

ACF	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration on Children, Youth and Families	
Administration	1. Log No: ACYF-PI-CC-99-01	2. Issuance Date: 3/5/99
for Children	3. Originating Office: Child Care Bureau	
And Families	4. Key Words: Child Care & Development Fund Plan: States and Territories, Plan, Preprint	

To	State and Territorial Lead Agencies administering child care programs under the Child Care and Development Block Grant (CCDBG) Act of 1990 as amended, and other interested parties.		
Purpose	This Program Instruction (PI) conveys the preprinted State Plan for Child Care and Development Fund (CCDF) services for the FFY 2000 – 2001 biennium and provides guidance for completing and submitting it. This Plan is required by Section 658E of the CCDBG Act.		
References	Section 418 of the Social Security Act; The Child Care and Development Block Grant Act of 1990 as amended. 45 CFR Parts 98 and 99.		
Completing the Plan	The content of the Plan for the 2000 – 2001 biennium is essentially the same as in the 1998 – 1999 biennium Plan with the Supplemental pages resulting from the regulations of July 24, 1998 integrated into it. Therefore, Lead Agencies will be familiar with the information requested. You should, nevertheless, review the attached guidance as it reflects the current regulations and our experience with the Plans submitted in the past. Lead Agencies should also be guided by the amended Act and the regulations published on July 24, 1998. Each section in this Plan includes a statutory citation or reference to the applicable regulation.		
Why detail is important	There is considerable public interest in how States operate their CCDF program(s). ACF makes the State Plan information available to many users including members of Congress, Congressional committees, State/local child care administrators, advocacy groups, researchers and the general public. Providing detailed information the State Plan helps the understanding of the CCDF program in your State and may reduce the number of requests for information that you get directly.		
Deadlines & effective dates	This Plan must be submitted for ACF review by July 1, 1999. When approved by the ACF Regional Office, the Plans are effective on October 1, 1999.		
Electronic format	To assist the Lead Agency in completing this Plan, it is available in word-processing format from the ACF Regional Office.		
Reminder: amending the Plan	Substantive changes to the CCDF program as described in the approved State Plan must be reflected by amending the Plan per 45 CFR 98.18(b).		
Submitting the Plan	Submit copies of the Plan as follows: <table style="margin-left: 40px;"> <tr> <td>1 copy to the ACF Regional Administrator (see attached list)</td> <td>1 copy to the Child Care Bureau 330 C Street S.W. Washington, D.C. 20447</td> </tr> </table>	1 copy to the ACF Regional Administrator (see attached list)	1 copy to the Child Care Bureau 330 C Street S.W. Washington, D.C. 20447
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If you wish to submit the Plan electronically, contact your ACF Regional Office.

Inquiries

Direct all inquiries to the ACF Regional Administrator.

/s/

Patricia Montoya
Commissioner
Administration on Children, Youth
and Families

GUIDANCE

Examples in this guidance

The examples used in this guidance are illustrative only. They are not intended to prescribe approaches or limit Lead Agency flexibility.

Completing the Plan when other entities are involved

Section 658D(b)(1)(A) of the Act requires the Lead Agency to "administer, directly, or through other governmental or non-governmental agencies" the funds received. The regulations at 45 CFR 98.11 further provide that, in addition to retaining "overall responsibility" for the administration of the program, the Lead Agency must also (among other things):

- promulgate all rules and regulations governing the overall administration of the program,
- ensure compliance with the approved Plan and all Federal requirements,
- oversee the expenditure of funds by subgrantees and contractors,
- ensure that any State, local or non-governmental agencies through which the State administers the program – including agencies and contractors that determine individual eligibility – operate according to the rules established for the CCDF.

Some Lead Agencies permit other non-CCDF administrative entities, for example, county governments or multi-area entities, to set additional eligibility criteria, establish sliding fee scales, or select the quality activities to be undertaken, within broad parameters established by the Lead Agency. And, Section 1.7 of the Plan asks the Lead Agency how the Lead Agency maintains overall control when other non-CCDF administrative entities are involved .

Two sections in the Plan (section 3.3.2 on eligibility criteria and section 3.5.2 on sliding fee scales) specifically ask about the application of policy across the entire State. It is in these two areas that local variations most often exist. However, there may be other areas where local variations exist, but are not specifically addressed by the section. Where local variations exist, the Lead Agency should indicate such. The following sections may require the notation of the existence of local variations:

- 3.4 -- Priorities for Children
- 3.5.3 – Fee waiver policy
- 3.6 -- Certificate Payment System
- Part 4 – Processes with Parents
- Part 5 – Quality Activities/Services

The notation need not specify the nature of the local variation unless the Lead Agency chooses to provide such detail.

Completing the Plan

For example, in response to section 3.4, the Lead Agency could list the State-level priorities, but note that local counties have the flexibility to change the order of the priorities. It would not be necessary to list the priorities in each county. Another acceptable approach might be: "*Counties must submit their priorities to the State Lead Agency office for approval.*" Responses that only state that counties set their own priorities may not be acceptable if it is not clear that the Lead Agency maintains its required "overall responsibility."

1.1 & 1.2

Lead Agency Information:

Identify the Lead Agency as designated by the chief executive officer of the State. ACF will send grant awards, grant adjustments, plan approvals and disallowance notifications to the address shown here.

State Child Care (CCDF) Contact Information:

Identify the contact with responsibilities/knowledge of the day-to-day operations of the State's CCDF-funded child care program. Typically, the Lead Agency information will identify a State Cabinet-level incumbent, while the State Child

Care (CCDF) Contact Information will identify the State child care program administrator.

These questions serve as the Lead Agency's official and formal notification to ACF of changes in the administration and location of the Lead Agency and contact for the State child care (CCDF) program.

1.3 & 1.4

The purpose of questions 1.3 and 1.4 is to provide the public with an indication of the amounts available for child care and related activities through the CCDF. The amounts provided in response to these questions are informational only and will not be subject to compliance actions, nor will ACF distribute funds based on these estimates. Estimates are for the 1-year period 10/1/99 -- 9/30/00 even though the Plan covers a 2-year period. Quarterly requests for funds and information on the actual use of funds must be provided to ACF on other designated financial management forms (e.g., ACF-696) and reports.

