, and laundry depending on the patient's abilities.	Certified Nursing Assistant certification	Maryland Board of Nursing

¹ MD. Code Ann., Labor and Employment Article §§ 11-1401 - 11-1407. Full text of the statute can be found on the Maryland General Assembly’s website: <https://mgaleg.maryland.gov/mgaweb/legislation/details/sb0307/?ys=2021rs>.

² COMAR 10.27.01.01-10.27.01.18.

Nursing Assistant	Nursing Assistants provide or assist with basic care or support under the direction of onsite licensed nursing staff. They perform duties such as monitoring the health status, feeding, bathing, dressing, grooming, toileting, or ambulation of patients in a health or nursing facility. Nursing Assistant duties may include medication administration and other health-	Certified Nursing Assistant certification	Maryland Board of Nursing
Personal Aide	Personal Aides provide personalized assistance to individuals with disabilities or illness who require help with personal care and activities of daily living support (e.g., feeding, bathing, dressing, grooming, toileting, and ambulation). Personal Aides may also provide help with tasks such as preparing meals, light housekeeping, and laundry. They work in various settings depending on the needs of the care recipient and may include locations such as their home, place of work, out in the community, or at a daytime nonresidential facility.	N/A	N/A
Psychiatric Aide	Psychiatric Aides, which includes psychiatric orderlies, work under the direction of nursing and medical staff to assist mentally impaired or emotionally disturbed patients. They may assist with daily living activities, lead patients in educational and recreational activities, or accompany patients to and from examinations and treatments. They may also restrain patients who are violent.	Certified Nursing Assistant certification	Maryland Board of Nursing

PROGRAM PARAMETERS

ELIGIBLE ENTITIES

The following entities are eligible to apply for funds through the Direct Care Workforce Innovation Program:

1. Non-profits;
2. Labor organizations;
3. Direct care employers; and,
4. Entities with shared labor-management oversight.

Additionally, in order to be eligible, the above entities must:

1. Have an established record of recruiting or providing training to direct care workers; OR,
2. Establish a training program in consultation with an organization with an established record of providing training to direct care workers.

To further Moore-Miller administration priorities, MD Labor will provide preference to applicants who serve participants designated as ENOUGH communities, as demonstrated by a letter of support from an ENOUGH Community Quarterback.

ENOUGH COMMUNITIES

The State of Maryland is taking a comprehensive approach to addressing child poverty and promoting economic mobility. On May 9, 2024, Governor Moore signed into law the Engaging Neighborhoods, Organizations, Unions, Governments and Households ([ENOUGH](#)) Act of 2024, which aims to reduce the number of children living in poverty in Maryland through community-led solutions that create thriving families and communities, making Maryland the first state in the nation with a state-led, place-based investment strategy for ending child poverty.

Maryland has selected 29 ENOUGH communities, which have high levels of concentrated child poverty. Applicants prioritizing these communities will receive priority. The 29 ENOUGH communities can be found [here](#). Priority will be given to entities that are working to increase the number of direct care workers who live or will work in ENOUGH communities

PROJECT REQUIREMENTS

The Direct Care Workforce Innovation Program provides funds for innovative projects that provide barrier removal and build upon successful recruitment and retention strategies to increase the total number of direct care workers across the State.

Projects awarded funds through this program must:

1. Develop and implement a strategy for the recruitment, retention, and/or advancement of direct care workers;
2. Must provide compensation, such as a stipend, within reason and at the discretion of MD Labor to each direct care worker for any training received;
3. Use no more than ten percent of grant funds on administrative costs;
4. Use at least five percent of grant funds to provide direct financial support to participants, such as supportive services³; and,

³ Direct care worker compensation, described in bullet two, does not count towards the five percent requirement.

5. Be used to supplement, not supplant, the amount of funds that would be available absent the grant award.

Funds may be used to continue activities that were previously underway or to implement a new project. The period of performance is three years. The Division may not award a matching grant to an eligible entity that exceeds \$50,000 each year.

Supportive Services

MD Labor has identified that supportive services are a best practice for providing direct financial support to program participants and eliminates potential barriers to participation. Examples of supportive services include, but are not limited to:

Assistance Obtaining a Driver's License

Grantees may assist participants with obtaining a driver's license, except for paying legal fees and/or fines. Examples of assistance may include payment for driver's education⁴ or the cost of getting the driver's license card.

