

CCG Comparison of Current Policy vs Proposed Changes

Reformatted to fit Robohelp. Topics moved to improve the work flow and not a direct section by section comparison.

Globally changed term provider to child care facility.

Current Section Title	Proposed	Change
101-1 History and Purpose of the Child Care Grant	2000-1 History and Purpose of the Child Care Grant Program	No significant changes made to the content
101-3 Eligibility	2000-2 Child Care Grant Eligibility Criteria for Participation	Included the requirement of being approved for CCAP participation. Included the minimum participation requirement of 5% within a 6 month period and clarified Office of Children's Services (OCS) authorizations are counted
101-5 Rate Schedule	2000-3 Child Care Grant Rate Schedule	No significant changes made to the content
101-7 Work Flow with Timeline Guideline	2000-4 Child Care Grant Work Processes with Timelines for Completion	Clarified staffing unit responsible for the action with a timeline goal for completion
102-1 Application Process	2010-1 Child Care Grant Application Process	Clarified staffing unit responsible for each action with needed steps and expected completion timeframe
102-3 Participation Requirements	2010-2 Child Care Grant Eligibility Maintenance	Expanded information regarding program eligibility, maintaining licensure, CCAP participation eligibility, minimum participation requirement of children with CCAP authorizations and how the funds can be spent. Included staffing unit actions needed when changes are reported and/or eligibility is not maintained
102-5 Completing the CCG Payment Request Form	NA	Changed the form name to Child Care Grant Reimbursement Request, to more accurately title it. Removed this section in its entirety as step by step instructions on how to complete the form are included with the form itself.
102-7 Completing the CCG Attendance Report Form	NA	Removed this section in its entirety as step by step instructions on how to complete the form are included with the form itself.

103-1 Processing Payment Requests		Created different sections for the submission of requests and the payment processing to include instruction for each staffing unit in how to complete their tasks in the process.
	2020-1 Child Care Grant Submissions , Administrative Staff	Detailed the process for each staffing unit and provided more guidance in how to complete the assigned tasks.
	2020-2 Child Care Grant Submissions, Eligibility Staff	Included more detailed instruction of the actions needed and timeframes to complete them by.
	2020-3 Child Care Grant Submissions, Account Staff	Included more detailed instruction of the actions needed and timeframes to complete them by.
	2030-1 Review of Child Care Grant Attendance Report	
	2030-2 Actions Taken on the Child Care Grant Attendance Report	
	2030-3 Review of the Child Care Grant Reimbursement Request	
	2030-4 Actions taken on the child Care Grant Reimbursement Request	
	2030-5 Child Care Grant Payment Tracking Spreadsheet	
	2030-6 Alaska Statewide Accounting System Database	
	2030-7 Child Care Program Office Payment Certifying	
	2030-8 Submit Child Care Program Office Certified	
103-3 Late Submissions	included in 2020-2 and 2020-3	
103-5 Resubmission of Payment Request forms	included in 2020-2 and 2020-3	

103-7 Allowable Expenditures	2040-1 Child Care Grant Expenditures for Reimbursement / Allowable Child Care Grant Expenditure Categories	Clarified the expenditure category and provided detailed items to be included in each. Included health and safety items required to be maintained by facilities for continued participation such as costs incurred for required inspections and/or testing fees within the health and safety category. Clearly identified Supplies, Equipment and Activities for children in care with a list of allowable items in each.
103-9 Non-Allowable Expenditures	2040-2 Non-Allowable Child Care Grant Expenditures	Listed most common items that are not allowed. Some previously non-allowed are now allowed, such as costs for background checks including fingerprinting.
103-11 Saving CCG Funds or Applying Funds to a Purchase	2040-3 Saving or Applying Child Care Grant Funds for a Purchase	Clarified how a facility will request this to happen and the steps the Eligibility worker takes upon receiving a request.
104-1 Minimum Attendance Requirement	2000-2 Child Care Grant Eligibility Criteria for Participation	Clarified the requirement and included child care authorizations issued by OCS for children in the foster care system.
104-3 Suspension of Facilities	2060-1 Suspending a Participating Child Care Facility	Added more detail for steps staff are to take in making the determination, notification to the facility and action.
104-5 Good Cause Waiver	2060-3 Good Cause Waiver Received	Detailed the process to take upon receiving a request.
105-1 Monitoring	2050 Child Care Grant Reviews and Monitors	Added more detail for steps staff are to take to complete the process.
105-3 Overpayment of Grant Money	2070 Incorrect Payment of Child Care Grant funds	Aligned the process with the Child Care Assistance Process. Detailed actions needed.
105-5 Sanctions and How to Impose	2090 Child Care Grant Sanctions and How to Impose	Clarified the sanction to impose based on the violation. Provided much more detail for staff
105-7 Administrative Review	2080 Child Care Grant Request for Administrative Review	Aligned the process with the Child Care Assistance Process. Detailed actions needed.
105-9 Termination of Grant	2090 Child Care Grant Sanctions and How to Impose	Included termination information with imposing Sanctions.
106-1 Provider Records Retention	2100 Child Care Grant Provider Records Retention and Case File Management	Detailed information to be retained by the facility as well as within the CCPO depending on the type of record.

106-3 CCPO File Management	2100 Child Care Grant Provider Records Retention and Case File Management	Detailed the different CCG related files maintained within the CCPO and staff responsible for maintenance.
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