For purposes of this question, the Federal amount is the total of the Discretionary, Mandatory, and Matching Funds of the CCDF. **Include funds transferred from Temporary Assistance for Needy Families (TANF) to the CCDF in the Federal amount, if known, and annotate the amount transferred.**

In the State amount show the total of State (i.e., non-Federal) expenditures used to meet the maintenance of effort (MOE) requirement and your share of the Matching Fund of the CCDF, if any. States have the option to include other State-only funds that exceed the amounts required to meet the MOE and Match provisions, if they choose.

Territories may indicate "NA" in the State amount line or indicate any Territory-only funds used for the CCDF.

In question 1.4 estimate the amount (or percentage) of the total CCDF that will be used to administer all services and activities under the CCDF. Show only the amount of the Federal funds and required State CCDF expenditures (i.e., do not include the cost of administering other State programs). The Lead Agency is reminded that not more than 5% of the total CCDF (which includes the State's share of the Matching fund) may be used for administration. The regulations at 45 CFR 98.52 discuss what constitutes an administrative cost.

1.5

Examples of how the Lead Agency can demonstrate that it maintains overall control when services and activities are provided through other agencies include:

- A discussion of how frequently and in what manner the Lead Agency monitors the other agencies.
- Whether other agencies must certify that Lead Agency guidelines are followed.
- What benchmarks, performance indicators, or standards are applied to the other agency.
- Where administration has devolved to localities, whether those localities/agencies must submit plans to the Lead Agency or otherwise seek Lead Agency approval.
- A discussion of the contract process, including an indication of how often a contract is opened to new competition.
- Requirements specified in interagency agreements, memoranda of understanding, state statute, etc.

1.6

This question addresses only the child care services that are provided under §98.50, i.e., those services for which individual eligibility must be determined. When local offices of the Lead Agency perform the task, answer "Yes".

If the Lead Agency answers "NO" to any of the 4 questions, please identify the entity that performs the task. When more than 1 entity performs the same task indicate all entities. For example, where a CCR&R provides payments in one part of the State and the TANF agency performs this function in another part of the State, identify both.

It is only necessary to identify the highest level of the other entity involved. For example, if the Lead Agency has an interagency agreement with the County TANF agencies to determine eligibility, but the County TANF agencies have the authority to further contract those services through a competitive bid process, it is only necessary to indicate "*County TANF agencies*". It would be helpful if the Lead Agency would explain that further contracting may occur in this example.

In order to facilitate comparisons across States it would be helpful, but not mandatory, if the Lead Agency would indicate the type of entity performing the task by using one of the following identifiers:

- The State/County TANF agency
- A non-TANF State/County agency. Examples, State Employment Services, Food Stamp agency
- a non-governmental community/area multiservice agency. Examples; United Way, County Council of Churches.
- Child Care Resource & Referral Service
- School/school district
- Other – if the agency does not fall into one of the above types, please describe.

Use of these identifiers is optional.

1.8.1 The regulations provide for the designation of only one entity in the State to receive donated funds and, only donations received by the agency named here may be counted for match purposes. The Lead Agency may designate itself as that entity.

The Lead Agency is reminded that donors may specifically designate an area where their donation is to be spent, as discussed at 63 FR 39965. This ability to specifically designate the area for use of donations obviates the need to designate multiple local agencies to receive donated funds.

1.9.2 Some examples of State efforts to ensure that pre-K programs meet the needs of working parents :

- Making pre-K programs full day.
- Making pre-K programs full year.
- Delivering pre-K through entities other than the school system.

1.9.3 Examples of how the Lead Agency can coordinate its pre-K and child care services to expand the availability of child care:

- The distribution of pre-K funding in the State takes into account the local availability of child care.
- School-based transportation is made available to child care programs. Child care programs and schools collaborate to make better use of school facilities, especially in the summer or when schools are not used.

2.2 The regulations at §98.14(a)(1)(A)-(D) specify that the Lead Agency must also coordinate with the State/tribal agency responsible for:

- Public health
- Employment Services
- Public Education
- TANF

Pursuant to §98.4(a)(2), the section now asks only for the "results" of the coordination – not "how" the agencies coordinate, as it did in the last biennial Plan.

3.1.1 This question addresses contracts or grants to child care programs or providers for the direct purchase of a specified number of slots. Do **not** check "Yes" if you only require every provider to sign a "contract" in order to be paid through your certificate program.

3.1.3 The Lead Agency is not required to offer services statewide. Nor must the same services be offered statewide. If all services are not offered statewide, indicate which services are not available and identify the area where the services are not offered.

3.2 The regulations now provide that the local market survey must have been conducted "no earlier than two years prior to the effective date of the currently approved Plan". Hence, surveys conducted prior to 10/97 are not acceptable.

Any explanation of how rates ensure equal access should address how the rates correspond to the charges in the market as evidenced by the survey. For example, part of an explanation might state: *"Rates for center-based care are generally set at the 75th percentile of the market charges. Rates for unregulated family home providers are set at 50% of the regulated rate as a sufficient number of unregulated providers could not be surveyed. Additionally, unregulated providers are not currently required to undertake the same high level of ongoing training courses as are the regulated providers. Rates for unregulated providers were set at a lower amount in the past and we experienced no reluctance to provide care at that rate."*

Where the State's payment rates do not show the same categories of care required by the parental choice requirement at 98.30(e)(1) (i.e., centers, group homes, family, and in-home care) include a definition of the categories that the State uses.

For example; if the State's rates show only centers, group homes and in-home care: *"Centers are 2 or more licensed providers caring for up to 20 children depending on age in a non-residential setting. A group home is one licensed or registered provider caring for up to 7 unrelated children depending on age in a private residence. An in-home provider cares for the children of only 1 family in that family's home. The State does not distinguish between group home and family day care home, therefore rates for only 3 categories are shown."*

3.3.1 Eligibility for CCDF services is limited to families with income below 85% of the State Median Income (SMI) for a family of the same size. Whether or not the Lead Agency offers services to families with income up to 85% of SMI, this upper eligibility level must be recorded in column (a). The Act also requires States to give priority to families with "very low income," which must be shown in column (b). (See also section 3.4.1.) While there may not be a practical need to make such a distinction – because the Lead Agency can serve all families below 85% of SMI, for example – the Act, nevertheless requires the Lead Agency to give priority to families it defines as "low income." Therefore, the Lead Agency must complete both columns (a) and (b) and the amounts in column (a) must be lower, even if only by \$1.