Transportation Assistance

Transportation allowances are permissible for participants. The transportation allowance must be related to program participation and can cover the cost of traveling to and from training, job interviews, and job fairs, or, as support during the first two weeks of starting a new job. Transportation allowances require:

1. Documentation to verify the actual distance traveled and/or a receipt for the cost of the transportation service (e.g. public transit); and,
2. Confirmation of the participant's attendance for the program(s) that required travel.

Payment Guidelines: Transportation allowances can be used for public transit users, drivers, and/or rideshare such as Uber, Lyft, or Zipcar⁵. Grantees must collect and maintain appropriate documentation to verify the participant's covered transportation allowance. For drivers, Grantees may approve a travel allowance at a rate no higher than the official Internal Revenue Service (IRS) mileage rate.

Uniforms, Tools, and Related Equipment

Grantees may assist eligible participants with the costs of uniforms, tools, and/or equipment required for participation in approved training programs or new jobs. Examples of covered items include but are not limited to: scrubs and worker tools of the trade.

Payment Guidelines

Grantees must base payments on the curriculum requirements of the training program or on the requirements of the participant's new, full-time job. Payments must be made based on the market value for uniforms, tools, and/or related equipment. Grantees must collect and maintain appropriate documentation to verify the participant's covered allowance.

Child or Dependent Care

When daycare costs for a child or dependent exceed the amount subsidized by the Local Departments of Social Services, Grantees may assist participants with the additional costs. To receive this payment, the dependent needing childcare or dependent care must be:

⁴ "Behind-the-Wheel" hours are eligible as long as they are included as part of the driver's education course.

⁵ Other forms of transportation assistance may be funded with MD Labor prior written approval.

1. Under the age of 13;
2. Under the age of 18 and physically or mentally incapable of self-care;
3. A spouse who is physically or mentally incapable of self-care and has the same principal address of the program participant; or,
4. A parent who is physically or mentally incapable of self-care.

Payment Guidelines

Grantees provide this supportive service payment to actively engaged program participants or to those who are in the first two weeks of new employment. Payments must be made based on the average cost of child or dependent care in the jurisdiction for which the participant is accessing care⁶. Payments may cover some, or all of, the costs of care. Grantees must only approve childcare or dependent costs for days that the participant is in training or at work.

To receive child care payments, the participant must complete ALL of the following steps:

1. Apply for a Purchase of Care Subsidy through the Local Departments of Social Services;
2. Provide application results to Grantee staff;
3. Provide proof that participant has contracted with a State-approved child care provider;
4. Demonstrate evidence of need; and,
5. Document relationship to person in care.

To receive dependent care payments, the participant must complete ALL of the following steps:

1. Provide legal proof of adult dependent's condition that constitutes the need for care;
2. Provide proof that participant has contracted with a State-approved dependent care provider;
3. Demonstrate evidence of need⁷; and,
4. Document relationship to person in care.

Union Initiation Fees

Grantees may assist participants with union initiation fees⁸, which are the costs associated with joining a union, to obtain employment.

Payment Guidelines: Grantees should make payments based on the costs of union initiation fees. The maximum allowable payment is \$200. Grantees must collect and maintain appropriate documentation (receipts or invoices) to verify the participant's covered union fee allowance.

Clothing for Interviews and Job Fairs

Grantees may assist participants with the costs associated with clothing for job interviews and/or job fairs. Grantees must collect and maintain appropriate documentation (receipts or invoices) to verify the participant's covered clothing allowance.

Payment Guidelines: Grantees should base the supportive service payment on documentation of an upcoming interview or job fair. The payment must be made on the market value of the item.

Other Supportive Services

Recognizing the importance of providing innovative services to recruit and retain program participants, other supportive services may be funded with written MD Labor approval. If a Grantee has a substantiated reason to believe that a supportive service payment, outside of what has already been

⁶ Local child care rates can be found here: <https://earlychildhood.marylandpublicschools.org/families/child-care-scholarship-program/child-care-scholarship-rates>

⁷ Need is demonstrated if after all other funding sources are applied, the cost of care is not covered.

⁸ Union initiation fees are different from regular, recurring union fees.

identified in this policy issuance, would be appropriate and necessary to a program participant's successful completion, then the Grantee has the option to notify MD Labor and provide a written proposal to justify the prospective supportive service. MD Labor staff will review the proposal and determine whether the cost is appropriate for inclusion as a supportive service.

Payment Guidelines: Grantees must follow the payment guidelines identified by the Grantee in their MD Labor-approved proposal.⁹

⁹ Supportive Services must fall within definition under 20 CFR 651, "[General Provisions Governing the Wagner-Peyser Act Employment Service](#)"

APPLICATION PROCESS

APPLICATION SUBMISSION

The Direct Care Workforce Innovation Program is an annual, competitive funding opportunity.