Column (c) is completed only if the Lead Agency uses an income level lower than 85% of SMI to limit eligibility. The amounts in column (c) must be higher than the amounts in column (b), for the reason given above.

Neither the statute nor the regulations specify a source or basis for State Median Income (SMI), and the Lead agency has flexibility in determining its SMI. The Bureau of the Census publishes estimates of SMI on its web site at:

<http://www.census.gov/hhes/income/4person.html>. The CCB web site has made available SMI estimates for FY2001.

3.3.2 If there are different/multiple income levels (e.g., column "c" in the table at 3.3.1) in use in the State, explain here and attach them. For example, a Lead Agency may have a

higher income "exit" threshold for children with disabilities statewide or local counties are allowed to set different eligibility levels.

3.3.3 Waiving fees for children receiving (or in need of) protective services may only be done on a case-by-case basis. There is no provision for automatically waiving fees in every protective service case.

3.3.4 & 3.3.5 The upper age limit may not be over age 19 (e.g., not 19 years, 1 month or "up to age 20").

3.3.7 The Lead Agency is reminded that respite care is allowable for only brief, occasional periods, in excess of the normal "less than 24 hours period". (See discussion at 63 FR39948.)

3.4.1 The Lead Agency must give priority for child care services to children:

- with special needs (as defined in Appendix 2).
- of families with very low incomes (as defined in the table at section 3.3.1)

However, neither the statute nor the regulations prescribes how to "give priority". Therefore, while the list of priority for services must include special needs and very low income children, they need not appear first on the list. For example, priority can be achieved by setting aside specific funds or slots for special needs or very low income children. "Special needs" in this context may be broadly defined. It is not limited to children with physical or mental disabilities (see 63 FR 39961).

3.5.1 & 3.5.2 The attachment must include an explanation -- for example, an excerpt from an eligibility worker's manual -- of how the sliding fee scale works.

3.5.3 The 1998 HHS Poverty Guidelines (the latest guidelines available when this PI was prepared) is \$13,650 (for other family sizes apply \$2,800 per person) for a family of 3 -- except in Alaska and Hawaii -- For Alaska, the 1998 HHS Poverty Guideline for a family of 3 is \$17,070 (apply \$3,500/person for other family sizes). For Hawaii, the 1998 HHS Poverty Guideline for a family of 3 is \$15,700 (apply \$3,220/person for other family sizes). The 1999 HHS Poverty Guidelines should be published in February, 1999. When published they will be available through the DHHS web site at:

3.5.3 <http://aspe.os.dhhs.gov/poverty/99poverty.htm>

and from the Federal Register at : www.access.gpo.gov

The Lead Agency is not required to use the 1998 HHS Poverty Guidelines, but must indicate the poverty level it is using if it elects to waive the required fee.

3.5.4 The preamble to the regulations suggests that copayments that are no more than 10% of family income would be "affordable". It should be noted, however, that the regulations do not establish this or any other standard or criteria that copayments must meet. The explanation, at a minimum, should indicate the percent of family income that typically would be used to meet its copayment.

3.6.1 The Lead Agency is encouraged to provide a copy of the certificate in addition to its description.

3.6.3 The explanation should include an estimate of the mix of \$98.50 services available (either in dollars, number of slots or percentages of services) through certificates and through grants/contracts, as was previously provided in the application.

4.1 The description should also address the length of the CCDF eligibility determination period. For example: *"Generally, eligibility is redetermined every 6 months via a mailed certification. Where the child is receiving child care service in a collaborative arrangement with another program the CCDF eligibility will be the same as the*

eligibility period or service delivery criteria of the collaborative program. For Head Start/child care collaborative programs the CCDF eligibility period is 2 years, for education programs (pre-K) the CCDF eligibility period coincides with the school year (e.g., 9 months)." (See ACYF-PIQ-99-02, dated 02/08/99)

The Lead Agency can forestall audit questions by documenting in its Plan CCDF eligibility periods when different eligibility determination periods apply depending on the nature of the services provided.

4.2 It is not necessary that the Lead Agency maintain the records; that function may be undertaken in another State agency. Regardless of who maintains the records, the Lead Agency must provide the required detailed description. The description should include the contact for obtaining information about parental complaints.

4.3 Examples of procedures include: *"All provider contracts include a certification that the provider affords unlimited parental access, and all providers must sign a contract in order to be paid." "This is a requirement of the State licensing and registration process." "The Lead Agency sends periodic reminders to all providers about this."*

4.4 The regulations do not establish, nor has ACF suggested, any criteria or standard against which the requested TANF definitions may be judged. This question is asked as a means of providing information to the public. ACF recognizes that the TANF definitions requested are not the responsibility of the CCDF Lead Agency. Therefore, the question also asks that the TANF agency be identified.

Attaching a copy of the applicable TANF Plan pages is sufficient, however only referring to a State TANF document (e.g., "as described in the TANF Plan submitted to ACF") would not be acceptable as this would not fulfill the public information purpose of this question. As the TANF program has been operating in all States for several years, these definitions should have already been developed.

In this section, as is true of many sections of the Plan, approval of the Plan means that the Lead Agency has submitted the required information, not that ACF approves of the definitions provided.

5.1 Estimate the amount (or percentage) of the total CCDF that will be used for activities and services to improve the quality and availability of child care, provide comprehensive consumer education, or increase parental choice.. Show only the amount of the Federal funds – including earmarked amounts -- and required State matching expenditures (i.e., do not include the cost of State MOE services and activities). The Lead Agency is reminded that no less than 4% of the total CCDF (which includes the State's share of the Matching fund) must be used for quality activities.

5.2 - 5.4 The Plan now requests separate descriptions of Lead Agency activities and services to improve the quality of care for infants and toddlers, its resource and referral activities/services, and school-aged activities, as Congress has earmarked funds specifically for these activities. (See Information Memorandum ACYF-IM-CC-99-01, January 22, 1999.)

In the descriptions, it would be helpful, but is not mandatory, if in identifying the entity performing the task, the Lead Agency would use one of the indicators listed in the guidance for section 1.6 (above).

5.5 & 5.6 The list provided reflects options many Lead Agencies have selected in the past. It is not intended to be all inclusive nor is it intended to exclude other services or activities that meet the intent of the Act. The Lead Agency may include other services or activities not on the list by indicating "Yes" in the last selection. All activities and services marked "Yes" must be described in 5.6.