Applications must include a project plan with a description of:

1. Current or projected job openings for, or relevant labor market information related to, direct care workers in the region to be served by the project;
2. Specific efforts and strategies that the project will undertake to reduce barriers to the recruitment, retention, or advancement of direct care workers;
3. If applicable, any other innovative models or processes the eligible entity will implement to support the retention of direct care workers;
4. The supportive services and benefits to be provided to direct care workers to support the retention of direct care workers;
5. How the eligible entity will make use of career planning to support the identification of advancement opportunities and career pathways for direct care workers in the region to be served by the project;
6. How the eligible entity will collect and submit data and outcomes of the project;
7. An assurance that any benefit or service provided under the project will be provided at no cost to direct care workers or individuals assisted by direct care workers;
8. How the eligible entity will consult with direct care workers, representatives of direct care workers, individuals assisted by direct care workers, and the families of individuals assisted by direct care workers throughout the project;
9. The methods the eligible entity will use to inform participants in the project about their rights as direct care workers; and,
10. Outreach efforts to individuals for participation in the project, including targeted outreach efforts to:
 - a. Individuals who are recipients of, or eligible for, assistance under a State program funded under Part A of Title IV of the Social Security Act; and,
 - b. Individuals who have barriers to employment.

Applicants that are Direct Care employers must provide a letter from any partners with whom they will be working. If the applicant is not working with any partners, no letters of support are required.

Applicants that are non-profits (excluding non-profits that are applying as Direct Care employers), labor organizations, and/or entities with shared labor-management oversight must also provide at least two letters of support and/or Memorandum of Understandings from employer or industry partners.

MD Labor encourages applicants to consult with the following entities on their projects and should include the outcomes of those consultations in their applications, if applicable:

1. American Job Centers;
2. Institutions of higher education;
3. Maryland Board of Nursing;
4. Maryland Department of Health;
5. Maryland Higher Education Commission;
6. Maryland Department of Disabilities;

7. Maryland Department of Aging;
8. Organizations with expertise in the needs of women, racial minorities, immigrants, disability rights, and the impoverished.

Completed applications should be submitted electronically to Magdalena Tagliaferro at: magdalena.tagliaferro@maryland.gov. Applications are due no later than the date listed in the annual Direct Care Workforce Innovation Program Competitive Grant Proposal, which can be found on MD Labor's website: <https://www.labor.maryland.gov/employment/wddirectcare.shtml>. MD Labor will not grant requests for extensions and will not consider applications received after the due date.

APPLICATION REVIEW

The Direct Care Workforce Innovation Program review team must review applications in a timely manner. The review team is comprised of the:

1. DWDAL Office of Strategic Initiatives Director or designee;
2. Maryland Department of Health Board of Nursing Executive Director (or designee); and
3. Maryland Department of Labor's Office of Assistant Secretary or designee.

When evaluating applications, the review team must:

1. Consult with MD Labor's Fiscal Unit to ensure the project meets budgetary guidelines;
2. Seek equitable geographic and demographic diversity of grantees;
3. Ensure the project will serve areas where direct care positions are an in-demand occupations¹⁰; and,
4. Prioritize funds for applicants proposing to predominantly serve individuals who:
 - a. Are recipients of, or eligible for, assistance under a State program funded under Part A of Title IV of the Social Security Act such as Temporary Assistance for Needy Families (TANF); and,
 - b. Individuals with barriers to employment¹¹.

The review team must ensure that approved applications meet budgetary and programmatic requirements. If the review team determines that there are more eligible applicants than funding allows, they must award projects on a pro-rata basis.

To ensure compliance with the Public Ethics law, MD Code Ann. Gen'l Provisions, Title 5, all staff who participate in discretionary grant reviews are required to complete the DWDAL Reviewer Confidentiality and Conflict of Interest Form. Should a conflict of interest exist, staff must recuse themselves from application review and if staff becomes aware that a conflict may exist during the process, that person must immediately notify the DWDAL Assistant Secretary.

APPLICATION REVIEW AND DENIAL

MD Labor must inform applicants via email of approvals or denials at the conclusion of the internal review process.

¹⁰ Labor Market Information can be found on MD Labor's website: <https://www.labor.maryland.gov/lmi/>.

¹¹ The definition for an individual with barriers to employment can be found in Maryland's [WIOA State Plan](#).