In the descriptions, it would be helpful, but is not mandatory, if in identifying the entity

performing the task, the Lead Agency would use one of the indicators listed in the guidance for section 1.6 (above).

Part 6
6.1 – 6.4

NOTE: Part 6 is completed by the 50 States and the District of Columbia only. Territories complete Part 7.

Section 658E(c)(2)(E) of the CCDBG Act requires the Lead Agency to provide "a detailed description" of its licensing requirements. The National Resource Center for Health and Safety in Child Care (NRCHSCC) provides a comprehensive, current, on-line listing of the licensing and regulatory requirements for child care in the 50 States and the District of Columbia. The listing, which is maintained by the University of Colorado Health Sciences Center School of Nursing, is readily available to the public on the World Wide Web at: <http://nrc.uchsc.edu>

ACF accepts the NRCHSCC compilation as fulfilling the statutory requirement. Nevertheless, the Lead Agency should verify that the NRCHSCC listing accurately reflects the State requirements. If the NRCHSCC listing is inaccurate contact them at 800.598.5437 or E-mail: Natl.child.res.ctr.@UCHSC.edu

The first question in each section of Part 6 is designed to show if all care in the stated category is licensed. If all care is licensed, then the second question is not answered. If any care in the stated category is not licensed, then the Lead Agency must complete the health and safety requirements that apply only to that unlicensed care.

Example: All center-based care in the State is licensed except that provided in school-based programs. The Lead Agency checks "NO" in the response to 6.1.1 and describes in 6.1.2 the health and safety requirements that apply to school-based centers. Legal care that is not licensed by the State is not included in the NRCHSCC listing and must be described in the appropriate section of Part 6.

Part 6

Example: A caregiver caring for fewer than 3 unrelated children is registered by the Lead Agency, but is not licensed. Because such caregivers are not licensed they are not included in the State NRCHSCC listing. The health and safety requirements for these providers must be described.

6.5

The Lead Agency has the option to exempt only those relatives specifically mentioned in the Act from its health and safety requirements -- the Lead Agency is not required to exempt them. The Lead Agency should indicate its policy regarding relative providers. If relative providers are subject to different requirements from licensed providers, please describe the requirements that apply to relatives.

6.6

A description of how licensing requirements are effectively enforced might include the percent of providers inspected annually; the number of inspections conducted annually, the length of time between inspections, etc.

Part 7
7.1 - 7.4

Only Puerto Rico, the Virgin Islands, Guam, the Commonwealth of the Northern Mariana Islands and American Samoa complete Part 7.

Because the Territories are not included in NRCHSCC compilation, the health and safety requirements must be described for all 4 categories of care. The health and safety requirements for all care, whether licensed, regulated, or otherwise legal, that is paid for with CCDF funds must be described.

7.5

Lead Agency has the option to exempt only those relatives specifically mentioned in the Act from its health and safety requirements -- the Lead Agency is not required to exempt them. The Lead Agency should indicate its policy regarding relative providers. If relative providers are subject to different requirements than licensed providers, please describe the requirements that apply to relatives.

7.6	A description of how licensing requirements are effectively enforced might include the percent of providers inspected annually; the number of inspections conducted annually, the length of time between inspections, etc.
Appendix 2 - Definitions:	The Lead Agency must complete the required definitions in Appendix 2, and include any special terms that are used.
Protective Services	<p>A Lead Agency that chooses to provide respite care to children in protective services (as indicated in questions 3.3.6 & 3.3.7) must explain the circumstances under which respite care is offered. As explained in the preamble at 63 FR 39949, respite care can only be used in cases where a child receives or needs to receive protective services.</p> <p>Because the use of respite child care may differ from how it is used/defined for other purposes, such as child welfare, the definition should address who makes the determination that a child "needs to receive" protective services.</p>
Special Needs	The Lead Agency should distinguish between "special needs" for purposes of payment rates (i.e., children with disabilities) if applicable, and "special needs" for purposes of prioritizing services.
"in loco parentis"	Please identify who may serve "in the parent's place" for purposes of the CCDF. For example: "any blood relative with custody (whether or not court ordered) or any person with court-ordered custody". A definition such as "a person acting in the parent's place" is not sufficiently descriptive.
A note about additional certifications	Note that the Plan does not include the additional certifications listed at 45 CFR 98.13(b)(2)-(6), i.e., lobbying, drug-free workplace, debarment, nondiscrimination and smoking prohibitions. These certifications were obtained in the 1997 Plan and need not be collected again. The Lead Agency is reminded that even if it has changed these certifications apply to the successor agency.

CHILD CARE AND DEVELOPMENT FUND PLAN

FOR _____ FFY 2000-2001

This Plan describes the CCDF program to be conducted by the State for the period 10/1/99 – 9/30/01. As provided for in the applicable statutes and regulations, the Lead Agency has the flexibility to modify this program at any time, including changing the options selected or described herein.

The official text of the applicable laws and regulations govern, and the Lead Agency acknowledges its responsibility to adhere to them regardless of the fact that, for purposes of simplicity and clarity, the specific provisions printed herein are sometimes paraphrases of, or excerpts and incomplete quotations from, the full text.

Public reporting burden for this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

(Form ACF 118 Approved OMB Number: 0970-0114 expires 05/31/2000)

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Public reporting burden for this collection of information is estimated to average 30 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

AMENDMENTS LOG

Child Care and Development Services Plan for _____
For the period: 10/1/99 -- 9/30/01

Section Amended	Effective/ Proposed Effective Date	Date Submitted to ACF	Date Approved by ACF

Instructions:

- 1) Lead Agency completes the first 3 columns and sends a photocopy of this Log (showing the latest amendment sent to ACF) and the amended section(s) to the ACF Regional contact. A copy of the Log, showing the latest amendment pending in ACF, is retained in the Lead Agency's Plan.
- 2) ACF completes column 4 and returns a photocopy of the Log to the grantee.
- 3) The Lead Agency replaces this page in the Plan with the copy of the Log received from ACF showing the approval date.

Note: This process depends on repeated subsequent use of the same Log page over the life of the Plan. At any time the Log should reflect all amendments, both approved and pending in ACF. The Lead Agency is advised to retain those "old" plan pages that are superseded by amendments in a separate appendix to its Plan.

PART 1 -- ADMINISTRATION The agency shown below has been designated by the Chief Executive Officer of the State (or Territory), to represent the State (or Territory) as the Lead Agency. The Lead Agency agrees to administer the program in accordance with applicable Federal laws, regulations and in accordance with the provisions of this Plan, accordance with the provisions of this Plan, including the assurances and certifications appended hereto. (658D, 658E)

1.1 Lead Agency Information:

Name of Lead Agency:
Address of Lead Agency:
Name and Title of the Lead Agency's Administrator:
Phone & Fax Numbers:

1.2 State Child Care (CCDF) Contact Information:

Contact for State Child Care (CCDF):
Address of State Child Care Contact:
Phone & Fax Numbers:

- 1.3 The Lead Agency estimates that the following amounts will be available for child care services and related activities during the 1-year period: October 1, 1999 through September 30, 2000. (§98.13(a))
 - Federal Child Care & Development Fund: \$_____.
 - State Maintenance of Effort and Matching Funds:\$_____.
- 1.4 The Lead Agency estimates that the following amount (or percentage) of the CCDF will be used to administer the program: \$_____. (§98.13(a))
- 1.5 Does the Lead Agency directly administer and implement all services, programs and activities funded under the CCDF Act, including those described in Part 5 – Activities & Services to Improve the Quality and Availability of Child Care?
 - () Yes. – GO to Section 1.8.
 - () No, and the following describes how the Lead Agency maintains overall control when services activities are provided through other agencies. (658D(b)(1)(A), §98.11)
- 1.6 For **child care services** funded under §98.50 (i.e., certificates, vouchers, grants/contracts for slots **based on individual eligibility**), does the Lead Agency itself:
 - Determine individual eligibility of non-TANF families? YES___ NO___ If NO, identify the name and type of agency that determines eligibility of non-TANF families for child care:
 - Determine individual eligibility of TANF families? YES___ NO___ If NO, identify the name and type of agency that determines eligibility of TANF families for child care:
 - Assist parents in locating child care? YES___ NO___ If NO, identify the name and type of agency that assists parents:
 - Make payments to providers? YES___ NO___ If NO, identify the name and type of agency that makes payments:
- 1.7 Is any entity named in response to section 1.6 a non-governmental entity?
 - () No.
 - () Yes, the following entities named in section 1.6 are non-governmental:

Section 1.8 - Use of Private Donated Funds

- 1.8.1 Will the Lead Agency use private donated funds to meet a part of the matching requirement of the CCDF pursuant to §98.53?
 No. GO TO 1.9.
 Yes, and the entity designated to receive private donated funds is:
 Name of entity:
 Address:
 Contact:
- 1.8.2 Is the entity designated to receive private donated funds (named above) a non-governmental agency? (§98.11(a))
 Yes.
 No.

Section 1.9 - Use of State Pre-Kindergarten (Pre-K) Expenditures

- 1.9.1 During this plan period, will State expenditures for Pre-K programs be used to meet any of the CCDF maintenance of effort (MOE) requirement?
 No.
 Yes, and the State assures that its level of effort in full day/full year child care services has not been reduced, pursuant to §98.53(h)(1).
- 1.9.2 During this plan period, will State expenditures for Pre-K programs be used to meet any of the CCDF Matching Fund requirement?
 No.
 Yes, and the following describes State efforts to ensure that pre-K programs meet the needs of working parents (§98.53(h)(2)):
- 1.9.3 Will the State use Pre-K expenditures to meet more than 10% of the:
 - Maintenance of effort requirement, OR
 - Matching fund requirement?
 If "No" to both, CHECK HERE ().
 If "Yes" to either, the following describes how the State will coordinate its Pre-K and child care services to expand the availability of child care (§98.53(h)(4)).

PART 2 -- DEVELOPING THE CHILD CARE PROGRAM

Section 2.1 - Consultation:

Describe the consultations the Lead Agency held in developing this Plan. At a minimum, the description must state what representatives of local governments (including tribal organizations when such organizations exist within the boundaries of the State) were consulted. (658D(b)(2), §98.12(b), §98.14(b))

Section 2.2 - Coordination of Services:

Describe the results of coordinating the delivery of CCDF-funded child care services with other Federal, State, tribal (if applicable), and local child care, early childhood development programs and the agencies specified at 45 CFR 98.14(a)(1)(A)-(D). (658D(b)(1)(D), §98.12, §98.14(a)(2))

Section 2.3 - Public Hearing Process:

Describe the Statewide public hearing process held to provide the public an opportunity to comment on the provision of child care services under this Plan. At a minimum, the description must include the date(s) of the hearing(s), how and when the public was notified Statewide of the hearing(s), and the hearing site(s). (658D(b)(1)(C), §98.14(c))

Section 2.4 - Public-Private Partnerships:

Describe the activities, including planned activities, to encourage public-private partnerships which promote private-sector involvement in meeting child care needs. (658D(b)(1), §98.14(a)&(b))

PART 3 -- CHILD CARE SERVICES OFFERED

Section 3.1 - Description of Child Care Services:

REMINDER: The Lead Agency must offer certificates for services funded under 45 CFR 98.50. Certificates must permit parents to choose from a variety of child care categories including center-based care, group home care, family child care and in-home care. (§98.30(f))

- 3.1.1 In addition to offering certificates, does the Lead Agency also have grants or contracts for child care slots?
 No.
 Yes, and the following describes the types of child care services and the range of providers that will be available through grants or contracts: (658A(b)(1), 658P(5)&(6), §98.50(b), §98.16(g)(1)),

- 3.1.2 The Lead Agency must allow for in-home care, but may limit its use. Does the Lead Agency limit the use of in-home care in any way?
 No.
 Yes, and the limits and the reasons for those limits are (§98.30(e)(1)(iv)):

- 3.1.3 Are all of the child care services described in 3.1.1 above (including certificates) offered throughout the State? (658E(a), §98.16(g)(3))
 Yes
 No, and the following are the localities (political subdivisions) and the services that are not offered:

Section 3.2 - Payment Rates for the Provision of Child Care:

The statute (at 658E(c)(4)) requires the Lead Agency to establish payment rates for child care services that ensure eligible children equal access to comparable care and these rates are provided as Attachment . The attached payment rates are effective as of _____.