If approved, the MD Labor Office of Strategic Initiatives must provide the applicant with a Grant Award Notification to be signed by the applicant.

Approved applicants must be prepared to enter into contract negotiations and begin implementing programmatic work. In addition, Grantees must submit completed award agreements to MD Labor for review within 14 calendar days of notification by email at: magdalena.tagliaferro@maryland.gov.

After an award agreement has been formally executed, MD Labor must provide funds to the approved program on a cost reimbursement basis. The Grantee must invoice MD Labor via the monthly fiscal report and invoice.

RISK ASSESSMENT

MD Labor prioritizes grantees' financial integrity and responsible stewardship of public funds. Applicants should be aware that the Department reserves the right to exclude any organization from consideration for funding if, through the Department's due diligence review, the organization is determined to pose a significant risk to the proper execution and oversight of the grant agreement. This assessment may involve a thorough review of the applicant's previous program and fiscal monitoring reports, public financial statements, audit reports, tax filings, organizational solvency, prior grant management history, and any other relevant indicators. The goal of this process is to ensure that grant funds are awarded to organizations with the necessary financial stability and capacity to meet the programmatic and fiscal responsibilities outlined in the grant solicitation and subsequent agreement.

Organizations deemed to present an unacceptable financial risk, including but not limited to those with a history of material audit/monitoring findings, significant financial instability, pending litigation that threatens solvency, or a demonstrable inability to properly manage federal or State funds, may be deemed ineligible for an award, or the Department may otherwise take the entity's financial risk into account in administering grants or selecting grantees.

MD Labor may also take into consideration an organization's status concerning any current or past obligations to the State of Maryland or the federal government, including but not limited to unpaid taxes or Unemployment Insurance obligations. Submission of an application constitutes the applicant's acknowledgment of this financial risk assessment policy and the applicant's commitment to provide all necessary and accurate financial documentation upon request to facilitate this determination. Failure to meet MD Labor's standards for financial responsibility may result in disqualification from the funding opportunity.

REPORTING, MONITORING AND RECORD RETENTION

REPORTING

Reporting Required for DWDAL

DWDAL must submit an annual report on December 1st of each year to the Maryland General Assembly Senate Finance Committee and the House Health and Government Operations Committee on the progress of the Direct Care Workforce Innovation Program.

Reporting Required for Grantee

Grantees of the Direct Care Workforce Innovation Program must report monthly on the following measures:

1. Number of individuals served, including:
 - a. Number of individuals recruited to be employed as direct care workers; and,
 - b. Number of individuals who attained employment as direct care workers;
2. Number of individuals or families assisted by direct care workers via the program;
3. Services, benefits, or support provided to assist in the recruitment, retention, or advancement of direct care workers and the number of individuals who accessed them;
4. Assessment of the satisfaction of direct care worker participants and participating employers;
5. The following performance indicators:
 - a. Number placed into unsubsidized employment;
 - b. Median earnings;
 - c. Credential attainment;
 - d. Measurable skills gains; and,
 - e. Employer satisfaction.

MD Labor may also request additional data not required for the Maryland General Assembly annual report.

Monthly Program Reports should be submitted no later than the 15th day of the month following the quarter of reported activity to Program Manager, Magdalena Tagliaferro at

magdalena.tagliaferro@maryland.gov. An example of the report can be found in **Attachment A –**

Sample Quarterly Program Report

In addition to the Monthly Program Report, Grantees must submit a Monthly Fiscal report documenting monthly expenses to Program Manager, Magdalena Tagliaferro at

magdalena.tagliaferro@maryland.gov. In order to receive reimbursement payments, Grantees must also submit an invoice in conjunction with the fiscal report. Examples of these reports can be found in

Attachment B – Sample Quarterly Fiscal Report and **Attachment C – Sample Invoice**.

MONITORING

MD Labor, as it deems necessary, will monitor Grantees, both fiscally and programmatically, on the terms under which this grant is awarded. However, failure of MD Labor to supervise, evaluate, or provide guidance and direction shall not relieve the grantee of any liability for failure to comply with the terms of the grant award.

RECORD RETENTION

MD Labor requires documentation of processes for record retention and requires folders and documentation be maintained for a period of at least three years following the exit date. If any litigation, claim, or audit is started before the expiration of the three-year period, the records must be retained until three years after all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

All records, both electronic and physical, must be maintained in accordance with DWDAL's policy concerning security, to maintain confidentiality and protect Personally Identifiable Information (PII)¹². PII is participant-level and employee data that either by itself or combined with other data can link to a specific individual or identity.