The following is a summary of the facts relied on by the State to determine that the attached rates are sufficient to ensure equal access to comparable child care services provided to children whose parents are not eligible to receive child care assistance under the CCDF and other governmental programs. Include, at a minimum (§98.43(b)):

- The date of the local market rate survey(s): _____

- How the payment rates are adequate to ensure equal access based on the results of the required local market rate survey (i.e., the relationship between the attached payment rates and the market rates observed in the survey):
- If the payment rates do not reflect individual rates for the full range of providers -- center-based, group home, family and in-home care -- explain how the choice of the full range of providers is made available to parents:
- Additional facts:

Section 3.3 - Eligibility Criteria for Child Care:

By statute, all eligible children must be under the age of 13 and reside with a family whose income does not exceed 85% of the State Median Income (SMI) for a family of the same size and whose parent(s) are working or attending a job training or educational program or who receive or need to receive protective services. (658E(c)(3)(B), 658P(4), §98.20(a))

3.3.1 Complete columns (a) & (b) of the matrix below. In addition, complete Column (c) ONLY IF the Lead Agency is using income eligibility limits lower than 85% of the SMI.

IF APPLICABLE

Family Size	(a) 85% of State Median Income (SMI) (\$/month)	(b) Very Low Income (\$/month)	(c) Income Level, lower than 85% SMI, if used to limit eligibility (\$/month)
1			
2			
3			
4			
5			

- 3.3.2 Has the Lead Agency established additional eligibility criteria, for example different income limits in different parts of the State? (658E(c)(3)(B), §98.16(g)(3), §98.20(b))
 No
 Yes, and the additional eligibility criteria are: (Terms must be defined in Appendix 2)
- 3.3.3 Has the Lead Agency elected to waive, on a case-by-case basis, the fee and income eligibility requirements for cases in which children receive, or need to receive, protective services, as defined in Appendix 2? (658P(4), 658E(c)(3)(B), §98.20(a)(3)(ii)(A))
 Not Applicable, CCDF-funded child care is not provided in cases in which children receive, or need to receive, protective services.
 No
 Yes
- 3.3.4 Does the Lead Agency allow child care for children age 13 and above who are physically and/or mentally incapable of self-care? (Physical and mental incapacity must then be defined in Appendix 2.) (658P(4), 658E(c)(3)(B), §98.20(a)(1)(ii))
 No
 Yes, and the upper age is .
- 3.3.5 Does the Lead Agency allow child care for children age 13 and above who are under court supervision? (658P(4), 658E(c)(3)(B), §98.20(a)(1)(ii))
 No
 Yes, and the upper age is .
- 3.3.6 Does the State choose to provide CCDF-funded child care to children in foster care whose foster care parents are not working, or who are not in education/training activities?

(§§98.20(a)(3)(ii), 98.16(f)(7))

Yes. (NOTE: This means that for CCDF purposes the State considers these children to be in protective services.)

No.

3.3.7 Does the State choose to provide respite child care to children in protective services?

(§§98.16(f)(7), 98.20)

Yes.

No.

Section 3.4 Priorities for Children:

3.4.1 The following is a list of the priorities for serving CCDF-eligible children: (Terms must be defined in Appendix 2) (658E(c)(3)(B)):

3.4.2 The following describes how the State will meet the specific child care needs of families who are receiving Temporary Assistance for Needy Families (TANF), families who are attempting through work activities to transition off of TANF, and families that are at risk of becoming dependent on TANF. (658E(c)(2)(H), Section 418(b)(2) of the Social Security Act, §98.50(e), §98.16(g)(4))

Section 3.5 - Sliding Fee Scale for Child Care Services:

3.5.1 A sliding fee scale, which is used to determine each family's contribution to the cost of child care, must vary based on income and the size of the family. A copy of this sliding fee scale for child care services and an explanation of how it works is provided as Attachment_.

Will the Lead Agency use additional factors to determine each family's contribution to the cost of child care?

(658E(c)(3)(B), §98.42(b))

No.

Yes, and the following describes those additional factors, including how they will be used to determine the family's contribution:

3.5.2 Is the same sliding fee scale provided in the attachment in response to question 3.5.1 above in use in all parts of the State? (658E(c)(3)(B))

Yes

No, and other scale(s) are provided as Attachment .

3.5.3 The Lead Agency may waive contributions from families whose incomes are at/ below the poverty level for a family of the same size, (§98.42(c)), and the poverty level used by the Lead Agency for a family of 3 is: \$_____.

The Lead Agency must elect ONE of these options:

ALL families with income at or below the poverty level for a family of the same size ARE NOT required to pay a fee.

ALL families, including those with incomes at or below the poverty level for families of the same size, ARE required to pay a fee.

SOME families with income at or below the poverty level for a family of the same size ARE NOT required to pay a fee. A description of these families is:

3.5.4 The following is an explanation of how the copayments required by the Lead Agency's sliding fee scale(s) are affordable: (§98.43(b)(3))

Section 3.6 - Certificate Payment System:

A child care certificate means a certificate, check, or other disbursement that is issued by the Lead Agency directly to a parent who may use it only to pay for child care services from a variety of providers (including center-based, group home, family and in-home child care), or, if required, as a deposit for services. (658E(c)(2)(A)), 658P(2), §98.2, §98.16(k), §98.30(c))

Describe the overall child care certificate payment process, including, at a minimum:

- 3.6.1 A description of the form of the certificate:
- 3.6.2 A description of how the certificate program permits parents to choose from a variety of child care settings by explaining how a parent moves from receipt of the certificate to the choice of provider;
- 3.6.3 If the Lead Agency is also providing child care services through grants and contracts, explain how it ensures that parents offered child care services are given the option of receiving a child care certificate.

PART 4 - Processes with Parents

- 4.1 The following describes the process for a family to apply/receive child care services (658E(c)(D), 658D(b)(1)(A), 658E(c)(3)(B), §98.30, §98.16(k)). The description should include:
 - How parents are informed of the availability of child care services and of available child care options;
 - Where/how applications are made;
 - Who makes the eligibility determination, and
 - Length of eligibility.
- 4.2 The following is a detailed description of how the State maintains a record of substantiated parental complaints and how it makes the information regarding such parental complaints available to the public on request. (658E(c)(2)(C), §98.32))
- 4.3 The following is a detailed description of the procedures in effect in the State for affording parents unlimited access to their children whenever their children are in the care of a provider who receives CCDF funds. (658E(c)(2)(B), §98.31))
- 4.4 The regulations at §98.33(b) require the Lead Agency to inform parents who receive TANF benefits about the exception to the individual penalties associated with the work requirement for any single custodial parent who has a demonstrated inability to obtain needed child care for a child under 6 years of age.

In fulfilling this requirement, the following criteria or definitions are applied by the TANF agency to determine whether the parent has a demonstrated inability to obtain needed child care:

(NOTE: The TANF agency, not the Child Care Lead Agency, is responsible for establishing the following criteria or definitions. These criteria or definitions are offered in this Plan as a matter of public record. The TANF agency that established these criteria or definitions is:

- "appropriate child care":
- "reasonable distance":
- "unsuitability of informal child care":
- "affordable child care arrangements":

**PART 5 - ACTIVITIES & SERVICES TO IMPROVE
THE QUALITY AND AVAILABILITY OF CHILD CARE**

- 5.1 The law requires that not less than 4% of the CCDF be used for quality activities (658G, §98.13(a), §98.51, §98.16(h)). The Lead Agency estimates that the following amount (or percentage) will be used for the quality activities described in this Part:
\$ _____
- 5.2 The following describes the activities to improve the quality of care for infants/toddlers and identifies the entity(ies) providing them:
- 5.3 The following describes child care resource and referral activities and identifies the entity(ies) providing them:
- 5.4 The following describes school-aged child care activities and identifies the entity(ies) providing them.
- 5.5 Check either "Yes" or "No" for each activity listed to indicate which activities the Lead Agency will undertake to improve the availability and quality of child care. (658G, 658E(c)(3)(B))
Yes No
- ___ ___ comprehensive consumer education;
 - ___ ___ grants or loans to providers to assist in meeting State and local standards;
 - ___ ___ monitoring of compliance with licensing and regulatory requirements;
 - ___ ___ training and technical assistance;
 - ___ ___ compensation for child care providers;
 - ___ ___ other quality activities that increase parental choice, and improve the quality and availability of child care.
- 5.6 Describe each activity that is checked "Yes" above and identify the entity(ies) providing them.
- 5.7 Is any entity identified in sections 5.2 – 5.4 or 5.6 a non-governmental entity?
() No.
() Yes, the following entities named in this Part are non-governmental:

PART 6 - Health and Safety Requirements for Providers

(ONLY THE 50 STATES AND THE DISTRICT OF COLUMBIA COMPLETE PART 6. ONLY TERRITORIES COMPLETE PART 7.)

The National Resource Center for Health and Safety in Child Care (NRCHSCC) of DHHH's Maternal and Child Health Bureau supports a comprehensive, current, on-line listing of the licensing and regulatory requirements for child care in the 50 States and the District of Columbia. In lieu of requiring a State Lead Agency to provide information that is already publicly available, ACF accepts this compilation as accurately reflecting the States' licensing requirements. The listing, which is maintained by the University of Colorado Health Sciences Center School of Nursing, is available on the World Wide Web at: <http://nrc.uchsc.edu/>

Section 6.1 - Health and Safety Requirements for Center-Based Providers
(658E(c)(2)(F), §98.41(a), §98.16(j))

6.1.1 Are all center-based providers paid with CCDF funds subject to licensing under State law which is reflected in the NRCHSCC's compilation referenced above? If:

- YES, check here and go to Section 6.2 .
- NO, go to question 6.1.2

6.1.2 For that center-based care which is NOT licensed, and therefore not reflected in NRCHSCC's compilation, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including immunizations)

- Building and physical premises safety

- Health and safety training

Section 6.2 - Health and Safety Requirements for Group Home Providers (658E(c)(2)(F), §98.41(a), §98.16(j))

6.2.1 Are all group home providers paid with CCDF funds subject to licensing under State law which is reflected in the NRCHSCC's compilation referenced above? If:

- YES, check here and go to Section 6.3 .
- NO, go to question 6.2.2

6.2.2 For that group home care which is NOT licensed, and therefore not reflected in NRCHSCC's compilation, the following health and safety requirements apply to child care services provided under the CCDF for:

The prevention and control of infectious disease (including immunizations)

Building and physical premises safety

Health and safety training

Section 6.3 - Health and Safety Requirements for Family Providers (658E(c)(2)(F), §98.41(a), §98.16(j))

- 6.3.1 Are all family home child care providers paid with CCDF funds subject to licensing under State law which is reflected in the NRCHSCC's compilation referenced above? If:
- YES, check here and go to Section 6.4 .
 - NO, go to question 6.3.2
- 6.3.2 For that family home care which is NOT licensed, and therefore not reflected in NRCHSCC's compilation, the following health and safety requirements apply to child care services provided under the CCDF for:
- The prevention and control of infectious disease (including immunizations)
 - Building and physical premises safety
 - Health and safety training
 -

Section 6.4 - Health and Safety Requirements for In-Home Providers (658E(c)(2)(F), §98.41(a), §98.16(j))

- 6.4.1 Are all in-home child care providers paid with CCDF funds subject to licensing under State law which is reflected in the NRCHSCC's compilation referenced above? If:
- YES, check here and go to Section 6.5 .
 - NO, go to question 6.4.2
- 6.4.2 For that in-home care which is NOT licensed, and therefore not reflected in NRCHSCC's compilation, the following health and safety requirements apply to child care services provided under the CCDF for:
- The prevention and control of infectious disease (including immunizations)
 - Building and physical premises safety
 - Health and safety training

Section 6.5 - Exemptions to Health and Safety Requirements

At State option, the following relatives: grandparents, great grandparents, aunts, uncles, or siblings who live in a separate residence from the child in care, may be exempted from health and safety requirements (658P(5)(B), §98.41(a)(1)(ii)(A)). Indicate the Lead Agency policy regarding these relative providers:

- All relative providers are subject to the same requirements as described in sections 6.1 - 6.4 above, as appropriate; there are no exemptions for relatives or different requirements for them.
- All relative providers are exempt from all health and safety requirements.
- Some or all relative providers are subject to different health and safety requirements from those described in sections 6.1 - 6.4.