When emailing documents containing PII, all Grantees and MD Labor staff must use password-protection, encryption-preferred, strong authentication procedures, and/or other security controls to make the information inaccessible to unauthorized individuals. Physical records must be kept in locked offices or file rooms. If the file room is shared with other programs, and/or staff other than staff authorized for this program have access to that room, then the files must be maintained in locked cabinets.

¹² DWDAL's Policy Issuance on privacy and data security can be found here: <http://www.labor.maryland.gov/employment/mpi/>

FAIR PRACTICES AND ACCESSIBILITY

It is MD Labor's policy that all persons have equal opportunity and access to services and facilities without regard to race, religion, color, sex (including pregnancy, childbirth and related medical conditions, transgender status, gender identity, and sexual orientation), marital status, genetic information, age, national origin or ancestry (including Limited English Proficiency), disability, veteran status, political affiliation or belief, for the beneficiaries, applicants, and participants only, on the basis of citizenship status, or participation in a program or activity that receives financial assistance under Title I of WIOA. Interested parties may refer to MD Labor's Nondiscrimination Plan and Language Access Plan for more information on accommodations and services.

REFERENCES

LAW

- Md. Code Ann., Labor and Emp. Art., Title 11, [Division of Workforce Development and Adult Learning](#);
- Social Security Act, Title IV (42 U.S.C. 601 et seq.).

REGULATION

- COMAR 09.37.01 *et seq.*, [Workforce Development and Adult Learning](#);
- [COMAR 10.27.01 et seq., Board of Nursing](#)

OTHER RESOURCES

- [DWDAL Policy Issuance Page](#);
- [Language Access Plan](#);
- [MD Labor's Non-Discrimination Plan](#).

ATTACHMENTS

- Attachment A: Sample Quarterly Program Report
- Attachment B & C: Sample Quarterly Fiscal Report and Invoice Sheet

Grantees of the Direct Care Workforce Innovation program must submit quarterly program reports to the Maryland Department of Labor. Please complete all fields of this document and submit it with all other required documents **on the 15th day of the month following the quarter of reported activity.** If the 15th day falls on a weekend, reports will be due the following Monday. Prior to submission, review the items listed below that are required for quarterly reporting and all instructions in this document to ensure a complete and accurate submission.

Failure to submit timely and accurate Quarterly Reports may result in delayed reimbursements and potential disqualification from future grant funding. **If an extension is needed, prior approval will need to be obtained before the due date.**

Direct Care Workforce Innovation Program Quarterly Report Checklist

REQUIRED DOCUMENTS	OPTIONAL DOCUMENTS
<ul style="list-style-type: none">Quarterly Program Report Form	<ul style="list-style-type: none">Photos
<ul style="list-style-type: none">Quarterly Fiscal Report (.xlsx)	<ul style="list-style-type: none">Success Stories
<ul style="list-style-type: none">Invoice(s)	<ul style="list-style-type: none">Program Collateral

Submission Instructions

Completed reports should be submitted via email to:

Magdalena Tagliaferro at magdalena.tagliaferro@maryland.gov

cc:

Alex Sackey-Ansah (alex.sackey-ansah1@maryland.gov)

Dorothee Schlotterbeck (dorothee.schlotterbeck@maryland.gov)

Todd O'Banner (todd.obanner1@maryland.gov)

Submissions should include all required documents listed above and should be submitted as attachments to a single email. The fiscal reports should be submitted as separate attachments in the same email.

SECTION 1: GRANT INFORMATION

1	Organization Name				
2	Point of Contact Name				
3	Point of Contact Email Address				
4	Point of Contact Phone Number				
5	Reporting Period	January to March	April to June	July to September	October to December
6	Year				
7	Grant Number				

SECTION 2: GRANT NARRATIVES

8	Provide a description of the following items for the program this quarter: (a) Key activities completed; (b) Performance improvement efforts being undertaken to meet goals for the performance period if projected goals are not currently being met; and (c) Additional activities performed by the grantee, if applicable. <i>If there are no changes to report on the above items, the grantee should indicate so and note the reason.</i>
9	Describe the next steps or key areas of emphasis planned for the project in the next quarter.
10	Provide a description of the outreach efforts taken to reach the applicants described in the proposal.
11	Provide a description on specific efforts or strategies that occurred this quarter to reduce barriers to recruitment, retention, or advancement of direct care workers.

12	Provide a description of how the project is measuring the satisfaction of participants and participating employers. Please include any qualitative and/or quantitative data.
13	Summarize significant opportunities, issues, or challenges (such as under-enrollment) encountered during the quarter and any resolution of issues and challenges identified in previous periods. Furthermore, describe any actions taken or plans to address issues. Please include any areas that may require specific technical assistance from Labor staff.
<i>If there are no items to report on the above items, the grantee should indicate so.</i>	
14	List any new partners. If none note N/A.

Instructions for Section 3: Reporting Program Activity

Grantees must complete Section 3 of this report with programmatic data for both the quarterly reporting period and the cumulative data to date. If there is no activity please note N/A or input zeros. *The note section can be used to explain any further details about the participants or data asked.*

* "[Measurable Skills Gain](#)" is a workforce performance indicator defined by the [US Department of Labor](#).

SECTION 3: PROGRAM ACTIVITY			
15	Complete the chart below to identify the program's targeted key performance outcomes.	This Quarter	Cumulative
A	Number of participants recruited		
B	Number of participants served		
C	Number of participants who completed training		
D	Number of participants to earn an industry-recognized credential		
E	Median earnings (in dollars) of all participants who were placed into employment.		

F	Number of participants placed into unsubsidized employment as a direct care worker		
G	Total number of individuals or families assisted by direct care workers via the program.		
H	Percentage of employer satisfaction (list a numeric percentage)		
I	*Total number of individuals who achieved a measurable skill gain.		

Instructions for Section 4: Significant Activities, Accomplishments, & Success Stories

This section is intended to provide more in-depth information than the previous sections about promising approaches, new processes, major accomplishments, and/or lessons learned from the program. In answering the following questions, grantees should describe background information on the participant or issue, include an analysis of any interventions used, and use evaluation data where appropriate. Participant-level stories and data may only be reported with the consent of the participant.

SECTION 4: SIGNIFICANT ACTIVITIES, ACCOMPLISHMENTS, & SUCCESS STORIES

16 Describe in detail any promising approaches, innovative processes, lessons learned, or major programmatic milestones.

17 Describe in detail any participant-level accomplishments or success stories from the quarter.
Photos, videos, web content, and other program collateral can be submitted as an attachment with the submission of this report. Please send photos in .jpeg format.

SECTION 5: SIGNATURES

Grantee Signature:		Date:	
Labor Signature:		Date:	

DIRECT CARE WORKFORCE INNOVATION PROGRAM
QUARTERLY FINANCIAL REPORT and INVOICE

This form must be completed by the 5th of every month following the end of the quarter by grantees. Signed forms must be scanned and submitted via email to:

alex.sackey-ansahl@maryland.gov, cc: Dorothee.schlotterbeck@maryland.gov, Todd.obanner1@maryland.gov

GRANTEE NAME:	
GRANT NUMBER:	
MONTH ENDING:	
DATE:	

SECTION A. FINANCIAL REPORT – please complete the blue shaded sections

SUMMARY OF EXPENDITURES					
EXPENDITURES	Approved Budget	Prior Quarter Expenditures (cumulative amount)	Quarter Net (= invoice)	Total Accrued Expenditures (cumulative amount)	Variance (over/under budget)
Staff Salary/Wages				-	-
Staff Fringes				-	-
Contractual				-	-
Travel				-	-
Supplies				-	-
Equipment				-	-
Training				-	-
Other				-	-
Other/Indirect/Admin				-	-
Total Expenditures and Quarterly Invoice Amount	-	-	-	-	-
Unliquidated Obligations	n/a		n/a		n/a
Total Obligation (sum of expenditures and unliquidated obligations)	n/a		n/a	-	n/a
SUMMARY OF RECEIPTS					

Total Cash Received	n/a		n/a		n/a
Total Cash Disbursements	n/a		n/a		n/a

CERTIFICATION: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award document. I am aware that any false, fictitious or fraudulent information may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001)

Authorized Signature and Date:

Print Name and Title:

SECTION B. QUARTERLY INVOICE

PLEASE ADD COMPANY LETTERHEAD

DATE:	
GRANTEE:	
MONTH ENDING:	

INVOICE

Remit Payment To:			
Company Name:		Award #	
Address:		Award Amount:	
Address:		Invoice No.:	
		Invoice Date:	

Bill To:
Maryland Department of Labor DWDAL Fiscal Administration 100 S Charles Street Attn: Alex Sackey-Ansah/Dorothee Schlotterbeck Baltimore, Maryland

Description			
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	

Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
TOTAL INVOICE:			-

Authorized Signature:		Date:	
Printed Name:			