The following describes those different requirements and identifies which relatives they apply to:

Section 6.6 - Enforcement of State Licensing Requirements

The following is a description of how State licensing requirements are effectively enforced: (658E(c)(2)(E), §98.40(a)(2))

Section 6.7 – Assurance Regarding Immunizations

The State assures that children receiving services under the CCDF are age-appropriately immunized, and that the health and safety provisions regarding immunizations incorporate (by reference or otherwise) the latest recommendation for childhood immunizations of the State public health agency. (§98.41(a)(1))

The State exempts the following children from immunization (check all that apply):

- Children who are cared for by relatives (defined as grandparents, great grandparents, siblings (if living in a separate residence), aunts and uncles).
- Children who receive care in their own homes.
- Children whose parents object to immunization on religious grounds.
- Children whose medical condition contraindicates immunization.

PART 7 - HEALTH AND SAFETY REQUIREMENTS IN THE TERRITORIES

Section 7.1 - Health and Safety Requirements for Center-Based Providers in the Territories (658E(c)(2)(F), §98.41(a), §98.16(j))

For all center-based care the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including immunizations)
- Building and physical premises safety
- Health and safety training

Section 7.2 - Health and Safety Requirements for Group Home Providers in the Territories (658E(c)(2)(F), §98.41(a), §98.16(j))

For all group home care the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including immunizations)
- Building and physical premises safety
- Health and safety training

Section 7.3 - Health and Safety Requirements for Family Providers in the Territories (658E(c)(2)(F), §98.41(a), §98.16(j))

For all family child care the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including immunizations)
- Building and physical premises safety
- Health and safety training

Section 7.4 - Health and Safety Requirements for In-Home Providers in the Territories (658E(c)(2)(F), §98.41(a), §98.16(j))

For all in-home care the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including immunizations)
- Building and physical premises safety
- Health and safety training

Section 7.5 - Exemptions to Territorial Health and Safety Requirements

At Lead Agency option, the following relatives: grandparents, great grandparents, aunts, uncles, or siblings who live in a separate residence from the child in care, may be exempted from health and safety requirements (658P(5)(B), 98.41(g)). Indicate the Lead

Agency policy regarding these relative providers:

- () All relative providers are subject to the same requirements as described in sections 7.1 - 7.4 above, as appropriate; there are no exemptions for relatives or different requirements for them.
- () All relative providers are exempt from all health and safety requirements.
- () Some or all relative providers are subject to different health and safety requirements from those described in sections 7.1 - 7.4 and the following describes those different requirements and which relatives they apply to):

Section 7.6 - Enforcement of Licensing Requirements

The following is a description of how the licensing requirements applicable to child care services provided in the territory are effectively enforced: (658E(c)(2)(E), §98.41(a)(2))

Section 7.7 – Assurance Regarding Immunizations

The Territory assures that children receiving services under the CCDF are age-appropriately immunized, and that the health and safety provisions regarding immunizations incorporate (by reference or otherwise) the latest recommendation for childhood immunizations of the State public health agency. (§98.41(a)(1))

The Territory exempts the following children from immunization (check all that apply):

- Children who are cared for by relatives (defined as grandparents, great grandparents, siblings (if living in a separate residence), aunts and uncles).
- Children who receive care in their own homes.
- Children whose parents object to immunization on religious grounds.
- Children whose medical condition contraindicates immunization.

APPENDIX 1 -- PROGRAM ASSURANCES AND CERTIFICATIONS

The Lead Agency, named in Part 1 of this Plan, assures that:

- 1) upon approval, it will have in effect a program which complies with the provisions of the Plan printed herein, and is administered in accordance with the Child Care and Development Block Grant Act of 1990 as amended, Section 418 of the Social Security Act, and all other applicable Federal laws and regulations. (658D(b), 658E(a))
- (2) the parent(s) of each eligible child within the State who receives or is offered child care services for which financial assistance is provided is given the option either to enroll such child with a child care provider that has a grant or contract for the provision of the service; or to receive a child care certificate. (658E(c)(2)(A)(i))
- (3) in cases in which the parent(s) elects to enroll the child with a provider that has a grant or contract with the Lead Agency, the child will be enrolled with the eligible provider selected by the parent to the maximum extent practicable. (658E(c)(2)(A)(ii))
- (4) the child care certificate offered to parents shall be of a value commensurate with the subsidy value of child care services provided under a grant or contract. (658E(c)(2)(A)(iii))
- (5) with respect to State and local regulatory requirements, health and safety requirements, payment rates, and registration requirements, State or local rules, procedures or other requirements promulgated for the purpose of the Child Care and Development Fund will not significantly restrict parental choice from among categories of care or types of providers. (658E(c)(2)(A), §98.15(p), §98.30(g), §98.40(b)(2), §98.41(b), §98.43(c), §98.45(d)).

The Lead Agency also certifies that:

- (1) it has procedures in place to ensure that providers of child care services for which assistance is provided under the Child Care and Development Fund afford parents unlimited access to their children and to the providers caring for their children during the normal hours of operations and whenever such children are in the care of such providers. (658E(c)(2)(B))
- (2) it maintains a record of substantiated parental complaints and makes information regarding such complaints available to the public on request. (658E(c)(2)(C))
- (3) it will collect and disseminate to parents of eligible children and the general public, consumer education information that will promote informed child care choices. (658E(c)(2)(D))
- (4) it has in effect licensing requirements applicable to child care services provided in the State. (658E(c)(2)(E))
- (5) there are in effect within the State (or other area served by the Lead Agency), under State or local law, requirements designed to protect the health and safety of children; these requirements are applicable to child care providers that provide services for which assistance is made available under the Child Care and Development Fund. (658E(c)(2)(F))
- (6) procedures are in effect to ensure that child care providers that provide services for which assistance is provided under the Child Care and Development Fund comply with all applicable State or local health and safety requirements. (658E(c)(2)(G))
- (7) payment rates under the Child Care and Development Fund for the provision of child care services are sufficient to ensure equal access for eligible children to comparable child care services in the State or sub-State area that are provided to children whose parents are not eligible to receive assistance under this program or under any other Federal or State child care assistance programs. (658E(c)(4)(A))

APPENDIX 2 - ELIGIBILITY AND PRIORITY TERMINOLOGY:

For purposes of determining eligibility and priority for CCDF-funded child care services, lead agencies must define the following terms. (658P, 658E(c)(3)(B))

- (1) attending (a job training or educational program) -
- (2) in loco parentis -
- (3) job training and educational program -
- (4) physical or mental incapacity (if the Lead Agency provides such services to children age 13 and older.
- (5) protective services -
- (6) residing with -
- (7) special needs child -

(8) working -

(9) Additional terminology related to conditions of eligibility or priority established by the Lead Agency: