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Child Care and Development Fund (CCDF) Plan

for

Alaska

FFY 2019–2021

This Plan describes the Child Care and Development Fund program to be administered by the State or Territory for the period from 10/1/2018 to 9/30/2021, as provided for in the applicable statutes and regulations. The Lead Agency has the flexibility to modify this program at any time, including amending the options selected or described.

For purposes of simplicity and clarity, the specific provisions of applicable laws printed herein are sometimes paraphrases of, or excerpts and incomplete quotations from, the full text. The Lead Agency acknowledges its responsibility to adhere to the applicable laws regardless of these modifications.

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Introduction and How to Approach Plan Development

The Child Care and Development Fund (CCDF) program provides resources to state, territory, and tribal grantees that enable low-income parents to work or pursue education and training so that they can better support their families while at the same time promoting the learning and development of their children. The CCDF program also provides funding to enhance the quality of child care for all children. On November 19, 2014, the Child Care and Development Block Grant (CCDBG) Act of 2014 was signed into law (Pub. L. 113-186). The law reauthorizes and significantly revises the purposes of the CCDF program and requirements for state and territory grantees. In September 2016, the final rule was released. The final rule makes regulatory changes to the CCDF program based on the CCDBG Act of 2014. These changes strengthen requirements to protect the health and safety of children in child care; help parents make informed consumer choices and access information to support child development; provide equal access to stable, child care for low-income children; and enhance the quality of child care and the early childhood workforce.

The Plan is the primary mechanism that the Administration for Children and Families (ACF) uses to determine state and territory compliance with the requirements of the law and rule. The Preprint provides a tool for states and territories to describe to ACF their progress on the following sections:

1. Define CCDF Leadership and Coordination With Relevant Systems
2. Promote Family Engagement Through Outreach and Consumer Education
3. Provide Stable Child Care Financial Assistance to Families
4. Ensure Equal Access to Child Care for Low-Income Families
5. Establish Standards and Monitoring Processes To Ensure the Health and Safety of Child Care Settings
6. Recruit and Retain a Qualified and Effective Child Care Workforce
7. Support Continuous Quality Improvement
8. Ensure Grantee Accountability

These organizational categories reflect key functions of an integrated system of child care for low-income working families. Although the Plan is divided into sections for reporting and accountability purposes, ACF encourages Lead Agencies to approach the Plan in a cross-cutting, integrated manner. The intention is that grantees and the federal government will be able to use this information to track and assess progress, determine the need for technical assistance (TA), and determine compliance with specific requirements and deadlines.

CCDF Plan Submission

States and territories will submit their Plans electronically through the ACF-118 electronic submission site. The ACF-118 site will include all language and questions included in the final CCDF Plan Preprint template approved by the Office of Management and Budget. Please note that the format of the questions on the ACF-118 site could be modified from the Word version of the document to ensure compliance with Section 508 policies regarding accessibility to electronic and information technology for individuals with disabilities. (See <http://www.section508.gov/> for more information.)

In responding to questions, states and territories are asked to provide brief, specific summaries and/or bullet points only with specific language that responds to the question. Do not use tables or copy and paste charts, add attachments, or paste manuals into the Plan. All information and materials developed to support CCDF implementation and information reported in the CCDF Plan are subject to review by ACF as part of ongoing oversight and monitoring efforts.

1 Define CCDF Leadership and Coordination With Relevant Systems

This section identifies the leadership for the CCDF program in each Lead Agency and the entities and individuals who will participate in the implementation of the program. It also identifies the stakeholders that were consulted to develop the Plan and who the Lead Agency collaborates with to implement services. In this section respondents are asked to identify how match and maintenance-of-effort (MOE) funds are identified. Coordination with child care resource and referral (CCR&R) systems are explained, and Lead Agencies outline the work they have done on their disaster preparedness and response plans.

1.1 CCDF Leadership

The Governor of a state or territory must designate an agency (which may be an appropriate collaborative agency) or establish a joint interagency office to represent the state or territory as the Lead Agency. The Lead Agency agrees to administer the program in accordance with applicable federal laws and regulations and the provisions of this Plan, including the assurances and certifications appended hereto (658D; 658E(c)(1)).

1.1.1 Which Lead Agency is designated to administer the CCDF program?

Identify the Lead Agency or joint interagency office designated by the state or territory. ACF will send official grant correspondence, such as grant awards, grant adjustments, Plan approvals, and disallowance notifications, to the designated contact identified here (658D(a)).

a) Lead Agency or Joint Interagency Office Information:

Name of Lead Agency: State of Alaska Department of Health and Social Services

Street Address: P.O Box 240249

City: Anchorage

State: Alaska

ZIP Code: 99503

Web Address for Lead Agency: <http://dhss.alaska.gov>

b) Lead Agency or Joint Interagency Official Contact Information:

Lead Agency Official First Name: Valerie

Lead Agency Official Last Name: Davidson

Title: Commissioner

Phone Number: (907) 269-7800

Email Address: val.davidson@alaska.gov

Who is the CCDF Administrator?

Identify the CCDF Administrator designated by the Lead Agency, the day-to-day contact, or the person with responsibility for administering the state's or territory's CCDF program. ACF will send programmatic communications, such as program announcements, program instructions, and data collection instructions, to the designated contact identified here. If there is more than

one designated contact with equal or shared responsibility for administering the CCDF program, please identify the Co-Administrator or the person with administrative responsibilities and include his or her contact information.

a) CCDF Administrator Contact Information:

CCDF Administrator First Name: Marcey

CCDF Administrator Last Name: Bish

Title of the CCDF Administrator: Program Manager

Address for the CCDF Administrator (if different from the Lead Agency):

Street Address: 3601 C Street Suite 140

City: Anchorage

State: Alaska

ZIP Code: 99503

Phone Number: (907) 269-4784

Email Address: marcey.bish@alaska.gov

b) CCDF Co-Administrator Contact Information (if applicable):

CCDF Co-Administrator First Name:

CCDF Co-Administrator Last Name:

Title of the CCDF Co-Administrator:

Address of the CCDF Co-Administrator (if different from the Lead Agency):

Street Address:

City:

State:

ZIP Code:

Phone Number:

Email Address:

Description of the role of the Co-Administrator:

1.2 CCDF Policy Decision Authority

The Lead Agency has broad authority to administer (i.e., establish rules) and operate (i.e., implement activities) the CCDF program through other governmental, non-governmental, or public or private local agencies as long as it retains overall responsibility for the administration of the program (658D(b)). Administrative and implementation responsibilities undertaken by agencies other than the Lead Agency must be governed by written agreements that specify the mutual roles and responsibilities of the Lead Agency and other agencies in meeting the program requirements.

Which of the following CCDF program rules and policies are administered (i.e., set or established) at the state or territory level or local level? Identify whether CCDF program rules and policies are established by the state or territory (even if operated locally) or whether the CCDF policies or rules are established by local entities, such as counties or workforce boards (98.16(i)(3)). Check one.

- All program rules and policies are set or established at the state or territory level.
- Some or all program rules and policies are set or established by local entities. If checked, indicate which entities establish the following policies. Check all that apply.
 1. Eligibility rules and policies (e.g., income limits) are set by the:
 - State or territory
 - Local entity (e.g., counties, workforce boards, early learning coalitions). If checked, identify the entity and describe the type of eligibility policies the local entity(ies) can set.
 - Other. Describe: .
 2. Sliding-fee scale is set by the:
 - State or territory
 - Local entity (e.g., counties, workforce boards, early learning coalitions). If checked, identify the entity and describe the type of eligibility policies the local entity(ies) can set.
 - Other. Describe: .
 3. Payment rates are set by the:
 - State or territory
 - Local entity (e.g., counties, workforce boards, early learning coalitions). If checked, identify the entity and describe the type of eligibility policies the local entity(ies) can set.
 - Other. Describe: .
 4. Other. List other program rules and policies and describe (e.g., quality rating and improvement systems [QRIS], payment practices):

How is the CCDF program operated? In other words, which entity(ies) implement or perform these CCDF services? Check all that apply.

- a) Who conducts eligibility determinations?
- CCDF Lead Agency
 - Temporary Assistance for Needy Families (TANF) agency
 - Other state or territory agency
 - Local government agencies, such as county welfare or social services departments
 - Child care resource and referral agencies
 - Community-based organizations
 - Other.

b) Who assists parents in locating child care (consumer education)?

- CCDF Lead Agency
- TANF agency
- Other state or territory agency
- Local government agencies, such as county welfare or social services departments
- Child care resource and referral agencies
- Community-based organizations
- Other.

c) Who issues payments?

- CCDF Lead Agency
- TANF agency.
- Other state or territory agency.
- Local government agencies, such as county welfare or social services departments.
- Child care resource and referral agencies.
- Community-based organizations.
- Other.

1.2.3 What processes will the Lead Agency use to monitor administrative and implementation responsibilities performed by agencies other than the Lead Agency as indicated above, such as through written agreements or monitoring and auditing processes (98.11(a)(3))? Describe those processes and any indicators or measures used to assess performance. The CCDF Lead Agency monitors CCDF administrative and implementation responsibilities by other agencies through written agreements such as grant agreements and Reimbursable Service Agreements (RSA), and through monitoring and audit processes.

The CCDF Lead Agency administers the Child Care Assistance Program (CCAP) through grants to community-based organizations and the child care resource and referral network, collectively referred to as CCAP grantees or designees. The CCDF Lead Agency monitors CCAP grantees for implementation of program policies and procedures through monthly file reviews, regular and ongoing meetings, quarterly reporting, and annual on-site evaluation. CCAP grantees are monitored for timeliness and accuracy using the following targets:

1. Family eligibility determinations are accurate.

Target: 95% or more of family eligibility determinations are accurate.

2. Level of care authorized is accurate.

Target: 95% or more of child care authorizations are accurate.

3. Family eligibility determinations and child care authorizations are timely.

Target: 95% or more of family eligibility determinations are processed and child care authorizations are issued timely.

4. Provider eligibility determinations are accurate.

Target: 95% or more of provider eligibility determinations are accurate.

5. Provider eligibility determinations are timely.

Target: 95% or more of provider eligibility determinations are timely.

6. Eligibility determinations are documented in the Integrated Child Care Information System and appropriate notices are issued accurately.

Target: 95% or more of cases have case notes entered following CCAP policy and appropriate notices issued accurately.

7. Provider payment request verifications are processed accurately.

Target: 95% or more of billing report forms are processed for payment accurately.

8. Provider payment request verifications are processed for payment timely.

Target: 95% or more of billing report forms are processed for payment timely.

The CCDF Lead Agency also administers the CCAP via a Reimbursable Service Agreement (RSA) with another state agency (division within the Lead Agency). Monitoring includes review and approval of RSA billing submissions by the CCDF Lead Agency and annual review and approval between the CCDF Lead Agency and the other state agency of the RSA for the new fiscal year.

The CCDF Lead Agency via a grant agreement provides support to Alaska's statewide Child Care Resource & Referral (CCR&R) Network. The CCDF Lead Agency monitors the grantee for implementation of CCR&R activities, including the System for Early Education Development (SEED), Alaska's early childhood professional development system, and Learn & Grow, Alaska's Quality Recognition and Improvement System (QRIS). Monitoring includes regular and ongoing meetings, quarterly reporting, and annual on-site evaluation. The programs goals and performance measures for this grant are outlined below.

Families:

Goal 1: Increased family knowledge of the characteristics of high quality child care.

o Performance measure: family survey results indicate an increased knowledge of characteristics of high quality child care.

o Target: 1-2% increase each year until 65% or more of family survey respondents indicate increased knowledge of the characteristics of quality. After 65% reassess maximum threshold.

Goal 2: Market and provide child care referral services statewide.

o Performance measure: as measured by the number of child care referrals.

Target: Provide a minimum of 10,000 referrals each year.

Child Care Providers:

Goal 1: Advance the knowledge in early care and learning of staff working in licensed and regulated child care facilities.

o Performance measure: Number and percent of early educators who reported an increase in their knowledge after receiving training.

o Target: 1-2% increase each year until 75% of survey respondents indicated an increase in their knowledge. After 75% is achieved, reassess maximum threshold possible.

Communities:

Goal 1: Engaging, educating, and advocating with entities and organizations about the importance of high quality child care, its impact on the economy, and how they can make a difference.

o Performance measure: Measured by collaboration and outreach efforts.

o Target: a minimum of 5 collaboration and outreach efforts per year.

Early Care and Learning System:

Goal 1: Increase the quality of child care facilities in Alaska.

o Performance measure: Number and percent of child care facilities advancing annually to the next level of Learn & Grow.

o Target: 5% or more of child care facilities participating in Learn & Grow advance to the next level annually.

Goal 2: Advance the professional development of staff working in licensed and regulated child care facilities.

o Performance measure: Number and percent of staff working in a licensed or regulated child care facility advance on the on the SEED Career Ladder.

o Target: 10% or more of participants advance on the SEED Career Ladder annually.

The CCDF Lead Agency via a grant agreement with a local government agency administers Child Care Licensing services in the Municipality of Anchorage (MOA). Child Care Licensing services outside the MOA and for the remainder of the state are administered by the CCDF Lead Agency. The CCDF Lead Agency monitors the grantee for implementation of program policies and procedures through monthly file reviews, regular and ongoing meetings, quarterly reporting, and annual on-site evaluation. The program goals and indicators for this grant include alignment of the MOA code with the CCDF Lead Agency regulations, implementation of the licensing regulations in the MOA, and development of licensing policies and procedures.

Lead Agencies must assure that, to the extent practicable and appropriate, any code or software for child care information systems or information technology for which a Lead Agency or other agency expends CCDF funds to develop must be made available on request to other public agencies, including public agencies in other States, for their use in administering child care or related programs (98.15(a)(11)). Assure by describing how the Lead Agency makes child care information systems available to public agencies in other states to the extent practicable and appropriate. The CCDF Lead Agency uses the Integrated Child Care Information System (ICCIS) to administer benefits, issue payments, issue child care licenses, and as an ongoing tool for staff conducting family and provider eligibility determinations and monitoring compliance of child care facilities. The Lead Agency makes ICCIS available to entities implementing or performing CCDF services. To date, Alaska has not received a request from a public agency in another state for any code or software for ICCIS or information technology. In the event a request is received, the request will be evaluated by the Lead Agency and fulfilled to the extent practicable and appropriate.

Lead Agencies must have in effect policies to govern the use and disclosure of confidential and personally-identifiable information about children and families receiving CCDF assistance and child care providers receiving CCDF funds (98.15(b)(13)). Certify by describing the Lead Agency's policies related to the use and disclosure of confidential and personally-identifiable information. The CCDF Lead Agency complies with the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Additionally, the Lead Agency complies with the Division of Public Assistance Administrative Procedures Manual those details out Confidentiality in 100-3. <http://dpaweb.hss.state.ak.us/manuals/admin/apm.htm>

1.3 Consultation in the Development of the CCDF Plan

The Lead Agency is responsible for developing the CCDF plan, which serves as the application for a 3-year implementation period. As part of the Plan development process, Lead Agencies must consult with the following:

- (1) Appropriate representatives of units of general purpose local government—(658D(b)(2); 98.10(c); 98.12(b); 98.14(b)). General purpose local governments are defined by the U.S. Census at https://www.census.gov/newsroom/cspan/govts/20120301_cspan_govts_def_3.pdf.
- (2) The State Advisory Council (SAC) on Early Childhood Education and Care (pursuant to 642B(b)(1)(A)(i) of the Head Start Act) (658E(c)(2)(R); 98.15(b)(1)) or similar coordinating body pursuant to 98.14(a)(1)(vii).
- (3) Indian tribe(s) or tribal organization(s) within the state. This consultation should be done in a timely manner and at the option of the Indian tribe(s) or tribal organization(s) (658D(b)(1)(E)).

Consultation involves meeting with or otherwise obtaining input from an appropriate agency in the development of the state or territory CCDF Plan. Describe the partners engaged to provide services under the CCDF program in question 1.4.1.

Describe the Lead Agency's consultation in the development of the CCDF plan.

- a) Describe how the Lead Agency consulted with appropriate representatives of general purpose local governments. The CCDF Lead Agency consulted with the Municipality of Anchorage (MOA) Child Care Licensing Program, grantee of the CCDF Lead Agency, regarding sections 2, and 5-7 of the plan, through regular and ongoing meetings with the grantee or via committee meetings. These meetings included but were not limited to: monthly meetings with the CCDF Lead Agency's Child Care Licensing Program Manager regarding grant expectations and compliance, development of licensing policies and procedures, and alignment of the MOA Code with CCDF Lead Agency regulations; discussions about on-line results of monitoring inspections; quarterly System for Early Education Development (SEED) meetings focused on professional development of the early care and learning workforce; and sub-committee meetings pertinent to the development and implementation of Learn & Grow, Alaska's Quality Recognition and Improvement System.

Representatives of general purpose local governments, including the MOA, also had the opportunity to provide input into the development of the CCDF Plan through more formal venues such as the public comment process through the Alaska Online Public Notice System or by participating in the public hearing process.

- b) Describe how the Lead Agency consulted with the State Advisory Council. The Alaska Early Childhood Coordinating Council (AECCC) is responsible for coordination of state systems in order to provide efficient, effective, and accessible services for young children. AECCC includes representatives from both the public and private sectors and members generally meet quarterly. The CCDF State Child Care Administrator and CEO of *thread*, Alaska's statewide Child Care Resource and Referral Network, where the System for Early Education Development (SEED) and Learn & Grow, Alaska's Quality Recognition and Improvement System (QRIS) are housed, are both members of the council. Additionally, the Program Coordinator II, who oversees the CCDF Lead Agency's grant with the CCR&R and other quality activities, serves as co-chair of the AECCC High Quality Early Care and Education subcommittee.

The council is focused on recommendations that include but are not limited to: expanding early childhood services to new children and families through in and out of home services; identifying methods to increase the pay in early childhood settings, particularly for those with higher degrees; implementing a Quality Rating and Improvement System (QRIS); increasing awareness of the Alaska Early Learning Guidelines; embedding Strengthening Families protective factors through systems across the board; supporting and promoting a local partnerships grant process to invest in early childhood and family support; ensuring well child exams are accessible to all children in Alaska; and seeking to ensure every child and their family has full access to age appropriate services that promote physical, emotional, and behavioral health and safety.

Many of the recommendations of the AECCC align with and focus on topic areas of the CCDF Plan. AECCC members receive ongoing updates regarding the implementation of Learn & Grow and SEED activities and are given the opportunity to provide input. Information gathered from these ongoing meetings and through discussion with AECCC members is taken into consideration by the State Administrator for purposes of program planning and development of/revisions to policies and procedures.

Council members were notified during the May 11, 2018, meeting the CCDF Plan would soon be posted and encouraged to review the plan and provide input through electronic responses or participating in the public hearing process.

- c) Describe, if applicable, how the Lead Agency consulted with Indian tribes(s) or tribal organizations(s) within the state. Representatives from American Indian Alaska Native (AIAN) CCDF Tribal Organizations were invited to provide input on this draft CCDF Plan through ongoing collaborative efforts and more formal venues of electronic responses or participating in the public hearing process. Tribes were contacted in May 2018 through an emailed broadcast with access to the draft CCDF Plan and invited to participate in the public hearing process. In addition, the CCDF Lead Agency, the Child Care Program Office (CCPO), shared the draft 2017 Alaska Child Care Market Price Survey Report with AIAN CCDF Tribal Organizations through an email broadcast in May 2018.

- d) Describe any other entities, agencies, or organizations consulted on the development of the CCDF plan. [REDACTED]

Describe the statewide or territory-wide public hearing process held to provide the public with an opportunity to comment on the provision of child care services under this Plan (658D(b)(1)(C); 98.16(f)). *Reminder:* Lead Agencies are required to hold at least one public hearing in the state or territory, with sufficient statewide or territory-wide distribution of notice prior to such a hearing to enable the public to comment on the provision of child care services under the CCDF Plan. At a minimum, this description must include:

- a) Date(s) of notice of a public hearing. [REDACTED] *Reminder:* Must be at least 20 calendar days prior to the date of the public hearing.
- b) How was the public notified about the public hearing, including how notice was accessible for people with disabilities? Please include specific website links if used to provide notice. [REDACTED]
- c) Date(s) of the public hearing(s). [REDACTED] *Reminder:* Must be no earlier than January 1, 2018, which is 9 months prior to the October 1, 2018, effective date of the Plan.
- d) Hearing site(s) or method(s), including how geographic regions of the state or territory were addressed. [REDACTED]
- e) How the content of the Plan was made available to the public in advance of the public hearing(s). [REDACTED]
- f) How was the information provided by the public taken into consideration regarding the provision of child care services under this Plan? [REDACTED]

Lead Agencies are required to make the submitted and final Plan, any Plan amendments, and any approved requests for temporary relief (i.e., waivers) publicly available on a website (98.14(d)).

- a) Provide the website link to where the plan, any plan amendments, and/or waivers are available. <http://dhss.alaska.gov/dpa/Pages/ccare/default.aspx>

b) Describe any other strategies that the Lead Agency uses to make the CCDF Plan and Plan amendments available to the public (98.14(d)). Check all that apply and describe the strategies below, including any relevant website links as examples.

- Working with advisory committees. Describe: [REDACTED]
- Working with child care resource and referral agencies. Describe: [REDACTED]
- Providing translation in other languages. Describe: [REDACTED]
- Sharing through social media (e.g., Twitter, Facebook, Instagram, email). Describe: [REDACTED]
- Providing notification to stakeholders (e.g., provider groups, parent groups). Describe: An email broadcast regarding the posting of the Plan on the Online Public Notice website and information about the Public Hearing and opportunity to comment was sent to stakeholders, including but not limited to: Alaska's statewide Child Care Resource and Referral Network; Child Care Assistance grantees; AIAN CCDF Tribal Organizations; and Office of Child Care, Region X staff.

The finalized CCDF Plan and any Plan amendments will be made available on the Child Care Program Office's website. The public may access this website and the Plan and any amendments will be easily accessible from the homepage.

- Other. Describe: [REDACTED]

1.4 Coordination With Partners To Expand Accessibility and Continuity of Care

Lead Agencies are required to describe how the state or territory will efficiently, and to the extent practicable, coordinate child care services supported by CCDF with programs operating at the federal, state/territory, and local levels for children in the programs listed below. This includes programs for the benefit of Indian children, infants and toddlers, children with disabilities, children experiencing homelessness, and children in foster care (98.14(a)(1)).

Describe how the Lead Agency coordinates the provision of child care services with the following programs to expand accessibility and continuity of care and to assist children enrolled in early childhood programs in receiving full-day services that meet the needs of working families (658E(c)(2)(O); 98.12(a); 98.14(a)).

This list includes entities required by law or rule, along with a list of optional partners that Lead Agencies potentially would coordinate with over the next 3 years to expand accessibility and continuity of care and to assist children enrolled in early childhood programs in receiving full-day services.

Include in the descriptions the goals of this coordination, such as extending the day or year of services for families; smoothing transitions for children between programs or as they age into school; enhancing and aligning the quality of services; linking comprehensive services to children in child care settings; or developing the supply of quality care for vulnerable populations. Check who you will coordinate with and describe all that apply.

(REQUIRED) Appropriate representatives of the general purpose local government, which can include counties, municipalities, or townships/towns. Describe the coordination goals and process: [REDACTED]

(REQUIRED) State Advisory Council on Early Childhood Education and Care (or similar coordinating body) (pursuant to 642B(b)(1)(A)(i) of the Head Start Act). Describe the coordination goals and process: [REDACTED]

- Does the Lead Agency have official representation and a decision-making role in the State Advisory Council (or similar coordinating body)?
 - No
 - Yes

(REQUIRED) Indian tribe(s) and/or tribal organization(s), at the option of individual tribes. Describe the coordination goals and process, including which tribe(s) was consulted: [REDACTED]

- N/A—There are no Indian tribes and/or tribal organizations in the State.

(REQUIRED) State/territory agency(ies) responsible for programs for children with special needs, including early intervention programs authorized under the Individuals with Disabilities Education Act (Part C for infants and toddlers and Section 619 for preschool). Describe the coordination goals and process: [REDACTED]

(REQUIRED) State/territory office/director for Head Start state collaboration. Describe the coordination goals and process: [REDACTED]

(REQUIRED) State agency responsible for public health, including the agency responsible for immunizations. Describe the coordination goals and process: The CCDF Lead Agency, the Child Care Program Office, Child Care Licensing staff coordinate closely with Public Health to ensure child immunization requirements are met. Child Care Licensing staff share information about a computer program created by Public Health called "Self-Image." Providers input child immunization information into Self-Image. The program then provides notices to the child care provider of upcoming immunizations, provides information about the appropriate timetables for obtaining immunizations, alerts providers as to whether or not the children in their care are current with their immunizations, etc.

Public Health staff audit the immunization records of select facilities each year. They forward their results to Child Care Licensing staff. If a facility receives 100% compliance on their audit, Child Care Licensing staff do not audit the records as well. State Epidemiology contacts Child Care Licensing staff annually for a current list of licensed facilities to survey compliance with immunization requirements. If State Epidemiology does not receive a response from facilities, they notify Child Care Licensing staff and licensing follows up to ensure compliance. Licensing also coordinates with State Epidemiology to ensure immunizations, which are checked while on-site by Child Care Licensing staff, reflect current standards and best practice. Public Health staff periodically provides immunizations on-site at child care facilities, participates in health and safety training for

child care providers, assists in responding to health related outbreaks in child care facilities, and provides on-site health consultation.

(REQUIRED) State/territory agency responsible for public education, including prekindergarten (preK). Describe the coordination goals and process:

(REQUIRED) State/territory agency responsible for child care licensing. Describe the coordination goals and process: The CCDF Lead Agency, Child Care Program Office (CCPO), is responsible for child care licensing. The Child Care Licensing Program coordinates with all appropriate entities depending on subject. Coordination with entities includes the Child Care Assistance Program (CCAP), local grantees, Early Head Start and Head Start, AIAN CCDF Tribal Organizations, state departments etc.

(REQUIRED) State/territory agency responsible for the Child and Adult Care Food Program (CACFP) and other relevant nutrition programs. Describe the coordination goals and process: The Lead Agency, Child Care Program Office (CCPO), lists information for the Child and Adult Care Food Program (CACFP) and provides a link so child care providers may apply for services through the program. The CCPO provides CACFP brochures and/or referral to licensed providers if requested.

(REQUIRED) McKinney-Vento state coordinators for homeless education and other agencies providing services for children experiencing homelessness and, to the extent practicable, local McKinney-Vento liaisons. Describe the coordination goals and process:

(REQUIRED) State/territory agency responsible for employment services and workforce development. Describe the coordination goals and process: The CCDF Lead Agency, Division of Public Assistance (DPA), is also the Temporary Assistance for Needy Families (TANF) agency for the State of Alaska and works closely with Work Services Providers in developing job opportunities for all Alaskans, while focusing on families on TANF. Child Care is acknowledged as a necessary support for families entering and remaining in the work force. Information about child care resources is available at DPA Field Services offices throughout the state. Work Services Providers receive child care information training for use as part of their resource portfolio to work with families. Work Services Providers request child care coverage for Parent's Achieving Self-Sufficiency (PASS) I families through Child Care Assistance Program (CCAP) grantees of the CCDF Lead Agency. Grantee staff issue authorizations (certificates) for families receiving PASS I child care assistance.

The CCPO oversees the grant for an on-site child care center in a busy DPA Field Services Office in downtown Anchorage. The child care center is operated by the local Child Care Resource and Referral (CCR&R) Agency. This partnership allows the CCR&R to provide consumer education and child care referrals to customers of the DPA office. It also allows the participants to participate in self-sufficiency services.

(REQUIRED) State/territory agency responsible for the Temporary Assistance for Needy Families program. Describe the coordination goals and process: The CCDF Lead Agency, the Child Care Program Office (CCPO), is housed within the Division of Public Assistance (DPA) where the

Temporary Assistance for Needy Families (TANF) Program is also administered. The CCDF State Administrator serves on the DPA Leadership Team and attends regular management meetings. Quality and accessible child care is an integral part of the Division's mission and child care continues its integration into the work of the Division. The co-location of child care programs and the TANF agency in the same division has allowed the Child Care Assistance Program for TANF families and the Child Care Assistance Program for non-TANF families to be better integrated and aligned. Three Public Assistance Analysts' within the CCPO work with Parents Achieving Self-Sufficiency (PASS) I, the child care assistance part of TANF by: providing training, technical assistance and policy clarification to any entity which administers PASS I, which may be located in the Division of Public Assistance or be a Work Services Provider or grantee; participating as needed on monitors for work services for the child care portion; attending regular partners meetings with Work Services Providers; and teleconferencing regularly with DPA staff. CCAP grantees assist the coordination of families transitioning to and from PASS I. Accounting staff within the CCPO and CCCAP grantees work with PASS I by receiving billings and making payments to PASS I providers statewide. PASS I child care assistance has been integrated into the Child Care Assistance Program Policies and Procedures Manual. This coordination facilitates increased supply of full-day/ full-year services; aligned eligibility policies; blended funding; and access to more training and technical assistance resourced shared across agencies.

(REQUIRED) Agency responsible for Medicaid and the state Children's Health Insurance Program. Describe the coordination goals and process: _____

(REQUIRED) State/territory agency responsible for mental health. Describe the coordination goals and process: The CCDF Lead Agency, Child Care Program Office (CCPO), coordinates with the agencies responsible for mental health areas concerning children. These are the Division of Behavioral Health Division, Operations Manager and Program Coordinator; and the Office of Children's Services, Early Childhood Comprehensive Systems Program Manager. Links to both agencies and their mental health programs for children are listed on the CCPO's website.

(REQUIRED) Child care resource and referral agencies, child care consumer education organizations, and providers of early childhood education training and professional development. Describe the coordination goals and process: _____

(REQUIRED) Statewide afterschool network or other coordinating entity for out-of-school time care (if applicable). Describe the coordination goals and process: _____.

(REQUIRED) Agency responsible for emergency management and response. Describe the coordination goals and process: _____

The following are examples of optional partners a state might coordinate with to provide services. Check all that apply.

State/territory/local agencies with Early Head Start – Child Care Partnership grants. Describe: The CCDF Lead Agency participates in monthly Alaska Head Start Association Director’s meetings to include Early Head Start – Child Care Partnership grantees, to stay abreast of Head Start program requirements and provide updates to state requirements.

State/territory institutions for higher education, including community colleges. Describe: _____

Other federal, state, local, and/or private agencies providing early childhood and school-age/youth-serving developmental services. Describe: _____

State/territory agency responsible for implementing the Maternal and Child Home Visitation programs grant. Describe: The CCDF Lead Agency participates in the Governor’s Council on Disabilities and Special Education Early Intervention Committee monthly meetings which includes representation from Women’s, Children’s and Family Health to improve communication and coordination of services.

Agency responsible for Early and Periodic Screening, Diagnostic, and Treatment. Describe: The CCDF Lead Agency participates in the Governor’s Council on Disabilities and Special Education Early Intervention Committee monthly meetings which includes Women’s, Children’s and Family Health who provide genetic and specialty clinics to improve access to care for children in need and universal newborn hearing screening.

Additionally, the Senior and Disabilities Services (SDS) also participates in these meetings. SDS houses the Alaska Infant Learning Program (ILP). The CCDF Lead Agency has a memorandum of agreement with the ILP to provide free developmental screening and tools to families. The CCDF Lead Agency engages in quarterly meetings with the ILP for coordination and collaboration.

State/territory agency responsible for child welfare. Describe: _____

State/territory liaison for military child care programs. Describe: _____

Provider groups or associations. Describe: _____

Parent groups or organizations. Describe: _____

Other. Describe: _____

1.5 Optional Use of Combined Funds, CCDF Matching and Maintenance-of-Effort Funds

Optional Use of Combined Funds: States and territories have the option to combine funding for CCDF child care services with funding for any of the required programs listed in 1.4.1. These programs include those operating at the federal, state, and local levels for children in preschool programs, tribal early childhood programs, and other early childhood programs, including those serving infants and toddlers with disabilities, homeless children, and children in foster care (658E(c)(2)(O)(ii)). Combining funds could include blending multiple funding streams, pooling funds, or layering funds together from multiple funding streams to expand and/or enhance services for children and families to allow for the delivery of comprehensive quality care that

meets the needs of children and families. For example, state/territory agencies may use multiple funding sources to offer grants or contracts to programs to deliver services; a state/territory may allow a county/local government to use coordinated funding streams; or policies may be in place that allow local programs to layer CCDF funds with additional funding sources to pay for full-day, full-year child care that meets Early Head Start/Head Start or state/territory prekindergarten requirements in addition to state/territory child care licensing requirements.

As a reminder, CCDF funds may be used in collaborative efforts with Head Start programs to provide comprehensive child care and development services for children who are eligible for both programs. In fact, the coordination and collaboration between the Head Start and CCDF is strongly encouraged by sections 640(g)(1)(D) and (E); 640(h); 641(d)(2)(H)(v); and 642(e)(3) of the Head Start Act in the provision of full working day, full calendar year comprehensive services. To implement such collaborative programs, which share, for example, space, equipment, or materials, grantees may layer several funding streams so that seamless services are provided (Policy and Program Guidance for the Early Head Start – Child Care Partnerships: https://www.acf.hhs.gov/sites/default/files/occ/acf_im_ohs_15_03.pdf).

Does the Lead Agency choose to combine funding for CCDF services for any required early childhood program (98.14(a)(3))?

No.

Yes. If yes, describe at a minimum:

- a) How you define “combine” The CCDF Lead Agency, the Child Care Program Office, defines "combine" as bringing together of allowable and available resources.
- b) Which funds you will combine Temporary Assistance for Needy Families (TANF), State of Alaska General Funds, and CCDF funds.
- c) Your purpose and expected outcomes for combining funds, such as extending the day or year of services available (i.e., full-day, full-year programming for working families), smoothing transitions for children, enhancing and aligning quality of services, linking comprehensive services to children in child care or developing the supply of child care for vulnerable populations The CCDF Lead Agency, the Child Care Program Office, combines Temporary Assistance for Needy Families (TANF) funds with CCDF funds to maximize the number of children and families that can be served. Additionally, State General Funds assist with administrative costs associated with service delivery above the 5% allowed for CCDF and to meet Maintenance of Effort and Matching requirements.
- d) How you will be combining multiple sets of funding, such as at the State/Territory level, local level, program level? Temporary Assistance for Needy Families (TANF) Direct Services and TANF Transfers to CCDF, as well as State General Funds will be combined at the State level to maximize service delivery of programs administered by the CCDF Lead Agency, Child Care Program Office.
- e) How are the funds tracked and method of oversight? Funds are tracked at the State level through the Integrated Child Care Information System (ICIS) and Integrated

Resource Information System (IRIS). Reports pulled from these systems as well as monthly, quarterly and annual audits and reporting facilitate oversight of expenditures.

Use of PreK for Maintenance of Effort: The CCDF final rule clarifies that public preK funds may also serve as maintenance-of-effort funds as long as the state/territory can describe how it will coordinate preK and child care services to expand the availability of child care while using public preK funds as no more than 20 percent of the state's or territory's maintenance of effort or 30 percent of its matching funds in a single fiscal year (FY) (98.55(h)). If expenditures for preK services are used to meet the maintenance-of-effort requirement, the state/territory must certify that it has not reduced its level of effort in full-day/full-year child care services (98.55(h)(1); 98.15(a)(6)).

Use of Private Funds for Match or Maintenance of Effort: Donated funds do not need to be under the administrative control of the Lead Agency to qualify as an expenditure for federal match. However, Lead Agencies do need to identify and designate in the state/territory Plan the donated funds given to public or private entities to implement the child care program (98.55(f)).

Which of the following funds does the Lead Agency intend to use to meet the CCDF matching and MOE requirements described in 98.55(e) and 98.55(h)? Check all that apply.

Note: The Lead Agency must check at least public and/or private funds as matching, even if preK funds also will be used.

- N/A—The territory is not required to meet CCDF matching and MOE requirements
- Public funds are used to meet the CCDF matching fund requirement. Public funds may include any general revenue funds, county or other local public funds, state/territory-specific funds (tobacco tax, lottery), or any other public funds.
 - If checked, identify the source of funds: State of Alaska General Funds
 - If known, identify the estimated amount of public funds that the Lead Agency will receive: \$ \$7,738,900
- Private donated funds are used to meet the CCDF matching funds requirement. Only private funds received by the designated entities or by the Lead Agency may be counted for match purposes (98.53(f)).
 - If checked, are those funds:
 - donated directly to the State?
 - donated to a separate entity(ies) designated to receive private donated funds?

If checked, identify the name, address, contact, and type of entities designated to receive private donated funds:

If known, identify the estimated amount of private donated funds that the Lead Agency will receive: \$

- State expenditures for preK programs are used to meet the CCDF matching funds requirement. If checked, provide the estimated percentage of the matching fund requirement that will be met with preK expenditures (not to exceed 30 percent): [REDACTED]
- If the percentage is more than 10 percent of the matching fund requirement, describe how the State will coordinate its preK and child care services: [REDACTED]
 - If known, identify the estimated amount of preK funds that the Lead Agency will receive for the matching funds requirement: \$ [REDACTED]
- Describe the Lead Agency efforts to ensure that preK programs meet the needs of working parents: [REDACTED]

- State expenditures for preK programs are used to meet the CCDF maintenance-of-effort requirements. If checked,
- The Lead Agency assures that its level of effort in full-day/full-year child care services has not been reduced, pursuant to 98.55(h)(1) and 98.15(6).
- No
- Yes
- Describe the Lead Agency efforts to ensure that preK programs meet the needs of working parents: [REDACTED]
- Estimated percentage of the MOE Fund requirement that will be met with preK expenditures (not to exceed 20 percent): [REDACTED]
- If the percentage is more than 10 percent of the MOE requirement, describe how the State will coordinate its preK and child care services to expand the availability of child care: [REDACTED]
 - If known, identify the estimated amount of preK funds that the Lead Agency will receive for the MOE Fund requirement: \$ [REDACTED]

1.6 Public-Private Partnerships

Lead Agencies are required to describe how they encourage public-private partnerships among other public agencies, tribal organizations, private entities, faith-based organizations, businesses or organizations that promote business involvement, and/or community-based organizations to leverage existing service delivery (i.e., cooperative agreement among providers to pool resources to pay for shared fixed costs and operation) (658E(c)(2)(P)). ACF expects these types of partnerships to leverage public and private resources to further the goals of the CCDBG Act. Lead Agencies are required to demonstrate how they encourage public-private partnerships to leverage existing child care and early education service-delivery systems and to increase the supply and quality of child care services for children younger than age 13, for example, by implementing voluntary shared service alliance models (98.14(a)(4)).

Identify and describe the entities with which and the levels at which the state/territory is partnering (level—state/territory, county/local, and/or programs), the goals of the partnerships, the ways that partnerships are expected to leverage existing service-delivery systems, the method of partnering, and examples of activities that have resulted from these partnerships (98.16(d)(2)). The CCDF Lead Agency, the Child Care

Program Office (CCPO), collaborates and coordinates with Best Beginnings, a public-private partnership that mobilizes people and resources to ensure all Alaskan children begin school ready to succeed. CCPO staff and staff from Best Beginnings participate jointly on several early care and learning regular committees to increase supply and quality of child care services: Alaska Early Childhood Coordinating Council; Strengthening Families Leadership Team; Alaska Pyramid Partnership Leadership Team; System for Early Education Development (SEED) Professional Development Committee; and Learn & Grow, Alaska's Quality Recognition and Improvement System (QRIS) Stakeholder Committee.

1.7 Coordination With Local or Regional Child Care Resource and Referral Systems

Lead Agencies may use CCDF funds to establish or support a system of local or regional child care resource and referral (CCR&R) organizations that is coordinated, to the extent determined by the state/territory, by a statewide public or private non-profit, community-based or regionally based, lead child care resource and referral organization (such as a statewide CCR&R network) (658E(c)(3)(B)(iii); 98.52).

- If Lead Agencies use CCDF funds for local CCR&R organizations, the local or regional CCR&R organizations supported by those funds must, at the direction of the Lead Agency, provide parents in the State with consumer education information concerning the full range of child care options (including faith-based and community-based child care providers), analyzed by provider, including child care provided during non-traditional hours and through emergency child care centers, in their area.
- To the extent practicable, work directly with families who receive assistance to offer the families support and assistance to make an informed decision about which child care providers they will use to ensure that the families are enrolling their children in the most appropriate child care setting that suits their needs and one that is of high quality (as determined by the Lead Agency).
- Collect data and provide information on the coordination of services and supports, including services under Section 619 and Part C of the Individuals with Disabilities Education Act;
- Collect data and provide information on the supply of and demand for child care services in areas of the state and submit the information to the State;
- Work to establish partnerships with public agencies and private entities, including faith-based and community-based child care providers, to increase the supply and quality of child care services in the state and, as appropriate, coordinate their activities with the activities of the state Lead Agency and local agencies that administer funds made available through CCDF (98.52(b)).

Nothing in the statute or rule prohibits States from using CCR&R agencies to conduct or provide additional services beyond those required by statute or rule.

Note: Use section 7.6 to address how quality set-aside funds, if applicable, are used to support a statewide CCR&R system.

Does the Lead Agency fund a system of local or regional CCR&R organizations?

No. The state/territory does not fund a CCR&R system and has no plans to establish one.

Yes. The state/territory funds a CCR&R system. If yes, describe the following:

a) What services are provided through the CCR&R system? The following details the services provided through thread and other activities for which the CCPO partners with thread:

1. Provide families with information on a full range of child care options (including faith-based, community-based child care centers and family child care homes, nontraditional hours and emergency child care centers) in their local area or region.

thread provides families with information on a full range of child care options in their community through the "Find Early Care & Learning in Alaska" on-line tool from their website. This tool is an individualized search from thread's database and provides program information including:

•Type of care (including if a licensed or Head Start program);

•Distance (miles within the family's local community);

•Ages served;

•Days and hours of operation;

•Annual schedule;

•Environment (such as faith based, circle/story time, fenced yard, field trips, limited TV, planned activities, outdoor equipment, and pet free);

•Safety certifications/training;

•Transportation options;

•Meals, if provided; and

•Types of financial assistance, if accepted (such as military, TANF, Tribal, Office of Children's Services if a child is in child protective custody).

thread answers many important questions about the child care programs in their database such as vacancies, fees, policies, and caregiver experience. Early care and education referrals are also made accessible through a toll free telephone number, or by emailing or faxing a referral form. thread also provides enhanced referrals to families with children who may have special needs.

2. To the extent practicable, work directly with families who receive child care assistance to offer the families support and assistance in making an informed decision about child care options in an effort to ensure families are enrolling their children in the most appropriate child care setting to suit their needs and that is of high quality as determined by the State/Territory.

Every family is referred to thread during the child care assistance application process for child care search and referral services to assist families in enrolling their children in the most appropriate child care setting to suit their needs, and that is of high quality. thread works directly with families to provide an individualized list of early care and education programs based on their specific needs. thread offers information on:

- Selecting quality child care, preschool, or Head Start programs;
- Information on Quality Indicators including teacher/child ratio, staff qualifications and training, and family involvement;
- Understanding different types of care settings;
- Qualifications of early care and education providers;
- Current program vacancy information;
- Customized referrals for families who have children with special needs;
- Tips on working with your child's teacher; and
- Other community resources.

thread also offers guidance for parents on how to identify and choose quality care and education program through materials such as the "Quality Care Card" and the "Quality Early Care & Education: A Guide for Alaska's Families". Other resources for parents include:

- Child development and parenting workshops;
- Networking opportunities with other families;
- Free lending library, including books on parenting, children's books, and toys; and
- Personalized support and information around parenting issues, child development, and community referrals through the "thread line service"

3. Collect data and provide information on the coordination of services and supports, including services provided through the Individuals with Disabilities Education Act for children with disabilities.

thread collaborates with the CCPO to provide consultation, resources, and referrals for children with disabilities participating in the Alaska Inclusive Child Care Program (Alaska IN!). thread's website contains links to Alaska IN!, administered by the CCPO to give extra support to families with children who have special needs in accessing inclusive care and offer supplemental funding to providers for training, needed accommodations, and support to help them meet the child's individual needs. The purpose of Alaska IN! is to enhance the skills of the child care provider, promote inclusive child care practices in child care settings, and ensure families participating in the Child Care Assistance Program, including children with special needs, have access to child care. This also helps ensure children with special needs have a stable and consistent child care provider who can meet their individual needs.

thread coordinates with the CCPO to provide the following for families applying for and participating in Alaska IN!:

- Providing outreach, education, and enhanced referral services to parents of children with special needs regarding child care options;
- Providing child care resource and referral resources to the provider and/or parent when additional needs are identified;
- Providing referrals for additional resources not offered by thread to the provider and/or parent when additional needs are identified;
- Conducting on-site observation of the identified child while in care with the child care provider;
- Consulting with the child care provider and parent in the development of the Child Care Provider Inclusion Plan to ensure the accommodations and/or training identified meet the child's specific needs;
- Increasing caregiver knowledge and expertise in the care of children with special needs;
- Prioritizing and providing technical assistance, training, and support to providers who care for children with special needs;
- Recruiting and training child care providers to increase capacity to care for children with special needs;
- Maintaining a file for each child that contains the supporting documentation of the recommendations made for additional services needed for the Child Care Provider Inclusion Plan;
- Assisting providers to implement child specific inclusionary practices; and
- Contacting the CCPO or Municipality of Anchorage child care licensing office, depending on the provider's location, when a concern is identified.

thread's website also contains links to the Child Care Assistance Program and the Alaska IN! brochure. Data regarding Alaska IN! is housed with the CCPO.

4. Collect data and provide information on the supply of and demand for child care services in local areas or regions of the State/Territory and submit such information to the State/Territory.

thread collects data on the supply and demand through its child care provider database. Providers offer their information voluntarily to this database, fulfilling on the available supply in communities. Through the "Find Early Care & Learning in Alaska" on-line tool, thread provides families with information on a full range of child care options in their community. This tool is an individualized search from thread's database and provides program information including:

- Type of care (including if a licensed or Head Start program);
- Distance (miles within the family's local community);
- Ages served;
- Days and hours of operation;

- Annual schedule;
- Environment (such as faith based, circle/story time, fenced yard, field trips, limited TV, planned activities, outdoor equipment, and pet free);
- Safety certifications/training;
- Transportation options;
- Meals, if provided; and
- Types of financial assistance, if accepted (such as military, TANF, Tribal, Office of Children's Services if a child is in child protective services).

thread also provides information in their database such as vacancies, fees, policies, and caregiver experience. Early care and education referrals are also made accessible through a toll free telephone number, or by emailing or faxing a referral form.

thread follows supply and demand trends by tracking the ratio of children who have all of the adults in their household in the workforce (census data) compared to the number of licensed/regulated spaces. Aggregate data is provided to the CCPO on a quarterly and annual basis regarding supply and demand for communities with the highest need where thread provides services.

5. Work to establish partnerships with public agencies and private entities, including faith-based and community-based child care centers and family child care homes providers, to increase the supply and quality of child care services in the State/Territory. thread has established partnerships with public agencies and private entities such as the CCPO, Head Start and Early Head Start, Best Beginnings, Association for the Education of Young Children (AYEC), AIAN CCDF Tribal organizations, school districts, communities (including rural areas) and cities, social service agencies, and others to provide updated resource information for families and child care providers. Community events and conferences are listed on thread's website as well as made available through regular announcements to families, providers, and the public. These efforts work to increase supply and quality of child care services through consumer education and trainings.

Partnerships with early care and education programs promote recruitment and retention through technical assistance and consultation efforts. Also, thread has worked to establish two community based centers in Fairbanks Alaska: Thrivalaska Birth to 5 Head Start, and Thrivalaska School Age Program.

thread houses Alaska's early childhood professional development system, known as the System for Early Education Development (SEED). thread also provides professional development opportunities through support and funding to child care providers participating in SEED, including those in licensed Centers, Group Homes, Homes and license exempt providers receiving CCDF payments to increase quality of child care services.

6. As appropriate, coordinate their activities with the activities of the CCDF Lead Agency and/or local agencies that administer CCDF.

thread coordinates and collaborates with the CCPO regarding many activities and committees.

1. The System for Early Development Committee (SEED), which includes workgroups for:

- SEED Registry: thread manages the statewide early childhood professional registry tracking professional development achievements and advancements for over 2000 early educators and Infant Learning professionals.

- SEED Career Ladder: thread manages the SEED Career Ladder. In partnership with the CCPO and other professional development entities including higher education, thread ensures the career ladder supports professional development advancement through multiple pathways. The Alaska SEED Career Ladder is a path articulating advancement in the early care and learning profession and is common to professionals in licensed child care centers, homes, or group homes, school district Pre-Elementary and Elementary schools, private Pre-Elementary and Elementary schools, military child care, tribal child care, Early Head Start/Head Start, and in-home visiting. The SEED Career Ladder is an active document that is reviewed and updated by the SEED Professional Development Committee every two years, and was most recently updated in 2015.

- Alaska's Core Knowledge and Competencies: thread and the CCPO have collaborated to implement Alaska's Core Knowledge and Competencies and ensure these align with the SEED Career Ladder.

- The SEED Professional Development Committee has a subcommittee of members specifically for looking at data, conducting research, and making recommendations for updates to the SEED Career Ladder, or aligning credentials and trainings of other programs.

- SEED Training and Trainer Approval System: thread manages the SEED Training and Trainer Approval System currently in development to help strengthen the quality of training available and offered in Alaska. thread has collaborated with the CCPO to design and implement the Training Approval System in July 2016. The mission of the Training Approval System in Alaska is to increase compensation and benefits for the early care and learning workforce and to improve the quality and content of training and education for the early care and learning workforce. Building a comprehensive training approval system increases the consistency of training content and qualifications across the state. The design process has also been inclusive of many training entities in Alaska including higher education, the Family Child Care Association, the early childhood conference organizers, the After School Network, and other school age stakeholders.

2. Professional Development Reimbursements and Travel Grants: thread manages funds to support financial reimbursements to early educators with qualifying professional development expenses. These funds are designed to support a continuum of accessing higher education and advanced professional development opportunities. Additionally, these resources reduce financial barriers for accessing professional development opportunities.

3. thread and the CCPO have collaborated in the design, development, and implementation of Learn and Grow, Alaska's Quality Recognition and Improvement System. Learn & Grow launched in July of 2016 to help advance and support continuous quality improvement in licensed early care and learning programs. thread has coordinated with the CCPO to provide Learn & Grow orientations at all of the statewide National Association for the Education of Young Children (NAEYC) Conferences and to make a monthly orientation webinar available for child care providers and interested families.

4. thread receives a grant from the CCPO to provide child care services to clients accessing Division of Public Assistance programs. The child care space is located within the Gambell Field Services location in Anchorage and is available for use by any family receiving services in the building.

5. thread works to support Child Care Resource and Referral services for all early care and learning programs including tribal child care programs. thread has worked to develop outreach materials and build relationships with tribal child care programs and associated tribes with the goal to share and optimize resources and strengthen our early care and learning system. thread currently partners with Cook Inlet Tribal Council, Artic Slope Native Association, and Bristol Bay Native Association to coordinate professional development training for their early child professionals as well as through providing technical assistance to support their efforts in continuous quality improvement.

6. thread partners with the CCPO to join Child Care Licensing Chats or collaborate on trainings when possible. Child Care Licensing and thread also have monthly meetings to collaborate and share information.

7. thread also coordinates with and informs the CCPO of events and outreach available in communities on a regular basis through meetings, announcements, newsletters, and on their website.

b) How the CCR&R system is operated, including how many agencies and if there is a statewide network and how the system is coordinated. The CCDF Lead Agency, the Child Care Program Office (CCPO), administers child care resource and referral services via a grant with Alaska's statewide Child Care Resource and Referral Network, thread. thread sub-grants to Thrivalaska in Fairbanks, serving Interior/Northern Alaskan communities

and the Association for the Education of Young Children-Southeast Alaska (AEYC-SEA) in Juneau, serving communities in Southeast Alaska.

1.8 Disaster Preparedness and Response Plan

Lead Agencies are required to establish a Statewide Child Care Disaster Plan (658E(c)(2)(U)). They must demonstrate how they will address the needs of children—including the need for safe child care, before, during, and after a state of emergency declared by the Governor or a major disaster or emergency (as defined by Section 102 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5122)—through a Statewide Disaster Plan that, for a State, is developed in collaboration with the State human services agency, the State emergency management agency, the State licensing agency, the State health department or public health department, local and State child care resource and referral agencies, and the State Advisory Council on Early Childhood Education and Care (designated or established pursuant to section 642B(b)(1)(A)(i) of the Head Start Act (42 U.S.C. 9837b(b)(1)(A)(i))) or similar coordinating body (98.16(aa)).

Describe how the Statewide Child Care Disaster Plan was developed in collaboration with the State human services agency, the State emergency management agency, the State licensing agency, the State health department or public health department, local and State child care resource and referral agencies, and the State Advisory Council on Early Childhood Education and Care or similar coordinating body: The CCDF Lead Agency, the Child Care Program Office (CCPO), has developed a CCPO CCDF Disaster and Emergency Preparedness Plan. The CCPO CCDF Disaster and Emergency Preparedness Plan has adopted the state’s Division of Public Assistance (DPA) Continuity of Operations Plan (COOP). The DPA COOP is developed in collaboration with human services agencies, the state emergency management agency, and the state licensing agencies. CCPO has collaborated with Alaska’s Child Care Resource and Referral Agency, thread, on the CCPO CCDF Disaster and Emergency Preparedness Plan. Collaboration with thread included meetings in regards to roles and responsibilities and priorities.

Describe how the Statewide Disaster Plan includes the Lead Agency’s guidelines for the continuation of child care subsidies and child care services, which may include the provision of emergency and temporary child care services during a disaster and temporary operating standards for child care after a disaster: The CCDF Lead Agency, the Child Care Program Office (CCPO), has established continuation of child care subsidies and child care services during a disaster and temporary operating standards for child care after a disaster. During a disaster or emergency, Alaska’s Child Care Resource and Referral Agency, thread, will be assisting with reunification of children, issuing, extending, or replacing child care benefits, and emergency temporary child care licensing.

The CCPO in conjunction with thread will continue to issue child care benefits or replace current child care benefits with current recipients through the Integrated Child Care

Information System (ICCIS) if systems are available. If systems are unavailable benefits will be issued, extended, or replaced via copies, faxes, and/or phones.

The CCPO in conjunction with thread will identify emergency shelters to set up child care services. The CCPO will make it a priority to issue emergency temporary child care licenses for facilities needing relocation due to the facility being inaccessible or hazardous to continue operations.

The plan is dependent on geographical location of an emergency or disaster, state agency's operating effectively, and resources available to the state, department, division, and/or agency.

Describe Lead Agency procedures for the coordination of post-disaster recovery of child care services: The CCDF Lead Agency, the Child Care Program Office (CCPO), will coordinate with grantees, partners, providers, and other state and federal government(s) in the rebuilding of child care. The rebuilding efforts will be focused on two components: retention and rebuilding of the child care provider network, and rebuilding the child care assistance program.

Describe how the Lead Agency ensures that providers who receive CCDF funds have the following procedures in place—evacuation; relocation; shelter-in-place; lockdown; communications with and reunification of families; continuity of operations; and accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions: The CCDF Lead Agency, the Child Care Program Office (CCPO), requires child care providers to develop their own disaster and emergency preparedness plan as required by regulation (7 AAC 41 and 7 AAC 57) requiring adequate supplies, relocation of child care site, reunification of children with parents, conducting monthly emergency drills, shelter-in place, and accommodations for children with disabilities.

Describe how the Lead Agency ensures that providers who receive CCDF funds have the following procedures in place for child care staff and volunteers—emergency preparedness training and practice drills as required in 98.41(a)(1)(vii): The CCDF Lead Agency, the Child Care Program Office (CCPO), requires child care providers to orient staff to their emergency preparedness training and all child care providers to practice and document drills monthly except during periods of inclement weather.(7 AAC 41 and 7 AAC 57).

Provide the link to the website where the statewide child care disaster plan is available: <http://dhss.alaska.gov/dpa/Pages/ccare/regs.aspx>

2 Promote Family Engagement Through Outreach and Consumer Education

Lead Agencies are required to support the role of parents as child care consumers who need information to make informed choices regarding the services that best suit their needs. A key purpose of the CCDBG Act is to “promote involvement by parents and family members in the development of their children in child care settings” (658A(b)). Lead Agencies have the opportunity to consider how information can be provided to parents through the child care assistance system, partner agencies, and child care consumer education websites.

The target audience for the consumer education information includes three groups: parents receiving CCDF assistance, the general public, and when appropriate, child care providers. In this section, Lead Agencies will address how information is made available to families to assist them in accessing high-quality child care and how information is shared on other financial assistance programs or supports for which a family might be eligible. In addition, Lead Agencies will certify that information on developmental screenings is provided and will describe how research and best practices concerning children’s development, including their social-emotional development, is shared.

In this section, Lead Agencies will delineate the consumer and provider education information related to child care, as well as other services, including developmental screenings, that is made available to parents, providers, and the general public and the ways that it is made available. This section also covers the parental complaint process and the consumer education website that has been developed by the Lead Agency and the manner in which it links to the national website and hotline. Finally, this section addresses the consumer statement that is provided to parents supported with CCDF funds.

2.1 Outreach to Families With Limited English Proficiency and Persons With Disabilities

The Lead Agency is required to describe how it provides outreach and services to eligible families with limited English proficiency and persons with disabilities and to facilitate the participation of child care providers with limited English proficiency and disabilities in the CCDF program (98.16(dd)). Lead Agencies are required to develop policies and procedures to clearly communicate program information, such as requirements, consumer education information, and eligibility information, to families and child care providers of all backgrounds (81 FR 67456).

Describe how the Lead Agency or partners provide outreach and services to eligible families for whom English is not their first language: The CCDF Lead Agency, the Child Care Program Office (CCPO), has available for eligible families’ interpretation services through the Telelanguage line. The Telelanguage line information is provided to all grantees and partners to utilize when an English Second Language (ESL) family is being provided services. The CCPO requires grantees and partners to utilize the Telelanguage line to minimize miscommunication. The State of Alaska only publishes written material in English. If a family needs assistance whether it be requesting information, applying for benefits, or needing assistance the Telelanguage line is utilized to communicate with ESL families.

Describe how the Lead Agency or partners provide outreach and services to eligible families with a person(s) with a disability: The CCDF Lead Agency provides program information and applications to grantees and partners for distribution during outreach activities statewide. All grants with the CCDF Lead Agency require that “facilities proposed for the delivery of services must meet fire code, safety and American with Disabilities Act (ADA) standards and be located where clients of the program services have reasonable and safe access.” Additionally, a person with a disability interested in participating in any public comment or public hearing process may request an accommodation by coordinating with the designated point of contact on the notice.

2.2 Parental Complaint Process

The Lead Agency must certify that the state/territory maintains a record of substantiated parental complaints and makes information regarding such complaints available to the public on request (658E(c)(2)(C); 98.15(b)(3)). Lead Agencies must also provide a detailed description of the hotline or similar reporting process for parents to submit complaints about child care providers; the process for substantiating complaints; the manner in which the Lead Agency maintains a record of substantiated parental complaints; and ways that the Lead Agency makes information on such parental complaints available to the public on request (98.16; 98.32).

Describe the Lead Agency’s hotline or similar reporting process through which parents can submit complaints about child care providers, including a link if it is a Web-based process: The CCDF Lead Agency, the Child Care Program Office (CCPO), has made available the main office number and toll free number for filing child care complaints. In addition, the CCPO has posted on the main webpage an email link to file a complaint against a child care provider. <http://dhss.alaska.gov/dpa/Pages/ccare/default.aspx>

Describe the Lead Agency’s process for screening, substantiating and responding to complaints regarding CCDF providers, including whether the process includes monitoring: The CCDF Lead Agency, the Child Care Program Office, investigates all complaints received. Once a complaint is received the CCPO Complaint and Enforcement Review Committee assigns the complaint a priority level and licensing specialist to investigate. Investigations include unannounced onsite inspections; a health and safety walk through, parent interviews, staff interview, and any follow up if needed with another department or entity. For an allegation to be substantiated the licensing specialist must find a preponderance of evidence. If no evidence is found the allegation is not substantiated. If a facility has a non-compliance, resulting from an allegation an enforcement action is imposed on the facility. Enforcement actions can include Plan of Correction, modification of license, fine, and up to and including suspension or revocation of their child care license. Child Care Licensing Policies and Procedures Manual 6090 and Child Care Assistance Program Policies and Procedures Manual 4310.

Describe the Lead Agency's process for screening, substantiating and responding to complaints for non-CCDF providers, including whether the process includes monitoring: The CCDF Lead Agency, the Child Care Program Office, investigates all complaints received. Once a complaint is received the CCPO Complaint and Enforcement Review Committee assigns the complaint a priority level and licensing specialist to investigate. Investigations include unannounced onsite inspections; a health and safety walk through, parent interviews, staff interview, and any follow up if needed with another department or entity. For an allegation to be substantiated the licensing specialist must find a preponderance of evidence. If no evidence is found the allegation is not substantiated. If a facility has a non-compliance, resulting from an allegation an enforcement action is imposed on the facility. Enforcement actions can include Plan of Correction, modification of license, fine, and up to and including suspension or revocation of their child care license. Child Care Licensing Policies and Procedures Manual 6090 and Child Care Assistance Program Policies and Procedures Manual 4310.

Certify by describing how the Lead Agency maintains a record of substantiated parental complaints: The CCDF Lead Agency, the Child Care Program Office, maintains records of substantiated child care complaints by issuing the facility/provider a Report of Investigation (ROI). The ROI is then kept in the facility/provider binder until mandatory archiving. The licensing specialist also enters the investigation into the Integrated Child Care Information System (ICIS) Compliance screen. Child Care Licensing Policies and Procedures Manual 6090 and Child Care Assistance Program Policies and Procedures Manual 4310.

Certify by describing how the Lead Agency makes information about substantiated parental complaints available to the public; this information can include the consumer education website discussed in section 2.3: The CCDF Lead Agency, the Child Care Program Office (CCPO), makes all substantiated findings from the Report of Inspection Notice of Violation, Report of Inspection, and Report of Investigation available online through the state of Alaska Find A Child Care Provider search. <https://dpaworks.dhss.alaska.gov/FindProviderVS8/zSearch.aspx>

2.3 Consumer Education Website

States and Territories are required to provide information to parents, the general public, and when applicable, child care providers through a State website, which is consumer-friendly and easily accessible (658E(c)(2)(E)(i)(III)). The website must include information to assist families in understanding the policies and procedures for licensing child care providers. The website information must also include provider-specific information, monitoring and inspection reports for the provider, the quality of each provider (if such information is available for the provider), and the availability of the provider (658E(c)(2)(D); 98.33(a)). The website should also provide access to a yearly statewide report on deaths, serious injuries, and the number of cases of substantiated child abuse that have occurred in child care settings. To assist families with any additional questions, the website should provide contact information for local child care

resource and referral organizations and any other agencies that can assist families in better understanding the information on the website.

To certify, respond to questions 2.3.1 through 2.3.10 by describing how the Lead Agency meets these requirements and provide the link in 2.3.11. Please note that any changes made to the web links provided below in this section after the CCDF Plan is approved are considered substantial changes and CCDF Plan Amendments will be required.

Describe how the Lead Agency ensures that its website is consumer-friendly and easily accessible: The CCDF Lead Agency, the Child Care Program Office (CCPO), website is consumer-friendly and easily accessible. The website is displayed based upon six main category tabs, which when accessed provide additional in-depth information: Alaska: Find a Child Care Provider; Contact Information; Information for Child Care Providers; Information for Families; Resources and Reports; and Child Care Forms. In addition, the website is easily accessible to all individuals including individuals with disability. The American Disability Act (ADA) requires websites and the information provided to be accessible. All child care forms and child care resources and materials comply with ADA accessibility. <http://dhss.alaska.gov/dpa/Pages/ccare/default.aspx>

Describe how the website ensures the widest possible access to services for families that speak languages other than English (98.33(a)): The CCDF Lead Agency, the Child Care Program Office (CCPO), website is only provided in English. The State of Alaska only publishes in English. The CCPO can provide interpretation services to families and guests who need assistance accessing, navigating, or obtaining information from the CCPO website.

Describe how the website ensures the widest possible access to services for persons with disabilities: The Lead Agency, the Child Care Program Office (CCPO), ensures the website is accessible to persons with disabilities. The American Disability Act (ADA) requires all materials and resources published online are accessible to persons with a disability. All child care forms and child care resources and materials are accessible to persons with disability. The CCPO works with the Statewide ADA Coordinator on making our website resources and materials accessible.

Lead Agency processes related to child care.

A required component of the consumer education website is a description of Lead Agency policies and procedures relating to child care (98.33(a) (1)). This information includes a description of how the state/territory licenses child care, a rationale for exempting providers from licensing requirements, the procedure for conducting monitoring and inspections of providers, and the policies and procedures related to criminal background checks.

- a) Provide the link to how the Lead Agency licenses child care providers, including the rationale for exempting certain providers from licensing requirements, as described in section 5.3.6:

<http://dhss.alaska.gov/dpa/Documents/dpa/programs/ccare/Documents/Manuals-Brochures/Child-Care-Licensing-Policy-and-Procedure-Manual.pdf>

- b) Provide the link to the procedure for conducting monitoring and inspections of child care providers, as described in section 5.3.2:
<http://dhss.alaska.gov/dpa/Documents/dpa/programs/ccare/Documents/Manuals-Brochures/Child-Care-Licensing-Policy-and-Procedure-Manual.pdf>
- c) Provide the link to the policies and procedures related to criminal background checks for staff members of child care providers and the offenses that prevent individuals from being employed by a child care provider or receiving CCDF funds, as described in sections 5.4.1 and 5.4.6:
<http://dhss.alaska.gov/dpa/Documents/dpa/programs/ccare/Documents/Manuals-Brochures/Child-Care-Licensing-Policy-and-Procedure-Manual.pdf>

List of providers

The consumer education website must include a list of all licensed providers and, at the discretion of the Lead Agency, all providers eligible to deliver CCDF services, identified as either licensed or license-exempt. Providers caring for children to whom they are related do not need to be included. The list of providers should be searchable by ZIP Code.

- a) Provide the website link to the searchable list of child care providers:
<https://dpaworks.dhss.alaska.gov/FindProviderVS8/zSearch.aspx>
- b) Which providers are included in the searchable list of child care providers:
- Licensed CCDF providers
 - Licensed non-CCDF providers
 - License-exempt center-based CCDF providers
 - License-exempt family child care (FCC) CCDF providers
 - License-exempt non-CCDF providers
 - Relative CCDF child care providers
 - Other. Describe:
- c) Describe what information is available in the search results. Specify if the information is different for different types of providers: [The following information is currently available for Licensed CCDF providers, Licensed non-CCDF providers, and Relative CCDF child care providers: Facility Name; First Name; Last Name; Address; City; State; Zip; Phone; Status; Type. Additional information is pending implementation of Online Results of Monitoring and Inspection Reports.](#)

Lead Agencies must also identify specific quality information on each child care provider for whom they have this information. The type of information provided is determined by the Lead Agency, and it should help families easily understand whether a provider offers services that meet Lead Agency-specific best practices and standards or a nationally recognized, research-based set of criteria. Provider-specific quality information must only be posted on the consumer website if it is available for the individual provider.

a) How does the Lead Agency determine quality ratings or other quality information to include on the website?

- Quality rating and improvement system
- National accreditation
- Enhanced licensing system
- Meeting Head Start/Early Head Start requirements
- Meeting prekindergarten quality requirements
- Other. Describe: [redacted]

b) For what types of providers are quality ratings or other indicators of quality available?

- Licensed CCDF providers. Describe the quality information: [redacted]
- Licensed non-CCDF providers. Describe the quality information: [redacted]
- License-exempt center-based CCDF providers. Describe the quality information: [redacted]
- License-exempt FCC CCDF providers. Describe the quality information: [redacted]
- License-exempt non-CCDF providers. Describe the quality information: [redacted]
- Relative child care providers. Describe the quality information: [redacted]
- Other. Describe: [redacted]

Lead Agencies are required to post monitoring and inspection reports on the consumer education website for each licensed provider and for each non-relative provider eligible to provide CCDF services on the consumer education website. These reports must include results of required annual monitoring visits and visits due to major substantiated complaints about a provider's failure to comply with health and safety requirements and child care policies. The reports must be in plain language and be timely to ensure that the results of the reports are available and easily understood by parents when they are deciding on a child care provider. Lead Agencies must post at least 3 years of reports when available.

Certify by describing:

- a) How monitoring and inspection reports are in plain language. Include a website link to a sample monitoring report, or if reports are not in plain language, describe how plain-language summaries are used to meet the regulatory requirements. Include a link to a sample report and summary. The CCDF Lead Agency, the Child Care Program Office (CCPO), does not at the moment make monitoring or inspection reports available online. The CCPO is working with IT for system enhancements to allow for posting of reports online for consumer education, monitoring and inspection reports in plain language. If a facility complies with all regulations and/or statutes, the Findings indicate no violations. If a facility has non-compliance(s), the information is provided in plain language by posting the Findings to the CCPO website, which includes the regulation and/or statute citation of violation and a plain language summary of the specifics of the violation.
<https://dpaworks.dhss.alaska.gov/FindProviderVS8/zSearch.aspx>
- b) How monitoring and inspection reports and/or their plain-language summaries prominently display any health and safety violations, including any fatalities or serious injuries. _____

- c) The process for correcting inaccuracies in reports. The CCDF Lead Agency, the Child Care Program Office (CCPO), has procedures in place for correcting inaccuracies in reports. Once the facility has identified a mistake in the report, the facility is entitled to administrative remedies, which allows the facility to submit a written response to the Report of Inspection/Notice of Violation or Report of Investigation/Notice of Violation. The facility must submit within 15 business days of receipt a written response. The facility is required to have a violations conference with the Child Care Licensing Program Manager. If the facility does not agree with the violations conference, they may request an administrative hearing before an administrative law judge. In a violations conference the report is only corrected if the facility and CCPO are in agreement with the outcome of the violations conference. If the facility is not an agreement and requests an administrative hearing, the report is only corrected if a judge authorizes the correction.
- d) The process for providers to appeal the findings in the reports, including the time requirements. The CCDF Lead Agency, the Child Care Program Office (CCPO), has administrative remedies in place for providers to appeal the findings in a Report of Inspection/Notice of Violation or Report of Investigation/Notice of Violation. The provider must submit a written response within 15 business days of receipt of the report. A violations conference is held with the Child Care Licensing Program Manager and the provider. If the facility does not agree with the violations conference outcome, they may request an administrative hearing before an administrative law judge.
- e) How reports are posted in a timely manner. Specifically, provide the Lead Agency’s definition of “timely” and describe how it ensures that reports are posted within its timeframe.
- f) How many years of reports that the state/territory posts on its website, if any, beyond the required minimum of 3 years, where available (98.33(a)(4)(iv)).
- g) The policy for removing reports after a certain amount of time has passed (e.g., after 7 years).
- h) Any additional providers on which the Lead Agency chooses to include reports. Note - Licensed providers and CCDF providers must have monitoring and inspection reports posted on their consumer education website.
- License-exempt non-CCDF providers
 - Relative child care providers
 - Other. Describe:
Aggregate data on serious injuries, deaths, and substantiated cases of child abuse that have occurred in child care settings each year must be posted on the consumer education website. The information on serious injuries and deaths should be organized by category of care and licensing status, however, Lead Agencies are not required to breakdown the instances of substantiated child abuse by category of care and licensing status.

Certify by providing:

- a) The designated entity to which child care providers must submit reports of any serious injuries or deaths of children occurring in child care (98.16 (ff)) and describe how the Lead

Agency obtains the aggregate data from the entity. The CCDF Lead Agency, the Child Care Program Office (CCPO), is the designated entity to which child care providers must submit reports of any serious injury or death of a child occurring in a child care setting. The CCPO obtains the data/information about the injury or death by the facility submitting a *Child Injury/Illness/Incident Report* CC91 to their child care licensing specialist.

- b) The definition of “substantiated child abuse” used by the Lead Agency for this requirement. The CCDF Lead Agency, the Child Care Program Office, defines substantiated child abuse as...
- c) The definition of “serious injury” used by the Lead Agency for this requirement. The CCDF Lead Agency, the Child Care Program Office (CCPO), defines “serious injury” as: injury requiring surgery; injury requiring admittance to hospital; choking/unexpected breathing problems; unconsciousness; concussion; poisoning; medication overdose; broken bone; severe head or neck injury; chemical contact in eyes, mouth, skin, or ingestion; severe burn; allergic reaction requiring administration of Epi-Pen; and seizures.
- d) The website link to the page where the aggregate number of serious injuries, deaths, and substantiated instances of child abuse are posted.
<http://dhss.alaska.gov/dpa/Documents/dpa/programs/ccare/Documents/Resources-Reports/Aggregate-Data-Injury-Report-FFY2017.pdf>

The consumer education website should include contact information on referrals to local child care resource and referral organizations. How does the Lead Agency provide referrals to local CCR&R agencies through the consumer education website? Describe and include a website link to this information: The CCDF Lead Agency, the Child Care Program Office (CCPO), provides consumer education on the website for the state’s Child Care Resource and Referral, thread, on the Information for Parents tab.
<http://dhss.alaska.gov/dpa/Pages/ccare/parents.aspx>

The consumer education website should include information on how parents can contact the Lead Agency, or its designee, or other programs that can help the parent understand information included on the website. Describe and include a website link to this information: The CCDF Lead Agency, the Child Care Program Office (CCPO), has a dedicated Contacts information page for consumer education on the website. The Contacts page provides the CCPO and Child Care Licensing contact information as well as the Child Care Assistance Offices for providers and families based on service delivery area. The CCPO website also notes in multiple locations throughout the website if any consumer has any questions to contact the main CCPO office.
<http://dhss.alaska.gov/dpa/Pages/ccare/contacts.aspx>

Provide the website link to the Lead Agency’s consumer education website.
<http://dhss.alaska.gov/dpa/Pages/ccare/default.aspx>

2.4 National Website and Hotline

The CCDBG Act of 2014 required the U.S. Department of Health and Human Services to establish a national website at ChildCare.gov, which includes a ZIP Code-based search of available child care providers, provider-specific information about the quality of care and health and safety compliance, referrals to local CCR&R organizations, and information about child care subsidy programs and other financial supports available to families (658L(b)). Lead Agencies must also provide a description of how they will respond to complaints submitted through the national website and hotline (98.16(hh)).

Describe how the Lead Agency responds to complaints submitted through the national website and hotline regarding both licensed and license-exempt child care providers. The CCDF Lead Agency, the Child Care Program Office, investigates all complaints received. Once a complaint is received the CCPO Complaint and Enforcement Review Committee assigns the complaint a priority level and licensing specialist to investigate. Investigations include unannounced onsite inspections; a health and safety walk through, parent interviews, staff interview, and any follow up if needed with another department or entity. For an allegation to be substantiated the licensing specialist must find a preponderance of evidence. If no evidence is found the allegation is not substantiated. If a facility has a non-compliance, resulting from an allegation an enforcement action is imposed on the facility. Enforcement actions can include Plan of Correction, modification of license, fine, and up to and including suspension or revocation of their child care license.

Identify the designee responsible for receiving and responding to complaints submitted through the national website and hotline. The CCDF Lead Agency, the Child Care Program Office is responsible for receiving and investigating complaints; however, through official delegation will assign investigation actions to the Municipality of Anchorage for child care providers residing within the Municipality of Anchorage, as applicable.

2.5 Additional Consumer and Provider Education

Lead Agencies are required to certify that they will collect and disseminate information about the full diversity of child care services to promote parental choice to parents of eligible children, the general public, and where applicable, child care providers. In addition to the consumer education website, the consumer education information can be provided through CCR&R organizations or through direct conversations with eligibility case workers and child care providers. Outreach and counseling can also be effectively provided via information sessions or intake processes for families (658E(c)(2)(E); 98.15(b)(4); 98.33(b)).

In questions 2.5.1 through 2.5.4, certify by describing:

How the Lead Agency shares information with eligible parents, the general public, and where applicable, child care providers about the availability of child care services provided through CCDF and other programs for which the family may be eligible, such as

state preK, as well as the availability of financial assistance to obtain child care services. At a minimum, describe what is provided (e.g., such methods as written materials, the website, and direct communications) and how information is tailored for these audiences. The CCDF Lead Agency, the Child Care Program Office (CCPO), and Child Care Assistance Program grantees provide brochures regarding the Child Care Assistance Program and contact information for other DPA financial assistance programs. Information regarding participating child care providers is available on the CCPO website and the state's Child Care Resource and Referral, thread, on the Information for Families tab. <http://dhss.alaska.gov/dpa/Pages/ccare/families.aspx>

The partnerships formed to make information about the availability of child care services available to families. The CCDF Lead Agency partners with the Division of Public Assistance to ensure information pertaining to child care is provided to all applicable families. The CCDF Lead Agency also partners with Alaska's statewide Child Care Resource and Referral Network, thread, to make information available to interested persons.

How the Lead Agency provides the required information about the following programs and benefits to the parents of eligible children, the general public, and where applicable, providers. In the description, include at a minimum what information is provided, how the information is provided, and how the information is tailored to a variety of audiences and include any partners who assist in providing this information.

- Temporary Assistance for Needy Families program: Information is available through a link on the Child Care Program Office website. This link is located in the Resources and Reports tab as Family and Provider Resource List. Also, if a parent indicates a specific need or interest in TANF services, front line staff will make a referral by providing contact information and where to locate more information through the CCPO's website links. <http://dhss.alaska.gov/dpa/Documents/dpa/programs/ccare/Documents/Resources-Reports/Family-and-Provider-Resource-List.pdf>
- Head Start and Early Head Start programs: Information is available through a link on the Child Care Program Office website. This link is located in the Resources and Reports tab as Family and Provider Resource List. Also, if a parent indicates a specific need or interest in Head Start and/or Early Head Start Programs, front line staff will make a referral by providing contact information and where to locate more information through the CCPO's website links. <http://dhss.alaska.gov/dpa/Documents/dpa/programs/ccare/Documents/Resources-Reports/Family-and-Provider-Resource-List.pdf>
- Low Income Home Energy Assistance Program (LIHEAP): Information is available through a link on the Child Care Program Office website. This link is located in the Resources and Reports tab as Family and Provider Resource List. Also, if a parent indicates a specific need or interest in Heating Assistance Programs, front line staff will make a referral by providing contact information and where to locate more information through the CCPO's website

links. Heating Assistance Programs include: the Low-Income Home Energy Assistance Program (LIHEAP), the Alaska Affordable Heating Program (AKAHP), and the Subsidized Rental Housing Utility Deposit (SRHUD).

<http://dhss.alaska.gov/dpa/Documents/dpa/programs/ccare/Documents/Resources-Reports/Family-and-Provider-Resource-List.pdf>

- Supplemental Nutrition Assistance Programs (SNAP) Program: Information is available through a link on the Child Care Program Office website. This link is located in the Resources and Reports tab as Family and Provider Resource List. Also, if a parent indicates a specific need or interest in SNAP, front line staff will make a referral by providing contact information and where to locate more information through the CCPO's website links.
<http://dhss.alaska.gov/dpa/Documents/dpa/programs/ccare/Documents/Resources-Reports/Family-and-Provider-Resource-List.pdf>
- Women, Infants, and Children Program (WIC) program: Information is available through a link on the Child Care Program Office website. This link is located in the Resources and Reports tab as Family and Provider Resource List. Also, if a parent indicates a specific need or interest in the Women, Infants, and Children Program (WIC), front line staff will make a referral by providing contact information and where to locate more information through the CCPO's website link.
<http://dhss.alaska.gov/dpa/Documents/dpa/programs/ccare/Documents/Resources-Reports/Family-and-Provider-Resource-List.pdf>
- Child and Adult Care Food Program (CACFP): Information is available through a link on the Child Care Program Office website. This link is located in the Resources and Reports tab as Family and Provider Resource List. Also, if a parent indicates a specific need or interest in CACFP, front line staff will make a referral by providing contact information and where to locate more information through the CCPO's website links.
<http://dhss.alaska.gov/dpa/Documents/dpa/programs/ccare/Documents/Resources-Reports/Family-and-Provider-Resource-List.pdf>
- Medicaid and Children's Health Insurance Program (CHIP): Information is available through a link on the Child Care Program Office website. This link is located in the Resources and Reports tab as Family and Provider Resource List. Also, if a parent indicates a specific need or interest in Medicaid programs to include Denali KidCare, front line staff will make a referral by providing contact information and where to locate more information through the CCPO's website links.
<http://dhss.alaska.gov/dpa/Documents/dpa/programs/ccare/Documents/Resources-Reports/Family-and-Provider-Resource-List.pdf>
- Programs carried out under Section 619 and Part C of the Individuals with Disabilities Education Act (IDEA) : Information is available through a link on the Child Care Program Office website. This link is located in the Resources and Reports tab as Family and Provider Resource List. Also, if a parent indicates a specific need or interest in IDEA, front line staff will make a referral by providing contact information and where to locate more information through the CCPO's website links.

<http://dhss.alaska.gov/dpa/Documents/dpa/programs/ccare/Documents/Resources-Reports/Family-and-Provider-Resource-List.pdf>

Describe how the Lead Agency makes available to parents, providers, and the general public information on research and best practices concerning children’s development, including physical health and development, particularly healthy eating and physical activity. Information about successful parent and family engagement should also be shared. At a minimum, include what information is provided, how the information is provided, and how the information is tailored to a variety of audiences and include any partners in providing this information. [REDACTED]

Describe how information on the Lead Agency’s policies regarding the social-emotional and behavioral issues and early childhood mental health of young children, including positive behavioral intervention and support models for those from birth to school age, are shared with families, providers, and the general public. At a minimum, include what information is provided, how the information is provided, and how information is tailored to a variety of audiences and include any partners in providing this information. [REDACTED]

Describe the Lead Agency’s policies to prevent the suspension and expulsion of children from birth to age 5 in child care and other early childhood programs receiving CCDF funds (98.16(ee)), including how those policies are shared with families, providers, and the general public. [REDACTED]

2.6 Procedures for Providing Information on Developmental Screenings

Lead Agencies are required to provide information on developmental screenings, including information on resources and services that the State can deploy, such as the use of the Early and Periodic Screening, Diagnosis, and Treatment program under the Medicaid program carried out under title XIX of the Social Security Act and developmental screening services available under Section 619 and Part C of the Individuals with Disabilities Education Act (IDEA),, in conducting those developmental screenings and in providing referrals to services for children who receive subsidies. Lead Agencies must also include a description of how a family or child care provider can use these resources and services to obtain developmental screenings for children who receive subsidies and who might be at risk of cognitive or other developmental delays, which can include social, emotional, physical, or linguistic delays (658E(c)(2)(E)(ii)). Lead Agencies are required to provide this information to eligible families during CCDF intake and to child care providers through training and education (98.33(c)).

Certify by describing:

- a) How the Lead Agency collects and disseminates information on existing resources and services available for conducting developmental screenings to CCDF parents, the general public, and where applicable, child care providers (98.15(b)(3)). [REDACTED]
- b) The procedures for providing information on and referring families and child care providers to the Early and Periodic Screening, Diagnosis, and Treatment program under the Medicaid

program—carried out under Title XIX of the Social Security Act (42 U.S.C. 1396 et seq.)—and developmental screening services available under Section 619 and Part C of the Individuals with Disabilities Education Act (20 U.S.C. 1419, 1431 et seq.). [REDACTED]

- c) How the Lead Agency gives information on developmental screenings to parents receiving a subsidy as part of the intake process. Include the information provided, ways it is provided, and any partners in this work. During a family’s interview for Child Care Assistance Program participation information is provided a website and information about how to access developmental screenings.
- d) How CCDF families or child care providers receiving CCDF can use the available resources and services to obtain developmental screenings for CCDF children at risk for cognitive or other developmental delays. [REDACTED]
- e) How child care providers receive this information through training and professional development. [REDACTED]
- f) Provide the citation for this policy and procedure related to providing information on developmental screenings. CCAP Policies and Procedures section 4040-2 6

2.7 Consumer Statement for Parents Receiving CCDF Funds

Lead Agencies must provide CCDF parents with a consumer statement in hard copy or electronically (such as referral to a consumer education website) that contains specific information about the child care provider they select. This information about the child care provider selected by the parent includes health and safety requirements met by the provider, any licensing or regulatory requirements met by the provider, the date the provider was last inspected, any history of violations of these requirements, and any voluntary quality standards met by the provider. It must also describe how CCDF subsidies are designed to promote equal access, how to submit a complaint through a hotline, and how to contact local resource and referral agencies or other community-based supports that assist parents in finding and enrolling in quality child care (98.33(d)). Please note that if the consumer statement is provided electronically, Lead Agencies should consider how to ensure that the statement is accessible to parents and that parents have a way to contact someone to address questions they have.

Certify by describing:

- a) How the Lead Agency provides parents receiving CCDF funds with a consumer statement. [REDACTED]
- b) What is included in the statement, including when the consumer statement is provided to families. [REDACTED]
- c) Provide a link to a sample consumer statement or a description if a link is not available. [REDACTED]

3 Provide Stable Child Care Financial Assistance to Families

In providing child care assistance to families, Lead Agencies are required to implement these policies and procedures: a minimum 12-month eligibility and redetermination periods, a process to account for irregular fluctuations in earnings, a policy ensuring that families’ work schedules

are not disrupted by program requirements, policies to provide for a job search of not fewer than 3 months if the Lead Agency exercises the option to discontinue assistance, and policies for the graduated phase-out of assistance. Also, procedures for the enrollment of homeless children and children in foster care, if served, pending the completion of documentation, are required.

Note: Lead Agencies are not prohibited from establishing policies that extend eligibility beyond 12 months to align program requirements. For example, Lead Agencies can allow children enrolled in Head Start, Early Head Start, state or local prekindergarten, and other collaborative programs to finish the program year. This type of policy promotes continuity for families receiving services through multiple benefit programs.

In this section, Lead Agencies will identify how they define eligible children and families and how the Lead Agency improves access for vulnerable children and families. This section also addresses the policies that protect working families and determine a family’s contribution to the child care payment.

3.1 Eligible Children and Families

At the time when eligibility is determined, children must (1) be younger than age 13; (2) reside with a family whose income does not exceed 85 percent of the State's median income for a family of the same size and whose family assets do not exceed \$1,000,000 (as certified by a member of said family); and (3)(a) reside with a parent or parents who are working or attending a job training or educational program or (b) receives, or needs to receive, protective services and resides with a parent or parents not described in (3)(a.) (658P(4)).

Eligibility criteria based on a child’s age

- a) The CCDF program serves children from 0 (weeks/months/years) to 13 years (through age 12). *Note:* Do not include children incapable of self-care or under court supervision, who are reported below in (b) and (c).
- b) Does the Lead Agency allow CCDF-funded child care for children ages 13 and older but below age 19 who are physically and/or mentally incapable of self-care (658E(c)(3)(B); 658P(3))?
 No
 Yes, and the upper age is? (may not equal or exceed age 19). If yes, provide the Lead Agency definition of physical or mental incapacity:
- c) Does the Lead Agency allow CCDF-funded child care for children ages 13 and older but below age 19 who are under court supervision (658P(3); 658E(c)(3)(B))?
 No
 Yes, and the upper age is ? (may not equal or exceed age 19).
- d) How does the Lead Agency define the following eligibility terms?
“residing with”: Per proposed Child Care Assistance Program changes under 7 AAC 41.990 and revised Child Care Assistance Program Policies and Procedures Manual section 4050-2 “residing with” means living with including taking meals and sleeping in the same residence at least 50 percent of the time for a child for whom child care is requested.

“in loco parentis”: Per Child Care Assistance Program regulation 7 AAC 41.990(a)(36) and Child Care Assistance Program Policies and Procedures Manual section 4050-3, “in loco parentis” means a person acting in place of a parent, such as a relative or friend who assumes parental duties and responsibilities, but without the formalities of legal guardianship or adoption.

Eligibility criteria based on reason for care

- a) How does the Lead Agency define “working or attending a job training and educational program” for the purposes of CCDF eligibility at the time of determination? Provide the definitions below for:

“Working”: Per Child Care Assistance Program regulation 7 AAC 41.312 and revised Child Care Assistance Program Policies and Procedures Manual section 4050-3 E. the definition of “working” is an activity for which a wage or salary is paid at or above minimum wage established in Alaska Statute (AS) 23.10.065; or being engaged in a business with the intention of making a profit; for which a business license under AS 43.70 has been obtained; and that generates to the person engaged in that business net income that, when converted to an hourly rate, based on the number of hours worked or for full-time work based on a 40-hour work week, is equal to or exceeds the minimum wage established in AS 23.10.065.

“Job training”: Per proposed Child Care Assistance Program regulation 7 AAC 41.313 and revised Child Care Assistance Program Policies and Procedures Manual section 4050-3 E. the definition of a job training program is a structured learning environment for a participant to gain or enhance job skills that has specific learning objectives, identified skills to be mastered, a beginning date, and an ending date.

“Education”: Per Child Care Assistance Program regulation 7 AAC 41.313 the definition of “education” is defined as “school” and means an educational or training program that includes classroom or online settings. An educational program is a structured learning environment in which an instructor or teacher leads students through a course of study that includes specific learning objectives, goals, and standards, and leads to a certificate of mastery or completion, a state license, a diploma, or a degree.

“Attending job training or education” (e.g. number of hours, travel time): Per Child Care Assistance Program Policies and Procedures Manual section 4050-3 D and E, there are no specific attendance hours required for attending job training or education. Per Child Care Assistance Program Policies and Procedures Manual section 4080-1, travel time is allowed up to 1 hour from the child care provider to the activity and up to 1 hour from the activity to the child care provider except if the parent travels more than 30 miles to their activity or uses public transportation then up to 1 ½ hours before and 1 ½ hours after the activity are allowed.

- b) Does the Lead Agency allow parents to qualify for CCDF assistance on the basis of education and training participation alone (without additional minimum work requirements)?
- No. If no, describe the additional work requirements: _____
 - Yes. If yes, define the job-search time limit, keeping in mind a minimum of 3 months is required to be provided when a parent experiences a non-temporary loss or cessation of eligible activity: Per Child Care Assistance Program Policies and Procedures Manual section 4050-3 E. 2., job search of up to three months is available to a parent in _____

a participating family, who experiences a non-temporary job loss or ends participation in a job training or educational program. Job search may be utilized more than one time during a family's certification period, however, a parent must have reported participation in an eligible activity between each period of job search. Please note: Job-search time is only allowable after a family is found eligible and they experience a non-temporary job loss or end participation in an education or job training program.

- c) Does the Lead Agency consider engaging in a job search or seeking employment an eligible activity at initial eligibility determination (at application) and at the 12-month eligibility redetermination (must provide a minimum of 3 months)?

No.

Yes. If yes, describe the policy or procedure. _____

- d) Does the Lead Agency provide child care to children in protective services?

No.

Yes. If yes:

- i. Please provide the Lead Agency's definition of "protective services": Per Child Care Assistance Program Policies and Procedures Manual section 4030-8 A, child protective services child care is provided to children who have been the subject of a report of harm and is considered to be in the State of Alaska's custody. A child in the State of Alaska's custody may be residing with their parent(s), a relative caregiver, or with a foster care parent. The purpose is to identify, treat and reduce child abuse and neglect, as well as to ensure that reasonable efforts are made to protect and maintain children in their own homes. A social worker may authorize child care for a child in protective services at risk of abuse or neglect and for whom child care during the day is part of a family treatment plan. The objective is to enable the child to remain with his or her own family or to return the child to the child's own family following out-of-home placement.

When care is needed for only the child in protective services, the parent or foster parent must meet the eligibility requirements of the Office of Children's Services apply. Foster parents or relative caregivers who are seeking child care for their own children and for foster children in their household must be working, attending school, or in job training and be income eligible.

- ii. *Note:* Federal requirements allow other vulnerable children identified by the Lead Agency not formally in child protection to be included in the Lead Agency's definition of protective services for CCDF purposes. A Lead Agency may elect to provide CCDF-funded child care to children in foster care when foster care parents are *not* working or are *not* in education/training activities, but this provision should be included in the protective services definition above.

- iii. Are children in foster care considered to be in protective services for the purposes of eligibility at determination?

No

Yes

- iv. Does the Lead Agency waive the income eligibility requirements for cases in which children receive, or need to receive, protective services on a case-by-case basis (658E(c)(5))?
 No
 Yes
- v. Does the Lead Agency provide respite care to custodial parents of children in protective services?
 No
 Yes

Eligibility criteria based on family income

- a) How does the Lead Agency define “income” for the purposes of eligibility at the point of determination? The CCDF Lead Agency defines “income” as the parents’ total monthly cash receipts before taxes and mandatory deductions from all sources, plus all the family’s unearned income.

Provide the CCDF income eligibility limits in the table below. Complete columns (a) and (b) based on maximum eligibility at initial entry into CCDF. Complete columns (c) and (d) *only if* the Lead Agency is using income eligibility limits lower than 85 percent of the current state median income (SMI) at the initial eligibility determination point. Fill in the chart based on the most populous area of the state (the area serving the highest number of CCDF children).

- b) If the income eligibility limits are not statewide, describe how many jurisdictions set their own income eligibility limits and provide the income limit ranges across the jurisdictions (e.g. range from [lowest limit] to [highest limit])(98.16(i)(3)). Statewide

	(a)	(b)	(c)	(d)
Family Size	100% of SMI (\$/Month)	85% of SMI (\$/Month) [Multiply (a) by 0.85]	(IF APPLICABLE) (\$/Month) Maximum “Entry” Income Level if Lower Than 85% of Current SMI	(IF APPLICABLE) (% of SMI) [Divide (c) by (a), multiply by 100] Income Level if Lower Than 85% of Current SMI
1	3913	3326	n/a	n/a
2	5117	4350	4205	82
3	6321	5373	5156	82
4	7526	6397	6107	81
5	8730	7420	7058	81

Reminder: Income limits must be established and reported in terms of current SMI based on the most recent data published by the Bureau of the Census (98.20(a)(2)(i)) even if the federal poverty level is used in implementing the program. SMI guidelines are available at: <https://www.acf.hhs.gov/ocs/resource/liheap-im2017-03>.

- c) SMI source and year [Bureau of the Census, 2016. https://www.gpo.gov/fdsys/pkg/FR-2015-06-10/pdf/2015-14187.pdf](https://www.gpo.gov/fdsys/pkg/FR-2015-06-10/pdf/2015-14187.pdf)
- d) What was the date that these eligibility limits in column (c) became effective? [October 1, 2017](#)
- e) Provide the citation or link, if available, for the income eligibility limits. <http://dhss.alaska.gov/dpa/Documents/dpa/programs/ccare/Documents/Files/CCAP-Family-Income-Contributions-Schedule.pdf>

Lead Agencies are required to ensure that children receiving CCDF funds do not have family assets that exceed \$1,000,000, as certified by a family member (98.20(a)(2)(ii)).

- a) Describe how the family member certifies that family assets do not exceed \$1,000,000 (e.g., a checkoff on the CCDF application [Per Child Care Assistance Program regulation 7 AAC 41.315\(c\)\(13\) the CCDF Lead Agency, the Child Care Program Office \(CCPO\), ensures children receiving CCDF funds do not have assets that exceed \\$1,000,000, by certifying their income/assets at application. The family self certifies by marking yes or no on the *Child Care Assistance Program Application* CC08 and signing the Statement of Truth, Rights and Responsibilities and Authorization for Release of Information page of the application. Per Child Care Assistance Program Policies and Procedures Manual section 4040-2, the eligibility worker discusses all information on the family's application during the required interview.](#)
- b) Does the Lead Agency waive the asset limit on a case-by-case basis for families defined as receiving, or in need of, protective services?

No.

Yes. If yes, please identify the policy or procedure: [\[redacted\]](#)

Describe any additional eligibility conditions or priority rules applied by the Lead Agency during eligibility determination or redetermination (98.20(b)). [N/A](#)

Lead Agencies are required to take into consideration children's development and promote continuity of care when authorizing child care services (98.21(f); 98.16(h)(6)). Examples include partnering with Head Start, prekindergarten, or other high-quality programs to create a package of arrangements that accommodates parent's work schedules; providing more intensive case management for families with children with multiple risk factors; and including in the eligibility determination process a question about whether a child has an Individualized Education Program or Individual Family Service Plan. Describe the Lead Agency's policies and procedures that take into consideration children's development and learning and that promote continuity of care when authorizing child care services. [Per Child Care Assistance Program regulation 7 AAC 41.315\(c\)\(10\) for a child attending an elementary school, pre-elementary school, Early Head Start or Head Start program the parent is to include the name of the school or program attended by each child in their child care assistance program application. Per Child Care Assistance Policies and Procedures Manual section 4040-2 when conducting an interview with the family they are to be provided resources in regards to accessing developmental screenings.](#)

Per Child Care Assistance Program regulation 7 AAC 41.207 a child care provider is to collaborate with the child's parent in developing and implementing a plan of care for the child at or before admission when a child is identified as having special needs, or when a special need is identified. Child Care Assistance Program Policies and Procedures Manual section 4220-2 requires information to be provided during the interview with the provider applicant regarding how to access developmental screenings.

Per Child Care Assistance Program regulation 7 AAC 41.060, a child care provider caring for an eligible child with special needs may qualify for supplemental payment. The family applies to the Alaska Inclusive Child Care Program with information documentation of the child's special needs. Alaska Inclusive Child Care Program Policies and Procedures Manual sections 8060-4 A., B. and C. require the family's child care provider, in collaboration with the Alaska Resource and Referral Network, to develop an inclusion plan for a child with special needs in the provider's care prior to be determined eligible for supplemental funding.

Graduated phase-out of assistance.

Lead Agencies are required to provide for a graduated phase-out of assistance for families whose income has increased above the state's initial income threshold at the time of redetermination but remains below the federal threshold of 85 percent of the state median income. Providing a graduated phase-out promotes continuity by allowing for wage growth, allows for a tapered transition out of the child care subsidy program as income increases, and supports long-term self-sufficiency for families.

Lead Agencies that establish initial family income eligibility below 85 percent of SMI must provide a graduated phase-out by implementing a two-tiered eligibility threshold, with the second tier of eligibility (used at the time of eligibility redetermination) to be set at:

- i. 85 percent of SMI for a family of the same size
- ii. An amount lower than 85 percent of SMI for a family of the same size but above the Lead Agency's initial eligibility threshold that:

(A) Takes into account the typical household budget of a low-income family

(B) Provides justification that the second eligibility threshold is:

- (1) Sufficient to accommodate increases in family income over time that are typical for low-income workers and that promote and support family economic stability
- (2) Reasonably allows a family to continue accessing child care services without unnecessary disruption.

At redetermination, a child shall be considered eligible if his or her parents are working or attending a job training or educational program even if their income exceeds the Lead Agency's income limit to initially qualify for assistance as long as their income does not exceed the second tier of eligibility (98.21(a); 98.21(b)(1)).

A family eligible for services via the graduated phase-out of assistance is considered eligible under the same conditions as other eligible families with the exception of the copayment

restrictions, which do not apply to a graduated phase-out. To help families transition off of child care assistance, Lead Agencies may gradually adjust copay amounts for families whose children are determined eligible under a graduated phase-out and may require additional reporting on changes in family income. However, Lead Agencies must still ensure that any additional reporting requirements do not constitute an undue burden on families.

a) Check and describe the option that best identifies the Lead Agency's policies and procedures regarding the graduated phase-out of assistance.

- N/A—The Lead Agency sets its initial eligibility level at 85 percent of SMI and, therefore, is not required to provide a graduated phase-out period.
- The Lead Agency sets the second eligibility threshold at 85 percent of SMI.
 - Describe the policies and procedures. [REDACTED]
 - Provide the citation for this policy or procedure. [REDACTED]
- The Lead Agency sets the second eligibility threshold at an amount lower than 85 percent of SMI for a family of the same size but above the Lead Agency's initial eligibility threshold.
 - Provide the second eligibility level for a family of three. [REDACTED]
 - Describe how the second eligibility threshold:
 - i. Takes into account the typical household budget of a low-income family: [REDACTED]
 - ii. Is sufficient to accommodate increases in family income over time that are typical for low-income workers and that promote and support family economic stability: [REDACTED]
 - iii. Reasonably allows a family to continue accessing child care services without unnecessary disruption: [REDACTED]
 - iv. Provide the citation for this policy or procedure: [REDACTED]

b) Does the Lead Agency gradually adjust copays for families eligible under the graduated phase-out period?

- No
- Yes
 - i. If yes, describe how the Lead Agency gradually adjusts copays for families under a graduated phase-out. [REDACTED]
 - ii. If yes, does the Lead Agency require additional reporting requirements during the graduated phase-out period? (Note: Additional reporting requirements are also discussed in section 3.3.3 of the plan.)
 - No.
 - Yes. Describe: [REDACTED]

Fluctuation in earnings.

Lead Agencies are required to demonstrate how their processes for initial determination and redetermination take into account irregular fluctuations in earnings (658E(c)(2)(N)(i)(II)). The Lead Agency must put in place policies that ensure that temporary increases in income, including temporary increases that can result in a monthly income exceeding 85 percent of SMI

(calculated on a monthly basis) from seasonal employment or other temporary work schedules, do not affect eligibility or family copayments (98.21(c)).

Describe the Lead Agency's policy related to the fluctuation in earnings requirement, including how temporary increases that result in a monthly income exceeding 85 percent of SMI (calculated on a monthly basis) do not affect eligibility or family copayments. Per Child Care Assistance Program regulation 7 AAC 41.325 (b)(2) and Child Care Assistance Program Policies and Procedures Manual section 4060-5 A. the family's income is calculated by projecting the monthly income a family receives or is expected to receive on a monthly basis, or by averaging seasonal, commission, or other irregular income for a period not to exceed 12 months. Per Care Assistance Program Policies and Procedures Manual section 4100, changes in income during the family's certification period are not required to be reported unless the changes are increases causing the family's income to exceed 85% of the SMI and are expected to continue. If a change is reported causing the family's income to decrease, the change is acted upon and the family's co-pay is reduced.

Lead Agencies are required to have procedures for documenting and verifying that children receiving CCDF funds meet eligibility criteria at the time of eligibility determination and redetermination (98.68(c)). Check the information that the Lead Agency documents and verifies and describe, at a minimum, what information is required and how often. Check all that apply.

- Applicant identity. Describe: Per Child Care Assistance Program regulation 7 AAC 41.315(c)(3) and (d), at the time of initial eligibility determination and redetermination the applicant's identity name (First, Last and Middle) as listed on the application is verified by a current government issued photo identification. Per Child Care Assistance Policies and Procedures Manual 4050-3 A. if the applicant's name changes during their certification period a government issued photo identification supporting the name change is required in order to change the parent's name in the Integrated Child Care Information System (ICCIS). At the time of renewing participation an unexpired government issued photo identification is required if the document on file expired during the family's certification period. This information is documented in the Integrated Child Care Information System (ICCIS) and maintained in the family's case file.
- Applicant's relationship to the child. Describe: Per Child Care Assistance Program regulation 7 AAC 41.315(c)(2), at the time of application the applicant's relationship to each individual in the family must be provided. Per Child Care Assistance Program Policies and Procedures Manual section 4050-2 requires the child to reside with a parent or family and Child Care Assistance Program Policies and Procedures Manual section 4050-3 defines a parent as biological, adoptive, or step-parent, legal guardian and caretaker who are acting "in loco parentis or as a foster parent. This information is documented in the Integrated Child Care Information System (ICCIS) and maintained in the family's case file. The Office of Children's Services verifies this eligibility requirement for children in protective services.
- Child's information for determining eligibility (e.g., identity, age, citizen/immigration status). Describe: : Per Child Care Assistance Program regulation 7 AAC 41.315(c)(8), at the time of

initial eligibility determination or when adding a child to the family, verification is required for each child of the family for which child care assistance is requested, supporting the child's proof of age and citizenship or alien status. Per Child Care Assistance Program Policies and Procedures Manual sections 4050-2 A acceptable verification of a child's age can be: birth certificate; adoption record; passport; government issued photo identification; Denali KidCare card; Supplemental Security records; certificate of Indian blood; Immigration or naturalization records; school record; hospital, midwife or physician's records or court records.

Child Care Assistance Program Policies and Procedures Manual section 4050-2 C. requires verification of a child's US citizenship, US National, and Naturalization to be: Integrated Child Care Information System (ICIS) entry indicating another Division of Public Assistance program verified US citizenship through receipt of hard copy verification; birth certificate; certificate of citizenship or naturalization provided by the USCIS; US passport or other official identification verifying citizenship or immigration status. Verification for determining a child's qualified alien status includes:

- Lawful Permanent Resident: Form I-551, or for recent arrivals, a temporary I-551 stamp in a foreign passport or on a Form I-94.
- Refugees: Form I-94 endorsed to show entry as a refugee under section 207 of the INA and date of entry to the U.S.; or Form I-668B or I-766 annotated "274a.12(a)(3)" or Form I-571.
- Asylees: Form I-94 annotated with a stamp showing grant of asylum under section 208 of the INA; a grant letter from the Asylum Office of the USCIS; Form I-668B or I-766 annotated "274a.12(a)(5)"; or an order of an Immigration Judge granting asylum.
- Alien who has had deportation withheld under Sections 241(b)(3) or 243(h) of the INA: Order of an Immigration Judge showing deportation withheld under Section 241(b)(3) or 243(h) and date of grant; or Form I-668B or I-766 annotated "274a.12(A)(10)."
- Battered spouse or child of a U.S. citizen or permanent legal resident: (1) an approved or pending petition showing a prima facie case that he or she is protected under the Violence Against Women Act; and (2) verification that the individual responsible for the battery or cruelty is no longer living in the household of the victim.
- Victim of Trafficking: letter of certification from the Office of Refugee Resettlement (ORR). The validity of this letter must be verified and ORR notified of benefits the individual has applied for by calling the toll-free trafficking verification line at 1-866-401-5510. Form I-797 indicating a Class T-3(child) Visa.

When verification provided for the child's proof of age and citizenship or alien status does not contain an expiration date, new verification is not required at the time of redetermination.

At the time of initial eligibility determination or when adding a child to the family, if the child is not a U.S. citizen and child care assistance is requested, verification of their alien status is required.

This information is documented in the Integrated Child Care Information System (ICCIS), and maintained in the family's case file.

- Work. Describe: Per Child Care Assistance Program regulation 7 AAC 41.315(c)(4), at eligibility determination and redetermination the family must provide for each working parent in the family receiving wages or a salary, the name and address of the parent's employer, start date of the parent's employment, the parent's work schedule, the parent's hourly wage or hourly wage equivalent, the parent's frequency of pay, and verification of the parent's gross earnings. Per Child Care Assistance Program regulation 7 AAC 41.315(c)(5), if a working parent is engaged in a self-employment business the parent must provide a copy of each current business license and verification of the parent's profits and net income from the business. Per Child Care Assistance Policies and Procedures Manual section 4060-4 acceptable verification includes: a statement signed and dated by the employer, employer's wage record, all pay stubs from employment for the full two most current months prior to application submission or the month of application submission if no earned income in the months prior; family's last year's tax filing for Seasonal Income; Leave and Earning statements or by collateral contact with the employer or other person authorized by the employer to verify payroll information. Acceptable verification for self-employed parents include the prior year's tax return to include the applicable schedule, income and expense records or a Self-Employment Income/Deduction Worksheet CC39. The information is documented in the Integrated Child Care Information System (ICCIS), and maintained in the family's case file. This eligibility requirement does not apply to children in protective services through the Office of Children's Services.

- Job training or educational program. Describe: Per Child Care Assistance Program regulation 7 AAC 41.315(c)(6), at eligibility determination and redetermination, participation in a job training or educational program is verified. A parent in the family attending school (includes a training program per 7 AAC 41.313) must provide for each parent in the family attending school, the name of the program in which the parent is enrolled, the parent's date of enrollment in the program, the date on which the parent anticipates completing the program, verification of the parent's enrollment in the program, and verification of the amounts and terms of financial aid, if any, that the parent has received or anticipates receiving to participate in the program. Information is documented in the Integrated Child Care Information System (ICCIS) and maintained in the family's case file. This eligibility requirement does not apply to children in protective services through the Office of Children's Services.

- Family income. Describe: Per Child Care Assistance Program regulation 7 AAC 41.325, at eligibility determination and redetermination, family income is verified. A family receiving

wages or a salary must provide the name and address of the parent's employer, start date of the parent's employment, the parent's work schedule, the parent's hourly wage or hourly wage equivalent, the parent's frequency of pay, and verification of the parent's gross earnings. Per Child Care Assistance Policies and Procedures Manual section 4060-4 acceptable verification is defined for earned and unearned income. This information is documented in the Integrated Child Care Information System (ICCS) and maintained in the family's case file. This eligibility requirement does not apply to children in protective services through the Office of Children's Services.

Household composition. Describe: Per Child Care Assistance Program regulation 7 AAC 41.315 (c)(2) the family's application for program participation must include the following information for each individual in the child care assistance family: name, date of birth, and relationship of the individual to the parent of the family. Per Child Care Assistance Program Policies and Procedures Manual section 4040-2, at eligibility determination and redetermination family composition listed on the family's application is confirmed with the parent. Individuals listed on the family's application are discussed during the family's interview to determine if they are included in the family for child care assistance purposes or if there are other individuals in the home who should be included in the child care assistance family. Verification is the family's application and reported changes. This information is documented in the Integrated Child Care Information System (ICCS) and maintained in the family's case file. This eligibility requirement does not apply to children in child protective services through the Office of Children's Services.

Applicant residence. Describe: Per Child Care Assistance Program regulation 7 AAC 41.315(c)(1), at eligibility determination and redetermination the applicant must provide their mailing address. The Child Care Assistance Program Application CC08 includes asking the applicant for their physical address and if the addresses provided are for contact information only and the family considers themselves homeless. Proposed Child Care Assistance Program regulation 7 AAC 41.300 requires the family to have at least one eligible child and the children of the family be physically present and living in the state. Verification is the family's application and reported changes. This information is documented in the Integrated Child Care Information System (ICCS) and maintained in the family's case file. The Office of Children's Services verifies this eligibility requirement for children in protective services.

Other. Describe: Children in child protective services through the Office of Children's Services (OCS) are considered categorically eligible. Income verification is not required, only a self-certification the foster parent is working and additional verification is not required.

Which strategies, if any, will the Lead Agency use to assure the timeliness of eligibility determinations upon receipt of applications?

- Time limit for making eligibility determinations. Describe length of time Per Child Care Assistance Program Policies and Procedures Manual 4030-7 A. and B., an eligibility determination will be made within 15 days of a complete application being received and an interview completed.
- Track and monitor the eligibility determination process
- Other. Describe
- None

Informing parents who receive TANF benefits about the exception to the individual penalties associated with the TANF work requirement.

Lead Agencies are required 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 younger than age 6 (98.16(v); 98.33(f)).

Lead Agencies must coordinate with TANF programs to ensure that TANF families with young children will be informed of their right not to be sanctioned if they meet the criteria set forth by the state/territory TANF agency in accordance with Section 407(e)(2) of the Social Security Act.

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 CCDF 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.

- a) Identify the TANF agency that established these criteria or definitions: Alaska/ Department of Health and Social Services/ Division of Public Assistance
- b) Provide the following definitions established by the TANF agency:
 - “Appropriate child care”: Per Alaska Temporary Assistance Manual section 730-2: “Appropriate child care” is when a child care provider is willing to take care of the participant’s children; and is or is willing to become an approved or licensed child care provider.
 - “Reasonable distance”: Per Alaska Temporary Assistance Manual 730-2: “Reasonable distance” is within 30 minutes travel time by public or private transportation from the participant’s home or activity site.
 - “Unsuitability of informal child care”: This term is not defined – Alaska Temporary Assistance Manual section 730-2 defines “suitable” so adjusted for this definition, unsuitability of informal child care is when child care is not appropriate or within a reasonable distance.
 - “Affordable child care arrangements”: Per Alaska Temporary Assistance Manual section 730-2, “affordable child care arrangement” is when the family has PASS I assistance to pay the cost.
- c) How are parents who receive TANF benefits informed about the exception to the individual penalties associated with the TANF work requirements?

In writing

Verbally

Other. Describe: _____

d) Provide the citation for the TANF policy or procedure: Alaska Temporary Assistance Manual section 705-3 and 791-1; Alaska Administrative Procedures Manual sections 102 and 104.

3.2 Increasing Access for Vulnerable Children and Families

Lead Agencies are required to give priority for child care assistance to children with special needs, which can include vulnerable populations, in families with very low incomes and to children experiencing homelessness (658E(c)(3)(B); 98.46(a)). The prioritization of CCDF assistance services is not limited to eligibility determination (i.e., the establishment of a waiting list or the ranking of eligible families in priority order to be served).

Note: CCDF defines “child experiencing homelessness” as a child who is homeless, as defined in Section 725 of Subtitle VII-B of the McKinney-Vento Act (42 U.S.C. 11434a) (98.2).

Describe how the Lead Agency will prioritize or target child care services for the following children and families.

a) How does the Lead Agency define “children with special needs” and include a description of how services are prioritized: Per Child Care Assistance regulation 7 AAC 41.990(a)(56), “special needs,” with respect to a child, means a child

(A) within the meaning of "child with a disability" under 20 U.S.C. 1401 (sec. 602, Individuals with Disabilities Education Act);

(B) who is eligible for early intervention services under 20 U.S.C. 1431 -1444 (part C, Individuals with Disabilities Education Act); or

(C) who is younger than 13 years of age and who is eligible for services under 29 U.S.C. 794 (sec. 504, Rehabilitation Act of 1973);

Should the need exist to implement a wait list, per Child Care Assistance regulation 7 AAC 41.050(g)(2) and Child Care Assistance Program Policies and Procedures manual section 4030-8 A., an eligible child with special needs will be prioritized and not be placed on a wait list.

b) How does the Lead Agency define of “families with very low incomes” and include a description of how services are prioritized: Proposed Child Care Assistance Program changes under 7 AAC 41.990 defines low income as a monthly income that would qualify the family for Alaska Temporary Assistance Program benefits. To qualify for the Alaska Temporary Assistance Program a family must be determined to be financially needy. Per 7 AAC 45.275 financial need exists for the caretaker relative and dependent child if the total amount of the resources available to meet the needs of the assistance unit do not exceed the resource limit; the total monthly income available to meet the needs of the assistance unit, after

certain amounts are disregarded or deducted, does not exceed the 185% eligibility standard and the caretaker relative and dependent child are not members of the service population eligible for TANF assistance under a federally-approved tribal family assistance program. Alaska considers those families whose income is equal to or less than 55% of Alaska's State Median Income (SMI) to be very low income. Currently Alaska does not have a waitlist. Per 7 AAC 41.050, should the CCDF Lead Agency, the Child Care Program Office, need to implement a wait list, the highest priority for retention in the child care assistance program will be given to a participating family lowest on the department's Family Income and Contribution Schedule, adopted by reference in 7 AAC 41.335. The highest priority is given to participating or applying families in which a single parent is, or both parents are working, or attending school, if the department has paid child care assistance for full-time student status for less than five years. The next priority is given to families in which a parent is searching for work and is in a participating family, or attending school, if the department has paid child care assistance for full-time student status for five years or more, and the parent is in a participating or applying family.

- c) Describe how services are prioritized for children experiencing homelessness, as defined by the CCDF: Currently Alaska does not have a wait list. Should the CCDF Lead Agency, the Child Care Program Office, need to implement a wait list, per Child Care Assistance Program regulation 7 AAC 41.050(g)(6), children experiencing homelessness will not be placed on a wait list and will immediately receive benefits upon a determination of eligibility.
- d) Describe how services are prioritized, if applicable, for families receiving TANF program funds, those attempting to transition off TANF through work activities, and those at risk of becoming dependent on TANF (98.16(i)(4)):)): Currently Alaska does not have a wait list. Should the CCDF Lead Agency, the Child Care Program Office, need to implement a wait list, per Child Care Assistance Program regulation 7 AAC 41.050 (d) and Policies and Procedures Manual section 4030-8 A., families receiving TANF program funds (PASS I child care assistance) and those attempting to transition off TANF and at risk of becoming dependent on TANF (PASS II child care assistance) will not be placed on a wait list and will receive benefits upon a determination of eligibility.

Additionally, per Child Care Assistance Program regulation 7 AAC 41.050(g)(4) and Child Care Assistance Program Policies and Procedures Manual section 4030-8 A., a child of a family that has left a temporary assistance program within the last 12 months because of employment will not be placed on a wait list and will receive benefits upon a determination of eligibility.

Lead Agencies are required to expend CCDF funds to (1) permit the enrollment (after an initial eligibility determination) of children experiencing homelessness while required documentation is obtained, (2) provide training and TA to child care providers and the appropriate Lead Agency (or designated entity) staff on identifying and serving homeless children and families (addressed in section 6), and (3) conduct specific outreach to homeless families (658E(c)(3); 98.51).

- a) Describe the procedures to permit the enrollment of children experiencing homelessness while required documentation is obtained. Per Child Care Assistance Program regulation 7 AAC 41.315(d) and Child Care Assistance Program Policies and Procedures Manual section 4030-6 4., when a family identifies they are homeless on their application or during their interview and they meet all other factors of eligibility, they will be approved for program participation for the month of application and the following month prior to submitting required verification of: government issued photo identification for the parents of the family; proof of the child's age and citizenship or alien status; and proof of child custody.
- b) Describe the procedures to conduct outreach for children experiencing homelessness (as defined by the CCDF) and their families. Outreach is conducted to homeless families by distributing information and brochures to homeless shelters; collaborating with the McKinney-Vento statewide coordinator; and providing a resource list on the Child Care Program Office website.

Note: The Lead Agency shall pay any amount owed to a child care provider for services provided as a result of the initial eligibility determination, and any CCDF payment made prior to the final eligibility determination shall not be considered an error or improper payment (98.51(a)(1)(ii)).

Lead Agencies must establish a grace period that allows homeless children and children in foster care to receive CCDF assistance while providing their families with a reasonable time to take any necessary actions to comply with immunization and other health and safety requirements (as described in section 5). The length of such a grace period shall be established in consultation with the state, territorial, or tribal health agency (658E(c)(2)(l)(i)(l); 98.41(a)(1)(i)(C)).

Note: Any payment for such a child during the grace period shall not be considered an error or improper payment (98.41(a)(1)(i)(C)(2)).

- a) Describe procedures to provide a grace period to comply with immunization and other health and safety requirements, including how the length of the grace period was established in consultation with the state, territorial, or tribal health agency for:
- Children experiencing homelessness (as defined by CCDF). Children experiencing homelessness as defined by the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a) (98-2) may be enrolled for not more than 30 days if the child's immunization records are not immediately available. Provide the citation for this policy and procedure. <http://www.legis.state.ak.us/basis/aac.asp#7.57>
 - Children who are in foster care. Children who are in foster care may be enrolled for not more than 30 days if the child's immunization records are not immediately available. Provide the citation for this policy and procedure. 7 AAC 41.215(c)(3) and 7 AAC 57.550(c)(3).7
- c) Describe how the Lead Agency coordinates with licensing agencies and other relevant state, territorial, tribal, and local agencies to provide referrals and support to help families with children receiving services during a grace period comply with immunization and other health and safety requirements (98.41(a)(1)(i)(C)(4)).

- d) Does the Lead Agency establish grace periods for other children who are not experiencing homelessness or in foster care?

No.

Yes. Describe:

3.3 Protection for Working Families

12-Month eligibility.

The Lead Agency is required to establish a minimum 12-month eligibility and redetermination period, regardless of changes in income (as long as the income does not exceed the federal threshold of 85 percent of the state median income) or temporary changes in participation in work, training, or educational activities (658E(c)(2)(N)(i) and (ii)).

This change means that a Lead Agency may not terminate CCDF assistance during the 12-month period if a family has an increase in income that exceeds the state’s income eligibility threshold, but not the federal threshold of 85 percent of SMI. The Lead Agency may not terminate assistance prior to the end of the 12-month period if a family experiences a temporary job loss or a temporary change in participation in a training or educational activity. A temporary change in eligible activity includes, at a minimum, any time-limited absence from work for an employed parent due to such reasons as the need to care for a family member or an illness; any interruption in work for a seasonal worker who is not working; any student holiday or break for a parent participating in a training or educational program; any reduction in work, training, or education hours, as long as the parent is still working or attending a training or educational program; any other cessation of work or attendance at a training or educational program that does not exceed 3 months or a longer period of time established by the Lead Agency; any changes in age, including turning 13 years old during the 12-month eligibility period; and any changes in residency within the state, territory, or tribal service area.

- a) Describe the Lead Agency’s policies and procedures in implementing the minimum 12-month eligibility and redetermination requirements, including when a family experiences a temporary change in activity. At the time of initial eligibility families meeting all eligibility factors are approved for a 12 month period. Temporary changes in a family’s eligible activity are not required to be reported and no action is taken on the case.
- e) How does the Lead Agency define “temporary change?” Less than 3 months
- f) Provide the citation for this policy and/or procedure. Child Care Assistance Program regulation 7 AAC 41.310 (c) and Child Care Assistance Program Policies and Procedures Manual section 4100-2 B.

Option to discontinue assistance during the 12-month eligibility period.

Lead Agencies have the option, but are not required, to discontinue assistance during the 12-month eligibility period due to a parent’s *non-temporary* loss of work or cessation of attendance at a job training or educational program, otherwise known as a parent’s eligible activity (i.e., if the parent experiences a temporary change in his or her status as working or participating in a training or educational program, as described in section 3.3.1 of the plan).

If the Lead Agency chooses the option to discontinue assistance due to a parent’s non-temporary loss or cessation of eligible activity, it must continue assistance at least at the same level for a period of not fewer than 3 months after each such loss or cessation for the parent to engage in a job search and to resume work or resume attendance in a job training or educational program. At the end of the minimum 3-month period of continued assistance, if the parent has engaged in a qualifying work, training, or educational program activity with an income below 85 percent of SMI, assistance cannot be terminated, and the child must continue receiving assistance until the next scheduled redetermination or, at the Lead Agency option, for an additional minimum 12-month eligibility period.

- a) Does the Lead Agency choose to discontinue assistance during the 12-month eligibility period due to a parent’s non-temporary loss or cessation of eligible activity and offer a minimum 3-month period to allow parents to engage in a job search and to resume participation in an eligible activity?
- No, the state/territory does not allow this option to discontinue assistance during the 12-month eligibility period due to a parent’s *non-temporary* loss of work or cessation of attendance at a job training or educational program.
- Yes, the Lead Agency discontinues assistance during the 12-month eligibility period due to a parent’s non-temporary loss of work or cessation of eligible activity and provides a minimum 3-month period of job search. If yes:
- iii. Provide a summary describing the Lead Agency’s policies and procedures for discontinuing assistance due to a parent’s non-temporary change: Non-temporary changes in the family’s eligible activity must be reported within 10 business days of the change at which time they are eligible for 3 months of job search. At the end of the job search time period if the family is not in an eligible activity they are no longer eligible and their case is closed with adverse action.
 - iv. Describe what specific actions/changes trigger the job-search period. The job-search period is triggered when the family experiences a job loss or ends participation in a job training or education program. This must be reported within 10 business days of becoming non-temporary which is the last day of the third month.
 - v. How long is the job-search period (must be at least 3 months)? Three months.
 - vi. Provide the citation for this policy or procedure. Child Care Assistance Program regulation 7 AAC 41.310 (c) and Child Care Assistance Program Policies and Procedures Manual section 4100-2 B.
- g) The Lead Agency may discontinue assistance prior to the next 12-month redetermination in the following limited circumstances. Check and describe any circumstances in which the Lead Agency chooses to discontinue assistance prior to the next 12-month redetermination. Check all that apply.
- Not applicable.

- Excessive unexplained absences despite multiple attempts by the Lead Agency or designated entity to contact the family and provider, including the prior notification of a possible discontinuation of assistance.
 - i. Define the number of unexplained absences identified as excessive:
 - ii. Provide the citation for this policy or procedure:
- A change in residency outside of the state, territory, or tribal service area. Provide the citation for this policy or procedure: Child Care Assistance Program Policies and Procedures Manual section 4000-6 C.
- Substantiated fraud or intentional program violations that invalidate prior determinations of eligibility. Describe the violations that lead to discontinued assistance and provide the citation for this policy or procedure. Per Child Care Assistance Program Regulation 7 AAC 41.410 and Child Care Assistance Program Policies and Procedures Manual section 4390-1, a family may be found to have committed an intentional program violation if they report incomplete or inaccurate information regarding the family's income, family composition or any other material fact related to program eligibility; or by providing false or misleading information or withholding information.
Change reporting during the 12-month eligibility period.

The Lead Agency must describe the requirements for parents to report changes in circumstances during the 12-month eligibility period and describe efforts to ensure that such requirements do not place an undue burden on eligible families, which could impact the continuity of care for children and stability for families receiving CCDF services (98.16(h)(1)).

Note: Responses should exclude reporting requirements for a graduated phase-out, which were described in question 3.1.7(b).

Families are required to report a change to the Lead Agency at any time during the 12-month eligibility period if the family's income exceeds 85 percent of the state median income, taking into account irregular fluctuations in income (98.21(e)(1)). If the Lead Agency chooses the option to terminate assistance, as described in section 3.3.2 of the plan, they may require families to report a non-temporary change (as described in section 3.3.3 of the plan) in work, training or educational activities (otherwise known as a parent's eligible activity).

- a) Does the Lead Agency require families to report a non-temporary change in a parent's eligible activity?
 - No
 - Yes
- h) Any additional reporting requirements during the 12-month eligibility period must be limited to items that impact a family's eligibility (e.g., income changes over 85 percent of SMI or that impact the Lead Agency's ability to contact the family or pay the child care providers (e.g., a family's change of address, a change in the parent's choice of child care provider).

Check and describe any additional reporting requirements required by the Lead Agency during the 12-month eligibility period. Check all that apply.

- Additional changes that may impact a family’s eligibility during the 12-month period.

Describe: [redacted]

- Changes that impact the Lead Agency’s ability to contact the family. Describe: The Child Care Assistance Program Application CC08, Your Rights and Responsibilities, requires a participating family must keep they physical and mailing addresses current with the child care assistance office. Child Care Assistance Program Policies and Procedures Manual section 4020-8 B. also requires a family to provide complete, accurate, and current information to maintain their eligibility.

- Changes that impact the Lead Agency’s ability to pay child care providers. Describe: Per Child Care Assistance Program regulation 7 AAC 41.320 (c)(2) and Child Care Assistance Program Policies and Procedures Manual sections 4020-8 B, 4100-2 A. and 4100-2 C.,, families must notify the department or designee within 10 business days before changing child care providers and within 10 business days after a change affecting the level a child care needed.

Any additional reporting requirements that the Lead Agency chooses, as its option to require from parents during the 12-month eligibility period, shall not require an office visit. In addition, the Lead Agency must offer a range of notification options to accommodate families.

- i) How does the Lead Agency allow for families to report changes to ensure that reporting requirements are not burdensome and to avoid an impact on continued eligibility between redeterminations? Check all that apply.

- Phone
- Email
- Online forms
- Extended submission hours
- Other. Describe: By fax or after hours drop box.

- j) Families must have the option to voluntarily report changes on an ongoing basis during the 12-month eligibility period.

Lead Agencies are required to act on information reported by the family if it will reduce the family’s co-payment or increase the family’s subsidy. Lead Agencies are prohibited from acting on information reported by the family that would reduce the family’s subsidy unless the information reported indicates that the family’s income exceeds 85 percent of SMI after considering irregular fluctuations in income or, at the option of the Lead Agency, the family has experienced a non-temporary change in eligible activity.

- i. Describe any other changes that the Lead Agency allows families to report. Families may report any change of circumstance during their certification period. Those changes positively impacting the family’s co-payment or level of care and if the family’s income increases to more than 85% of the SMI are acted upon.

- i. Provide the citation for this policy or procedure. Child Care Assistance Program regulation 7 AAC 41.320 and Child Care Assistance Program Policies and Procedures Manual section 4100-2.

Prevent the disruption of employment, education, or job training activities.

Lead Agencies are required to have procedures and policies in place to ensure that parents (especially parents in families receiving assistance under the TANF program) are not required to unduly disrupt their employment, education, or job training activities to comply with the Lead Agency's or designated local entity's requirements for the redetermination of eligibility for assistance (658E(c)(2)(N)(ii); 98.21(d)).

Examples include developing strategies to inform families and their providers of an upcoming redetermination and that information required of the family, pre-populating subsidy renewal forms, having parents confirm that the information is accurate, and/or asking only for the information necessary to make an eligibility redetermination. In addition, states and territories can offer a variety of family-friendly methods for submitting documentation for eligibility redetermination.

- a) Describe the Lead Agency's procedures and policies to ensure that parents (especially parents receiving TANF program funds) do not have their employment, education, or job training unduly disrupted to comply with the state/territory's or designated local entity's requirements for the redetermination of eligibility. List relevant policy citations. Parents in families applying for or receiving assistance under TANF do not submit a separate application to participate or renew their participation in the Child Care Assistance Program (CCAP). These families are determined eligible based on the eligibility to receive TANF. Per Child Care Assistance Program Policies and Procedures Manual section 4130, families participating through PASS II or PASS III submit an application to renew program participation. The application submission can be via email, fax, mail or in-person. The family is contacted for a convenient time to participate in the required interview. The interview can be either telephonic or in-person.

- b) How are families allowed to submit documentation for redetermination? Check all that apply.

- Mail
- Email
- Online forms
- Fax
- In-person
- Extended submission hours
- Other. Describe: After hours drop box.

3.4 Family Contribution to Payments

Lead Agencies are required to establish and periodically revise a sliding-fee scale for CCDF families that varies based on income and the size of the family to determine each family’s contribution (i.e., co-payment) that is not a barrier to families receiving CCDF funds (658E(c)(5)). In addition to income and the size of the family, the Lead Agency may use other factors when determining family contributions/co-payments. Lead Agencies, however, may NOT use cost of care or amount of subsidy payment in determining copayments (98.45(k)(2)).

Note: To help families transition off of child care assistance, Lead Agencies may gradually adjust co-pay amounts for families determined to be eligible under a graduated phase-out. However, section 3.4 applies *only* to families in their initial/entry eligibility period. See section 3.1.4 Graduated Phase-Out regarding co-pays during the graduated phase-out period.

Provide the CCDF co-payments in the chart below according to family size for one child in care.

- a) Fill in the chart based on the most populous area of the State (area serving highest number of CCDF children).

	(a)	(b)	(c)	(d)	(e)	(f)
Family Size	Lowest “Entry” Income Level Where Family Is First Charged Co-Pay (Greater Than \$0)	What Is the Monthly Co-Payment for a Family of This Size Based on the Income Level in (a)?	The Co-Payment in Column (b) is What Percentage of the Income in Column (a)?	Highest “Entry” Income Level Before a Family Is No Longer Eligible	What Is the Monthly Co-Payment for a Family of This Size Based on the Income Level in (d)?	The Co-Payment in Column (e) is What Percentage of the Income in Column (d)?
1	n/a	n/a	n/a	n/a	n/a	n/a
2	49	20	41	4205	421	10
3	61	20	33	5156	516	10
4	72	20	28	6107	611	10
5	83	20	24	7058	706	10

- k) What is the effective date of the sliding-fee scale(s)? October 1, 2017
- l) Provide the link to the sliding-fee scale:
<http://dhss.alaska.gov/dpa/Documents/dpa/programs/ccare/Documents/Files/CCAP-Family-Income-Contributions-Schedule.pdf>
- m) If the sliding-fee scale is not statewide, describe how many jurisdictions set their own sliding-fee scale (98.16(i)(3)). Statewide

How will the family’s contribution be calculated, and to whom will it be applied? Check all that apply.

- The fee is a dollar amount and:
 - The fee is per child, with the same fee for each child.

- The fee is per child and is discounted for two or more children.
- The fee is per child up to a maximum per family.
- No additional fee is charged after certain number of children.
- The fee is per family.
- The contribution schedule varies because it is set locally/regionally (as indicated in 1.2.1). Describe:
- Other. Describe:
- The fee is a percent of income and:
 - The fee is per child, with the same percentage applied for each child.
 - The fee is per child, and a discounted percentage is applied for two or more children.
 - The fee is per child up to a maximum per family.
 - No additional percentage is charged after certain number of children.
 - The fee is per family.
 - The contribution schedule varies because it is set locally/regionally (as indicated in 1.2.1). Describe:
 - Other. Describe:

Does the Lead Agency use other factors in addition to income and family size to determine each family's co-payment (658E(c)(3)(B))? Reminder – Lead Agencies may NOT use cost of care or amount of subsidy payment in determining copayments (98.45(k)(2)).

- No.
- Yes, check and describe those additional factors below.
 - Number of hours the child is in care. Describe:
 - Lower co-payments for a higher quality of care, as defined by the state/territory. Describe:
 - Other. Describe:

The Lead Agency may waive contributions/co-payments from families whose incomes are at or below the poverty level for a family of the same size (98.45(k)) or for families who are receiving or needing to receive protective services, as determined for purposes of CCDF eligibility, or who meet other criteria established by the Lead Agency (98.45(k)(4)). Does the Lead Agency waive family contributions/co-payments for any of the following? Check all that apply.

- No, the Lead Agency does not waive family contributions/co-payments.
- Yes, the Lead Agency waives family contributions/co-payments for families with an income at or below the poverty level for families of the same size. The poverty level used by the Lead Agency for a family size of 3 is \$.
- Yes, the Lead Agency waives family contributions/co-payments for families who are receiving or needing to receive protective services, as determined by the Lead Agency for purposes of CCDF eligibility. Describe the policy and provide the policy citation. .

- Yes, the Lead Agency waives family contributions/co-payments for other criteria established by the Lead Agency. Describe the policy and provide the policy citation. [REDACTED].

Does the Lead Agency allow providers to charge families additional amounts above the required co-payment in instances where the provider's price exceeds the subsidy payment (98.45(b)(5))?

No.

Yes. If yes:

- a) Provide the rationale for the Lead Agency's policy to allow providers to charge families additional amounts above the required co-payment, including a demonstration of how the policy promotes affordability and access for families? The CCDF Lead Agency, the Child Care Assistance Program (CCPO), sets Child Care Assistance Program (CCAP) rates based on the most recent Market Price Survey. The CCAP rates are set to ensure equal access. A provider is allowed to charge any rate for child care services; however, they cannot charge families receiving child care assistance a different rate than non-child care assistance families. If a provider charges above the state rate, a family participating in the CCAP would incur the difference between the state rate and the provider rate, not including their copay.
- b) Provide data (including data on the size and frequency of such amounts) on the extent to which CCDF providers charge additional amounts to families.

Full Month Rates above the State Rate:

Licensed Centers

Infant - 42% of the provider's rates are above the state rate by an average of \$84

Toddler - 38% of the provider's rates are above the state rate by an average of \$116

Preschool - 48% of the provider's rates are above the state rate by an average of \$122

School age - 36% of the provider's rates are above the state rate by an average of \$71

Licensed Group Home

Infant - 27% of the provider's rates are above the state rate by an average of \$83

Toddler - 11% of the provider's rates are above the state rate by an average of \$116

Preschool - 20% of the provider's rates are above the state rate by an average of \$86

School age - 13% of the provider's rates are above the state rate by an average of \$99

Licensed Home

Infant - 43% of the provider's rates are above the state rate by an average of \$73

Toddler - 41% of the provider's rates are above the state rate by an average of \$70

Preschool - 47% of the provider's rates are above the state rate by an average of \$89

School aged - 37% of the provider's rates are above the state rate by an average of \$96

Part Month Above the State Rate

Licensed Centers

Infant - 43% of the provider's rates are above the state rate by an average of \$38

Toddler - 40% of the provider's rates are above the state rate by an average of \$84

Preschool - 53% of the provider's rates are above the state rate by an average of \$48

School age - 58% of the provider's rates are above the state rate by an average of \$52

Licensed Group Home

Infant – no provider rates reported above the state rate

Toddler – no provider rates reported above the state rate

Preschool - 12% of the provider’s rates are above the state rate by an average of \$92

School Age - 17% of the provider’s rates are above the state rate by an average of \$74

Licensed Home

Infant - 50% of the provider’s rates are above the state rate by an average of \$47

Toddler - 33% of the provider’s rates are above the state rate by an average of \$60

Preschool - 39% of the provider’s rates are above the state rate by an average of \$71

School Age - 38% of the provider’s rates are above the state rate by an average of \$77

- a) Describe the Lead Agency’s analysis of the interaction between the additional amounts charged to families with the required family co-payment, and the ability of current subsidy payment rates to provide access to care without additional fees. The family’s co-payment is not connected to the provider’s charges. Alaska updated the Family Income and Contribution Schedule and the Child Care Assistance Program Rate Schedule effective October 1, 2017 which resulted in many families experiencing an increase in their co-payment amount. Updating the Child Care Assistance Program Rate Schedule at the same time helped offset some of the increase to some families as not all rates were increased.

How will the Lead Agency ensure that the family contribution/co-payment, based on a sliding-fee scale, is affordable and is not a barrier to families receiving CCDF funds?

Check all that apply.

- Limit the maximum co-payment per family. Describe: Co-payments are based on the family’s monthly income and their family size. Co-payments are assessed per family regardless of the number of children or family size. The minimum amount is \$20.00 (exception families receiving assistance under TANF and through the Office of Children’s Services (OCS) for children in protective services) and the maximum is ten percent (10%) of the family’s countable income up to the eligibility cutoff of eighty-five percent (85%) of the State Median Income (SMI) according to family size.
- Limit the combined amount of co-payment for all children to a percentage of family income. List the percentage of the co-payment limit and describe.
- Minimize the abrupt termination of assistance before a family can afford the full cost of care (“the cliff effect”) as part of the graduated phase-out of assistance discussed in 3.1.5. Describe:
- Other. Describe:

4 Ensure Equal Access to Child Care for Low-Income Children

A core purpose of CCDF is to promote parental choice and to empower working parents to make their own decisions regarding the child care services that best suit their family’s needs. Parents have the option to choose from center-based care, family child care or care provided in the child’s own home. In supporting parental choice, the Lead Agencies must ensure that families receiving CCDF funding have the opportunity to choose from the full range of eligible child care settings and must provide families with equal access to child care that is comparable to that of

non-CCDF families. Lead Agencies must employ strategies to increase the supply and to improve the quality of child care services, especially in underserved areas. This section addresses strategies that the Lead Agency uses to promote parental choice, ensure equal access, and increase the supply of child care.

4.1 Parental Choice in Relation to Certificates, Grants, or Contracts

The parent(s) of each eligible child who receive(s) or is offered financial assistance for child care services has the option of either receiving a child care certificate or, if available, enrolling his or her child with a provider that has a grant or contract for providing child care services (658E(c)(2)(A); 98.30(a)). Even if a parent chooses to enroll his or her child with a provider who has a grant or contract, the parent will select the provider, to the extent practicable. If a parent chooses to use a certificate, the Lead Agency shall provide information to the parent on the range of provider options, including care by sectarian providers and relatives. Lead Agencies must require providers chosen by families to meet health and safety standards and has the option to require higher standards of quality. Lead agencies are reminded that any policies and procedures should not restrict parental access to any type of care or provider (e.g. center care, home care, in-home care, for-profit provider, non-profit provider or faith-based provider, etc.) (98.15 (a)(5)).

4.1.1 Describe the child care certificate, including when it is issued to parents (before or after the parent has selected a provider) and what information is included on the certificate (98.16 (q)). Currently, Alaska provides benefits through a child care certificate (authorization). A parent(s) may choose from a variety of providers, including licensed centers, group homes and homes as well as legally exempt regulated child care providers participating in the Child Care Assistance Program (CCAP). Care is authorized at the time the family is determined eligible for CCAP participation through a Child Care Assistance Authorization document issued to the family and the provider that identifies the children for whom child care is authorized; the provider selected by the family; the care authorized; the anticipated eligible cost of care, including the family contribution amount and anticipated benefit amount to be paid; and the period of time for which the authorization is effective.

Describe how the parent is informed that the child certificate allows the option to choose from a variety of child care categories, such as private, not-for-profit, faith-based providers; centers; FCC homes; or in-home providers (658E(c)(2)(A)(i); 658P(2); 658Q).

Check all that apply.

- Certificate that provides information about the choice of providers
- Certificate that provides information about the quality of providers
- Certificate not linked to a specific provider, so parents can choose any provider
- Consumer education materials on choosing child care
- Referral to child care resource and referral agencies
- Co-located resource and referral in eligibility offices
- Verbal communication at the time of the application
- Community outreach, workshops, or other in-person activities

Other. Describe: [redacted]

Child care services available through grants or contracts.

a) In addition to offering certificates, does the Lead Agency provide child care services through grants or contracts for child care slots (658A(b)(1))? *Note:* Do not check “yes” if every provider is simply required to sign an agreement to be paid in the certificate program.

No. If no, skip to 4.1.4.

Yes. If yes, describe:

- i. How the Lead Agency ensures that parents who enroll with a provider who has a grant or contract have choices when selecting a provider: [redacted]
- ii. The type(s) of child care services available through grants or contracts: _____
- iii. The entities that receive contracts (e.g., shared services alliances, CCR&R agencies, FCC networks, community-based agencies, child care providers): [redacted]
- iv. The process for accessing grants or contracts: [redacted]
- v. How rates for contracted slots are set through grants and contracts: [redacted]
- vi. How the Lead Agency determines which entities to contract with for increasing supply and/or improving quality: [redacted]
- vii. If contracts are offered statewide and/or locally: [redacted]

b) Will the Lead Agency use grants or contracts for child care services to increase the supply and/or quality of specific types of care? Check all that apply.

- Programs to serve children with disabilities
- Programs to serve infants and toddlers
- Programs to serve school-age children
- Programs to serve children needing non-traditional hour care
- Programs to serve homeless children
- Programs to serve children in underserved areas
- Programs that serve children with diverse linguistic or cultural backgrounds
- Programs that serve specific geographic areas
 - Urban
 - Rural

Certify by describing the Lead Agency’s procedures for ensuring that parents have unlimited access to their children whenever their children are in the care of a provider who receives CCDF funds (658E(c)(2)(B); 98.16(t)). **Child Care Assistance Program regulation 7 AAC 41.210(10) states that a parent of a child in care is allowed unlimited access to the child and all areas of the child care premises. This requirement is monitored by Child Care Licensing staff while on site for inspections.**

The Lead Agency must allow for in-home care (i.e., care provided in the child’s own home) but may limit its use (98.16(i)(2)). Will the Lead Agency limit the use of in-home care in any way?

- No.
- Yes. If checked, what limits will the Lead Agency set on the use of in-home care? Check all that apply.
 - Restricted based on minimum the number of children in the care of the provider to meet the Fair Labor Standards Act (minimum wage) requirements. Describe: The family must have at least 4 children needing care who are not in school at any time during the day.
 - Restricted based on the provider meeting a minimum age requirement. (A relative provider must be at least 18 years of age based on the definition of eligible child care provider (98.2). Describe: A caregiver hired by the family to provide in-home child care services must be at least 18 years of age.
 - Restricted based on the hours of care (i.e., certain number of hours, non-traditional work hours). Describe: A family may be eligible to use in-home care if they have at least one child in which all parents are working a night shift.
 - Restricted to care by relatives. Describe: _____
 - Restricted to care for children with special needs or a medical condition. Describe: A family with fewer than four children needing care who are not in school at any time during the day may be eligible to use in-home care if they have at least one child with documented special needs.
 - Restricted to in-home providers that meet additional health and safety requirements beyond those required by CCDF. Describe: _____
 - Other. Describe: A family may be eligible to use in-home care if they have at least one child who is younger than 12 months of age.

4.2 Assessing Market Rates and Child Care Costs

Lead Agencies have the option to conduct a statistically valid and reliable (1) market rate survey (MRS) reflecting variations in the price to parents of child care services by geographic area, type of provider, and age of child and/or (2) an alternative methodology, such as a cost estimation model (658E(c)(4)(B)). A cost estimation model estimates the cost of care by incorporating both data and assumptions to model what expected costs would be incurred by child care providers and parents under different cost scenarios. Another approach would be a cost study that collects cost data at the facility or program level to measure the costs (or inputs used) to deliver child care services. The MRS or alternative methodology must be developed and conducted no earlier than 2 years before the date of submission of the Plan.

Note – Any Lead Agency considering using an alternative methodology, instead of a market rate survey, is required to submit a description of its proposed approach to its ACF Regional Child Care Program Office for pre-approval in advance of the Plan submittal (see <https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2016-08>). Advance approval is not required if the Lead Agency plans to implement both a market rate survey and an alternative methodology. In its request for ACF pre-approval, a Lead Agency must:

- Provide an overview of the Lead Agency’s proposed approach (e.g., cost estimation model, cost study/survey, etc.), including a description of data sources.
- Describe how the Lead Agency will consult with the State's Early Childhood Advisory Council or similar coordinating body, local child care program administrators, local child care resource and referral agencies, organizations representing child care caregivers, teachers and directors, and other appropriate entities prior to conducting the identified alternative methodology.
- Describe how the alternative methodology will use methods that are statistically valid and reliable and will yield accurate results. For example, if using a survey, describe how the Lead Agency will ensure a representative sample and promote an adequate response rate. If using a cost estimation model, describe how the Lead Agency will validate the assumptions in the model.
- If the proposed alternative methodology includes an analysis of costs (e.g., cost estimation model or cost study/survey), describe how the alternative methodology will account for key factors that impact the cost of providing care—such as: staff salaries and benefits, training and professional development, curricula and supplies, group size and ratios, enrollment levels, licensing requirements, quality level, facility size, and other factors.
- Describe how the alternative methodology will provide complete information that captures the universe of providers in the child care market.
- Describe how the alternative methodology will reflect variations by provider type, age of children, geographic location and quality.
- Describe how the alternative methodology will use current, up-to-date data.
- Describe the estimated reporting burden and cost to conduct the approach.

Please identify the methodology(ies) used below to assess child care prices and costs.

MRS

Alternative methodology. Describe:

Both. Describe: The State of Alaska, CCDF Lead Agency, Child Care Program Office conducted a Market Rate Survey and alternative methodology simultaneously. The Market Rate Survey involved surveying rates for all licensed providers for each type of care. Specifically, CCPO asked about rates for infants, toddlers, preschoolers, and school age children in full- and part-month enrollments for licensed centers and licensed family child care homes. Each provider that reported a rate was weighted by the number of children in that type of care before calculating the relevant percentile. For the alternative methodology, CCPO combined information from the Market Rate Survey for each type of care and information from a geographic differential study to set rates for each of the 29 boroughs in Alaska. This involved taking the 15th percentile for the most populous area in Alaska and then multiplying that value by the geographic differential for each area. This geographic differential study is used by other departments and divisions within the state to set payment rates.

Prior to developing and conducting the MRS or alternative methodology, the Lead Agency is required to consult with the (1) State Advisory Council or other state- or state-designated cross-agency body if there is no SAC, local child care program administrators, local child care resource and referral agencies, and other appropriate entities and (2)

organizations representing caregivers, teachers, and directors prior to developing and conducting the MRS or alternative methodology.

Describe how the Lead Agency consulted with the:

- a) State Advisory Council or other state-designated cross-agency body:
- b) Local child care program administrators: The CCDF Lead Agency, the Child Care Program Office (CCPO), held a statewide teleconference on November 14, 2017 with the program administrators and CCR&R thread to go over the Market Price Survey (MPS) and address any questions or concerns with the survey.
- c) Local child care resource and referral agencies The CCDF Lead Agency, the Child Care Program Office (CCPO), held a statewide teleconference on November 14, 2017 with the program administrators and CCR&R thread to go over the Market Price Survey (MPS) and address any questions or concerns with the survey.
- d) Organizations representing caregivers, teachers, and directors: The CCDF Lead Agency, the Child Care Program Office (CCPO), held a statewide teleconference on November 14th with the program administrators and CCR&R thread to go over the Market Price Survey (MPS) and address any questions or concerns with the survey.
- e) Other. Describe:

Describe how the market rate survey is statistically valid and reliable. To be considered valid and reliable, the MRS must represent the child care market, provide complete and current data, use rigorous data collection procedures, reflect geographic variations, and analyze data in a manner that captures other relevant differences. For example, market rate surveys can use administrative data, such as child care resource and referral data, if they are representative of the market. If an alternative methodology, such as cost modeling, is used, demonstrate that the methodology used reliable methods. All licensed child care providers within the State of Alaska who were in Open/ Active status in December 2017 were sent the 2017 Market Price Survey.

Of the 534 licensed child care providers surveyed, 224 (42%) responded. While this response rate is lower than in previous years, one key difference is that this year's Market Rate Survey was only distributed via email (not by phone or mail). The response rate for our survey falls in line with response rates for surveys conducted by other states in previous years. For example, in 2014, the overall response rate for the State of Louisiana was 37%. In 2014, online response rates in the State of Washington were 33% for child care centers and 18% for family home child care providers. In 2017, the overall response rate for the State of Nebraska was 35%.

Information from Alaska's licensed child care providers was gathered through two processes: an administrative update by the CCDF Lead Agency, Child Care Program Office (CCPO), child care database and a market price survey. The administrative data

update collected the following information from the Integrated Child Care Information System (ICCIS), for active licensed child care providers who were participating in the Child Care Assistance Program (CCAP), as well as non-participating providers:

- Provider's prices for a full month and a part month; and
- Per the age groups of: infant; toddler; preschool age; and school age.

The 2017 Market Price Survey collected the following information:

- If the provider is operating at full capacity and if not, reason(s) why;
- Full month and part month enrollment for October 2017;
- Full day and part day attendance on Tuesday, December 5, 2017;
- Wait list information;
- Incentives for reduced prices;
- Registration fee information, including incentives for reduced fees made available to families; and
- The provider's business type.
- Demographic information such as legal name of the provider, administrator or owner's name, mailing address, physical address, telephone number and email.

Providers were sent a letter in advance to inform them of the upcoming survey, and to allow CCPO staff to update provider information in ICCIS. Providers were offered one way to respond to the survey which was web-based via Survey Monkey.

Providers who did not take a survey were provided another email reminding them of the 2017 Market Price Survey. CCPO continued to send out reminders to providers throughout the 2017 Market Price Survey.

Analyze data in a manner that captures other relevant differences:

The units of care used for price and state rate comparisons in the provider price tables section of the 2017 Alaska Child Care Market Price Survey Report (Report) are full month and part month enrollment prices for licensed: centers; group homes; and homes.

Provider price tables in the Report identify the following: the Child Care Assistance Rate Region; the number of child care providers who participated in the survey; the number of children in care, by age group, for the month December 2017; and show the providers' price range (Minimum, 25th percentile, 50th percentile (median), 75th percentile and Maximum).

Describe how the market rate survey or alternative methodology reflects variations in the price or cost of child care services by:

- a) Geographic area (e.g., statewide or local markets). Describe: Prices from providers in all nine Child Care Assistance Rate Regions, encompassing the entire state, were captured and included in the 2017 Alaska Child Care Market Price Survey Report. This data was also analyzed at the borough level to preserve any borough to borough differences that are masked by collapsing to the level of the rate region.
- b) Type of provider. Describe: Tables and figures (charts) included in the 2017 Alaska Child Care Market Price Survey Report identify the data by the licensed provider type: center; group home; or home.
- c) Age of child. Describe: Tables and figures (charts) included in the 2017 Alaska Child Care Market Price Survey Report break out the data by the age group of the child: infant (birth through 12 months); toddler (13 months through 35 months); preschool age child (36 months through 59 months); and school age child (5 years through 12 years).
- d) Describe any other key variations examined by the market rate survey or alternative methodology, such as quality level.

The 2017 Market Rate Survey asked for other qualitative data to better understand Alaska's child care market. A particular area of interest was trying to determine why a provider would chose to operate below the maximum capacity they could be operating at for their licensed child care provider type. Another primary area was collecting the number of enrolled children for a part month and full month which would allow for a better evaluation of needed revisions to Alaska's Child Care Assistance Program Rate Schedule (state subsidy rates). Additionally, we inquired about desired capacity to get a better understanding of the market and to compare where child care providers are operating at capacity.

After conducting the market rate survey or alternative methodology, the Lead Agency must prepare a detailed report containing the results of the MRS or alternative methodology. The detailed report must also include the estimated cost of care (including any relevant variation by geographic location, category of provider, or age of child) necessary to support (1) child care providers' implementation of the health, safety, quality, and staffing requirements and (2) higher quality care, as defined by the Lead Agency using a quality rating and improvement system or other system of quality indicators, at each level of quality. The Lead Agency must make the report with these results widely available no later than 30 days after completion of the report, including posting the results on the Lead Agency website. The Lead Agency must describe in the detailed report how the Lead Agency took into consideration the views and comments of the public.

Describe how the Lead Agency made the results of the market rate survey or alternative methodology report widely available to the public (98.45(f)(1)). The CCDF Lead Agency, the Child Care Program Office (CCPO), considered stakeholders views by taking into account feedback we have received in regards to the Market Price Survey over the past several years. The CCPO continues to receive feedback that the Market Price Survey is not an accurate reflection of the rate for child care based on geographical location, median income, and cost of living. The CCPO made the decision to conduct an alternative methodology simultaneously with the 2017 Market Price Survey that

analyzed data based on geographic differential; cost of living; median income; and cost of living multipliers.

- a) Date of completion of the market rate survey or alternative methodology (must be no earlier than July 1, 2016, and no later than July 1, 2018). June 1, 2018.
- b) Date the report containing results was made widely available—no later than 30 days after the completion of the report. June 30, 2018.
- e) Describe how the Lead Agency made the detailed report containing results widely available and provide the link where the report is posted. The CCDF Lead Agency, the Child Care Program Office (CCPO), will make the 2017 Alaska Child Care Market Price Survey Report available on the CCPO website at <http://dhss.alaska.gov/dpa/Pages/ccare/default.aspx>. On June 30, 2018, the CCPO will send a broadcast out to all licensed child care providers; CCPO grantees; Office of Child Care, Region X staff; Alaska Child Care and Development Fund Tribal Grantees; and Alaska Early Childhood Coordinating Council.
- f) Describe how the Lead Agency considered stakeholder views and comments in the detailed report. The CCDF Lead Agency, the Child Care Program Office (CCPO), considered stakeholders views by taking into account feedback we have received in regards to the Market Price Survey over the past several years. The CCPO continues to receive feedback that the Market Price Survey is not an accurate reflection of the rate for child care based on geographical location, median income, and cost of living. The CCPO made the decision to conduct an alternative methodology simultaneously with the 2017 Market Price Survey that analyzed data based on geographic differential; cost of living; median income; and cost of living multipliers.

4.3 Setting Payment Rates

The Lead Agency must set CCDF subsidy payment rates, in accordance with the results of the current MRS or alternative methodology, at a level to ensure equal access for eligible families to child care services that are comparable with those provided to families not receiving CCDF funds. The Lead Agency must re-evaluate its payment rates *at least* every 3 years.

Provide the base payment rates and percentiles (based on the most recent MRS) for the following categories below. If the Lead Agency conducted an MRS (only or in combination with an alternative methodology), also report the percentiles based on the most recent MRS. The ages and types of care listed below are meant to provide a snapshot of the categories on which rates can be based and are not intended to be comprehensive of all categories that might exist or to reflect the terms used by the Lead Agency for particular ages. Please use the most populous geographic region (area serving highest number of CCDF children).

- g) Infant (6 months), full-time licensed center care in the most populous geographic region
Rate \$900 per monthly unit of time (e.g., hourly, daily, weekly, monthly)
Percentile of most recent MRS: 11
- h) Infant (6 months), full-time licensed FCC home in the most populous geographic region
Rate \$700 per monthly unit of time (e.g., hourly, daily, weekly, monthly)

- Percentile of most recent MRS: 22
- i) Toddler (18 months), full-time licensed center care in the most populous geographic region
Rate \$800 per monthly unit of time (e.g., hourly, daily, weekly, monthly)
Percentile of most recent MRS: 12
- j) Toddler (18 months), full-time licensed FCC care in the most populous geographic region
Rate \$650 per monthly unit of time (e.g., hourly, daily, weekly, monthly)
Percentile of most recent MRS: 42
- k) Preschooler (4 years), full-time licensed center care in the most populous geographic region
Rate \$700 per monthly unit of time (e.g., hourly, daily, weekly, monthly)
Percentile of most recent MRS: 16
- l) Preschooler (4 years), full-time licensed FCC care in the most populous geographic region
Rate \$545 per monthly unit of time (e.g., hourly, daily, weekly, monthly)
Percentile of most recent MRS: 33
- m) School-age child (6 years), full-time licensed center care in most populous geographic region
Rate \$745 per monthly unit of time (e.g., hourly, daily, weekly, monthly, etc.)
Percentile of most recent MRS: 21
- n) School-age child (6 years), full-time licensed FCC care in the most populous geographic region
Rate \$501 per monthly unit of time (e.g., hourly, daily, weekly, monthly)
Percentile of most recent MRS: 46
- o) Describe how part-time and full-time care were defined and calculated. The CCDF Lead Agency surveyed providers about both full month and part month care. Full month care is defined as enrollment of 17 through 23 days of care that includes at least one full day of care in a month. Part month care is defined as enrollment that is fewer than 17 days of care in any combination of part or full days in a month or between 17 through 23 part days of care in a month.
- p) Provide the effective date of the current payment rates (i.e., date of last update based on most recent MRS). 6/13/2017
- q) Provide the citation or link, if available, to the payment rates.
<http://dhss.alaska.gov/dpa/Documents/dpa/programs/ccare/forms/Child-Care-Assistance-Program-Rate-Schedule.pdf>
- r) If the payment rates are not set by the Lead Agency for the entire state/territory, describe how many jurisdictions set their own payment rates (98.16(i)(3)). N/A

Lead Agencies can choose to establish tiered rates, differential rates, or add-ons on top of their base rates as a way to increase payment rates for targeted needs (i.e., a higher rate for special needs children as both an incentive for providers to serve children with

special needs and as a way to cover the higher costs to the provider to provide care for special needs children).

Check and describe the types of tiered reimbursement or differential rates, if any, the Lead Agency has chosen to implement. In the description of any tiered rates or add-ons, at a minimum, indicate the process and basis used for determining the tiered rates, including if the rates were based on the MRS and/or an alternative methodology, and the amount of the rate. Check all that apply.

- Differential rate for *non-traditional hours*. Describe: [REDACTED]
- Differential rate for *children with special needs*, as defined by the state/territory. Describe: Child care providers providing care to a child with a diagnosed special need can receive supplemental payments (add-ons) through the Alaska Inclusive Child Care Program (Alaska IN!). Alaska IN! is applicable to all provider types participating in the Child Care Assistance Program . The supplemental payment is a percentage increment based on the authorized cost of care and the actual cost incurred by the provider to provide the additional services specific to the child's need.
- Differential rate for *infants and toddlers*. Describe: [REDACTED]
- Differential rate for *school-age programs*. Describe: [REDACTED]
- Differential rate for *higher quality*, as defined by the state/territory. Describe: [REDACTED]
- Other differential rates or tiered rates. Describe: Licensed child care providers may be eligible for additional funding (add-ons) through the Child Care Grant Program based on the number of children in care participating in the Child Care Assistance Program. The additional funding is a reimbursement related to expenditures associated with maintaining the operation of their facility to include staff salaries and benefits; providing for substitute care; health and safety; equipment, supplies and activities for children in care; and child development education and training. The amount of the reimbursement is based upon the full time equivalent of the children's actual attendance and geographic location amount based on the District Cost Factor as funding for Alaska school districts.
- Tiered or differential rates are not implemented.

4.4 Summary of Facts Used To Determine That Payment Rates Are Sufficient To Ensure Equal Access

Lead Agencies must certify that CCDF payment rates are sufficient to ensure equal access for eligible families to child care services comparable to those provided by families not receiving CCDF assistance (98.16(a)). Certify that payment rates reported in 4.3.1 are sufficient to ensure equal access by providing the following summary of facts (98.45(b)):

- a) Describe how a choice of the full range of providers pursuant to 98.30(e)(1) is made available; the extent to which child care providers participate in the CCDF system; and any barriers to participation, including barriers related to payment rates and practices Information for licensed and legally exempt providers is made available through the Child Care Program Office's website as well as through the Child Care Resource and Referral Network Referral system. Per the Child Care Services Monthly Report (February 2018), 84% of licensed child care providers are participating in the Child Care Assistance Program.
- b) Describe how payment rates are adequate and have been established based on the most recent MRS or alternative methodology Alaska's current payment rates, effective February

1, 2017, are based on the 2015 Market Price Survey (MPS) and do not reflect the 2017 MPS. The Child Care Program Office sets rates based on the MPS results adequately to reflect the child care market. A regulation revision is in process to make the adjustments in rates to be reflective of the 2017 MPS. 98% of children receiving child care assistance are also receiving care in a licensed facility (center, group home, home).

- a) Describe how base payment rates enable providers to meet health, safety, quality, and staffing requirements under CCDF. Alaska's current payment rates, effective February 1, 2017, do not reflect the most recent market price survey conducted in 2017. Payment rates are set based on the findings of the market price survey. The Child Care Program Office sets rates adequately to reflect the child care market. When businesses set child care rates a business should be considering training, health, safety, quality, and staffing requirement costs into the monthly child care rate. Due to the fact CCPO cannot guarantee businesses are setting rates adequately to include overhead costs of a business the CCPO offers the Child Care Grant Program (CCG). CCG supports other efforts to ensure equal access to quality care. The CCPO through the CCG provides funding to eligible licensed child care providers on a monthly basis to enhance their program's quality. CCG funds may be used for child development education and training. Licensed child care providers may receive anywhere from \$30-\$50 per child, per month, depending upon their geographical location. In Fiscal Year 2017, the following was reimburses to programs through the CCG:

- \$2,838,694 on staff salaries and wages;
- \$13,065 on substitute care;
- \$29,652 on supplies, equipment's, and activities for children;
- \$10,332 on health and safety costs; and
- \$2,275 on child development education and training.

- b) Describe how the Lead Agency took the cost of higher quality into account, including how payment rates for higher-quality care, as defined by the Lead Agency using a QRIS or other system of quality indicators, relate to the estimated cost of care at each level of quality

- c) How co-payments based on a sliding fee scale reported in 3.4.1 are affordable (response provided in 3.4.6) Family co-payments are based on the family's monthly countable income and family size. The Family Income and Contribution schedule is based on Alaska's State Median Income with a minimum amount of \$20 (exception families receiving TANF and children in child protective services through the Office of Children's Services) and a maximum of no more than 10% of the family's monthly countable income.

Describe how Lead Agencies' payment practices described in 4.5 support equal access to a range of providers. Data contained in the Child Care Program Office's monthly report showing where children are being served supports access to the full range of providers. In the November 2017 Child Care Services Monthly Report, Table 5: Number of children with an authorization by provider type and CCAP rate region shows of the 3,180 children authorized care, 2,252 (71%) of children in Licensed Center care; 250 (8%) in Licensed Group Home care; 599 (19%) in Licensed home care; 45 (1%) in Approved Relative care; 26 (less than 1%) in In-home care; and 7 (less than 1%) in Military Center care.

- d) Describe how and on what factors the Lead Agency differentiates payment rates. Check all that apply.

- Geographic area. Describe: Child Care Assistance Program payment rates are broken up into nine rate regions: Anchorage; Fairbanks; Gulf Coast; Interior; Juneau; Matanuska-Susitna Valley; Northern; Southeast; and Southwest. Payments rates in the

2017 Market Rate Survey were also analyzed at the borough level to preserve any borough to borough differences that are masked by collapsing to the level of the rate region.

<http://dhss.alaska.gov/dpa/Documents/dpa/programs/ccare/forms/Child-Care-Assistance-Program-Rate-Schedule.pdf>

Type of provider. Describe: Child Care Assistance Program payment rates are broken out based on type of provider, which are: licensed center or military center; licensed family child care home; military family child care home; and approved relative or in-home care.

Age of child. Describe: Child Care Assistance Program payment rates are broken out by age of child which include: infant birth through 12 months; toddler 13 months through 35 months; preschool age 36 months through 59 months; and school age 5 years through 12 years.

Quality level. Describe: _____

Other.

e) Describe any additional facts that the Lead Agency considered in determining its payment rates to ensure equal access:

Payment rates are set at the 75th percentile or higher of the most recent survey. Describe: _____

Feedback from parents, including parent surveys or parental complaints. Describe: _____

Other. Describe: On October 1st 2017, CCPO conducted an administrative rate update. After this rate update, CCPO found that over 60% of providers changed their rates. When setting rates using the most recent Market Rate Survey, we considered the impact that the state's payment rates has on the cost of care for private pay children.

4.5 Payment Practices and the Timeliness of Payments

Lead Agencies are required to demonstrate that they have established payment practices applicable to all CCDF child care providers that include ensuring the timeliness of payments by either (1) paying prospectively prior to the delivery of services or (2) paying within no more than 21 calendar days of the receipt of a complete invoice for services. To the extent practicable, the Lead Agency must also support the fixed costs of providing child care services by delinking provider payments from a child's occasional absences by (1) paying based on a child's enrollment rather than attendance, (2) providing full payment if a child attends at least 85 percent of the authorized time, (3) providing full payment if a child is absent for 5 or fewer days in a month, or (4) using an alternative approach for which the Lead Agency provides a justification in its Plan (658E(c)(2)(S)(ii); 98.45(l)(2)).

Lead Agencies are required to use CCDF payment practices that reflect generally accepted payment practices of child care providers who serve children who do not receive CCDF-funded assistance. Unless a Lead Agency is able to demonstrate that the following policies are not generally accepted in its particular state, territory, or service area or among particular categories or types of providers, Lead Agencies must (1) pay providers based on established part-time or full-time rates rather than paying for hours of service or smaller increments of time

and (2) pay for reasonable, mandatory registration fees that the provider charges to private-paying parents (658E(c)(2)(S); 98.45(I)(3)).

In addition, there are certain other generally accepted payment practices that are required. Lead Agencies are required to ensure that child care providers receive payment for any services in accordance with a payment agreement or an authorization for services, ensure that child care providers receive prompt notice of changes to a family's eligibility status that could impact payment, and establish timely appeal and resolution processes for any payment inaccuracies and disputes (98.45(I)(4) through (6); 658E(c)(2)(S)(ii); 98.45(I)(4); 98.45(I)(5); 98.45(I)(6)).

Certify by describing the payment practices that the Lead Agency has implemented for all CCDF child care providers,

- a) Ensure the timeliness of payments by either (Lead Agency to implement at least one of the following):
- Paying prospectively prior to the delivery of services. If implemented describe the policy or procedure.
 - Paying within no more than 21 calendar days of the receipt of a complete invoice for services. If implemented describe the policy or procedure. The CCDF Lead Agency, the Child Care Program Office (CCPO), processes payment to providers once a complete Request for Payment has been received. The deadline to submit a Request for Payment is on or before the last day of the month immediately following the month in which child care services were provided. Within 21 calendar days of receiving a complete and acceptable Request for Payment the CCPO and Designees process the billing for payment to the provider.
- b) To the extent practicable, support the fixed costs of providing child care services by delinking provider payments from a child's occasional absences by:
- Paying based on a child's enrollment rather than attendance. If implemented describe the policy or procedure. Units of care are authorized as enrollment on a full month or part month basis when 17 through 23 full and/or part days of care are needed in the month. When a family needs full or part days of care, in addition to an enrollment authorization, the full or part day units are authorized in addition to the full or part month.
 - Providing full payment if a child attends at least 85 percent of the authorized time. If implemented describe the policy or procedure.
 - Providing full payment if a child is, absent for 5 or fewer days in a month. If implemented describe the policy or procedure.
 - Use an alternative approach for which the Lead Agency provides a justification in its Plan. If chosen, please describe the policy or procedure and the Lead Agency's justification for this approach. When care is authorized as a full or part month and the child only attends between 1 and 5 days payment is calculated at the part month rate. When care is authorized as a part month and the child attends at least 1 day, payment is made at the part

month rate. When care is authorized as a full month and the child is in care at least 6 days payment is calculated at the full month rate.

- c) Reflect generally accepted payment practices of child care providers who serve children who do not receive CCDF subsidies, which must include the following two practices unless the Lead Agency provides evidence that such practices are not generally accepted in its state (658E(c)(2)(S); 98.45(l)(3)). Prospective payment has been determined to be cost prohibitive to implement. Additionally, it creates a potential for providers to be paid for services not provided creating additional administrative costs to recoup the payment.

Paying on a part-time or full-time basis (rather than paying for hours of service or smaller increments of time). Describe the policy or procedure and include a definition of the time increments (e.g., part time, full-time). Units of care are authorized as enrollment on a full month or part month basis when 17 through 23 full and/or part days of care are needed in the month. When a family needs full or part days of care, in addition to an enrollment authorization, the full or part day units are authorized in addition to the full or part month. When care is authorized as a full or part month and the child only attends between 1 and 5 days payment is calculated at the part month rate. When care is authorized as a part month and the child attends at least 1 day, payment is made at the part month rate. When care is authorized as a full month and the child is in care at least 6 days payment is calculated at the full month rate.

Units of care are:

Part day – up to and including 5 ours of care in a day;

Full day – 5 hours and 1 minute up to and including 10 hours of care in a day;

Part month – fewer than 17 days of care in any combination of part or full days; or between 17 through 23 part days of care in a month;

Full month – between 17 through 23 full days of care in a month; or between 17 through 23 days of care in a combination of full days and part days in a month

Paying for reasonable mandatory registration fees that the provider charges to private-paying parents. Describe the policy or procedure. The Child Care Assistance Program will pay a maximum registration fee payment of \$50 per child, per licensed provider, per calendar year.

- d) The Lead Agency ensures that providers are paid in accordance with a written payment agreement or an authorization for services that includes, at a minimum, information regarding provider payment policies, including rates, schedules, any fees charged to providers, and the dispute-resolution process. Describe: Payment will be made to providers as long as a Child Care Assistance Authorization document has been issued to the family and the provider and the child attends at least one day in the service month, except that a provider will be paid for the required 10 day notice timeframe if the child did not attend during the month.
- e) The Lead Agency provides prompt notice to providers regarding any changes to the family's eligibility status that could impact payments, and such a notice is sent no later than the day

that the Lead Agency becomes aware that such a change will occur. Describe: The family's eligibility is for a 12 month period with care authorized for the full certification period. A family's authorized care can only be reduced with timely adverse action at which time the provider would receive a copy of the modified Child Care Assistance Authorization document.

- f) The Lead Agency has a timely appeal and resolution process for payment inaccuracies and disputes. Describe: If a provider discovers an error they may contact the child care assistance office responsible for processing the payment. The incorrect payment process is followed to clearly document the reason for additional payment to be made to the provider. If the error resulted in an overpayment of \$99 or less no recoupment action is taken. If a provider disagrees with a decision made by the Child Care Program Office or child care assistance office they may request a hearing within 30 days of the date of the decision. The Alaska Department of Administration, Office of Administrative Hearings conducts the hearings for the division and issues a final agency action. If a provider is not satisfied with the decision of the hearing authority they may seek judicial review of the final decision.

Do payment practices vary across regions, counties, and/or geographic areas?

- No, the practices do not vary across areas.
 Yes, the practices vary across areas. Describe:

4.6 Supply-Building Strategies To Meet the Needs of Certain Populations

4.6.1 Lead Agencies are required to develop and implement strategies to increase the supply of and to improve the quality of child care services for children in underserved areas; infants and toddlers; children with disabilities, as defined by the Lead Agency; and children who receive care during non-traditional hours (658 E(c)(2)(M); 98.16 (x)).

For each of the following types of providers, identify any shortages in the supply of quality child care providers, the data sources used to identify shortages, and the method of tracking progress to support equal access and parental choice.

- a) Children in underserved areas: McDowell Group created a data dashboard describing the unmet need for children younger than 6 years old, broken out by borough. This dashboard presents the estimated number of children that are in care more generally, not just in licensed care. When considering unmet need, the number of children that are not in need of care, the number of children that are in licensed care, the number of children that are in approved care (unlicensed), and the number of children that are in other forms of informal care are all subtracted from the total number of children in the region. This method provides an estimate of how many slots for any type of care are needed. One assumption with regards to this measure of unmet need is that if children aren't in care, then more slots are needed. However, it's possible that the slots are there, but the demand for the slots is not.
- b) Infants and toddlers: Infants and toddlers: National Child Care Aware has created a desert map for infants and toddlers. One assumption of this map is that all infants and toddlers in an area require licensed care: <http://usa.childcareaware.org/advocacy-public-policy/resources/research/mappingthegap/alaska-mapping-the-gap/> In addition to this desert map, as part of the 2017 Market Rate Survey, CCPO analyzed waitlists for infants and

toddlers to get an estimate of how many children are interested in, but not yet receiving, licensed care.

- c) Children with disabilities (include the Lead Agency definition in the description):
- d) Children who received care during non-traditional hours:
- e) Other. Please describe any other shortages in the supply of high-quality providers.

4.6.2 Based on the analysis in 4.6.1, describe what method(s) is used to increase supply and to improve quality for the following.

- a) Infants and toddlers. Check all that apply.
 - Grants and contracts (as discussed in 4.1.3)
 - Family child care networks
 - Start-up funding
 - Technical assistance support
 - Recruitment of providers
 - Tiered payment rates (as discussed in 4.3.2)
 - Support for improving business practices, such as management training, paid sick leave, shared services, and leveraging
 - Other. Describe:
- b) Children with disabilities. Check all that apply.
 - Grants and contracts (as discussed in 4.1.3)
 - Family child care networks
 - Start-up funding
 - Technical assistance support
 - Recruitment of providers
 - Tiered payment rates (as discussed in 4.3.2)
 - Support for improving business practices, such as management training, paid sick leave, shared services, and leveraging
 - Other. Describe: Child care providers providing care to a child with a diagnosed special need may be eligible to receive supplemental payments through the Alaska Inclusive Child Care Program (Alaska IN!). Alaska IN! is applicable to all provider types participating in the Child Care Assistance Program. The supplemental payment is a percentage increment based on the authorized cost of care and the actual cost incurred by the provider to provide additional services specific to the child's needs.
- c) Children who receive care during non-traditional hours. Check all that apply.
 - Grants and contracts (as discussed in 4.1.3)
 - Family child care networks
 - Start-up funding
 - Technical assistance support
 - Recruitment of providers
 - Tiered payment rates (as discussed in 4.3.2)

- Support for improving business practices, such as management training, paid sick leave, shared services, and leveraging
 - Other. Describe: [REDACTED]
- d) Other. Check and describe:
- Grants and contracts (as discussed in 4.1.3). Describe: [REDACTED]
 - Family child care networks. Describe: [REDACTED]
 - Start-up funding. Describe: [REDACTED]
 - Technical assistance support. Describe: [REDACTED]
 - Recruitment of providers. Describe: [REDACTED]
 - Tiered payment rates (as discussed in 4.3.2)
 - Support for improving business practices, such as management training, paid sick leave, shared services, and leveraging. Describe: [REDACTED]
 - Other. Describe: [REDACTED]

4.6.3 Lead Agencies must prioritize investments for increasing access to high-quality child care and development services for children of families in areas that have significant concentrations of poverty and unemployment and do not currently have sufficient numbers of such programs.

- a.) How does the Lead Agency define areas with significant concentrations of poverty and unemployment? CCPO uses borough estimates of unemployment data from Alaska's Department of Labor and Workforce Development and borough estimates of poverty status data from the American Community Survey (Table S1701 – 2012-2016 5-Year Estimates) to define areas with significant concentrations of poverty and unemployment.
- e) Describe how the Lead Agency prioritizes increasing access to high-quality child care and development services for children of families in areas that have significant concentrations of poverty and unemployment and that do not have high-quality programs. [REDACTED]

5 Establish Standards and Monitoring Processes To Ensure the Health and Safety of Child Care Settings

Lead Agencies are required to certify that there are in effect licensing requirements applicable to child care services in the state/territory. States and territories may allow licensing exemptions, but they must describe how such exemptions do not endanger the health, safety, and development of CCDF children in license-exempt care. Lead Agencies also must certify that there are in effect health and safety requirements applicable to providers serving CCDF children. These health and safety requirements must be appropriate to the provider setting and age of the children served, must include specific topics and training on those topics, and are subject to monitoring and enforcement procedures to ensure that providers are complying with the health and safety requirements.

This section covers licensing requirements, health and safety requirements and training, and monitoring and enforcement procedures to ensure that child care providers comply with licensing and health and safety requirements (98.16(n)) as well as exemptions (98.16(l)). This section also addresses group size limits; child-staff ratios; and required qualifications for

caregivers, teachers, and directors (98.16(m)). Criminal background check requirements are included in this section (98.16(o)).

5.1 Licensing Requirements

Each state/territory must certify it has in effect licensing requirements applicable to all child care services provided within the state/territory (not restricted to providers receiving CCDF funds) and provide a detailed description of these requirements and how the requirements are effectively enforced (658E(c)(2)(F)). If any types of CCDF providers are exempt from licensing requirements, the state/territory must describe those exemptions and describe how these exemptions do not endanger the health, safety, or development of children. The descriptions must also include any exemptions based on provider category, type, or setting; length of day; and providers not subject to licensing because the number of children served falls below a Lead Agency-defined threshold and any other exemption to licensing requirements (658E(c)(2)(F); 98.16(u); 98.409(a)(2)(iv)).

- 5.4.2 To certify, describe the licensing requirements applicable to child care services provided within the state/territory and note if providers are exempted from licensing requirements and how such exemptions do not endanger the health, safety, and development of children (658E(c)(2)(F); 98.40(a)(2)). **Approved Relative Providers - defined as one individual who is not licensed and provides child care services outside of the child's own home, as the sole caregiver, in their private residence to children who are all related to the provider. An Approved Relative Provider may provide care for no more than 5 children under age 13, including the provider's own children. Approved Relative Providers are exempt from licensure under 7 AAC 57.015(8), and may receive CCDF. Approved Relative Providers are required to obtain a criminal history check through the Alaska Background Check Program and meet health and safety standards set forth by regulations. A health and safety inspection is conducted within 90 days of a completed application being received or program approval issued. Unannounced health and safety inspections are conducted annually.**

Approved In-home Providers - defined as an in-home child care caregiver, hired by the family, to provide care in the family's home for only the children of the family who live in the home. Approved In-home Providers are exempt from licensure under 7AAC 57.015(9). An Approved In-home caregiver may provide care for all the family's children residing in the family home. An Approved In-home caregiver's CCDF eligibility is tied to the family's Child Care Assistance eligibility and participation. Approved In-home caregivers are required to obtain a criminal history check through the Alaska Background Check Program and meet health and safety standards set forth by regulations. A health and safety inspection is conducted within 90 days of a completed application being received or program approval issued. Unannounced health and safety inspections are conducted annually.

Which providers in your state/territory are subject to licensing under this CCDF category? Check all that apply and provide a citation to the licensing rule.

- Center-based child care. Provide a citation: **A child care center means a child care facility for 13 or more children, 7 AAC 57.990(a)(6).**

Family child care. Provide a citation: A family child care home means a small family child care home and a large family child care home, and includes previous licensed child care homes or child care group homes, 7 AAC 57.990(a)(17).

In-home care. Provide a citation:

Are any providers in your state/territory that fall under this CCDF category exempt from licensing (98.40(2)(i) through (iv))? If so, describe exemptions based on length of day, threshold on the number of children in care, or any other factors applicable to the exemption.

Center-based child care. If checked, describe the exemptions. Under 7 AAC 57.015 a center-based child care is exempt if: a child care facility's requires each child's parent to be on the premises; a facility located on a United States Department of Defense or United States Coast Guard installation; a recreational program that does not assume responsibility for care of the children; a daytime therapeutic program for children with special needs; certified pre-elementary school; operates as a Head Start preschool; a temporary facility that provides care for one specific one-time occurrence schedule for less than five weeks in any 12-month period; and a facility that provides care for four or fewer children, including the caregivers own children.

Family child care. If checked, describe the exemptions. Under 7 AAC 57.015 a family child care is exempt if the facility provides care for four or fewer children, including the caregivers own children.

In-home care. If checked, describe the exemptions. Under 7 AAC 57.015 a facility in which the caregiver is caring for a child in the child's own home, regardless of whether the caregiver is a relative of the child.

Describe how any exemptions identified above do not endanger the health, safety, or development of children in:

- a) Center-based child care if checked in 5.1.3.
- b) Family child care if checked in 5.1.3e.
- c) In-home care if checked in 5.1.3. The family hires their selected caregiver who must have a valid criminal background check conducted through the Alaska Background Check Program and meet all the required health and safety training within 3 months of their approval. Additionally, the caregiver must complete 12 hours of training annually. And an unannounced health and safety inspection is conducted annually.

5.2 Health and Safety Standards and Requirements for CCDF Providers

Standards on ratios, group sizes, and qualifications for CCDF providers.

Lead Agencies are required to establish child care standards for providers receiving CCDF funds, appropriate to the type of child care setting involved, that address appropriate ratios between the number of children and number of providers in terms of the age of the children, group size limits for specific age populations, and the required qualifications for providers (658E(c)(2)(H); 98.41(d); 98.16(m)). For ease of responding, this section is organized by CCDF categories of care, licensing status, and age categories.

a) Licensed CCDF center-based care

1. Infant

- How does the State/territory define infant (age range): An infant means a child from birth through 12 months of age.
- Ratio 4:1.
- Group size: 8:2.
- Teacher/caregiver qualifications: Teacher/caregiver qualifications include orientation which consists of:
 - (A) prevention and control of infectious diseases, including immunizations;
 - (B) prevention of sudden infant death syndrome/sudden unexplained infant death and use of safe sleeping practices;
 - (C) the administration of medication, consistent with standards for parental consent;
 - (D) the prevention of and response to emergencies due to food and allergic reactions;
 - (E) building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic;
 - (F) prevention of shaken baby syndrome, abusive head trauma, and child maltreatment;
 - (G) emergency preparedness and response planning for emergencies resulting from a natural disaster, or a man-caused event (such as violence at a child care facility), within the meaning of those terms under section 602(a)(1) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C 5195a(a)(1) that shall include procedures for evacuation, relocation, shelter-in-place and lock down, staff and volunteer emergency preparedness training and practice drills, communication and reunification with families, continuity of operations, and accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions);
 - (H) handling and storage of hazardous materials and the appropriate disposal of bio contaminants;
 - (I) appropriate precautions in transporting children, if applicable;
 - (J) valid current pediatric first aid and pediatric cardiopulmonary resuscitation (CPR). If pediatric first aid and pediatric CPR certification courses under (a)(13) of this section, are not available in the community where the facility is located, the caregiver may
 - (i) receive instruction in pediatric first aid and pediatric CPR procedures through distance learning, training videos, and other materials approved by the department and
 - (ii) complete and pass the first available in person pediatric first aid and pediatric CPR certification course offered within 60 miles by road of the facility;
 - (K) Recognition and reporting of child abuse and neglect, as required by section 106(b)(2)(B)(i) of the Child Abuse and Prevention and Treatment Act (42 U.S.C. 5106a(b)(2)(B)(i); trained in compliance with Alaska's child abuse reporting laws under AS 47.17, or other child abuse reporting procedures and laws in the service area
 - (L) Nutrition and age-appropriate feeding;
 - (M) Access to physical activity; and

(N) Any other subject area determined by the department to be necessary to promote child development or to protect children’s health and safety.

2. Toddler

- How does the State/territory define toddler (age range): A toddler means a child age 13 months through 35 months. Child Care Facilities Licensing regulations 7 AAC 57 break toddler up into two groups, Young Toddler and Older Toddler.
- Ratio: Younger Toddlers are 5:1 and Older Toddlers are 6:1.
- Group size: Younger Toddlers are 10:2 and Older Toddlers are 12:2.
Teacher/caregiver qualifications: Teacher/caregiver qualifications include orientation which consists of: (A) prevention and control of infectious diseases, including immunizations;
(B) prevention of sudden infant death syndrome/sudden unexplained infant death and use of safe sleeping practices;
(C) the administration of medication, consistent with standards for parental consent;
(D) the prevention of and response to emergencies due to food and allergic reactions;
(E) building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic;
(F) prevention of shaken baby syndrome, abusive head trauma, and child maltreatment;
(G) emergency preparedness and response planning for emergencies resulting from a natural disaster, or a man-caused event (such as violence at a child care facility), within the meaning of those terms under section 602(a)(1) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C 5195a(a)(1) that shall include procedures for evacuation, relocation, shelter-in-place and lock down, staff and volunteer emergency preparedness training and practice drills, communication and reunification with families, continuity of operations, and accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions);
(H) handling and storage of hazardous materials and the appropriate disposal of bio contaminants;
(I) appropriate precautions in transporting children, if applicable;
(J) valid current pediatric first aid and pediatric cardiopulmonary resuscitation (CPR). If pediatric first aid and pediatric CPR certification courses under (a)(13) of this section, are not available in the community where the facility is located, the caregiver may
(i) receive instruction in pediatric first aid and pediatric CPR procedures through distance learning, training videos, and other materials approved by the department and
(ii) complete and pass the first available in person pediatric first aid and pediatric CPR certification course offered within 60 miles by road of the facility;
(K) Recognition and reporting of child abuse and neglect, as required by section 106(b)(2)(B)(i) of the Child Abuse and Prevention and Treatment Act (42 U.S.C. 5106a(b)(2)(B)(i); trained in compliance with Alaska’s child abuse reporting laws

under AS 47.17, or other child abuse reporting procedures and laws in the service area

(L) Nutrition and age-appropriate feeding;

(M) Access to physical activity; and

(N) Any other subject area determined by the department to be necessary to promote child development or to protect children's health and safety.

3. Preschool

- How does the State/territory define preschool (age range): A preschooler means 36 months through 59 months.
- Ratio: 10:1.
- Group size: 20:2
- Teacher/caregiver qualifications: Teacher/caregiver qualifications include orientation which consists of:
 - (A) prevention and control of infectious diseases, including immunizations;
 - (B) prevention of sudden infant death syndrome/sudden unexplained infant death and use of safe sleeping practices;
 - (C) the administration of medication, consistent with standards for parental consent;
 - (D) the prevention of and response to emergencies due to food and allergic reactions;
 - (E) building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic;
 - (F) prevention of shaken baby syndrome, abusive head trauma, and child maltreatment;
 - (G) emergency preparedness and response planning for emergencies resulting from a natural disaster, or a man-caused event (such as violence at a child care facility), within the meaning of those terms under section 602(a)(1) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C 5195a(a)(1) that shall include procedures for evacuation, relocation, shelter-in-place and lock down, staff and volunteer emergency preparedness training and practice drills, communication and reunification with families, continuity of operations, and accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions);
 - (H) handling and storage of hazardous materials and the appropriate disposal of bio contaminants;
 - (I) appropriate precautions in transporting children, if applicable;
 - (J) valid current pediatric first aid and pediatric cardiopulmonary resuscitation (CPR). If pediatric first aid and pediatric CPR certification courses under (a)(13) of this section, are not available in the community where the facility is located, the caregiver may
 - (i) receive instruction in pediatric first aid and pediatric CPR procedures through distance learning, training videos, and other materials approved by the department and
 - (ii) complete and pass the first available in person pediatric first aid and pediatric CPR certification course offered within 60 miles by road of the facility;

(K) Recognition and reporting of child abuse and neglect, as required by section 106(b)(2)(B)(i) of the Child Abuse and Prevention and Treatment Act (42 U.S.C. 5106a(b)(2)(B)(i); trained in compliance with Alaska's child abuse reporting laws under AS 47.17, or other child abuse reporting procedures and laws in the service area

(L) Nutrition and age-appropriate feeding;

(M) Access to physical activity; and

(N) Any other subject area determined by the department to be necessary to promote child development or to protect children's health and safety.

4. School-age

- How does the State/territory define school-age (age range): A school-age means 5 years through 12 years.
- Ratio: 15:1.
- Group size: 30:2.
- Teacher/caregiver qualifications: Teacher/caregiver qualifications include orientation which consists of:
 - (A) prevention and control of infectious diseases, including immunizations;
 - (B) prevention of sudden infant death syndrome/sudden unexplained infant death and use of safe sleeping practices;
 - (C) the administration of medication, consistent with standards for parental consent;
 - (D) the prevention of and response to emergencies due to food and allergic reactions;
 - (E) building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic;
 - (F) prevention of shaken baby syndrome, abusive head trauma, and child maltreatment;
 - (G) emergency preparedness and response planning for emergencies resulting from a natural disaster, or a man-caused event (such as violence at a child care facility), within the meaning of those terms under section 602(a)(1) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C 5195a(a)(1) that shall include procedures for evacuation, relocation, shelter-in-place and lock down, staff and volunteer emergency preparedness training and practice drills, communication and reunification with families, continuity of operations, and accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions);
 - (H) handling and storage of hazardous materials and the appropriate disposal of bio contaminants;
 - (I) appropriate precautions in transporting children, if applicable;
 - (J) valid current pediatric first aid and pediatric cardiopulmonary resuscitation (CPR). If pediatric first aid and pediatric CPR certification courses under (a)(13) of this section, are not available in the community where the facility is located, the caregiver may
 - (i) receive instruction in pediatric first aid and pediatric CPR procedures through distance learning, training videos, and other materials approved by the department

(ii) complete and pass the first available in person pediatric first aid and pediatric CPR certification course offered within 60 miles by road of the facility;

(K) Recognition and reporting of child abuse and neglect, as required by section 106(b)(2)(B)(i) of the Child Abuse and Prevention and Treatment Act (42 U.S.C. 5106a(b)(2)(B)(i); trained in compliance with Alaska's child abuse reporting laws under AS 47.17, or other child abuse reporting procedures and laws in the service area

(L) Nutrition and age-appropriate feeding;

(M) Access to physical activity; and

(N) Any other subject area determined by the department to be necessary to promote child development or to protect children's health and safety.

5. If any of the responses above are different for exempt child care centers, describe which requirements apply to exempt centers. _____

6. Describe, if applicable, ratios, group sizes, and qualifications for classrooms with mixed age groups. The child-to-caregiver ratios for the youngest child apply when children are in a mixed group.

1. Describe the director qualifications for licensed CCDF center-based care. The CCDF Lead Agency, the Child Care Program Office (CCPO), does not have directors. The CCPO has administrators. An administrator of a licensed center must be a minimum of 21 years of age; have required health and safety training; have an understanding of the development of children; ability to care for children; skills to work with children and families; skills to handle finances and plan and evaluation programs; have the management and supervisor skills to select and supervise personnel; and a certificate of achievement of a level 7 or higher on Alaska's System for Early Education Development (SEED) Career Ladder.
<http://www.seedalaska.org/layouts/seed/files/documents/misc/Alaska%20SEED%20Career%20Ladder%20EC-SA%201-19-18.pdf>

b) Licensed CCDF family child care provider

1. Infant

- How does the State/territory define infant (age range): An infant means a child from birth through 12 months of age.
- Ratio: A large family child care home total number of children in care cannot exceed 12 children, cannot be more than 5 who are younger than 24 months of age, and no more than 4 of the total may be non-ambulatory. A small family child care home total number of children in care cannot exceed 8 children, cannot be more than 3 who are younger than 24 months of age, and no more than 2 of the total may be non-ambulatory.
- Group size: Maximum group size for a small family child care home is 8 children to 1 caregivers. Maximum group size for a large family child care home is 12 children to 2 caregivers.
- Teacher/caregiver qualifications: Teacher/caregiver qualifications include orientation which consists of: orientation which consists of:
(A) prevention and control of infectious diseases, including immunizations;

(B) prevention of sudden infant death syndrome/sudden unexplained infant death and use of safe sleeping practices;

(C) the administration of medication, consistent with standards for parental consent;

(D) the prevention of and response to emergencies due to food and allergic reactions;

(E) building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic;

(F) prevention of shaken baby syndrome, abusive head trauma, and child maltreatment;

(G) emergency preparedness and response planning for emergencies resulting from a natural disaster, or a man-caused event (such as violence at a child care facility), within the meaning of those terms under section 602(a)(1) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C 5195a(a)(1) that shall include procedures for evacuation, relocation, shelter-in-place and lock down, staff and volunteer emergency preparedness training and practice drills, communication and reunification with families, continuity of operations, and accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions);

(H) handling and storage of hazardous materials and the appropriate disposal of bio contaminants;

(I) appropriate precautions in transporting children, if applicable;

(J) valid current pediatric first aid and pediatric cardiopulmonary resuscitation (CPR). If pediatric first aid and pediatric CPR certification courses under (a)(13) of this section, are not available in the community where the facility is located, the caregiver may

(i) receive instruction in pediatric first aid and pediatric CPR procedures through distance learning, training videos, and other materials approved by the department and

(ii) complete and pass the first available in person pediatric first aid and pediatric CPR certification course offered within 60 miles by road of the facility;

(K) Recognition and reporting of child abuse and neglect, as required by section 106(b)(2)(B)(i) of the Child Abuse and Prevention and Treatment Act (42 U.S.C. 5106a(b)(2)(B)(i); trained in compliance with Alaska's child abuse reporting laws under AS 47.17, or other child abuse reporting procedures and laws in the service area

(L) Nutrition and age-appropriate feeding;

(M) Access to physical activity; and

(N) Any other subject area determined by the department to be necessary to promote child development or to protect children's health and safety.

2. Toddler

- How does the State/territory define toddler (age range): A toddler means a child age 13 months through 35 months. Child Care Facilities Licensing regulations 7 AAC 57 break toddler up into two groups, Young Toddler and Older Toddler.
- Ratio: A large family child care home total number of children in care cannot exceed 12 children, cannot be more than 5 who are younger than 24 months of

age, and no more than 4 of the total may be non-ambulatory. A small family child care home total number of children in care cannot exceed 8 children, cannot be more than 3 who are younger than 24 months of age, and no more than 2 of the total may be non-ambulatory.

- Group size: Maximum group size for a small family child care home is 8 children to 1 caregivers. Maximum group size for a large family child care home is 12 children to 2 caregivers.
- Teacher/caregiver qualifications: Teacher/caregiver qualifications include orientation which consists of:
 - (A) prevention and control of infectious diseases, including immunizations;
 - (B) prevention of sudden infant death syndrome/sudden unexplained infant death and use of safe sleeping practices;
 - (C) the administration of medication, consistent with standards for parental consent;
 - (D) the prevention of and response to emergencies due to food and allergic reactions;
 - (E) building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic;
 - (F) prevention of shaken baby syndrome, abusive head trauma, and child maltreatment;
 - (G) emergency preparedness and response planning for emergencies resulting from a natural disaster, or a man-caused event (such as violence at a child care facility), within the meaning of those terms under section 602(a)(1) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C 5195a(a)(1) that shall include procedures for evacuation, relocation, shelter-in-place and lock down, staff and volunteer emergency preparedness training and practice drills, communication and reunification with families, continuity of operations, and accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions);
 - (H) handling and storage of hazardous materials and the appropriate disposal of bio contaminants;
 - (I) appropriate precautions in transporting children, if applicable;
 - (J) valid current pediatric first aid and pediatric cardiopulmonary resuscitation (CPR). If pediatric first aid and pediatric CPR certification courses under (a)(13) of this section, are not available in the community where the facility is located, the caregiver may
 - (i) receive instruction in pediatric first aid and pediatric CPR procedures through distance learning, training videos, and other materials approved by the department and
 - (ii) complete and pass the first available in person pediatric first aid and pediatric CPR certification course offered within 60 miles by road of the facility;
 - (K) Recognition and reporting of child abuse and neglect, as required by section 106(b)(2)(B)(i) of the Child Abuse and Prevention and Treatment Act (42 U.S.C. 5106a(b)(2)(B)(i); trained in compliance with Alaska's child abuse reporting laws under AS 47.17, or other child abuse reporting procedures and laws in the service area
 - (L) Nutrition and age-appropriate feeding;
 - (M) Access to physical activity; and

(N) Any other subject area determined by the department to be necessary to promote child development or to protect children’s health and safety.

3. Preschool

- How does the State/territory define preschool (age range): A preschooler means a child age 36 months through 59 months.
- Ratio: A large family child care home total number of children in care cannot exceed 12 children, cannot be more than 5 who are younger than 24 months of age, and no more than 4 of the total may be non-ambulatory. A small family child care home total number of children in care cannot exceed 8 children, cannot be more than 3 who are younger than 24 months of age, and no more than 2 of the total may be non-ambulatory.
- Group size: Maximum group size for a small family child care home is 8 children to 1 caregivers. Maximum group size for a large family child care home is 12 children to 2 caregivers.
- Teacher/caregiver qualifications: Teacher/caregiver qualifications include orientation which consists of:
 - (A) prevention and control of infectious diseases, including immunizations;
 - (B) prevention of sudden infant death syndrome/sudden unexplained infant death and use of safe sleeping practices;
 - (C) the administration of medication, consistent with standards for parental consent;
 - (D) the prevention of and response to emergencies due to food and allergic reactions;
 - (E) building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic;
 - (F) prevention of shaken baby syndrome, abusive head trauma, and child maltreatment;
 - (G) emergency preparedness and response planning for emergencies resulting from a natural disaster, or a man-caused event (such as violence at a child care facility), within the meaning of those terms under section 602(a)(1) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C 5195a(a)(1) that shall include procedures for evacuation, relocation, shelter-in-place and lock down, staff and volunteer emergency preparedness training and practice drills, communication and reunification with families, continuity of operations, and accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions);
 - (H) handling and storage of hazardous materials and the appropriate disposal of bio contaminants;
 - (I) appropriate precautions in transporting children, if applicable;
 - (J) valid current pediatric first aid and pediatric cardiopulmonary resuscitation (CPR). If pediatric first aid and pediatric CPR certification courses under (a)(13) of this section, are not available in the community where the facility is located, the caregiver may
 - (i) receive instruction in pediatric first aid and pediatric CPR procedures through distance learning, training videos, and other materials approved by the department
 - and

(ii) complete and pass the first available in person pediatric first aid and pediatric CPR certification course offered within 60 miles by road of the facility;

(K) Recognition and reporting of child abuse and neglect, as required by section 106(b)(2)(B)(i) of the Child Abuse and Prevention and Treatment Act (42 U.S.C. 5106a(b)(2)(B)(i); trained in compliance with Alaska's child abuse reporting laws under AS 47.17, or other child abuse reporting procedures and laws in the service area

(L) Nutrition and age-appropriate feeding;

(M) Access to physical activity; and

(N) Any other subject area determined by the department to be necessary to promote child development or to protect children's health and safety.

4. School-age

- How does the State/territory define school-age (age range): School age means a child age 5 through age 12.
- Ratio: A large family child care home total number of children in care cannot exceed 12 children, cannot be more than 5 who are younger than 24 months of age, and no more than 4 of the total may be non-ambulatory. A small family child care home total number of children in care cannot exceed 8 children, cannot be more than 3 who are younger than 24 months of age, and no more than 2 of the total may be non-ambulatory.
- Group size: Maximum group size for a small family child care home is 8 children to 1 caregivers. Maximum group size for a large family child care home is 12 children to 2 caregivers.
- Teacher/caregiver qualifications: Teacher/caregiver qualifications include orientation which consists of:
 - (A) prevention and control of infectious diseases, including immunizations;
 - (B) prevention of sudden infant death syndrome/sudden unexplained infant death and use of safe sleeping practices;
 - (C) the administration of medication, consistent with standards for parental consent;
 - (D) the prevention of and response to emergencies due to food and allergic reactions;
 - (E) building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic;
 - (F) prevention of shaken baby syndrome, abusive head trauma, and child maltreatment;
 - (G) emergency preparedness and response planning for emergencies resulting from a natural disaster, or a man-caused event (such as violence at a child care facility), within the meaning of those terms under section 602(a)(1) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C 5195a(a)(1) that shall include procedures for evacuation, relocation, shelter-in-place and lock down, staff and volunteer emergency preparedness training and practice drills, communication and reunification with families, continuity of operations, and accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions);
 - (H) handling and storage of hazardous materials and the appropriate disposal of bio contaminants;

(I) appropriate precautions in transporting children, if applicable;
(J) valid current pediatric first aid and pediatric cardiopulmonary resuscitation (CPR). If pediatric first aid and pediatric CPR certification courses under (a)(13) of this section, are not available in the community where the facility is located, the caregiver may
(i) receive instruction in pediatric first aid and pediatric CPR procedures through distance learning, training videos, and other materials approved by the department and
(ii) complete and pass the first available in person pediatric first aid and pediatric CPR certification course offered within 60 miles by road of the facility;
(K) Recognition and reporting of child abuse and neglect, as required by section 106(b)(2)(B)(i) of the Child Abuse and Prevention and Treatment Act (42 U.S.C. 5106a(b)(2)(B)(i); trained in compliance with Alaska's child abuse reporting laws under AS 47.17, or other child abuse reporting procedures and laws in the service area
(L) Nutrition and age-appropriate feeding;
(M) Access to physical activity; and
(N) Any other subject area determined by the department to be necessary to promote child development or to protect children's health and safety.

5. If any of the responses above are different for exempt family child care homes, please describe which requirements apply to exempt homes.
- c) In-home CCDF providers:
1. Describe the ratios An in-home child care caregiver can care for all the children of the family residing in the family home. If there are fewer than 5 children in the family, with permission from the family the caregiver may also care for the caregiver's own children if the total number of all children in care does not exceed 5.
 2. Describe the group size. A maximum of five children and one caregiver
 3. Describe the threshold for when licensing is required. Licensing is required when more than four children related or unrelated are being cared for outside of the child's own home.
 4. Describe the maximum number of children that are allowed in the home at any one time. The total number of children of the family and the caregiver's own children, if permitted, cannot exceed 5.
 5. Describe if the state/territory requires related children to be included in the child-to-provider ratio or group size. Yes. All children of the family and if permitted, the caregiver's own children are counted regardless of whether the caregiver is a relative of the children of the family.

6. Describe any limits on infants and toddlers or additional school-age children that are allowed for part of the day. To be eligible to use in-home care the parents of the family must be participating in an eligible activity outside the family's home and require care for at least: 4 children who are not in school at any time during the day and are not the children of the in-home caregiver; one child with special needs; one child who is younger than 12 months of age; or one child of a family in which all parents are working a night shift.

Health and safety standards for CCDF providers.

States and territories must establish health and safety standards for programs (e.g., child care centers, family child care homes, etc.) serving children receiving CCDF assistance relating to the topics listed below, as appropriate to the provider setting and age of the children served (98.41(a)). This requirement is applicable to all child care providers receiving CCDF funds regardless of licensing status (i.e., licensed or license-exempt). The only exception to this requirement is for providers who are caring for their own relatives because Lead Agencies have the option of exempting relatives from some or all CCDF health and safety requirements (98.42(c)).

To certify, describe how the following health and safety standards for programs serving children receiving CCDF assistance are defined and established on the required topics (98.16(l)). Note – This question is different from the health and safety training requirements, which are addressed in question 5.2.3.

1. Prevention and control of infectious diseases (including immunization)
 - Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.) The standard is defined as prevention and control of infectious diseases and the following minimum training content must be covered:
 - Immunization;
 - Hand hygiene;
 - Cleaning, sanitizing, and disinfecting;
 - Policy for inclusion/exclusion of children and staff due to communicable diseases and outbreak control;
 - Prevention of exposure to blood or bodily fluids.
 - List the citation for these requirements. Proposed child care licensing regulation changes, 7 AAC 57.350(a)(4)(A).
 - Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt). There are no variations by category of care or licensing status. Training is required for caregivers based on all ages and all license types.
 - Describe any variations based on the age of the children in care. There are no variations based on age of the children in care.

- Describe if relatives are exempt from this requirement. Approved relative and in-home providers are not exempt from this requirement under 7 AAC 41.210 (12)(A) and 7 AAC 41.370 (m)(1).
2. Prevention of sudden infant death syndrome and the use of safe-sleep practices
- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.) The standard is defined as prevention of sudden infant death syndrome (SIDS)/sudden unexplained infant death and use of safe sleeping practices and the following minimum training content must be covered:
 - Safe sleep environment and equipment;
 - Safe sleep practices;
 - Supervision; and
 - SIDS risk reduction.
 - List the citation for these requirements. Proposed child care licensing regulation changes, 7 AAC 57.350(a)(4)(B).
 - Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt). There are no variations by category of care or licensing status.
 - Describe any variations based on the age of the children in care. There are no variations based on age of the children in care.
 - Describe if relatives are exempt from this requirement. Approved relative and in-home providers are not exempt from this requirement under 7 AAC 41.210 (12)(B) and 7 AAC 41.370 (m)(2).
3. Administration of medication, consistent with standards for parental consent
- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.) The standard is defined as the administration of medication, consistent with standards for parental consent and the following minimum training content must be covered:
 - Procedure for permission of administration of medication to include prescription and nonprescription medication;
 - Storage of medication;
 - Administration of medication;
 - Documentation of administration of medication; and
 - Unused medication.
 - List the citation for these requirements. Proposed child care licensing regulation changes, 7 AAC 57.350(a)(4)(C).
 - Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt). There are no variations by category of care or licensing status.
 - Describe any variations based on the age of the children in care. There are no variations based on age of the children in care.
 - Describe if relatives are exempt from this requirement. Approved relative and in-home providers are not exempt from this requirement under 7 AAC 41.210(12)(C) and 7 AAC 41.370(m)(3).

4. Prevention of and response to emergencies due to food and allergic reactions
 - Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.) The standard is defined as the prevention of and response to emergencies due to food and allergic reactions and the following minimum training content must be covered:
 - Identifying between food allergy and food sensitivity;
 - Plan of care for children with food allergies to include minimization of exposure, feeding plans, and dietary modification;
 - Response to allergic reaction due to food;
 - Emergency intervention; and
 - Documentation of allergic reaction occurrences.
 - List the citation for these requirements. Proposed child care licensing regulation changes, 7 AAC 57.350(a)(4)(D).
 - Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt). There are no variations by category of care or licensing status.
 - Describe any variations based on the age of the children in care. There are no variations based on age of the children in care.
 - Describe if relatives are exempt from this requirement. Approved relative and in-home providers are not exempt from this requirement under 7 AAC 41.210 (12)(D) and 7 AAC 41.370 (m)(4).
5. Building and physical premises safety, including the identification of and protection from hazards that can cause bodily injury, such as electrical hazards, bodies of water, and vehicular traffic
 - Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.) The standard is defined as building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic and the following minimum training content must be covered:
 - Identification of and protection from hazards, bodies of water, and vehicular traffic;
 - Active supervision;
 - Safe indoor and outdoor environments; and
 - Safety of equipment, materials, and furnishing.
 - List the citation for these requirements. Proposed child care licensing regulation changes, 7 AAC 57.350(a)(4)(E).
 - Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt). There are no variations by category of care or licensing status.
 - Describe any variations based on the age of the children in care. There are no variations based on age of the children in care.
 - Describe if relatives are exempt from this requirement. Approved relative and in-home providers are not exempt from this requirement under 7 AAC 41.210(12)(E) and 7 AAC 41.370(m)(5).

6. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment.
 - Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.) .) The standard is defined as the prevention of shaken baby syndrome, abusive head trauma, and child maltreatment and the following minimum training content must be covered:
 - Infant and toddler appropriate developmental practices, to include how to cope with a crying/fussy infant;
 - Knowledge of shaken baby syndrome and abusive head trauma prevention and identification; and
 - Recognition of signs of abusive head trauma.
 - List the citation for these requirements. Proposed child care licensing regulation changes, 7 AAC 57.350(a)(4)(F).
 - Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt). There are no variations by category of care or licensing status.
 - Describe any variations based on the age of the children in care. There are no variations based on age of the children in care.
 - Describe if relatives are exempt from this requirement. Approved relative and in-home providers are not exempt from this requirement under 7 AAC 41.210 (12)(F) and 7 AAC 41.370(m)(6).
7. Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility), within the meaning of those terms under section 602(a)(1) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5195a(a)(1)). Emergency preparedness and response planning (at the child care provider level) must also include procedures for evacuation; relocation; shelter-in-place and lockdown; staff and volunteer training and practice drills; communications and reunification with families; continuity of operations; and accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions.
 - Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.) The standard is defined as emergency preparedness and response planning for emergencies resulting from a natural disaster, or a man-caused event (such as violence at a child care facility), within the meaning of those terms under section 602(a)(1) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C 5195a(a)(1) that shall include procedures for evacuation, relocation, shelter-in-place and lock down, staff and volunteer emergency preparedness training and practice drills, communication and reunification with families, continuity of operations, and accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions) and the following minimum training content must be covered:
 - Written plan and training for handling urgent medical care, threatening incidents, shelter in place, lock down, and natural disasters;
 - Evacuation and emergency drills, to include policy and documentation;
 - First aid, food, and water supplies; and
 - Continuity of Operations Plan (COOP).

- List the citation for these requirements. Proposed child care licensing regulation changes, 7 AAC 57.350(a)(4)(G).
 - Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt). There are no variations by category of care or licensing status.
 - Describe any variations based on the age of the children in care. There are no variations based on age of the children in care.
 - Describe if relatives are exempt from this requirement. Approved relative and in-home providers are not exempt from this requirement under 7 AAC 41.201(12)(G) and 7 AAC 41.370(m)(7).
8. Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants
- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.) The standard is defined as handling and storage of hazardous materials and the appropriate disposal of bio contaminants and the following minimum training content must be covered:
 - Use and safe storage of hazardous materials; and
 - Universal precautions, to include prevention and exposure to blood and bodily fluids.
 - List the citation for these requirements. Proposed child care licensing regulation changes, 7 AAC 57.350(a)(4)(H).
 - Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt). There are no variations by category of care or licensing status.
 - Describe any variations based on the age of the children in care. There are no variations based on age of the children in care.
 - Describe if relatives are exempt from this requirement. Approved relative and in-home providers are not exempt from this requirement under 7 AAC 41.210(12)(H) and 7 AAC 41.370(m)(8).
9. Precautions in transporting children (if applicable)
- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.) The standard is defined as appropriate precautions in transporting children and the following minimum training content must be covered:
 - Qualifications of drivers;
 - Child passenger safety;
 - Procedures for supervision and accountability of children;
 - First aid and emergency road side supplies, to include emergency contact information; and
 - Knowledge of environmental hazards, to include indoor and outdoor temperatures of vehicle.
 - List the citation for these requirements. Proposed child care licensing regulation changes, 7 AAC 57.350(a)(4)(I).

- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt). Precautions in transporting children is only required if applicable. There are no variations by category of care or licensing status.
- Describe any variations based on the age of the children in care. Precautions in transporting children is only required if applicable. There are no variations based on age of the children in care.
- Describe if relatives are exempt from this requirement. Approved relative and in-home providers are not exempt from this requirement under 7 AAC 41.210(12)(l) and 7 AAC 41.370(m)(9).

10. Pediatric first aid and cardiopulmonary resuscitation (CPR) certification

- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.) The standard is defined as valid current Pediatric first aid and cardiopulmonary resuscitation (CPR) and the following minimum training content must be covered: pediatric first aid and CPR certification.
- List the citation for these requirements. Proposed child care licensing regulation changes, 7 AAC 57.350(a)(4)(J).
- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt). There are no variations by category of care or licensing status.
- Describe any variations based on the age of the children in care. There are no variations based on age of the children in care.
- Describe if relatives are exempt from this requirement. Approved relative and in-home providers are not exempt from this requirement under 7 AAC 41.201(e)(17) and 7 AAC 41.370(b)(2)(l)

11. Recognition and reporting of child abuse and neglect

- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.) The standard is defined as recognition and reporting of child abuse and neglect, as required by section 106(b)(2)(B)(i) of the Child Abuse and Prevention and Treatment Act (42 U.S.C. 5106a(b)(2)(B)(i); trained in compliance with Alaska’s child abuse reporting laws under AS 47.17, or other child abuse reporting procedures and laws in the service area and the following minimum training content must be covered:
 - Recognition of signs of child abuse, neglect, and maltreatment;
 - Importance of reporting; and
 - Mandated reporting.
- List the citation for these requirements. Proposed child care licensing regulation changes, 7 AAC 57.350(a)(4)(K).
- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt). There are no variations by category of care or licensing status.
- Describe any variations based on the age of the children in care. There are no variations based on age of the children in care.

- Describe if relatives are exempt from this requirement. Approved relative and in-home providers are not exempt from this requirement under 7 AAC 41.210(12)(J) and 7 AAC 41.370(m)(10).

a) The Lead Agency may also include optional standards related to the following:

12. Nutrition

- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.) The standard is defined as nutrition and age-appropriate feeding and the following minimum training content must be covered:
 - -child nutrition recommendation of USDA; and
 - -age appropriate feeding.
- List the citation for these requirements. Proposed child care licensing regulation changes, 7 AAC 57.350(a)(4)(K)
- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt). There are no variations based on category of care, licensing status, or age of the children in care.
- Describe if relatives are exempt from this requirement. Approved relative and in-home providers are not required to have training on nutrition.

13. Access to physical activity

- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.) The standard is defined as access to physical activity and the following minimum training content must be covered:
 - physical activity requirements;
 - Knowledge of age appropriate physical activities; and
 - Best practices related to screen time.
- List the citation for these requirements. Proposed child care licensing regulation changes, 7 AAC 57.350(a)(4)(M).
- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt). There are no variations based on category of care, licensing status, or age of the children in care.
- Describe if relatives are exempt from this requirement. Approved relative and in-home providers are not required to have training on physical activity.

14. Caring for children with special needs

- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.) _____
- List the citation for these requirements. _____
- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt). _____
- Describe if relatives are exempt from this requirement. In-home caregivers are exempt from this requirement. Approved relative providers are required to collaborate with the child's parent in developing and implementing a plan of care

at or before admission or when a child is identified as having special needs or when a special need is identified. 7 AAC 41.207(c).

15. Any other areas determined necessary to promote child development or to protect children's health and safety (98.44(b)(1)(iii)). Describe: _____

- Provide a brief summary of how the standard(s) is defined (i.e., what is the standard, content covered, practices required, etc.) _____
- List the citation for these requirements. _____
- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt). _____
- Describe if relatives are exempt from this requirement. _____

Health and safety training for CCDF providers on required topics.

Lead Agencies are required to have minimum pre-service or orientation training requirements (to be completed within 3 months), as appropriate to the provider setting and the age of children served, that address the health and safety topics described in 5.2.2, and child development. Lead Agencies must also have ongoing training requirements on the health and safety topics for caregivers, teachers, and directors of children receiving CCDF funds (658E(c)(2)(l)(i); 98.44(b)(1)(iii)). The state/territory must describe its requirements for pre-service or orientation training and ongoing training. These trainings should be part of a broader systematic approach and progression of professional development (as described in section 6) within a state/territory. Lead Agencies have flexibility in determining the number of training hours to require, but they may consult with *Caring for our Children Basics* for best practices and the recommended time needed to address these training requirements.

Pre-Service or Orientation Training Requirements

a) Provide the minimum number of pre-service or orientation training hours on health and safety topics for caregivers, teachers, and directors required for the following:

1. Licensed child care centers: The CCDF Lead Agency, the Child Care Program Office (CCPO), does not have a minimum number of pre-service or orientation training hours on health and safety topics for caregivers. The CCPO requires health and safety training for all caregivers. The caregivers must obtain the training before they are allowed to care for children unsupervised and must meet the minimum training content for the required health and safety topics.
2. Licensed FCC homes: The CCDF Lead Agency, the Child Care Program Office (CCPO), does not have a minimum number of pre-service or orientation training hours on health and safety topics for caregivers. The CCPO requires health and safety training for all caregivers. The caregivers must obtain the training before they are allowed to care for children unsupervised and must meet the minimum training content for the required health and safety topics.
3. In-home care: The CCDF Lead Agency, the Child Care Program Office (CCPO), does not have a minimum number of pre-service or orientation training hours on health and safety topics for caregivers. The CCPO requires health and safety training for all caregivers. In-home caregivers must obtain the required health and safety training before program participation or within the first 3 months after receiving approval for program participation.

4. Variations for exempt provider settings: The CCDF Lead Agency, the Child Care Program Office (CCPO), does not have a minimum number of pre-service or orientation training hours on health and safety topics for caregivers. The CCPO requires health and safety training for all caregivers. Approved Relative providers must obtain the required health and safety training before program participation or within the first 3 months after receiving approval for program participation.
- b) Provide the length of time that providers have to complete trainings subsequent to being hired (must be 3 months or fewer) The orientation and training required must begin at the time of employment, or the effective date of the contract, and must be completed within three months from the individual's hire date.
- c) Identify below the pre-service or orientation training requirements for each topic (98.41(a)(1)(i through xi)).
1. Prevention and control of infectious diseases (including immunizations)
 - Provide the citation for this training requirement. Proposed child care licensing regulation changes, 7 AAC 57.350(a)(4)(A).
 - Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?
 Yes
 No
 2. Prevention of sudden infant death syndrome and the use of safe-sleep practices
 - Provide the citation for this training requirement. Proposed child care licensing regulation changes, 7 AAC 57.350(a)(4)(B).
 - Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?
 Yes
 No
 3. Administration of medication, consistent with standards for parental consent
 - Provide the citation for this training requirement. Proposed child care licensing regulation changes, 7 AAC 57.350(a)(4)(C).
 - Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?
 Yes
 No
 4. Prevention and response to emergencies due to food and allergic reactions
 - Provide the citation for this training requirement. Proposed child care licensing regulation changes, 7 AAC 57.350(a)(4)(D).
 - Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?
 Yes
 No

5. Building and physical premises safety, including the identification of and protection from hazards, bodies of water, and vehicular traffic
 - Provide the citation for this training requirement. [7 Proposed child care licensing regulation changes, 7 AAC 57.350\(a\)\(4\)\(E\).](#)
 - Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?
 - Yes
 - No
6. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment
 - Provide the citation for this training requirement. [Proposed child care licensing regulation changes, 7 AAC 57.350\(a\)\(4\)\(F\).](#)
 - Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?
 - Yes
 - No
7. Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event
 - Provide the citation for this training requirement. [Proposed child care licensing regulation changes, 7 AAC 57.350\(a\)\(4\)\(G\).](#)
 - Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?
 - Yes
 - No
8. Handling and storage of hazardous materials and the appropriate disposal of bio contaminants
 - Provide the citation for this training requirement. [Proposed child care licensing regulation changes, 7 AAC 57.350\(a\)\(4\)\(H\).](#)
 - Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?
 - Yes
 - No
9. Appropriate precautions in transporting children (if applicable)
 - Provide the citation for this training requirement. [Proposed child care licensing regulation changes, 7 AAC 57.350\(a\)\(4\)\(I\).](#)
 - Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?
 - Yes
 - No
10. Pediatric first aid and CPR certification

- Provide the citation for this training requirement. Proposed child care licensing regulation changes, 7 AAC 57.350(a)(4)(J).
- Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?
 Yes
 No

11. Recognition and reporting of child abuse and neglect

- Provide the citation for this training requirement. Proposed child care licensing regulation changes, 7 AAC 57.350(a)(4)(K).
- Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?
 Yes
 No

12. Child development (98.44(b)(1)(iii))

- Provide the citation for this training requirement. Proposed child care licensing regulation changes, 7 AAC 57.350 (a) (2)
- Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?
 Yes
 No

13. Describe other requirements

- Provide the citation for other training requirements. NProposed child care licensing regulation changes, 7 AAC 57.350(a)(4)(L) and access to physical activity 7 AAC 57.350(a)(4)(M).
- Does the state/territory require that this training topic(s) be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?
 Yes
 No

Ongoing Training Requirements

Provide the minimum number of annual training hours on health and safety topics for caregivers, teachers, and directors required for the following.

- a) Licensed child care centers: All licensed child care center employees must complete 24 training hours if working 16 or more hours a week relevant to the type of child care, and the age and development of the children in care, or at least one college credit relevant to a degree seeking program in a SEED Early Childhood related field as referenced on the SEED Career Ladder. All licensed childcare center employees must complete 12 training hours if working 15 or less hours a week relevant to the type of child care, and the age and development of the children in care, or at least one college credit relevant to a degree seeking program in a SEED Early Childhood related field as referenced on the SEED Career Ladder.

<http://www.seedalaska.org/layouts/seed/files/documents/misc/Alaska%20SEED%20Career%20Ladder%20EC-SA%201-19-18.pdf>

- b) Licensed FCC homes: All licensed family child care caregivers must complete 24 training hours if working 16 or more hours a week relevant to the type of child care, and the age and development of the children in care, or at least one college credit relevant to a degree seeking program in a SEED Early Childhood related field as referenced on the SEED Career Ladder. All licensed child care center employees must complete 12 training hours if working 15 or less hours a week relevant to the type of child care, and the age and development of the children in care, or at least one college credit relevant to a degree seeking program in a SEED Early Childhood related field as referenced on the SEED Career Ladder.
<http://www.seedalaska.org/layouts/seed/files/documents/misc/Alaska%20SEED%20Career%20Ladder%20EC-SA%201-19-18.pdf>
- c) In-home care: In-home caregivers must obtain annually at least 12 hours of ongoing training pertaining to health and safety, early childhood and development, or both.
- d) Variations for exempt provider settings: Approved relative providers must obtain annually at least 12 hours of ongoing training pertaining to health and safety, early childhood and development, or both.

Describe the ongoing health and safety training for CCDF providers by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

1. Prevention and control of infectious diseases (including immunizations)
 - Provide the citation for this training requirement.
 - How often does the state/territory require that this training topic be completed?
 - Annually.
 - Other. Describe
2. Prevention of sudden infant death syndrome and the use of safe-sleep practices
 - Provide the citation for this training requirement.
 - How often does the state/territory require that this training topic be completed?
 - Annually.
 - Other. Describe
3. Administration of medication, consistent with standards for parental consent
 - Provide the citation for this training requirement.
 - How often does the state/territory require that this training topic be completed?
 - Annually.
 - Other. Describe
4. Prevention and response to emergencies due to food and allergic reactions
 - Provide the citation for this training requirement.
 - How often does the state/territory require that this training topic be completed?

- Annually.
- Other. Describe

5. Building and physical premises safety, including the identification of and protection from hazards, bodies of water, and vehicular traffic

- Provide the citation for this training requirement.
- How often does the state/territory require that this training topic be completed?

- Annually.
- Other. Describe

6. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment

- Provide the citation for this training requirement.
- How often does the state/territory require that this training topic be completed?

- Annually.
- Other. Describe

7. Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event

- Provide the citation for this training requirement.
- How often does the state/territory require that this training topic be completed?

- Annually.
- Other. Describe

8. Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants

- Provide the citation for this training requirement.
- How often does the state/territory require that this training topic be completed?

- Annually.
- Other. Describe

9. Appropriate precautions in transporting children (if applicable)

- Provide the citation for this training requirement.
- How often does the state/territory require that this training topic be completed?

- Annually.
- Other. Describe

10. Pediatric first aid and CPR certification

- Provide the citation for this training requirement.
- How often does the state/territory require that this training topic be completed?

- Annually.
- Other. Describe [redacted]

11. Recognition and reporting of child abuse and neglect

- Provide the citation for this training requirement. [redacted]
- How often does the state/territory require that this training topic be completed?

- Annually.
- Other. Describe [redacted]

12. Child development (98.44(b)(1)(iii))

- Provide the citation for this training requirement. [redacted]
- How often does the state/territory require that this training topic be completed?

- Annually.
- Other. Describe [redacted]

13. Describe other requirements. The CCDF Lead Agency, the Child Care Program Office (CCPO), is requiring licensed child care providers to obtain ongoing training each year based on the individual's hire date. If a caregiver works 15 or less hours a week they must obtain 12 training hours and if a caregiver works 16 or more hours a week they must obtain 24 training hours. The training hours must be relevant to the type of child care, and the age and development of the children in care, or at least one college credit relevant to a degree-seeking program in a System for Early Education and Development (SEED) Early Childhood related field as referenced on the SEED Career Ladder. <http://www.seedalaska.org/layouts/seed/files/documents/misc/Alaska%20SEED%20Career%20Ladder%20EC-SA%201-19-18.pdf>

- Provide the citation for other training requirements. 7 AAC 57.350(d)
- How often does the state/territory require that this training topic be completed?

- Annually.
- Other. Describe [redacted]

5.1 Monitoring and Enforcement Policies and Practices for CCDF Providers

5.3.1 Enforcement of licensing and health and safety requirements

Lead agencies must certify that procedures are in effect to ensure that child care providers caring for children receiving CCDF services comply with all applicable State and local health and safety requirements, including those described in 98.41 (98.42(a)). This may include, but is not limited to, any systems used to ensure that providers complete health and safety trainings, any documentation required to be maintained by child care providers or any other monitoring procedures to ensure compliance. Note – Inspection requirements are described starting in 5.3.2.

To certify, describe the procedures to ensure that CCDF providers comply with all applicable State and local health and safety requirements. The CCDF Lead Agency, the Child Care Program Office (CCPO), certifies compliance with the health and safety requirements.

Health and Safety Training- Under 7 AAC 57.350(a)(4)(A)-(N) requires all child caregivers to obtain the required health and safety training, prior to being left unsupervised, which consists of: (A) prevention and control of infectious diseases, including immunizations; (B) prevention of sudden infant death syndrome/sudden unexplained infant death and use of safe sleeping practices; (C) the administration of medication, consistent with standards for parental consent; (D) the prevention of and response to emergencies due to food and allergic reactions; (E) building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic; (F) prevention of shaken baby syndrome, abusive head trauma, and child maltreatment; (G) emergency preparedness and response planning for emergencies resulting from a natural disaster, or a man-caused event (such as violence at a child care facility), within the meaning of those terms under section 602(a)(1) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C 5195a(a)(1) that shall include procedures for evacuation, relocation, shelter-in-place and lock down, staff and volunteer emergency preparedness training and practice drills, communication and reunification with families, continuity of operations, and accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions); (H) handling and storage of hazardous materials and the appropriate disposal of bio contaminants; (I) appropriate precautions in transporting children, if applicable; (J) valid current pediatric first aid and pediatric cardiopulmonary resuscitation (CPR). If pediatric first aid and pediatric CPR certification courses under (a)(13) of this section, are not available in the community where the facility is located, the caregiver may (i) receive instruction in pediatric first aid and pediatric CPR procedures through distance learning, training videos, and other materials approved by the department and (ii) complete and pass the first available in person pediatric first aid and pediatric CPR certification course offered within 60 miles by road of the facility; (K) Recognition and reporting of child abuse and neglect, as required by section 106(b)(2)(B)(i) of the Child Abuse and Prevention and Treatment Act (42 U.S.C. 5106a(b)(2)(B)(i); trained in compliance with Alaska's child abuse reporting laws under AS 47.17, or other child abuse reporting procedures and laws in the service area (L) Nutrition and age-appropriate feeding; (M) Access to physical activity; and (N) Any other subject area determined by the department to be necessary to promote child development or to protect children's health and safety.

Immunization- The CCPO has regulations in place immunization exemption requirements. A child is exempt from immunization is a form prescribed by the department is signed by a medical doctor (M.D.), doctor of osteopathy (D.O), advanced nurse practitioner (ANP), or physician assistant (PA) licensed in the state; a form prescribed by the department and signed by the child's parent or guardian, affirming that immunization conflicts with the tenets and practices of the church or religious denomination; or a form prescribed by the department and signed by the child's parent or legal guardian, stating the child is homeless within the meaning of 42 U.S.C 11434(a)(2) McKinney-Vento Homeless Assistance Act.

Child-to-caregiver ratio and definition- Regulation requires all child care facilities to be in compliance with child-to-caregiver ratio. Child-to-caregiver ratio for a child care center is:

Age of Children	Number of Children	Term for Child's Age Group	Number of Caregivers	Maximum Group Size, Ratio of Children to Caregivers
Birth through 12 months	4	Infants	1	8:2
13 months through 24 months	5	Younger Toddlers	1	10:2
25 months through 35 months	6	Older Toddlers	1	12:2
36 months through 59 months	10	Preschoolers	1	20:2
5 years through 12 years	15	School age	1	30:2

Family child care homes-A large family child care home total number of children in care cannot exceed 12 children, cannot be more than 5 who are younger than 24 months of age, and no more than 4 of the total may be non-ambulatory. A small family child care home total number of children in care cannot exceed 8 children, cannot be more than 3 who are younger than 24 months of age, and no more than 2 of the total may be non-ambulatory.

Procedures are in place for monitoring of child care facilities throughout the year for compliance with Child Care Licensing Facilities 7 AAC 57 regulations. Prior to licensure of a child care facility, the facility must be inspected to ensure compliance with health, safety, and fire standards under 7 AAC 57 and Licensing, Certification, and Approvals 7 AAC 10.

Inspections for licensed CCDF providers.

Lead agencies must require licensing inspectors to perform inspections—with no fewer than one pre-licensure inspection for compliance with health, safety, and fire standards—of each child care provider and facility in the state/territory. Licensing inspectors are required to perform no fewer than one annual, unannounced inspection of each licensed CCDF provider for compliance with all child care licensing standards; it shall include an inspection for compliance with health and safety (including, but not limited to, those requirements described in 98.41) and fire standards; inspectors may inspect for compliance with all three standards—health, safety, and fire—at the same time (658E(c)(2)(K)(i)(II); 98.16 (n); 98.42(b)(2)(i)).

Certify by responding to the questions below to describe your state/territory's monitoring and enforcement procedures to ensure that licensed child care providers comply with licensing standards, including compliance with health and safety (including, but not limited to, those requirements described in 98.41) and fire standards.

a) Licensed CCDF center-based child care

14. Describe your state/territory's requirements for *pre-licensure inspections* of licensed child care center providers for compliance with health, safety, and fire standards.

Municipality of Anchorage (MOA) Licensing Specialists currently conduct pre-licensure inspections on all licensed child care facility types prior to issuing a Provisional or Biennial License. Child care licensing also conduct at least one unannounced inspection annually. This applies to Licensed Centers and Small Family Child Care Homes (the MOA does not have Large Family Child Care Homes). Licensed Family Child Care Homes fit the definition of a Family Child Care program. MOA Licensing inspection policies are found under the Anchorage Municipal Code (AMC) 16.55.010-.500 Child Care and Educational Facilities - Centers and Family Child Care Homes:

•AMC 16.55.0707 Timeframes or the department. (2) Within 90 days after the receipt of a completed initial application with the required attachments, the licensing representative shall review the application and plan of operation, confer with the applicant, inspect the facility for which the application is made, and complete a compliance evaluation. At the request of the applicant, and at the discretion of the department, a time extension may be granted without a withdrawal or denial of the application. (3) For a license renewal, the licensing representative shall inspect the facility at various times throughout the licensing year, investigate complaints, review the application, plan of operation, inspection reports, and other evidence of compliance, and recommend licensing action no later than ten days before expiration of the license.

•AMC 16.55.120 Monitoring, investigation, search warrants.

B. A licensing representative shall monitor facilities through announced and unannounced on-site inspections throughout each year for compliance with this chapter and shall investigate allegations of noncompliance with this chapter.

State of Alaska, Child Care Program Office (CCPO) Licensing Specialists currently conduct pre-licensure inspections on all licensed child care facility types prior to issuing a Provisional or Biennial License. Child care licensing also conducts at least one announced and one unannounced inspection annually. This applies to Licensed Centers, Large and Small Family Child Care Homes. Licensed Family Child Care Homes fit the definition of a Family Child Care program. CCPO Inspection policies fall under Alaska Statue (AS) and State of Alaska Administrative Code (AAC) regulation:

•AS 47.32.040. Application for license. A person shall apply to the department for a license under this chapter. The application must be made to the department on a form provided by the department or in a format approved by the department, and must be accompanied by any fee established by regulation; and documents and information required by regulation.

•AS 47.32.050(a). Provisional license; biennial license. (a) The department may issue a provisional license to an entity for which application is made under AS 47.32.040 if, after inspection and investigation, the department determines that the application and the entity meet the requirements of this chapter, regulations adopted under this chapter, and any other applicable statutes or regulations. A provisional license is valid for a period not to exceed one year, except that the department may extend a provisional license for one additional period not to exceed one year. (b) Before expiration of a provisional license issued under (a) of this section, the department shall inspect and

investigate the entity to determine whether the entity is operating in compliance with this chapter, regulations adopted under this chapter, and any other applicable statutes or regulations. After inspection and investigation under this subsection and before expiration of a provisional license, the department shall issue a biennial license for the entity if the department finds that the entity meets the requirements for biennial licensure established in this chapter, regulations adopted under this chapter, and other applicable statutes and regulations; a ground for nonrenewal of a license does not exist; and any applicable fee has been paid. The department may place one or more conditions on a provisional or biennial license issued under this section in order to further the purposes of this chapter.

•Child Care Facilities Licensing regulation 7 AAC 57.025. Compliance and other reviews. (a) For purposes of determining compliance with and achieving the purposes of AS 47.05.300 – 47.05.990, AS 47.32, 7 AAC 10.900 – 7 AAC 10.990 (barrier crimes, criminal history checks, and centralized registry), 7 AAC 10.1000 – 7 AAC 10.1095 (environmental health and safety), and this chapter, and for purposes of ongoing monitoring, the department may conduct inspections and investigations under AS 47.32.060 and 47.32.090 – 47.32.110, including announced or unannounced on-site inspections and investigations under 7 AAC 10.9600 – 7 AAC 10.9620. (b) In addition to conducting compliance and monitoring reviews described in (a) of this section, the department will (1) review for completeness a license application or variance request and notify the applicant not later than 10 days after the department receives the application or request of any omission or additional information required; (2) conduct, not later than 90 days after the department receives a complete application, a pre-service health and safety inspection of the facility for the purposes of compliance for a provisional license; (3) conduct, not earlier than 90 days before the provisional license expiration date, a compliance inspection of the facility for the purposes of converting a provisional license to a biennial license; (4) conduct, not earlier than 60 days before and not later than 60 days after the license anniversary date, an annual inspection of the facility for the purposes of monitoring compliance; (5) conduct, not later than 90 days after the department receives a complete application, a renewal inspection of the facility for the purposes of determining compliance to renew a biennial license; (6) conduct, annually during each licensing period, an unannounced health and safety inspection of the facility for the purposes of monitoring compliance; (7) conduct, when the department receives a complaint, an investigation of the facility for the purposes of determining compliance with this chapter or other applicable law; and (8) except as provided in (c) of this section, issue an updated license not later than 20 days after the department receives and approves (A) a request for an updated license or (B) notice of a change under AS 47.32.200 or 7 AAC 57.240(a) or (b)(4), if the department determines an updated license is required.

•Licensing, Certifications, and Approvals regulation 7 AAC 10.9600. Inspections and investigations. The department will conduct announced and unannounced inspections and investigations of an entity or individual service provider that is subject to AS 47.05.300 – 47.05.390, AS 47.32, or this chapter (1) for purposes of AS 47.05.300 – 47.05.390 and AS 47.32.110; (2) to determine compliance with AS 47.05.300 – 47.05.390, AS 47.32, this chapter, and any other applicable statute or regulation; and (3)

to determine whether an enforcement action should be taken under AS 47.05.300 – 47.05.390, AS 47.32.130, or 47.32.140.

15. Describe your state/territory's requirements for annual, unannounced inspections of licensed CCDF child care center providers. Municipality of Anchorage (MOA) Licensing Specialists currently conduct pre-licensure inspections on all licensed child care facility types prior to issuing a Provisional or Biennial License. Child care licensing also conduct at least one unannounced inspection annually. This applies to Licensed Centers and Small Family Child Care Homes (the MOA does not have Large Family Child Care Homes). Licensed Family Child Care Homes fit the definition of a Family Child Care program. MOA Licensing inspection policies are found under the Anchorage Municipal Code (AMC) 16.55.010-.500 Child Care and Educational Facilities - Centers and Homes:
- AMC 16.55.0707 Timeframes or the department. (2) Within 90 days after the receipt of a completed initial application with the required attachments, the licensing representative shall review the application and plan of operation, confer with the applicant, inspect the facility for which the application is made, and complete a compliance evaluation. At the request of the applicant, and at the discretion of the department, a time extension may be granted without a withdrawal or denial of the application. (3) For a license renewal, the licensing representative shall inspect the facility at various times throughout the licensing year, investigate complaints, review the application, plan of operation, inspection reports, and other evidence of compliance, and recommend licensing action no later than ten days before expiration of the license.

•AMC 16.55.120 Monitoring, investigation, search warrants.

B. A licensing representative shall monitor facilities through announced and unannounced on-site inspections throughout each year for compliance with this chapter and shall investigate allegations of noncompliance with this chapter.

State of Alaska, Child Care Program Office (CCPO) Licensing Specialists currently conduct pre-licensure inspections on all licensed child care facility types prior to issuing a Provisional or Biennial License. Child care licensing also conducts at least one announced and one unannounced inspection annually. This applies to Licensed Centers, Large and Small Family Child Care Homes. Licensed Family Child Care Homes fit the definition of a Family Child Care program. CCPO Inspection policies fall under Alaska Statute (AS) and State of Alaska Administrative Code (AAC) regulation:

•AS 47.32.040. Application for license. A person shall apply to the department for a license under this chapter. The application must be made to the department on a form provided by the department or in a format approved by the department, and must be accompanied by any fee established by regulation; and documents and information required by regulation.

•AS 47.32.050(a). Provisional license; biennial license. (a) The department may issue a provisional license to an entity for which application is made under AS 47.32.040 if, after inspection and investigation, the department determines that the application and the entity meet the requirements of this chapter, regulations adopted under this chapter, and any other applicable statutes or regulations. A provisional license is valid for a period not to exceed one year, except that the department may extend a provisional license for one additional period not to exceed one year. (b) Before expiration of a

provisional license issued under (a) of this section, the department shall inspect and investigate the entity to determine whether the entity is operating in compliance with this chapter, regulations adopted under this chapter, and any other applicable statutes or regulations. After inspection and investigation under this subsection and before expiration of a provisional license, the department shall issue a biennial license for the entity if the department finds that the entity meets the requirements for biennial licensure established in this chapter, regulations adopted under this chapter, and other applicable statutes and regulations; a ground for nonrenewal of a license does not exist; and any applicable fee has been paid. The department may place one or more conditions on a provisional or biennial license issued under this section in order to further the purposes of this chapter.

•Child Care Facilities Licensing regulation 7 AAC 57.025. Compliance and other reviews. (a) For purposes of determining compliance with and achieving the purposes of AS 47.05.300 – 47.05.990, AS 47.32, 7 AAC 10.900 – 7 AAC 10.990 (barrier crimes, criminal history checks, and centralized registry), 7 AAC 10.1000 – 7 AAC 10.1095 (environmental health and safety), and this chapter, and for purposes of ongoing monitoring, the department may conduct inspections and investigations under AS 47.32.060 and 47.32.090 – 47.32.110, including announced or unannounced on-site inspections and investigations under 7 AAC 10.9600 – 7 AAC 10.9620. (b) In addition to conducting compliance and monitoring reviews described in (a) of this section, the department will (1) review for completeness a license application or variance request and notify the applicant not later than 10 days after the department receives the application or request of any omission or additional information required; (2) conduct, not later than 90 days after the department receives a complete application, a pre-service health and safety inspection of the facility for the purposes of compliance for a provisional license; (3) conduct, not earlier than 90 days before the provisional license expiration date, a compliance inspection of the facility for the purposes of converting a provisional license to a biennial license; (4) conduct, not earlier than 60 days before and not later than 60 days after the license anniversary date, an annual inspection of the facility for the purposes of monitoring compliance; (5) conduct, not later than 90 days after the department receives a complete application, a renewal inspection of the facility for the purposes of determining compliance to renew a biennial license; (6) conduct, annually during each licensing period, an unannounced health and safety inspection of the facility for the purposes of monitoring compliance; (7) conduct, when the department receives a complaint, an investigation of the facility for the purposes of determining compliance with this chapter or other applicable law; and (8) except as provided in (c) of this section, issue an updated license not later than 20 days after the department receives and approves (A) a request for an updated license or (B) notice of a change under AS 47.32.200 or 7 AAC 57.240(a) or (b)(4), if the department determines an updated license is required.

•Licensing, Certifications, and Approvals regulation 7 AAC 10.9600. Inspections and investigations. The department will conduct announced and unannounced inspections and investigations of an entity or individual service provider that is subject to AS 47.05.300 – 47.05.390, AS 47.32, or this chapter (1) for purposes of AS 47.05.300 – 47.05.390 and AS 47.32.110; (2) to determine compliance with AS 47.05.300 – 47.05.390, AS 47.32, this chapter, and any other applicable statute or regulation; and (3)

to determine whether an enforcement action should be taken under AS 47.05.300 – 47.05.390, AS 47.32.130, or 47.32.140.

1. Identify the frequency of unannounced inspections:

Once a year

More than once a year. Describe

2. Describe the monitoring procedures (including differential monitoring, if applicable) and how the inspections ensure that child care center providers comply with the applicable licensing standards, including health, safety, and fire standards.
3. List the citation(s) for your state/territory's policies regarding inspections for licensed CCDF center providers 7 AAC 57.040 Inspections and evaluation by an individual or agency.

b) Licensed CCDF family child care home

16. Describe your state/territory's requirements for *pre-licensure inspections* of licensed family child care providers for compliance with health, safety, and fire standards. Municipality of Anchorage (MOA) Licensing Specialists currently conduct pre-licensure inspections on all licensed child care facility types prior to issuing a Provisional or Biennial License. Child care licensing also conduct at least one unannounced inspection annually. This applies to Licensed Centers and Small Family Child Care Homes (the MOA does not have Large Family Child Care Homes). Licensed Family Child Care Homes fit the definition of a Family Child Care program. MOA Licensing inspection policies are found under the Anchorage Municipal Code (AMC) 16.55.010-.500 Child Care and Educational Facilities - Centers and Homes:

•AMC 16.55.0707 Timeframes or the department. (2) Within 90 days after the receipt of a completed initial application with the required attachments, the licensing representative shall review the application and plan of operation, confer with the applicant, inspect the facility for which the application is made, and complete a compliance evaluation. At the request of the applicant, and at the discretion of the department, a time extension may be granted without a withdrawal or denial of the application. (3) For a license renewal, the licensing representative shall inspect the facility at various times throughout the licensing year, investigate complaints, review the application, plan of operation, inspection reports, and other evidence of compliance, and recommend licensing action no later than ten days before expiration of the license.

•AMC 16.55.120 Monitoring, investigation, search warrants.

B. A licensing representative shall monitor facilities through announced and unannounced on- site inspections throughout each year for compliance with this chapter and shall investigate allegations of noncompliance with this chapter.

State of Alaska, Child Care Program Office (CCPO) Licensing Specialists currently conduct pre-licensure inspections on all licensed child care facility types prior to issuing a Provisional or Biennial License. Child care licensing also conducts at least one announced and one unannounced inspection annually. This applies to Licensed Centers, Group Homes and Homes. Licensed Homes fit the definition of a Family Child Care program. CCPO Inspection policies fall under Alaska Statute (AS) and State of Alaska Administrative Code (AAC) regulation:

•AS 47.32.040. Application for license. A person shall apply to the department for a license under this chapter. The application must be made to the department on a form provided by the department or in a format approved by the department, and must be accompanied by any fee established by regulation; and documents and information required by regulation.

•AS 47.32.050(a). Provisional license; biennial license. (a) The department may issue a provisional license to an entity for which application is made under AS 47.32.040 if, after inspection and investigation, the department determines that the application and the entity meet the requirements of this chapter, regulations adopted under this chapter, and any other applicable statutes or regulations. A provisional license is valid for a period not to exceed one year, except that the department may extend a provisional license for one additional period not to exceed one year. (b) Before expiration of a provisional license issued under (a) of this section, the department shall inspect and investigate the entity to determine whether the entity is operating in compliance with this chapter, regulations adopted under this chapter, and any other applicable statutes or regulations. After inspection and investigation under this subsection and before expiration of a provisional license, the department shall issue a biennial license for the entity if the department finds that the entity meets the requirements for biennial licensure established in this chapter, regulations adopted under this chapter, and other applicable statutes and regulations; a ground for nonrenewal of a license does not exist; and any applicable fee has been paid. The department may place one or more conditions on a provisional or biennial license issued under this section in order to further the purposes of this chapter.

•Child Care Facilities Licensing regulation 7 AAC 57.025. Compliance and other reviews. (a) For purposes of determining compliance with and achieving the purposes of AS 47.05.300 – 47.05.990, AS 47.32, 7 AAC 10.900 – 7 AAC 10.990 (barrier crimes, criminal history checks, and centralized registry), 7 AAC 10.1000 – 7 AAC 10.1095 (environmental health and safety), and this chapter, and for purposes of ongoing monitoring, the department may conduct inspections and investigations under AS 47.32.060 and 47.32.090 – 47.32.110, including announced or unannounced on-site inspections and investigations under 7 AAC 10.9600 – 7 AAC 10.9620. (b) In addition to conducting compliance and monitoring reviews described in (a) of this section, the department will (1) review for completeness a license application or variance request and notify the applicant not later than 10 days after the department receives the application or request of any omission or additional information required; (2) conduct, not later than 90 days after the department receives a complete application, a pre-service health and safety inspection of the facility for the purposes of compliance for a provisional license; (3) conduct, not earlier than 90 days before the provisional license expiration date, a compliance inspection of the facility for the purposes of converting a provisional license to a biennial license; (4) conduct, not earlier than 60 days before and not later than 60 days after the license anniversary date, an annual inspection of the facility for the purposes of monitoring compliance; (5) conduct, not later than 90 days after the department receives a complete application, a renewal inspection of the facility for the purposes of determining compliance to renew a biennial license; (6) conduct, annually during each licensing period, an unannounced health and safety inspection of the facility

for the purposes of monitoring compliance; (7) conduct, when the department receives a complaint, an investigation of the facility for the purposes of determining compliance with this chapter or other applicable law; and (8) except as provided in (c) of this section, issue an updated license not later than 20 days after the department receives and approves (A) a request for an updated license or (B) notice of a change under AS 47.32.200 or 7 AAC 57.240(a) or (b)(4), if the department determines an updated license is required.

•Licensing, Certifications, and Approvals regulation 7 AAC 10.9600. Inspections and investigations. The department will conduct announced and unannounced inspections and investigations of an entity or individual service provider that is subject to AS 47.05.300 – 47.05.390, AS 47.32, or this chapter (1) for purposes of AS 47.05.300 – 47.05.390 and AS 47.32.110; (2) to determine compliance with AS 47.05.300 – 47.05.390, AS 47.32, this chapter, and any other applicable statute or regulation; and (3) to determine whether an enforcement action should be taken under AS 47.05.300 – 47.05.390, AS 47.32.130, or 47.32.140.

17. Describe your state/territory's requirements for at least annual, unannounced inspections of licensed CCDF family child care providers. Municipality of Anchorage (MOA) Licensing Specialists currently conduct pre-licensure inspections on all licensed child care facility types prior to issuing a Provisional or Biennial License. Child care licensing also conduct at least one unannounced inspection annually. This applies to Licensed Centers and Small family Child Care Homes (the MOA does not have Large Family Child Care Homes). Licensed Family Child Care Homes fit the definition of a Family Child Care program. MOA Licensing inspection policies are found under the Anchorage Municipal Code (AMC) 16.55.010-.500 Child Care and Educational Facilities - Centers and Family Child Care Homes:

•AMC 16.55.0707 Timeframes or the department. (2) Within 90 days after the receipt of a completed initial application with the required attachments, the licensing representative shall review the application and plan of operation, confer with the applicant, inspect the facility for which the application is made, and complete a compliance evaluation. At the request of the applicant, and at the discretion of the department, a time extension may be granted without a withdrawal or denial of the application. (3) For a license renewal, the licensing representative shall inspect the facility at various times throughout the licensing year, investigate complaints, review the application, plan of operation, inspection reports, and other evidence of compliance, and recommend licensing action no later than ten days before expiration of the license.

•AMC 16.55.120 Monitoring, investigation, search warrants.

B. A licensing representative shall monitor facilities through announced and unannounced on-site inspections throughout each year for compliance with this chapter and shall investigate allegations of noncompliance with this chapter.

State of Alaska, Child Care Program Office (CCPO) Licensing Specialists currently conduct pre-licensure inspections on all licensed child care facility types prior to issuing a Provisional or Biennial License. Child care licensing also conducts at least one announced and one unannounced inspection annually. This applies to Licensed Centers, Large and Small Family Child Care Homes. Licensed Family Child Care Homes fit the

definition of a Family Child Care program. CCPO Inspection policies fall under Alaska Statute (AS) and State of Alaska Administrative Code (AAC) regulation:

•AS 47.32.040. Application for license. A person shall apply to the department for a license under this chapter. The application must be made to the department on a form provided by the department or in a format approved by the department, and must be accompanied by any fee established by regulation; and documents and information required by regulation.

•AS 47.32.050(a). Provisional license; biennial license. (a) The department may issue a provisional license to an entity for which application is made under AS 47.32.040 if, after inspection and investigation, the department determines that the application and the entity meet the requirements of this chapter, regulations adopted under this chapter, and any other applicable statutes or regulations. A provisional license is valid for a period not to exceed one year, except that the department may extend a provisional license for one additional period not to exceed one year. (b) Before expiration of a provisional license issued under (a) of this section, the department shall inspect and investigate the entity to determine whether the entity is operating in compliance with this chapter, regulations adopted under this chapter, and any other applicable statutes or regulations. After inspection and investigation under this subsection and before expiration of a provisional license, the department shall issue a biennial license for the entity if the department finds that the entity meets the requirements for biennial licensure established in this chapter, regulations adopted under this chapter, and other applicable statutes and regulations; a ground for nonrenewal of a license does not exist; and any applicable fee has been paid. The department may place one or more conditions on a provisional or biennial license issued under this section in order to further the purposes of this chapter.

•Child Care Facilities Licensing regulation 7 AAC 57.025. Compliance and other reviews. (a) For purposes of determining compliance with and achieving the purposes of AS 47.05.300 – 47.05.990, AS 47.32, 7 AAC 10.900 – 7 AAC 10.990 (barrier crimes, criminal history checks, and centralized registry), 7 AAC 10.1000 – 7 AAC 10.1095 (environmental health and safety), and this chapter, and for purposes of ongoing monitoring, the department may conduct inspections and investigations under AS 47.32.060 and 47.32.090 – 47.32.110, including announced or unannounced on-site inspections and investigations under 7 AAC 10.9600 – 7 AAC 10.9620. (b) In addition to conducting compliance and monitoring reviews described in (a) of this section, the department will (1) review for completeness a license application or variance request and notify the applicant not later than 10 days after the department receives the application or request of any omission or additional information required; (2) conduct, not later than 90 days after the department receives a complete application, a pre-service health and safety inspection of the facility for the purposes of compliance for a provisional license; (3) conduct, not earlier than 90 days before the provisional license expiration date, a compliance inspection of the facility for the purposes of converting a provisional license to a biennial license; (4) conduct, not earlier than 60 days before and not later than 60 days after the license anniversary date, an annual inspection of the facility for the purposes of monitoring compliance; (5) conduct, not later than 90 days after the department receives a complete application, a renewal inspection of the facility for the

purposes of determining compliance to renew a biennial license; (6) conduct, annually during each licensing period, an unannounced health and safety inspection of the facility for the purposes of monitoring compliance; (7) conduct, when the department receives a complaint, an investigation of the facility for the purposes of determining compliance with this chapter or other applicable law; and (8) except as provided in (c) of this section, issue an updated license not later than 20 days after the department receives and approves (A) a request for an updated license or (B) notice of a change under AS 47.32.200 or 7 AAC 57.240(a) or (b)(4), if the department determines an updated license is required.

•Licensing, Certifications, and Approvals regulation 7 AAC 10.9600. Inspections and investigations. The department will conduct announced and unannounced inspections and investigations of an entity or individual service provider that is subject to AS 47.05.300 – 47.05.390, AS 47.32, or this chapter (1) for purposes of AS 47.05.300 – 47.05.390 and AS 47.32.110; (2) to determine compliance with AS 47.05.300 – 47.05.390, AS 47.32, this chapter, and any other applicable statute or regulation; and (3) to determine whether an enforcement action should be taken under AS 47.05.300 – 47.05.390, AS 47.32.130, or 47.32.140.

4. Identify the frequency of unannounced inspections:

Once a year

More than once a year. Describe

5. Describe the monitoring procedures (including differential monitoring, if applicable) and how the inspections ensure that CCDF family child care providers comply with the applicable licensing standards, including health, safety, and fire standards.
6. List the citation(s) for your state/territory's policies regarding inspections for licensed CCDF family child care providers 7 AAC 57.040 Inspections and evaluation by an individual or agency.

- c) Licensed in-home CCDF child care

N/A. In-home CCDF child care (care in the child's own home) is not licensed in the State/Territory. Skip to

1. Describe your state/territory's requirements for *pre-licensure inspections* of licensed in-home child care providers for compliance with health, safety, and fire standards.
2. Describe your state/territory's requirements for at least annual, unannounced inspections of licensed CCDF in-home child care providers.
3. Identify the frequency of unannounced inspections:
- Once a year
- More than once a year. Describe
4. Describe the monitoring procedures (including differential monitoring, if applicable) and how the inspections ensure that in-home CCDF child care providers comply with the applicable licensing standards, including health, safety, and fire standards.
5. List the citation(s) for your state/territory's policies regarding inspections for licensed in-home CCDF providers

- d) List the entity(ies) in your state/territory that are responsible for conducting pre-licensure inspections and unannounced inspections of licensed CCDF providers. The CCDF Lead Agency, the Child Care Program Office (CCPO) or the Municipality of Anchorage Child Care Licensing, is responsible for conducting pre-licensure inspections and unannounced inspections for licensed CCDF providers.

Lead Agencies must have policies and practices that require licensing inspectors (or qualified monitors designated by the Lead Agency) to perform an annual monitoring visit of each license-exempt CCDF provider for compliance with health, safety (including, but not limited to, those requirements described in 98.41), and fire standards (658E(c)(2)(K)(i)(IV); 98.42(b)(2)(ii)). Lead Agencies have the option to exempt relative providers (as described in section (658P(6)(B)) from this requirement. To certify, respond to the questions below to describe the policies and practices for the annual monitoring of:

- a) License-exempt center-based CCDF providers, including if monitoring is announced or unannounced, occurs more frequently than once per year, and if differential monitoring is used. _____

Provide the citation(s) for this policy or procedure. _____

- b) License-exempt family child care CCDF providers, including if monitoring is announced or unannounced, occurs more frequently than once per year, and if differential monitoring is used. _____

Provide the citation(s) for this policy or procedure. _____

- c) License-exempt in-home CCDF providers, including if monitoring is announced or unannounced, occurs more frequently than once per year, if relative care is exempt from monitoring, and if differential monitoring is used. Approved relative and In-home providers will receive an announced health and safety inspection conducted by the Lead Agency, Child Care Program Office or Municipality of Anchorage Licensing staff within 90 days of a complete Child Care Assistance application being received or within 90 days of CCAP program approval being issued. Annual unannounced inspections will be conducted the subsequent years of a provider's program participation.

Provide the citation(s) for this policy or procedure. 7 AAC 41.265 and Child Care Assistance Program Policies and Procedures section 4240-3 A.

The Lead Agency must have policies and practices that require licensing inspectors (or qualified monitors designated by the Lead Agency) to perform an annual monitoring visit of each license-exempt CCDF provider for compliance with health, safety, and fire standards (658E(c)(2)(K)(i)(IV); 98.42(b)(2)(ii)). The state/territory may determine if exempt relative providers (as described in section (658P(6)(B)) do not need to meet this requirement. At a minimum, the health and safety requirements to be inspected must address the standards listed in 5.1.4 (98.41(a)). To certify, describe the policies and practices for the annual monitoring of:

- a) License-exempt center-based CCDF providers, including if monitoring is announced or unannounced, occurs more frequently than once per year, and if differential monitoring is used. [REDACTED]

Provide the citation(s) for this policy or procedure. [REDACTED]

- b) License-exempt family child care CCDF providers, including if monitoring is announced or unannounced, occurs more frequently than once per year, and if differential monitoring is used. [REDACTED]

Provide the citation(s) for this policy or procedure. [REDACTED]

- c) License-exempt in-home CCDF providers, including if monitoring is announced or unannounced, occurs more frequently than once per year, if relative care is exempt from monitoring, and if differential monitoring is used. Approved relative and In-home providers will receive an announced health and safety inspection conducted by the Lead Agency, Child Care Program Office or Municipality of Anchorage Licensing staff within 90 days of a complete Child Care Assistance application being received or within 90 days of CCAP program approval being issued. Annual unannounced inspections will be conducted the subsequent years of a provider's program participation.

Provide the citation(s) for this policy or procedure. 7 AAC 41.265 and Child Care Assistance Program Policies and Procedures section 4240-3 A.

Licensing inspectors.

Lead Agencies will have policies and practices that ensure that individuals who are hired as licensing inspectors are qualified to inspect child care providers and facilities and have received health and safety training appropriate to the provider setting and age of the children served. Training shall include, but is not limited to, those requirements described in 98.41(a)(1) and all aspects of the State's licensure requirements (658E(c)(2)(K)(i)(I); 98.42(b)(1)).

- d) To certify, describe how the Lead Agency ensures that licensing inspectors are qualified to inspect child care facilities and providers and that those inspectors have received training on health and safety requirements that are appropriate to the age of the children in care and the type of provider setting (98.42(b)(1)). Licensing Specialists under the Lead Agency, the Child Care Program Office (CCPO) meet the job qualifications for their position classification (per the State of Alaska position description) of a Community Care Licensing Specialist. Licensing Specialists under the Municipality of Anchorage (MOA) meet the job qualifications for their position classification (per the MOA Department of Health and Human Services position description). All Licensing Specialists are trained by their Supervisors in all aspects of their licensing positions for their first year of employment, and continue to receive additional training throughout their time employed by the CCPO or MOA. All CCPO Licensing staff have training in Diversity in the Workplace, Service of Excellence – customer service training, and Crisis Intervention training.

The majority of the Licensing staff has also taken Council on Licensure, Enforcement and Regulation (CLEAR) National Certified Investigator/Inspector (NCIT) Training, and some have also completed some of the National Association for Regulatory Administration licensing training modules.

e) Provide the citation(s) for this policy or procedure.

The States and Territories shall have policies and practices that require the ratio of licensing inspectors to child care providers and facilities in the state/territory to be maintained at a level sufficient to enable the state/territory to conduct effective inspections of child care providers and facilities on a timely basis in accordance with federal, state, and local laws (658E(c)(2)(K)(i)(III); 98.42(b)(3)).

a) To certify, describe the state/territory policies and practices regarding the ratio of licensing inspectors to child care providers (i.e., number of providers per number of child care providers) and facilities in the state/territory and include how the ratio is sufficient to conduct effective inspections on a timely basis. The Lead Agency, the Child Care Program Office (CCPO), has policy and procedure in place for ratio of licensing inspections to child care providers. When assigning a new application to a CCLS, the Licensing Supervisor will to the extent possible, not assign a caseload that exceeds a ratio of fifty (50) assigned child care facilities for each CCLS. The ratio may increase when caseload redistribution is necessary for coverage during a CCLS absence or vacancy, or in the event the CCPO Child Care Licensing Program has or projects shortfalls in state or federal funding.
<http://dhss.alaska.gov/dpa/Documents/dpa/programs/ccare/Documents/Manuals-Brochures/Child-Care-Licensing-Policy-and-Procedure-Manual.pdf>

5.1.2 Provide the policy citation and state/territory ratio of licensing inspectors.
<http://dhss.alaska.gov/dpa/Documents/dpa/programs/ccare/Documents/Manuals-Brochures/Child-Care-Licensing-Policy-and-Procedure-Manual.pdf>

5.1.3 States and territories have the option to exempt relatives (defined in CCDF regulations as grandparents, great-grandparents, siblings if living in a separate residence, aunts, and uncles (98.42(c)) from inspection requirements. *Note:* This exception only applies if the individual cares *only* for relative children. Does the state/territory exempt relatives from the inspection requirements listed in 5.3.3?

- Yes, relatives are exempt from all inspection requirements. If the state/territory exempts relatives from all inspection requirements, describe how the state ensures the health and safety of children in relative care.
- Yes, relatives are exempt from some inspection requirements. If the state/territory exempts relatives from the inspection requirements, describe which inspection requirements do not apply to relative providers (including which relatives may be exempt) and how the State ensures the health and safety of children in relative care.
- No, relatives are not exempt from inspection requirements.

5.2 Criminal Background Checks

In recognition of the significant challenges to implementing the Child Care and Development Fund (CCDF) background check requirements, all States applied for and received extensions through September 30, 2018. The Office of Child Care (OCC)/Administration for Children and Families (ACF)/U. S. Department of Health and Human Services (HHS) is committed to granting additional waivers of up to 2 years, in one year increments (i.e., potentially through September 30, 2020) if significant

milestones for background check requirements are met. In order to receive these time-limited waivers, states and territories will demonstrate that the milestones are met and apply for the time-limited waiver by responding to questions 5.4.1a through 5.4.1h below.

As a reminder, the CCDBG Act requires States and territories to have in effect requirements, policies and procedures to conduct criminal background checks for all child care staff members (including prospective staff members) of all child care providers that are 1) licensed, regulated, or registered under state/territory law; or, 2) all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers). Background check requirements apply to any staff member who is employed by a child care provider for compensation, including contract employees and self-employed individuals; whose activities involve the care or supervision of children; or who has unsupervised access to children. For FCC homes, this requirement includes the caregiver and any other adults residing in the family child care home who are age 18 or older. This requirement does not apply to individuals who are related to all children for whom child care services are provided.

A criminal background check must include 8 specific components, which encompass 3 in-state checks, 2 national checks, and 3 inter-state checks:

1. Criminal registry or repository using fingerprints in the current state of residency (in-state);
2. Sex offender registry or repository check in the current state of residency (in-state);
3. Child abuse and neglect registry and database check in the current state of residency (in-state);
4. FBI fingerprint check (national);
5. National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) (national);
6. Criminal registry or repository in any other state where the individual has resided in the past 5 years, with the use of fingerprints being optional (inter-state);
7. Sex offender registry or repository in any other state where the individual has resided in the past 5 years (inter-state); and
8. Child abuse and neglect registry and database in any other state where the individual has resided in the past 5 years (inter-state).

Milestone Prerequisites for Time-Limited Waivers

By September 30, 2018, states and territories must have requirements, policies and procedures for four specific background check components, and must be conducting those checks for all new (prospective) child care staff, in accordance with 45 CFR 98.43 and 98.16(o):

- The national FBI fingerprint check; and,
- The three in-state background check provisions for the current state of residency:
 - state criminal registry or repository using fingerprints;
 - state sex offender registry or repository check;
 - state-based child abuse and neglect registry and database .

All four components are required in order for the milestone to be considered met.

If the milestone prerequisites are met, then time-limited waivers may be requested for the components as outlined in the table below.

Background Check Components	If milestone is met, time-limited waiver allowed for:
1) In-state criminal w/fingerprints	Conducting background checks on backlog of current (existing) staff only
2) In-state sex offender registry	
3) In-state state-based child abuse and neglect registry	
4) FBI fingerprint check	
5) NCIC National Sex Offender Registry (NSOR)	Establishing requirements and procedures AND/OR Conducting background checks on all new (prospective) child care staff AND/OR Conducting background checks on backlog of current (existing) staff
6) Inter-state state criminal registry	
7) Inter-state state sex offender registry	
8) Inter-state child abuse and neglect registry	

States and Territories will apply for the initial waiver for a one-year period (starting October 1, 2018 and ending September 30, 2019) as part of the submission of this Plan. If approved, States and Territories will have the option to renew these waivers for one additional year as long as

progress is demonstrated during the initial waiver period. Additional guidance will be issued later on the timeline and criteria for requesting the waiver renewal.

Overview of Background Check Implementation deadlines

- Original deadline for implementation (658H(j)(1) of CCDBG Act): September 30, 2017
- Initial one-year extension deadline (658H(j)(2) of CCDBG Act): September 30, 2018
- One-year waiver deadline (45 CFR 98.19(b)(1)(i)): September 30, 2019
- Waiver renewal deadline (45 CFR 98.19(b)(1)(ii)): September 30, 2020

Use questions 5.4.1a through 5.4.1d below to describe achievement of the milestone components, use questions 5.4.1e through 5.4.1h to provide the status for the remaining checks, and as applicable, use questions 5.4.1a through 5.4.1h to request a time-limited waiver for any allowable background check requirement.

- a) Briefly summarize the requirements, policies and procedures for the search of the state criminal registry or repository, with the use of fingerprints required in the state where the staff member resides. All licensed and exempt child caregivers are required to get name based and fingerprint based criminal background checks in the state where the staff member resides and had resided within the last 5 years. Fingerprint based checks are conducted using Next General Identification (NGI).
- i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43 and 98.16(o). All licensed and exempt child caregivers are required to get name based and fingerprint based criminal background checks in the state where the staff member resides and had resided within the last 5 years. Fingerprint based checks are conducted using Next General Identification (NGI). Prior to a child caregiver being hired, they are required under 7 AAC 10 to have a criminal background check conducted through the Background Check Program (BCP). The BCP conducts the name based and fingerprint criminal background check. The BCP issues an initial provisional clearance for hire. Once a comprehensive background check has been conducted, the BCP issues a final determination. As long as the applicant has no barring crime and/or condition, the employee is eligible for hire. If an applicant is charged or convicted with a barring crime and/or condition, the applicant is ineligible for hire. The applicant must apply for a Background Check Variance to be eligible for hire.
- ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43 and 98.16(o). All licensed and exempt child caregivers are required to get name based and fingerprint based criminal background checks in the state where the staff member resides and had resided within the last 5 years. Fingerprint based checks are conducted using Next General Identification (NGI). Prior to a child caregiver being hired, they are required under 7 AAC 10 to have a criminal background check conducted through the Background

Check Program (BCP). The BCP conducts the name based and fingerprint criminal background check. The BCP issues an initial provisional clearance for hire. Once a comprehensive background check has been conducted, the BCP issues a final determination. As long as the applicant has no barring crime and/or condition, the employee is eligible for hire. If an applicant is charged or convicted with a barring crime and/or condition, the applicant is ineligible for hire. The applicant must apply for a Background Check Variance to be eligible for hire.

- iii. Has the search of the state criminal registry or repository, with the use of fingerprints, been conducted for all current (existing) child care staff?

Yes.

No. Check here to indicate request for time-limited waiver for this requirement and enter the expected date of full implementation of this requirement. Describe the status of conducting the search of the state criminal registry or repository, with the use of fingerprints for current (existing) child care staff. At a minimum, the description should briefly summarize: 1) efforts to date to implement the requirement for all licensed, regulated and registered providers; and all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers); 2) key activities planned toward implementation of this requirement; 3) key challenges to implementing this requirement; and 4) strategies used to address challenges:

- iv. List the citation: 7 AAC 10.910.

- b) Briefly summarize the requirements, policies and procedures for the search of the state sex offender registry or repository in the state where the staff member resides. All licensed and exempt child caregivers are required to obtain a criminal background check, which consists of a search in the Alaska Sex Offender/Child Kidnapping Registry and the United State Department of Justice's Dru Sjodin National Sex Offender Public Website (NSOPW).

- i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43 and 98.16(o). All licensed and exempt child caregivers are required to obtain a criminal background check, which consists of a search in the Alaska Sex Offender/Child Kidnapping Registry and the United State Department of Justice's Dru Sjodin National Sex Offender Public Website (NSOPW). Prior to an employee being eligible for hire, they must complete a comprehensive criminal background check through the Alaska Background Check Program (BCP). The BCP issues an initial provisional clearance for hire. Once a comprehensive background check has been conducted, the BCP issues a final determination. As long as the applicant has no barring crime and/or condition, the employee is eligible for hire. If an applicant is charged or convicted with a barring crime and/or condition, the applicant is ineligible for hire. The applicant must apply for a Background Check Variance to be eligible for hire.

- ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible

providers), in accordance with 98.43 and 98.16(o). All licensed and exempt child caregivers are required to obtain a criminal background check, which consists of a search in the Alaska Sex Offender/Child Kidnapping Registry and the United State Department of Justice’s Dru Sjodin National Sex Offender Public Website (NSOPW). Prior to an employee being eligible for hire, they must complete a comprehensive criminal background check through the Alaska Background Check Program (BCP).

iii. Has the search of the state sex offender registry or repository been conducted for all current (existing) child care staff?

Yes

No. Check here to indicate request for time-limited waiver for this requirement and enter the expected date of full implementation of this requirement. Describe the status of conducting the search of the state sex offender registry or repository for current (existing) child care staff. At a minimum, the description should briefly summarize: 1) efforts to date to implement the requirement for all licensed, regulated and registered providers; and all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers); 2) key activities planned toward implementation of this requirement; 3) key challenges to implementing this requirement; and 4) strategies used to address challenges:

iv. List the citation: 7 AAC 10.905(f)(2)(C).

c) Briefly summarize the requirements, policies and procedures for the search of the state-based child abuse and neglect registry and database in the state where the staff member resides. All licensed and exempt child caregivers are required to obtain a criminal background check, which consists of a state based child abuse and neglect search.

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43 and 98.16(o). All licensed and exempt child caregivers are required to obtain a criminal background check, which consists of a state based child abuse and neglect search. A search consists of civil findings relating to abuse, neglect, or exploitation of a child or vulnerable adult. Prior to an employee being eligible for hire, they must complete a comprehensive criminal background check through the Alaska Background Check Program (BCP). The BCP issues an initial provisional clearance for hire. Once a comprehensive background check has been conducted, the BCP issues a final determination. As long as the applicant has no barring crime and/or condition the employee is eligible for hire. If an applicant is charged or convicted with a barring crime and/or condition the applicant is ineligible for hire. The applicant must apply for a Background Check Variance to be eligible for hire.

ii. Describe how these requirements apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43 and 98.16(o). All licensed and exempt child caregivers are required to obtain a criminal background check, which consists of a state based child abuse and neglect search. A search

consists of civil findings relating to abuse, neglect, or exploitation of a child or vulnerable adult. Prior to an employee being eligible for hire, they must complete a comprehensive criminal background check through the Alaska Background Check Program (BCP).

- ii. Has the search of the state-based child abuse and neglect registry and database been conducted for all current (existing) child care staff?

Yes

- No. Check here to indicate request for time-limited waiver for this requirement and enter the expected date of full implementation of this requirement. Describe the status of conducting the search of the state-based child abuse and neglect registry and database for current (existing) child care staff. At a minimum, the description should briefly summarize: 1) efforts to date to implement the requirement for all licensed, regulated and registered providers; and all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers); 2) key activities planned toward implementation of this requirement; 3) key challenges to implementing this requirement; and 4) strategies used to address challenges:

- ii. List the citation: 7 AAC 10.905(f)(3) and 7 AAC 10.915(a)(4)(B).

- d) Briefly summarize the requirements, policies and procedures for the FBI fingerprint check using Next Generation Identification. All licensed and exempt child caregivers are required to get name based and fingerprint based criminal background checks in the state where the staff member resides and had resided within the last 5 years. Fingerprint based checks are conducted using Next General Identification (NGI).

- i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43 and 98.16(o). All licensed and exempt child caregivers are required to get name based and fingerprint based criminal background checks in the state where the staff member resides and had resided within the last 5 years. Fingerprint based checks are conducted using Next General Identification (NGI). Prior to a child caregiver being hired, they are required under 7 AAC 10 to have a criminal background check conducted through the Background Check Program (BCP). Once a comprehensive background check has been conducted, the BCP issues a final determination. As long as the applicant has no barring crime and/or condition, the employee is eligible for hire. If an applicant is charged or convicted with a barring crime and/or condition the applicant is ineligible for hire. The applicant must apply for a Background Check Variance to be eligible for hire.
- ii. Describe how these requirements apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43 and 98.16(o). All licensed and exempt child caregivers are required to get name based and fingerprint based criminal background checks in the state where the staff member resides and had resided within the last 5 years. Fingerprint based

checks are conducted using Next General Identification (NGI). Prior to a child caregiver being hired, they are required under 7 AAC 10 to have a criminal background check conducted through the Background Check Program (BCP). The BCP conducts the name based and fingerprint criminal background check. Once a comprehensive background check has been conducted, the BCP issues a final determination. As long as the applicant has no barring crime and/or condition, the employee is eligible for hire. If an applicant is charged or convicted with a barring crime and/or condition, the applicant is ineligible for hire. The applicant must apply for a Background Check Variance to be eligible for hire.

- iii. Has the search of the FBI fingerprint check using Next Generation Identification been conducted for all current (existing) child care staff?
- Yes
- No. Check here to indicate request for time-limited waiver for this requirement and enter the expected date of full implementation of this requirement. Describe the status of conducting the FBI fingerprint check using Next Generation Identification for current (existing) child care staff. At a minimum, the description should briefly summarize: 1) efforts to date to implement the requirement for all licensed, regulated and registered providers; and all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers); 2) key activities planned toward implementation of this requirement; 3) key challenges to implementing this requirement; and 4) strategies used to address challenges:
- iv. List the citation: <http://dhss.alaska.gov/dhcs/Pages/cl/bgcheck/default.aspx>
- e) Describe the status of the requirements, policies and procedures for the search of the NCIC's National Sex Offender Registry.
- Fully implemented for all prospective and existing required child care providers (all licensed, regulated or registered; and all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers)). This means that the State/Territory has requirements and procedures in effect, and has conducted the search of the NCIC's NSOR check on all new and existing child care staff.
- i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43 and 98.16(o). All licensed and exempt child caregivers are required to obtain a criminal background check, which consists of a search in the Alaska Sex Offender/Child Kidnapping Registry and the United State Department of Justice's Dru Sjodin National Sex Offender Public Website (NSOPW). Prior to an employee being eligible for hire, they must complete a comprehensive criminal background check through the Alaska Background Check Program (BCP). The BCP issues an initial provisional clearance for hire. Once a comprehensive background check has been conducted, the BCP issues a

final determination. As long as the applicant has no barring crime and/or condition, the employee is eligible for hire. If an applicant is charged or convicted with a barring crime and/or condition, the applicant is ineligible for hire. The applicant must apply for a Background Check Variance to be eligible for hire.

- ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43 and 98.16(o). All licensed and exempt child caregivers are required to obtain a criminal background check, which consists of a search in the Alaska Sex Offender/Child Kidnapping Registry and the United State Department of Justice’s Dru Sjodin National Sex Offender Public Website (NSOPW). Prior to an employee being eligible for hire, they must complete a comprehensive criminal background check through the Alaska Background Check Program (BCP). The BCP issues an initial provisional clearance for hire. Once a comprehensive background check has been conducted, the BCP issues a final determination. As long as the applicant has no barring crime and/or condition, the employee is eligible for hire. If an applicant is charged or convicted with a barring crime and/or condition, the applicant is ineligible for hire. The applicant must apply for a Background Check Variance to be eligible for hire.
- iii. List the citation: 7 AAC 10.905(f)(2)(C)
 - In progress. Check here to indicate request for time-limited waiver for this requirement and enter the expected date of full implementation of this requirement. Describe the status of implementation of requirements, policies and procedures for the NCIC’s National Sex Offender Registry. At a minimum, the description should briefly summarize: 1) efforts to date to implement the requirement for all prospective and existing licensed, regulated and registered providers; and all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers); 2) key activities planned toward implementation of this requirement; 3) key challenges to implementing this requirement; and 4) strategies used to address challenges:
- f) Describe the status of the requirements, policies and procedures for the search of the criminal registries or repositories in other states where the child care staff member resided during the preceding 5 years, with the use of fingerprints being optional in those other states.
 - Fully implemented for all prospective and existing required child care providers (all licensed, regulated or registered; and all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers)). This means that the State/Territory has requirements and procedures in effect, and has conducted the inter-state state criminal registry check on all new and existing child care staff.

- i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43 and 98.16(o). All licensed and exempt child caregivers are required to obtain a criminal background check that includes a search in the criminal registries or repositories in Alaska and the other states where the staff member has resided. The Alaska Background Check Program (BCP) does not limit the check to the previous 5 years. The BCP checks all states in which the staff member has indicated they resided in. Prior to an employee being eligible for hire, they must complete a comprehensive criminal background check through the Alaska Background Check Program (BCP). The BCP issues an initial provisional clearance for hire. Once a comprehensive background check has been conducted, the BCP issues a final determination. As long as the applicant has no barring crime and/or condition, the employee is eligible for hire. If an applicant is charged or convicted with a barring crime and/or condition, the applicant is ineligible for hire. The applicant must apply for a Background Check Variance to be eligible for hire.
 - ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43 and 98.16(o). All licensed and exempt child caregivers are required to obtain a criminal background check that includes a search in the criminal registries or repositories in Alaska and the other states where the staff member has resided. The Alaska Background Check Program (BCP) does not limit the check to the previous 5 years. The BCP checks all states in which the staff member has indicated they resided in. Prior to an employee being eligible for hire, they must complete a comprehensive criminal background check through the Alaska Background Check Program (BCP). The BCP issues an initial provisional clearance for hire. Once a comprehensive background check has been conducted, the BCP issues a final determination. As long as the applicant has no barring crime and/or condition, the employee is eligible for hire. If an applicant is charged or convicted with a barring crime and/or condition, the applicant is ineligible for hire. The applicant must apply for a Background Check Variance to be eligible for hire.
 - iii. List the citation: 7 AAC 10.915(a)(4)
- In progress. Check here to indicate request for time-limited waiver for this requirement and enter the expected date of full implementation of this requirement. Describe the status of implementation of requirements, policies and procedures for the search of the criminal registries or repositories in other states where the child care staff member resided during the preceding 5 years, with the use of fingerprints being optional in those other states. At a minimum, the description should briefly summarize: 1) efforts to date to implement the requirement for all (prospective and existing) licensed, regulated and registered

providers; and all providers eligible to provide care for children receiving CCDF; 2) key activities planned toward implementation of this requirement; 3) key challenges to implementing this requirement; and 4) strategies used to address challenges:

- g) Describe the status of the requirements, policies and procedures for the search of the state sex offender registry or repository in each state where the staff member resided during the previous 5 years.
- Fully implemented for all required child care providers (all licensed, regulated or registered; and all (prospective and existing) child care providers eligible to provide care for children receiving CCDF assistance). This means that the State/Territory has requirements and procedures in effect, and has conducted the inter-state state sex offender registry check on all new and existing child care staff.
 - i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43 and 98.16(o). All licensed and exempt child caregivers are required to obtain a criminal background check, which consists of a search in the Alaska Sex Offender/Child Kidnapping Registry and the United State Department of Justice's Dru Sjodin National Sex Offender Public Website (NSOPW) where the staff member has resided. The Alaska Background Check Program (BCP) does not limit the check to the previous 5 years. The BCP checks all states in which the staff member has indicated they resided in. Prior to an employee being eligible for hire, they must complete a comprehensive criminal background check through the Alaska Background Check Program (BCP). The BCP issues an initial provisional clearance for hire. Once a comprehensive background check has been conducted, the BCP issues a final determination. As long as the applicant has no barring crime and/or condition, the employee is eligible for hire. If an applicant is charged or convicted with a barring crime and/or condition, the applicant is ineligible for hire. The applicant must apply for a Background Check Variance to be eligible for hire.
 - ii. Describe how these requirements, policies and procedures apply to all providers eligible to care for children receiving CCDF, in accordance with 98.43 and 98.16(o). All licensed and exempt child caregivers are required to obtain a criminal background check, which consists of a search in the Alaska Sex Offender/Child Kidnapping Registry and the United State Department of Justice's Dru Sjodin National Sex Offender Public Website (NSOPW) where the staff member has resided. The Alaska Background Check Program (BCP) does not limit the check to the previous 5 years. The BCP checks all states in which the staff member has indicated they resided in. Prior to an employee being eligible for hire, they must complete a comprehensive criminal background check through the Alaska Background Check Program (BCP). The BCP issues an initial provisional clearance for hire. Once a comprehensive background check has been conducted, the BCP issues a final determination. As long as the applicant has no barring crime and/or condition, the employee is eligible for hire. If an applicant is charged or convicted with a barring crime and/or condition, the applicant is ineligible

for hire. The applicant must apply for a Background Check Variance to be eligible for hire.

- iii. List the citation: 7 AAC 910(f)(2)(C)
- In progress. Check here to indicate request for time-limited waiver for this requirement and enter the expected date of full implementation of this requirement. Describe the status of implementation of requirements, policies and procedures for the search of the state sex offender registry or repository in each state where the staff member resided during the previous 5 years. At a minimum, the description should briefly summarize: 1) efforts to date to implement the requirement for all (prospective and existing) licensed, regulated and registered providers; and all providers eligible to provide care for children receiving CCDF; 2) key activities planned toward implementation of this requirement; 3) key challenges to implementing this requirement; and 4) strategies used to address challenges:
- h) Describe the status of the requirements, policies and procedures for the search of the state-based child abuse and neglect registry and database in each State where the staff member resided during the previous 5 years.
 - Fully implemented for all prospective and existing required child care providers (all licensed, regulated or registered; and all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers)). This means that the State/Territory has requirements and procedures in effect, and has conducted the state-based child abuse and neglect registry check on all new and existing child care staff.
 - i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43 and 98.16(o).
 - ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43 and 98.16(o).
 - iii. List the citation:
 - In progress. Check here to indicate request for time-limited waiver for this requirement and enter the expected date of full implementation of this requirement. Describe the status of implementation of requirements, policies and procedures for the search of the state-based child abuse and neglect registry and database in each State where the staff member resided during the previous 5 years. At a minimum, the description should briefly summarize: 1) efforts to date to implement the requirement for all (prospective and existing) licensed, regulated and registered providers; and all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers); 2) key activities planned toward implementation of this requirement; 3) key challenges to implementing this requirement; and 4) strategies used to address challenges:

- 5.4.3 A child care provider must submit a request to the appropriate state/territory agency for a criminal background check for each child care staff member, including prospective child care staff members, prior to the date an individual becomes a child care staff member and at least once every 5 years thereafter. A prospective child care staff member may begin to work on a provisional basis for a child care provider after completing either a Federal Bureau of Investigation (FBI) fingerprint check or a search of the state/territory criminal registry or repository using fingerprints (in the state/territory where the staff member resides. However, the child care staff member must be supervised at all times pending completion of all the background check components (98.43(d)(4)).
- 5.4.4 Does the state/territory allow prospective staff members to begin work on a provisional basis (if supervised at all times) after completing the FBI fingerprint check or a fingerprint check of the state criminal registry or repository in the state where the child care staff member resides?
- No.
- Yes. Describe: The Alaska Background Check Program (BCP) issues an initial provisional background check clearance once the State fingerprint and state criminal registry has been checked and no barring crimes or conditions have been identified the employee is eligible for hire. Provisional clearance is good for 60 days. Once the BCP has conducted the comprehensive background check and received the FBI fingerprint results on the applicant and there are no barring crimes or conditions a final determination of eligible for hire is issued.
- 5.4.5 The state/territory must conduct the background checks as quickly as possible and shall not exceed 45 days after the child care provider submitted the request. The state/territory shall provide the results of the background check in a statement that indicates whether the staff member is eligible or ineligible, without revealing specific disqualifying information. If the staff member is ineligible, the state/territory will provide information about each disqualifying crime to the staff member.
- 5.4.6 Describe the requirements, policies, and procedures in place to respond as expeditiously as possible to other states', territories', and tribes' requests for background check results to accommodate the 45-day timeframe, including any agencies/entities responsible for responding to requests from other states (98.43(a)(1)(iii)). [REDACTED]
- 5.4.7 Child care staff members cannot be employed by a child care provider receiving CCDF subsidy funds if they refuse a background check, make materially false statements in connection with the background check, or are registered or required to be registered on the state or National Sex Offender Registry. Potential staff members also cannot be employed by a provider receiving CCDF funds if they have been convicted of: a felony consisting of murder, child abuse or neglect, crimes against children, spousal abuse, crimes involving rape or sexual assault, kidnapping, arson, physical assault or battery, or—subject to an individual review (at the state/territory's option)—a drug-related offense committed during the preceding 5 years; a violent misdemeanor committed as an adult against a child, including the following crimes—child abuse, child endangerment, or sexual assault; or a misdemeanor involving child pornography (98.43(c)(1)).

Note: The Lead Agency may not publicly release the results of individual background checks. It may release aggregated data by crime as long as the data do not include personally identifiable information (98.43(e)(2)(iii)).

5.4.8 Does the state/territory disqualify child care staff members based on their conviction for other crimes not specifically listed in 98.43(h)?

No.

Yes. Describe: The State of Alaska bars applicants from working in a child care facility if they have any barring crimes and/or conditions listed under 7 AAC 10.905, in addition to the CCDF requirement.

5.4.9 The state/territory has a process for a child care staff member to appeal the results of his or her background check to challenge the accuracy or completeness of the criminal background report, as detailed in 98.43(e)(3). Describe how the Lead Agency ensures the privacy of background checks and provides opportunities for applicants to appeal the results of background checks. In addition, describe whether the state/territory has a review process for individuals disqualified due to a felony drug offense to determine if that individual is still eligible for employment (98.43(e)(2–4)). The State of Alaska has regulations that allow a child care staff member to appeal the results of his or her background check to challenge the accuracy. Under 7 AAC 10.927 Request for a redetermination, an applicant who believes the department has made an error can challenge the background check final determination. A request for redetermination must be submitted to the department within 90 days of notification of the background check final determination. The department within 30 days after receiving the request will review and issue a decision regarding whether to grant or deny the redetermination

5.4.10 The State/Territory may not charge fees that exceed the actual costs of processing applications and administering a criminal background check (98.43(f)). Describe how the state/territory ensures that fees charged for completing the background checks do not exceed the actual cost of processing and administration, regardless of whether they are conducted by the state/territory or a third-party vendor or contractor. Lead Agencies can report that no fees are charged if applicable (98.43(f)).

5.4.11 Federal requirements do not address background check requirements for relative providers who receive CCDF; therefore, States have the flexibility to decide which background check requirements relatives, as defined by CCDF, must meet. *Note:* This exception only applies if the individual cares *only* for relative children. Does the state/territory exempt relatives from background checks?

No, relatives are not exempt from background check requirements.

Yes, relatives are exempt from *all* background check requirements.

Yes, relatives are exempt from *some* background check requirements. If the state/territory exempts relatives from some background check requirements, describe which background check requirements do not apply to relative providers. _____

6 Recruit and Retain a Qualified and Effective Child Care Workforce

This section covers the state or territory framework for training, professional development, and post-secondary education (98.44(a)); provides a description of strategies used to strengthen the business practices of child care providers (98.16(z)); and addresses early learning and developmental guidelines.

States and territories are required to describe their framework for training, professional development, and post-secondary education for caregivers, teachers, and directors, including those working in school-age care (98.44(a)). States and territories must incorporate their knowledge and application of health and safety standards, early learning guidelines, responses to challenging behavior, and the engagement of families. States and territories are required to establish a progression of professional development opportunities to improve the knowledge and skills of CCDF providers (658E(c)(2)(G)). To the extent practicable, professional development should be appropriate to work with a population of children of different ages, English-language learners, children with disabilities, and Native Americans (98.44(b)(2)(iv)). Training and professional development is one of the options that states and territories have for investing their CCDF quality funds (658G(b)(1)).

6.1 Professional Development Framework

6.1.1 Describe how the state/territory developed its training and professional development Each State or Territory must describe their professional development framework for training, professional development, and post-secondary education, which is developed in consultation with the State Advisory Council on Early Childhood Education and Care. The framework should include these components: (1) professional standards and competencies, (2) career pathways, (3) advisory structures, (4) articulation, (5) workforce information, and (6) financing (98.44(a)(3)). Flexibility is provided on the strategies, breadth, and depth with which states and territories will develop and implement their framework. Describe how the state/territory's framework for training and professional development addresses the following required elements:

- State/territory professional standards and competencies. Describe: The Core Knowledge and Competency sub-committee of Alaska's System for Early Education Development (SEED), developed and published Alaska's Early Care and Learning Core Knowledge and Competencies (CKC) in July 2015. The CKC's are based on National and State standards including: the National Association for the Education of Young Children (NAEYC) Teacher Standards; the Alaska Teaching Standards; and the Standards for Culturally Responsive Teaching in Alaska as a basis for the Core Knowledge and Competencies. Additionally, Alaska's CKC's are inclusive of the Alaska Department of Environmental Conservation (DEC) standards, Head Start Performance Standards, and the Council for Professional Recognition CDA Competency Standards. The CKC's are designed to provide information about what early childhood professionals who work with young children need to know, understand, and demonstrate to best facilitate children's learning and development. They are the foundation for training required to meet approval requirements, to

correspond with the Early Learning Guidelines and to be utilized in curriculum and degree requirements within the University of Alaska System.

The CKC's encompass a variety of learning topics including: Child growth, development and learning; Health, nutrition, and safety; Learning environment and curriculum; Interactions with children; Family and community relationships; Professionalism and leadership; Observation and assessment; and Program planning and management. These areas of professional development have been broken down into levels of depth of knowledge and application, and aligned with the SEED registry.

One of the goals is to have the CKC's define the content of training required to meet licensing requirements as well; however, regulatory changes will be required. Additionally, development of Alaska's Training and Trainer Approval System will align with the CKC's and bolster professional development standards and competencies.

Alaska's Core Knowledge and Competencies can be found at:
<http://threadalaska.org/index.cfm/Early-Educators/Forms-You-Can-Use>.

Alaska's CKC's have been endorsed by the Alaska Early Childhood Coordinating Council (state advisory council), Alaska's statewide Child Care Resource and Referral Network, thread, and the Alaska Department of Education and Early Development State School Board.

- Career pathways. Describe: The Alaska System for Early Education Development (SEED) is Alaska's early childhood professional development system. A part of SEED is the SEED Registry, a database tracking and supporting early childhood professionals. This database tracks educational and professional development milestones of early educators on an individual basis, according to the Alaska SEED Career Ladder. The Alaska SEED Career Ladder is a path articulating advancement in the early care and learning profession. It is common to professionals in licensed child care centers, homes, or group homes, school district Pre-Elementary and Elementary schools, private Pre-Elementary and Elementary schools, military child care, tribal child care, Early Head Start/Head Start, and in-home visiting. The SEED Career Ladder aligns with Alaska's Core Knowledge and Competencies. The SEED Professional Development Committee has a subcommittee of members specifically for looking at data, conducting research, and making recommendations for updates to the SEED Career Ladder, or aligning credentials and trainings of other programs with the ladder. The SEED career ladder is an active document that is reviewed and updated by the SEED Professional Development Committee every two years, and was most recently updated in 2017.

The SEED Career Ladder consists of two tracks, one for Early Care and Education (ECE) professionals working in the field, and one for Early Intervention/Infant Learning

Program (EI/ILP) Professionals. The ECE track consists of twelve levels that range from Level 1: Working in the early care and education field or high school diploma/GED with motivation to advance in the Early Care and Education (ECE) field to Level 12: Doctorate in ECE or related field or unrelated field with thirty Early Childhood (EC) credits. The EI/ILP track ranges from Level 7: Current CDA or current Parents As Teachers credential and completion of applicable sections of the Part C credential to level 12: Ph.D. in related field with current certification or licensure (as required) and completion of the Part C Credential. The SEED Professional Development Committee is/will be exploring the possibility of future tracks on the SEED Career Ladder for school-age, Montessori, and Head Start Programs.

Currently, participation in the SEED Registry is voluntary across the programs mentioned earlier with the exception of professionals working in Early Intervention/Infant Learning Programs. All initiatives in the state require participation in the SEED registry, and Professional Development reimbursements are linked to the SEED Career Ladder, and Learn & Grow, Alaska's Quality Recognition and Improvement System will require participation in the SEED registry. The SEED Career Ladder is also used in: determining wage incentives in pilot programs; informing decisions by administrators of individual program staff wages; and in aligning the field with salaries and wages. It is a future goal of the Lead Agency, Child Care Program Office, to phase in required placement for all providers working in programs that are licensed or regulated to serve children birth to age 13.

For more information about SEED visit: <http://www.seedalaska.org/index.cfm/SEED-Registry/Career-Ladder/>

- Advisory structure. Describe: The Alaska System for Early Education Development (SEED) is a professional development system for early educators in Alaska. Managed by "thread," Alaska's statewide Child Care Resource and Referral Network, SEED is a collaborative of the following entities with active representation from:
 - Alaska Association for the Education of Young Children
 - Alaska Family Child Care Association;
 - Alaska Head Start Association;
 - Best Beginnings;
 - Camp Fire Alaska USA: Before/After School program;
 - Military Child Care;
 - Anchorage School District;
 - Municipality of Anchorage, Child Care Licensing Program;
 - State of Alaska, Department of Health and Social Services: Child Care Program Office (Child Care Assistance Program, Child Care Licensing, Child Care Grant, Alaska Inclusive Child Care (Alaska IN!) Program); Infant Learning Program (ILP, TACSEI/Pyramid Model

Partnership); Early Childhood Comprehensive Systems; Strengthening Families; and Early Childhood Mental Health;
State of Alaska, Department of Education and Early Development (includes Head Start Collaboration Office and Pre-Elementary School Programs);
thread, Alaska's statewide Child Care Resource and Referral Network;
Tribal Child Care ;
University of Alaska: Anchorage and Fairbanks;
Learn & Grow, Alaska's Quality Recognition and Improvement System ;
After School Network; and
Private Child Care.

This group meets regularly to track and inform progress and activities in the Alaska Statewide Professional Development Plan (2015). This includes action steps and goals in: the Core Knowledge and Competencies; access and outreach to create a continuum of supports for recruitment and retention; qualifications, credentials, and pathways; quality assurance for training and trainers; funding; and governance.

Alaska SEED is a designated sub-committee of the Alaska Early Childhood Coordinating Council, Workforce Development Committee.

- Articulation. Describe: _____
Workforce information. Describe: The state child care database used by child care licensing is the Integrated Child Care Information System (ICCIS). The Alaska System for Early Education Development (SEED) Registry is the database supporting early childhood professionals that track educational and professional development milestones of early educators on an individual basis. Additionally, SEED captures compensation information as well as employment history. Participation in the SEED Registry is voluntary.

Data is collected from early childhood partners by the Lead Agency, Child Care Program Office (CCPO) and includes: the demographic characteristics of practitioners or providers working directly with children, training records of individuals and their qualifications, compensation information, retention rates, programs they are working in, and the number of scholarships or financial incentives they are receiving. This data is currently used to inform two pilot wage incentive programs for eligible professionals based on longevity in position and level of professional development/education in the early care and learning field in Anchorage and Juneau. Both pilot programs are currently funded outside of CCDF dollars.

In order to strengthen recruitment and retention activities and corresponding data, a stakeholder meeting was held with the Lead Agency, CCPO, Municipality of Anchorage Child Care Licensing, and Alaska's statewide Child Care Resource and Referral Network, thread. This meeting was held September 30, 2014 - October 1, 2014. Outcomes of this

meeting included: strengthening relationships between partner organizations; sharing information, trends and data on program closures; examining state and regional challenges related to recruitment and retention; learning about best practices and other state strategies; and creating solutions for advancing recruitment and retention activities.

- Financing. Describe: _____

The following phrases are optional elements, or elements that should be implemented to the extent practicable, in the training and professional development framework.

- Continuing education unit trainings and credit-bearing professional development to the extent practicable. Describe: _____
- Engagement of training and professional development providers, including higher education, in aligning training and educational opportunities with the state/territory's framework. Describe: _____

Other. Describe: _____

- 6.1.2 Describe how the state/territory developed its training and professional development requirements in consultation with the State Advisory Council on Early Childhood Education and Care (if applicable) or with another state or state-designated cross-agency body if there is no SAC that addresses the professional development, training, and education of child care providers and staff. The Alaska System for Early Education Development (SEED) Professional Development Committee is a subcommittee of the workforce development committee of Alaska's Early Childhood Coordinating Council (AECCC). The SEED subcommittee is focused on the early care and learning professional development planning as part of the overall focus of the Early Childhood workforce development committee.

The AECCC workforce development committee recognizes the SEED committee as state experts and is made up of lead agency representation to guide and inform professional development requirements. In FY15, the AECCC endorsed the SEED Core Knowledge and Competencies following a presentation and request by the SEED committee. With positive endorsement from the AECCC, SEED has worked to receive additional endorsements of the Core Knowledge and Competencies including the Alaska State School Board of Education.

- 6.1.3 Identify how the framework improves the quality, diversity, stability, and retention of caregivers, teachers, and directors (98.44(a)(7)). Check and describe all that apply.

- Financial assistance to attain credentials and post-secondary degrees. Describe: _____
- Financial incentives linked to educational attainment and retention. Describe: _____
- Financial incentives and compensation improvements. Describe: _____
- Registered apprenticeship programs. Describe: _____
- Outreach to high school (including career and technical) students. Describe: _____

- Policies for paid sick leave. Describe: _____
- Policies for paid annual leave. Describe: _____
- Policies for health care benefits. Describe: _____
- Policies for retirement benefits. Describe: _____
- Support for providers' mental health, such as training in reflective practices and stress-reduction techniques and health and mental health consultation services. Describe: _____
- Other. Describe: _____

6.2 Training and Professional Development Requirements

The state/territory must develop training and professional development requirements, including pre-service or orientation training (to be completed within 3 months) and ongoing requirements designed to enable child care providers to promote the social, emotional, physical, and cognitive development of children and to improve the knowledge and skills of the child care workforce. Such requirements shall be applicable to child care providers caring for children receiving CCDF funds across the entire age span, from birth through age 12 (658E(c)(2)(G)). Ongoing training and professional development should be accessible and appropriate to the setting and age of the children served (98.44(b)(2)).

6.2.1 Describe how the state/territory incorporates the knowledge and application of its early learning and developmental guidelines (where applicable); its health and safety standards (as described in section 5); and social-emotional/behavioral and early childhood mental health intervention models, which can include positive behavior intervention and support models (as described in section 2) in the training and professional development requirements (98.44(b)(2)(ii)).

6.2.2 Describe how the state/territory's training and professional development requirements are accessible to providers supported through Indian tribes or tribal organizations receiving CCDF funds (as applicable) (98.44(b)(2)(vi)). The professional development supports in Alaska are available to tribal entity's including the following through Alaska's statewide Child Care Resource and Referral Network, thread: training and technical assistance; presentations from tribal conferences; Alaska System for Early Education Development (SEED) Registry; and Professional Development Reimbursements. Members of Tribal Organizations receiving CCDF participate in the SEED Professional Development Committee. Additionally, thread partners through MOU's and through community outreach with Tribal Organizations receiving CCDF to align training and professional development opportunities. Alaska established regular quarterly meetings between the Child Care Program Office (CCPO) and Tribal Child Care and Development Fund (CCDF) Partners on the following topics to strengthen connections: Aug 5, 2014, AK Tribal Call regarding Licensing (CCPO Child Care Licensing); Oct 28, 2014, AK Tribal Call regarding Child Care Assistance (CCPO Child Care Assistance Program); Dec 11, 2014, AK Tribal Call regarding Professional Development (thread); and March 19, 2015, AK Tribal Call regarding Market Price Survey (CCPO). All of thread's training is accessible and available to tribal child care providers and programs. In addition to training, SEED Registry (Career Ladder), and utilization of the Core

Knowledge and Competencies are available and accessible to tribal organizations receiving CCDF.

6.2.3 Describe how the state/territory will recruit and facilitate the participation of providers with limited English proficiency and persons with disabilities (98.16(dd)). The CCDF Lead Agency, the Child Care Program Office, and its designees/grantees have access to a language line, and assistance in communicating with providers for whom English is not their first language. As part of continued recruitment and retention efforts, the lead agency, in partnership with thread, will outreach to providers who do not use English as their primary language. Goals for recruitment and retention of this population include collaboration with tribal organizations.

6.2.4 If the Lead Agency provides information or services to providers in other non-English languages, please identify the three primary languages offered or specify that the State has the ability to have translation/interpretation in primary and secondary languages. Interpreter Services are available to an individual who is not able to or is limited in speaking, reading, or writing English, or the individual requests translation services. Telephonic services are provided free of charge by the Division of Public Assistance (DPA) for DPA staff and Designees through Telelanguage at 1-855-878-7423. Additionally, upon request, Alaska's statewide Child Care Resource and Referral Network, thread, utilizes translation services through the Alaska Immigration Justice Project to ensure training and technical assistance is available to all child care providers, regardless of language.

Some areas of Alaska's statewide Child Care Resource and Referral Network, thread's, website are available in Spanish and are available to provide a high level overview and understanding of services, supports and resources available. Thread, also offers training and technical assistance in Spanish. By request, thread can support providers who speak and learn in another language.

Thread offers information, support and access to services available on their website.

Applications are available in Spanish for the Alaska System for Early Education Development (SEED) Registry and related financial reimbursement supports, participation in the Child Care Search database, and application for quality initiative participation.

6.2.5 Describe how the state/territory's training and professional development requirements are appropriate, to the extent practicable, for child care providers who care for children receiving child care subsidies, including children of different age groups (such as specialized credentials for providers who care for infants and/or school-age children); English-language learners; children with developmental delays and disabilities; and Native Americans, including Indians and Native Hawaiians (98.44(b)(2)(iii-iv)).

6.2.6 The Lead Agency must provide training and technical assistance to providers and appropriate Lead Agency (or designated entity) staff on identifying and serving homeless children and families (658E(c)(3)(B)(i)).

a) Describe the state/territory's training and TA efforts for providers in identifying and serving homeless children and their families (relates to question 3.2.2). _____

b) Describe the state/territory’s training and TA efforts for Lead Agency (or designated entity) staff in identifying and serving homeless children and their families (connects to question 3.2.2). Information was presented during the Local Administrators teleconference on August 25, 2016 and an email with all brochures was sent to all the school district McKinney-Vento liaisons asking them to share our information with a particular focus on reaching families who are experiencing homelessness.

6.2.7 The states and territories are required to describe effective internal controls that are in place to ensure program integrity and accountability (98.68(a)). Describe how the state/territory ensures that all providers for children receiving CCDF funds are informed and trained regarding CCDF requirements and integrity (98.68(a)(3)). Check all that apply.

- Issue policy change notices
- Issue new policy manual
- Staff training
- Orientations
- Onsite training
- Online training
- Regular check-ins to monitor the implementation of CCDF policies
- The type of check-ins, including the frequency. Describe: The CCDF Lead Agency conducts at least two annual inspections, one announced and one unannounced, to monitor provider compliance and implementation of CCDF policies.

Other. Describe:

6.2.8 Lead Agencies must develop and implement strategies to strengthen the business practices of child care providers to expand the supply and to improve the quality of child care services (98.16 (z)). Describe the state/territory’s strategies to strengthen provider’s business practices, which can include training and/or TA efforts.

a) Identify the strategies that the state/territory is developing and implementing for training and TA. Training and TA efforts are made throughout the year as well as when requested, to assist providers with strengthening business practices. These trainings and/or Ta can be obtained through provider meetings (chats) held by the lead agency Licensing Specialists, or through the Child Care Resource and Referral Agency (CCR&R), thread. Additionally, Alaska’s Quality Recognition and Improvement System, Learn & Grow, incorporates training requirements in the strengthening business practices, to include Human Resource Management and Fiscal Management.

b) Check the topics addressed in the state/territory’s strategies. Check all that apply.

- Fiscal management
- Budgeting
- Recordkeeping
- Hiring, developing, and retaining qualified staff
- Risk management
- Community relationships
- Marketing and public relations

- Parent-provider communications, including who delivers the training, education, and/or technical assistance
- Other. Describe: Coaching and mentoring best practices.

6.3 Early Learning and Developmental Guidelines

6.3.1 States and territories are required to develop, maintain, or implement early learning and developmental guidelines that are appropriate for children in a forward progression from birth to kindergarten entry (i.e., birth-to-three, three-to-five, birth-to-five), describing what children should know and be able to do and covering the essential domains of early childhood development. These early learning and developmental guidelines are to be used statewide and territory-wide by child care providers and in the development and implementation of training and professional development (658E(c)(2)(T)). The required essential domains for these guidelines are cognition, including language arts and mathematics; social, emotional, and physical development; and approaches toward learning (98.15(a)(9)). At the option of the state/territory, early learning and developmental guidelines for out-of-school time may be developed. *Note:* States and territories may use the quality set-aside, discussed in section 7, to improve on the development or implementation of early learning and developmental guidelines.

- a) Describe how the state/territory’s early learning and developmental guidelines are research-based, developmentally appropriate, culturally and linguistically appropriate, and aligned with kindergarten entry. The Alaska Department of Education and Early Development (DEED) in partnership with the Alaska Department of Health and Social Services (DHSS) are the lead agencies for the development of Alaska's Early Learning Guidelines (ELG) in 2007. The development of the ELG’s included many early child care agency and program partners and researched based recommendations. ELG’s provide indicators and strategies for providers, parents, and children birth to Kindergarten entry on seventy-four specific goals across five domains. The ELG’s use indicators and strategies within and across age ranges, identifying infant and toddler specific goals, indicators, and strategies. Alaska’s Early Childhood Coordinating Council (AECCC) has made it a priority to update and realign the ELG’s with Alaska’s education standards.
- b) Describe how the state/territory’s early learning and developmental guidelines are appropriate for all children from birth to kindergarten entry. Alaska’s Early Learning Guidelines (ELG) outline the developmental milestones for children from birth to 5, as they prepare for kindergarten. The ELG’s include information on social, emotional, physical, and cognitive development of children.
- c) Check the domain areas included in the state/territory’s early learning and developmental guidelines. Check all that apply.
 - Cognition, including language arts and mathematics
 - Social development
 - Emotional development
 - Physical development
 - Approaches toward learning
 - Other. Describe: _____

- d) Describe how the state/territory's early learning and developmental guidelines are implemented in consultation with the educational agency and the State Advisory Council or other state or state-designated cross-agency body if there is no SAC. The Alaska Department of Education and Early Development (DEED) in partnership with the Alaska Department of Health and Social Services (DHSS) are the lead agencies for the development of Alaska's Early Learning Guidelines (ELG) in 2007. The implementation and updates of the ELG are coordinated through the Early Childhood Coordinating Council (AECCC); System for Early Education Development (SEED) Professional Development Committee; Learn & Grow, Alaska's Quality Recognition and Improvement System (QRIS) Executive and Stakeholder Committees; and the ELG steering committee.
- e) Describe how the state/territory's early learning and developmental guidelines are updated and include the date first issued and/or the frequency of updates. Alaska's update is in the planning stage. The Alaska Early Childhood Coordinating Council (AECCC) agreed to revise Alaska's Early Learning Guidelines (ELGs) as a key priority. Revisions to Alaska's ELGs will reflect changes in Alaska's educational standards.
- f) Provide the Web link to the state/territory's early learning and developmental guidelines. Alaska's Early Learning Guidelines (ELG's) may be accessed on line at <http://education.alaska.gov>.

6.3.2 CCDF funds cannot be used to develop or implement an assessment for children that:

- Will be the primary or sole basis to determine a child care provider ineligible to participate in the CCDF,
- Will be used as the primary or sole basis to provide a reward or sanction for an individual provider,
- Will be used as the primary or sole method for assessing program effectiveness,
- Will be used to deny children eligibility to participate in the CCDF (658E(c)(2)(T)(ii)(I); 98.15(a)(2)).

Describe how the state/territory's early learning and developmental guidelines are used. ELG's provide indicators and strategies for providers, parents and children birth to Kindergarten entry on seventy-four specific goals across five domains. These goals set the standards and expectations for Alaska's youngest children. The ELG's use indicators and strategies within and across age ranges, identifying infant and toddler specific goals, indicators, and strategies. The ELG's are distributed to child care providers through many avenues including the Child Care Resource and Referral Agency, (CCR&R), thread, the lead agency, and Best Beginnings. Family-friendly activity guides based on Alaska's ELGs are available in Spanish, English, and Yup'ik through Best Beginnings (Public-Private Partnership. The web address is <http://www.bestbeginningsalaska.org/early-learning-materials.html>.

6.3.3 If quality funds are used to develop, maintain, or implement early learning guidelines, describe the measureable indicators that will be used to evaluate the state/territory's progress in improving the quality of child care programs and services and the data on the extent to which the state/territory has met these measures (98.53(f)(3)).

7 Support Continuous Quality Improvement

Lead Agencies are required to reserve and use a portion of their Child Care and Development Fund program expenditures for activities designed to improve the quality of child care services and to increase parental options for and access to high-quality child care (98.53). The quality activities should be aligned with a statewide or territory-wide assessment of the state's or territory's need to carry out such services and care.

States and territories are required to report on these quality improvement investments through CCDF in three ways:

1. In the Plan, states and territories will describe the types of activities supported by quality investments over the 3-year period (658G(b); 98.16(j)).
2. ACF will collect annual data on how much CCDF funding is spent on quality activities using the expenditure report (ACF-696). This report will be used to determine compliance with the required quality and infant and toddler spending requirements (658G(d)(1); 98.53(f)).
3. For each year of the Plan period, states and territories will submit a separate annual Quality Progress Report that will include a description of activities to be funded by quality expenditures and the measures used by the state/territory to evaluate its progress in improving the quality of child care programs and services within the state/territory (658G(d); 98.53(f)).

States and territories must fund efforts in at least one of the following 10 activities:

- Supporting the training and professional development of the child care workforce
- Improving on the development or implementation of early learning and developmental guidelines
- Developing, implementing, or enhancing a tiered quality rating and improvement system for child care providers and services
- Improving the supply and quality of child care programs and services for infants and toddlers
- Establishing or expanding a statewide system of child care resource and referral services
- Supporting compliance with state/territory requirements for licensing, inspection, monitoring, training, and health and safety (as described in section 5)
- Evaluating the quality of child care programs in the state/territory, including evaluating how programs positively impact children
- Supporting providers in the voluntary pursuit of accreditation
- Supporting the development or adoption of high-quality program standards related to health, mental health, nutrition, physical activity, and physical development
- Performing other activities to improve the quality of child care services, as long as outcome measures relating to improved provider preparedness, child safety, child well-being, or kindergarten entry are possible.

Throughout this Plan, states and territories will describe the types of quality improvement activities where CCDF investments are being made, including but not limited to, quality set-aside funds and will describe the measurable indicators of progress used to evaluate state/territory progress in improving the quality of child care services for each expenditure (98.53(f)).

This section covers the quality activities needs assessment and quality improvement activities and indicators of progress for each of the activities undertaken in the state or territory.

7.1 Quality Activities Needs Assessment for Child Care Services

- 7.1.1 Lead Agencies must invest in quality activities based on an assessment of the state/territory's needs to carry out those activities. Lead Agencies have the flexibility to design an assessment of their quality activities that best meet their needs, including how often they do the assessment. Describe your state/territory assessment process, including the frequency of assessment (658G(a)(1); 98.53(a)). The Alaska Early Childhood Coordinating Council (AECCC) is responsible for coordination of state systems in order to provide quality efficient, effective, and accessible services for young children. AECCC includes representatives from both the public and private sectors and members generally meet quarterly. Other committees engaged in assessing state needs and working on quality activities include but are not limited to: the System for Early Education Development (SEED) professional development committee; Learn & Grow, Alaska's Quality Recognition and Improvement System; AECCC subcommittees Healthy Start and Strong Families, High Quality Early Care and Education, Data and Systems Alignment, Innovation and Long Term Investment, Public Engagement and Community Partnerships; Developmental Screenings task force; ECE obesity prevention committee; and the Strengthening Families Leadership team.
- 7.1.2 Describe the findings of the assessment and if any overarching goals for quality improvement were identified. AECCC priorities and goals are a result of cross sector collaboration and involvement in strategic planning efforts. The AECCC engages in strategic planning efforts that include reviewing federal and state requirements, assessing state needs, reviewing data, and considering national best practice. The council is focused on recommendations that include but are not limited to: expanding early childhood services to new children and families through in and out of home services; identifying methods to increase the pay in early childhood settings, particularly for those with higher degrees; implementing a Quality Rating and Improvement System (QRIS); increasing awareness of the Alaska Early Learning Guidelines; embedding Strengthening Families protective factors through systems across the board; supporting and promoting a local partnerships grant process to invest in early childhood and family support; ensuring well child exams are accessible to all children in Alaska; and seeking to ensure every child and their family has full access to age appropriate services that promote physical, emotional, and behavioral health and safety.

7.2 Use of Quality Funds

- 7.2.1 Check the quality improvement activities in which the state/territory is investing.
- Supporting the training and professional development of the child care workforce
If checked, respond to section 7.3 and indicate which funds will be used for this activity.
Check all that apply.
- CCDF funds
 Other funds

- Developing, maintaining, or implementing early learning and developmental guidelines. If checked, respond to section 6.3 and indicate which funds will be used for this activity. Check all that apply.
 - CCDF funds
 - Other funds
- Developing, implementing, or enhancing a tiered quality rating and improvement system. If checked, respond to 7.4 and indicate which funds will be used for this activity. Check all that apply.
 - CCDF funds
 - Other funds
- Improving the supply and quality of child care services for infants and toddlers. If checked, respond to 7.5 and indicate which funds will be used for this activity. Check all that apply.
 - CCDF funds
 - Other funds
- Establishing or expanding a statewide system of CCR&R services, as discussed in 1.7. If checked, respond to 7.6 and indicate which funds will be used for this activity. Check all that apply.
 - CCDF funds
 - Other funds
- Facilitating compliance with state/territory requirements for inspection, monitoring, training, and health and safety standards (as described in section 5). If checked, respond to 7.7 and indicate which funds will be used for this activity. Check all that apply.
 - CCDF funds
 - Other funds
- Evaluating and assessing the quality and effectiveness of child care services within the state/territory. If checked, respond to 7.8 and indicate which funds will be used for this activity. Check all that apply.
 - CCDF funds
 - Other funds
- Supporting accreditation. If checked, respond to 7.9 and indicate which funds will be used for this activity. Check all that apply.
 - CCDF funds
 - Other funds
- Supporting state/territory or local efforts to develop high-quality program standards relating to health, mental health, nutrition, physical activity, and physical development. If checked, respond to 7.10 and indicate which funds will be used for this activity. Check all that apply.
 - CCDF funds
 - Other funds
- Other activities determined by the state/territory to improve the quality of child care services and which measurement of outcomes related to improved provider preparedness, child safety, child well-being, or kindergarten entry is possible. If checked, respond to 7.11 and indicate which funds will be used for this activity. Check all that apply.

- CCDF funds
- Other funds

7.3 Supporting Training and Professional Development of the Child Care Workforce With CCDF Quality Funds

Lead Agencies can invest in the training, professional development, and post-secondary education of the child care workforce as part of a progression of professional development activities, such as those included at 98.44 in addition to the following (98.53(a)(1)).

7.3.1 Describe how the state/territory funds the training and professional development of the child care workforce.

a) Check and describe which content is included in training and professional development activities and describe who or how an entity is funded to address this topic. Check all that apply.

- Promoting the social, emotional, physical, and cognitive development of children, including those efforts related to nutrition and physical activity, using scientifically based, developmentally appropriate, and age-appropriate strategies. Describe Alaska's statewide Child Care Resource and Referral Network, thread, funded by a grant through the Lead Agency, the Child Care Program Office, offers approved training and/or makes training referrals to the workforce. All thread training includes alignment to Alaska's Early Childhood Core Knowledge and Competencies, the Alaska Early Learning Guidelines, developmentally appropriate and age appropriate strategies and national best practices. Licensed child care providers have caregiver qualifications including an orientation which includes but is not limited to nutrition and age-appropriate feeding; and access to physical activity. Licensing specialists provide chats (training) to child care providers on these topics as well as others. Additionally, scholarships are available through the University of Alaska system through a Reimbursable Service Agreement (RSA) with the lead agency. This scholarship provides students working in the field with scholarship funds to support higher education in early childhood courses including social, emotional, physical, and cognitive development of children, including nutrition and physical activity.
- Implementing behavior management strategies, including positive behavior interventions and support models that promote positive social-emotional development and early childhood mental health and that reduce challenging behaviors, including a reduction in expulsions of preschool-age children from birth to age 5 for such behaviors. (See also section 2.5.) Describe: Alaska's statewide Child Care Resource and Referral Network, thread, funded by a grant through the Lead Agency, the Child Care Program Office, provides an array of positive behavioral interventions and approved training to the workforce. All thread training includes alignment to Alaska's Early Childhood Core Knowledge and Competencies, the Alaska Early Learning Guidelines, developmentally appropriate and age appropriate strategies and national best practices. Specific trainings include, but are not limited to: Pyramid Model Foundations, Adverse Childhood

Experiences, and Brain Development. Additionally, thread provides individual child consultation when requested by programs. Scholarships are available through the University of Alaska system through a Reimbursable Service Agreement (RSA) with the lead agency. This scholarship provides students working in the field with scholarship funds to support higher education in early childhood courses including behavior management strategies, positive behavior interventions and support models that promote positive social-emotional development and early childhood mental health and that reduce challenging behaviors, including a reduction in expulsions of preschool-age children from birth to age 5 for such behaviors. Finally, the Lead Agency provides behavior guidance chats to licensed programs.

- ☒ Engaging parents and families in culturally and linguistically appropriate ways to expand their knowledge, skills, and capacity to become meaningful partners in supporting their children’s positive development. Describe: Alaska’s statewide Child Care Resource and Referral Network, thread, funded by a grant through the Lead Agency, the Child Care Program Office, provides “Parent Talks” to help families expand their knowledge, skills, and capacity to become meaningful partners in supporting their child’s positive development.

- ☒ Implementing developmentally appropriate, culturally and linguistically responsive instruction, and evidence-based curricula and designing learning environments that are aligned with state/territory early learning and developmental standards. Describe: The professional development supports in Alaska partner with tribal entity’s including the following through Alaska’s statewide Child Care Resource and Referral Network, thread: training and technical assistance; presentations from tribal conferences; Alaska System for Early Education Development (SEED) Registry; and Professional Development Reimbursements. Members of Tribal Organizations receiving CCDF participate in the SEED Professional Development Committee. Additionally, thread partners through community outreach with Tribal Organizations receiving CCDF to align training and professional development opportunities.

Alaska established regular quarterly meetings between the Child Care Program Office (CCPO) and Tribal Child Care and Development Fund (CCDF) Partners to collaborate on implementing developmentally appropriate, culturally and linguistically responsive instruction, professional development, and curriculum.

- ☒ Providing onsite or accessible comprehensive services for children and developing community partnerships that promote families’ access to services that support their children’s learning and development. Describe: Alaska’s statewide Child Care Resource and Referral Network, thread, funded by a grant through the Lead Agency, the Child Care Program Office, administers Alaska IN!, on-site child observations, referrals to other agencies like help me grow, ILP.
- ☒ Using data to guide program evaluation to ensure continuous improvement. Describe: Alaska’s statewide Child Care Resource and Referral Network, thread, funded by a grant through the Lead Agency, the Child Care Program Office, and provides an array of

training and technical assistance around guiding programs through continuous improvement practices. SEED, housed and managed at thread, administers Alaska's Early Childhood Administrator Credential, which includes courses that instruct a program on how to use data based decision making to guide program evaluation and ensure continuous improvement. Learn & Grow, Alaska's Quality Recognition and Improvement System (QRIS) requires administrators to achieve this credential. Scholarships are available through the University of Alaska system through a Reimbursable Service Agreement (RSA) with the lead agency. This scholarship provides students working in the field with scholarship funds to support higher education in early childhood courses to meet the requirements of Alaska's Early Childhood Administrator Credential, including human resources and fiscal management to guide programs in continuous improvement.

- Caring for children of families in geographic areas with significant concentrations of poverty and unemployment. Describe: _____
- Caring for and supporting the development of children with disabilities and developmental delays. Describe: Alaska's statewide Child Care Resource and Referral Network, thread, funded by a grant through the Lead Agency, the Child Care Program Office, and offers a variety of courses related to supporting the individual needs of children with disabilities and developmental delays. All thread training includes alignment to Alaska's Early Childhood Core Knowledge and Competencies, the Alaska Early Learning Guidelines, developmentally appropriate and age appropriate strategies and national best practices. Some training topics include: Positive Behavioral Supports and working with challenging behaviors, Brain Development, Inclusionary Practices, and Understanding the American Disabilities Act (ADA) and IDEA law. The lead agency provides chats (training) to child care providers on these topics as well as others. Additionally, scholarships are available through the University of Alaska system through a Reimbursable Service Agreement (RSA) with the lead agency. This scholarship provides students working in the field with scholarship funds to support higher education in early childhood courses including caring for and supporting the development of children with disabilities.
- Supporting the positive development of school-age children. Describe: Alaska's statewide Child Care Resource and Referral Network, thread, funded by a grant through the Lead Agency, the Child Care Program Office, and offers courses related to supporting the positive development of school age children. Scholarships are available through the University of Alaska system through a Reimbursable Service Agreement (RSA) with the lead agency. This scholarship provides students working in the field with scholarship funds to support higher education in courses including the school age population.
- Other. Describe: _____

b) Check how the state/territory connects child care providers with available federal and state/territory financial aid or other resources to pursue post-secondary education relevant for the early childhood and school-age workforce. Check all that apply.

- Coaches, mentors, consultants, or other specialists available to support access to post-secondary training, including financial aid and academic counseling
- Statewide or territory-wide, coordinated, and easily accessible clearinghouse (i.e., an online calendar, a listing of opportunities) of relevant post-secondary education opportunities
- Financial awards, such as scholarships, grants, loans, or reimbursement for expenses, from the state/territory to complete post-secondary education
- Other. Describe:

7.3.2 Describe the measurable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures.

7.4 Quality Rating and Improvement System

Lead Agencies may respond in this section based on other systems of quality improvement, even if not called a QRIS, as long as the other quality improvement system contains the elements of a QRIS.

7.4.1 Does your state/territory have a quality rating and improvement system?

- Yes, the state/territory has a QRIS operating statewide or territory-wide. Describe how the QRIS is administered (e.g., statewide or locally or through CCR&R entities) and any partners and provide a link, if available.
- Yes, the state/territory has a QRIS initiative operating as a pilot-test in a few localities or only a few levels but does not have a fully operating initiative on a statewide or territory-wide basis. Provide a link, if available. The link to Alaska's Quality Recognition and Improvement System (QRIS), Learn & Grow is: <http://threadalaska.org/>
- If Yes, describe the measurable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures. Learn & Grow currently collects information on number of eligible programs participating, level of achievement, number of children enrolled by quality level, number of children on child care assistance participating by level of quality, and administrator and teacher demographic information related to education and salary.
- No, but the state/territory is in the QRIS development phase.
- No, the state/territory has no plans for QRIS development.

7.4.2 QRIS participation.

- a) Are providers required to participate in the QRIS?
 - Participation is voluntary.

- Participation is mandatory for providers serving children receiving a subsidy. If checked, describe the relationship between QRIS participation and subsidy (e.g., minimum rating required, reimbursed at higher rates for achieving higher ratings, participation at any level). _____
 - Participation is required for all providers.
- b) Which types of settings or distinctive approaches to early childhood education and care participate in the state/territory's QRIS? Check all that apply.
- Licensed child care centers
 - Licensed family child care homes
 - License-exempt providers
 - Early Head Start programs
 - Head Start programs
 - State prekindergarten or preschool programs
 - Local district-supported prekindergarten programs
 - Programs serving infants and toddlers
 - Programs serving school-age children
 - Faith-based settings
 - Tribally operated programs
 - Other. Describe: _____

7.4.3 Support and assess the quality of child care providers.

The Lead Agency may invest in the development, implementation, or enhancement of a tiered quality rating and improvement system for child care providers and services. *Note:* If a Lead Agency decides to invest CCDF quality dollars in a QRIS, that agency can use the funding to assist in meeting consumer education requirements (98.33). If the Lead Agency has a QRIS, respond to questions 7.4.3 through 7.4.7.

Do the state/territory's quality improvement standards align with or have reciprocity with any of the following standards?

- No.
- Yes. If yes, check the type of alignment, if any, between the state/territory's quality standards and other standards. Check all that apply.
 - Programs that meet state/territory preK standards are able to meet all or part of the quality improvement standards (e.g., content of the standards is the same, there is a reciprocal agreement between preK programs and the quality improvement system).
 - Programs that meet federal Head Start Program Performance Standards are able to meet all or part of the quality improvement standards (e.g., content of the standards is the same, there is a reciprocal agreement between Head Start programs and the quality improvement system).

- Programs that meet national accreditation standards are able to meet all or part of the quality improvement standards (e.g., content of the standards is the same, an alternative pathway exists to meeting the standards).
- Other. Describe: _____
- None.

7.4.4 Do the state/territory’s quality standards build on its licensing requirements and other regulatory requirements?

- No.
- Yes. If yes, check any links between the state/territory’s quality standards and licensing requirements.
 - Requires that a provider meet basic licensing requirements to qualify for the base level of the QRIS.
 - Embeds licensing into the QRIS.
 - State/territory license is a “rated” license.
 - Other. Describe: _____
 - Not linked.

7.4.5 Does the state/territory provide financial incentives and other supports designed to expand the full diversity of child care options and help child care providers improve the quality of services that are provided through the QRIS.

- No.
- Yes. If yes, check all that apply.
 - One time grants, awards, or bonuses
 - Ongoing or periodic quality stipends
 - Higher subsidy payments
 - Training or technical assistance related to QRIS
 - Coaching/mentoring
 - Scholarships, bonuses, or increased compensation for degrees/certificates
 - Materials and supplies
 - Priority access for other grants or programs
 - Tax credits (providers or parents)
 - Payment of fees (e.g., licensing, accreditation)
 - Other: Discounts at national early childhood manufacturers
 - None

7.4.6 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures. Learn & Grow has three internal program goals associated with Phase I. 1) 25% eligible program participants; 2) 85% of enrolled programs will achieve Level 1; and 3) 20% of Level 1 programs will achieve Level 2. The CCDF Lead Agency has also developed a

performance measure for Learn & Grow by the number and percent of child care facilities advancing annually to the next level of Learn & Grow. The target for this performance measure is 5% or more of facilities participating in Learn & Grow advance to the next level annually.

7.5 Improving the Supply and Quality of Child Care Programs and Services for Infants and Toddlers

Lead Agencies are encouraged to use the needs assessment to systematically review and improve the overall quality of care that infants and toddlers receive, the systems in place or needed to support and enhance the quality of infant and toddler providers, the capacity of the infant and toddler workforce to meet the unique needs of very young children, and the methods in place to increase the proportion of infants and toddlers in higher quality care.

Lead Agencies are required to spend 3 percent of their total CCDF expenditures on activities to improve the supply and quality of their infant and toddler care.

7.5.1 What activities are being implemented by the state/territory to improve the supply (see also section 4) and quality of child care programs and services for infants and toddlers? Check all that apply and describe.

- Establishing or expanding high-quality community- or neighborhood-based family and child development centers. These centers can serve as resources to child care providers to improve the quality of early childhood services for infants and toddlers from low-income families and to improve eligible child care providers' capacity to offer high-quality, age-appropriate care to infants and toddlers from low-income families. Describe: _____
- Establishing or expanding the operation of community- or neighborhood-based family child care networks. Describe: _____
- Providing training and professional development to enhance child care providers' ability to provide developmentally appropriate services for infants and toddlers. Describe: _____
- Providing coaching, mentoring, and/or technical assistance on this age group's unique needs from statewide or territory-wide networks of qualified infant-toddler specialists. Describe: _____
- Coordinating with early intervention specialists who provide services for infants and toddlers with disabilities under Part C of the Individuals with Disabilities Education Act (20 U.S.C. 1431 et seq.). Describe: _____
- Developing infant and toddler components within the state/territory's QRIS, including classroom inventories and assessments. Describe: _____
- Developing infant and toddler components within the state/territory's child care licensing regulations. Describe: _____
- Developing infant and toddler components within the early learning and developmental guidelines. Describe: _____
- Improving the ability of parents to access transparent and easy-to-understand consumer information about high-quality infant and toddler care that includes information on infant and toddler language, social-emotional, and both early literacy and numeracy cognitive development. Describe: _____

- Carrying out other activities determined by the state/territory to improve the quality of infant and toddler care provided within the state/territory and for which there is evidence that the activities will lead to improved infant and toddler health and safety, cognitive and physical development, and/or well-being. Describe: _____
- Other. Describe: _____

7.5.2 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services for infants and toddlers within the state/territory and the data on the extent to which the state or territory has met these measures. [REDACTED]

7.6 Child Care Resource and Referral

A Lead Agency may expend funds to establish or expand a statewide system of child care resource and referral services (98.53(a)(5)). It can be coordinated, to the extent determined appropriate by the Lead Agency, by a statewide public or private non-profit, community-based, or regionally based lead child care resource and referral organization (658E(c)(3)(B)(iii)). This effort may include activities done by local or regional child care and resource referral agencies, as discussed in section 1.7.

Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures.

Child Care Providers:

- Goal 1: Advance the knowledge in early care and learning of staff working in licensed and regulated child care facilities.
 - o Performance measure: Number and percent of early educators who reported an increase in their knowledge after receiving training.
 - o Target: 1-2% increase each year until 75% of survey respondents indicated an increase in their knowledge. After 75% is achieved, re-assess maximum threshold possible.

Facilitating Compliance With State Standards

- 7.6.1 What strategies does your state/territory fund with CCDF quality funds to facilitate child care providers' compliance with state/territory requirements for inspection, monitoring, training, and health and safety and with state/territory licensing standards? Describe:
- 7.6.2 Does the state/territory provide financial assistance to support child care providers in complying with minimum health and safety requirements?
- No.
 - Yes. If yes, which types of providers can access this financial assistance?

- Licensed CCDF providers
- Licensed non-CCDF providers
- License-exempt CCDF providers
- Other. Describe: _____

7.6.3 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures. [REDACTED]

7.7 Evaluating and Assessing the Quality and Effectiveness of Child Care Programs and Services

7.7.1 Describe how the state/territory measures the quality and effectiveness of child care programs and services currently being offered, including any tools used to measure child, family, teacher, classroom, or provider improvements, and how the state/territory evaluates how those tools positively impact children. [REDACTED]

7.7.2 Describe the measureable indicators of progress relevant to this use of funds that the State/Territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures. [REDACTED]

7.8 Accreditation Support

7.8.1 Does the state/territory support child care providers in the voluntary pursuit of accreditation by a national accrediting body with demonstrated, valid, and reliable program standards of high quality?

- Yes, the state/territory has supports operating statewide or territory-wide. Describe the support efforts for all types of accreditation that the state/territory provides to child care centers and family child care homes to achieve accreditation. Mini-grants are offered through Alaska's statewide Child Care Resource & Referral Network.
- Yes, the state/territory has supports operating as a pilot-test or in a few localities but not statewide or territory-wide. Describe: _____
- No, but the state/territory is in the accreditation development phase.
- No, the state/territory has no plans for accreditation development.

7.8.2 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures. The measurable indicators of progress are attached to the evaluation process for the mini grant.

7.9 Program Standards

7.9.1 How does the state/territory support state/territory or local efforts to develop or adopt high-quality program standards relating to:

- Health. Describe the supports: [REDACTED]
- Mental health. Describe the supports: [REDACTED]
- Nutrition. Describe the supports: [REDACTED]
- Physical activity. Describe the supports: [REDACTED]
- Physical development. Describe the supports: _____

7.9.2 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures. [REDACTED]

7.10 Other Quality Improvement Activities

7.10.1 List and describe any other activities that the state/territory provides to improve the quality of child care services, which may include consumer and provider education activities, and describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving provider preparedness, child safety, child well-being, or kindergarten entry and the data on the extent to which the state or territory has met these measures. [REDACTED]

8 Ensure Grantee Program Integrity and Accountability

Program integrity and accountability activities are integral to the effective administration of the CCDF program. Lead Agencies are required to describe in their Plan effective internal controls that ensure integrity and accountability while maintaining the continuity of services (98.16(cc)). These accountability measures should address reducing fraud, waste, and abuse, including program violations and administrative errors.

This section includes topics on internal controls to ensure integrity and accountability and processes in place to investigate and recover fraudulent payments and to impose sanctions on clients or providers in response to fraud.

8.1 Internal Controls and Accountability Measures To Help Ensure Program Integrity

8.1.1 Describe how the Lead Agency ensures that all its staff members and any staff members in other agencies who administer the CCDF program are informed and trained regarding program requirements and integrity. Check all that apply.

- Issue policy manual
- Issue policy change notices
- Staff training. Describe: The CCDF Lead Agency, the Child Care Program Office (CCPO), conducts monthly teleconferences with Child Care Assistance Program (CCAP) grantees and generally has weekly meetings with CCDF Lead Agency staff to provide topic specific information and training, provide technical assistance and program policies and procedures clarifications.

Ongoing monitoring and assessment of policy implementation. Describe: The CCDF Lead Agency, the Child Care Program Office (CCPO), in conjunction with the Division of Public Assistance, Program Integrity and Analysis, Contracted Services Quality Assurance and Quality Assessment monitors grantees through a combination of monthly statewide random file reviews, random desk audits, and quarterly quality review meetings.

Other. Describe: _____

8.1.2 Lead Agencies must ensure the integrity of the use of funds through sound fiscal management and must ensure that financial practices follow generally accepted accounting principles (98.68 (a)(1)). Describe the processes in place for the Lead Agency to ensure sound fiscal management practices for all expenditures of CCDF funds, including the following:

Verifying and processing billing records to ensure timely payments to providers. Describe: The CCDF Lead Agency, the Child Care Program Office (CCPO), in conjunction with the Division of Public Assistance, Program Integrity and Analysis, Contracted Services Quality Assurance and Quality Assessment, conduct monthly random reviews to include payments verified by the CCPO and CCAP grantees. The payments verified are compared to the Request for Payment submitted by the provider to ensure payments are correct and processed timely.

Fiscal oversight of grants and contracts. Describe: The CCDF Lead Agency, the Child Care Program Office, in conjunction with the Division of Public Assistance, Program Integrity, Contracted Services Quality Assurance conducts annual reviews of the Child Care Assistance Program (CCAP), Alaska's statewide Child Care Resource and Referral Network (CCR&R), and Child Care Licensing grantees and CCR&R sub-grantees regarding grantee services. The grant document contains measurements to be reviewed for grantees in addition to establishing reporting requirements for spending grant funds and meeting program expectations. A site visit is conducted annually at each grantee agency for grant compliance which includes review of the grantee's work product. Additionally, the CCPO reviews monthly statistical reports and quarterly fiscal and program narrative reports to ensure established reporting requirements for spending grant funds are followed.

Tracking systems to ensure reasonable and allowable costs. Describe: The CCDF Lead Agency, the Child Care Program Office (CCPO), in conjunction with the Department of Health and Social Services Grants and Contracts unit receives and reviews quarterly fiscal and program narrative reports to ensure spending of grant funds is reasonable and for allowable expenditures.

Other. Describe: _____

8.1.3 Check and describe the processes that the Lead Agency will use to identify risk in their CCDF program. Activities can include, but are not limited to, the following:

Conduct a risk assessment of policies and procedures. Describe: _____

Establish checks and balances to ensure program integrity. Describe: Child Care Assistance Program grant documents and policies and procedures require; the individual who verifies

payment to the provider to be different than the individual who authorized the care for the family; the CCAP grantee's Local Administrator or other agency individual be assigned the caseworker if a grantee staff is a program participant; and grantee staff are prohibited from accessing their own case and the case of relatives, friends, or other individuals with whom they have a personal relationship.

Use supervisory reviews to ensure accuracy in eligibility determination. Describe: Child Care Assistance Program grant documents and policies and procedures require the CCAP grantee to conduct monthly supervisory reviews, provide feedback to staff and report their findings to the CCDF Lead Agency, the Child Care Program Office (CCPO).

Other. Describe: _____

8.1.4 Lead Agencies are required to have processes in place to identify fraud and other program violations to ensure program integrity. Program violations can include intentional and unintentional client and/or provider violations, as defined by the Lead Agency. Administrative errors refer to areas identified through the error-rate review process. Check and describe any activities that the Lead Agency conducts to ensure program integrity.

a) Check which activities that the Lead Agency has chosen to conduct to identify unintentional or intentional program violations.

Share/match data from other programs (e.g., TANF program, Child and Adult Care Food Program, Food and Nutrition Service (FNS), Medicaid) or other databases (e.g., State Directory of New Hires, Social Security Administration, Public Assistance Reporting Information System (PARIS)).

Run system reports that flag errors (include types). Describe: _____

Review enrollment documents and attendance or billing records.

Conduct supervisory staff reviews or quality assurance reviews.

Audit provider records.

Train staff on policy and/or audits.

Other. Describe: Child Care Assistance Program (CCAP) grantees do not have direct access to other state data systems. Policies and Procedures require CCAP grantee staff to submit a request for information to the CCDF Lead Agency, the Child Care Program Office (CCPO), if they believe there is a discrepancy of information submitted on the family's application and confirmed during the interview. The CCPO will access other state data systems to provide supporting or contradicting information to be addressed prior to a determination being made on a family's or provider's application.

b) Check which activities the Lead Agency has chosen to conduct to identify administrative errors.

Share/match data from other programs (e.g., TANF program, CACFP, FNS, Medicaid) or other databases (e.g., State Directory of New Hires, Social Security Administration, PARIS).

Run system reports that flag errors (include types). Describe: _____

Review enrollment documents and attendance or billing records.

- Conduct supervisory staff reviews or quality assurance reviews.
- Audit provider records.
- Train staff on policy and/or audits.
- Other. Describe:

8.1.5 The Lead Agency is required to identify and recover misspent funds as a result of fraud, and it has the option to recover any misspent funds as a result of errors. Check and describe any activities that the Lead Agency uses to investigate and recover improper payments due to program violations or administrative errors, as defined by your state/territory.

a) Check activities that the Lead Agency uses to investigate and recover improper payments due to intentional program violations or fraud. Activities can include, but are not limited to, the following:

- Require recovery after a minimum dollar amount of an improper payment and identify the minimum dollar amount. Describe: The minimum amount to be pursued is \$100.00. All intentional program violations/fraud cases are referred to the Division of Public Assistance, Program Integrity and Analysis, Fraud Control Unit to investigate and if warranted pursue repayment.
- Coordinate with and refer to the other state/territory agencies (e.g., state/territory collection agency, law enforcement agency).
- Recover through repayment plans.
- Reduce payments in subsequent months.
- Recover through state/territory tax intercepts.
- Recover through other means.
- Establish a unit to investigate and collect improper payments and describe the composition of the unit below.
- Other. Describe: This unit includes staff from the CCDF Lead Agency, the Child Care Program Office (CCPO), and Division of Public Assistance, Program Integrity and Analysis, Fraud Control Unit and Benefits Issuance and Recovery Unit. Recovery can also occur through an intercept of the individual's Alaska Permanent Fund Dividend.

b) Describe the results of the Lead Agency activities regarding the investigation and recovery of fraud or intentional program violations. The CCDF Lead Agency, the Child Care Program Office (CCPO), submits a referral to the Division of Public Assistance, Program Integrity and Analysis, Fraud Control Unit who investigate and if warranted pursue intentional program violation and recovery action.

c) Check any activities that the Lead Agency will use to investigate and recover improper payments due to unintentional program violations. Activities can include, but are not limited to, the following:

- Require recovery after a minimum dollar amount of an improper payment and identify the minimum dollar amount. Describe: An overpayment of \$100.00 or more will be recovered. The Lead Agency, the Child Care Program Office (CCPO), submits a claim for family overpayments to the Division of Public Assistance, Program Integrity and Analysis, Benefits Issuance and Recovery Unit who notifies the family and develops a repayment

plan. The Lead Agency, the CCPO notifies providers of overpayments and develops a repayment plan. When the provider is still participating in any program, the overpayment is recouped from the amount to be paid to them. If the provider has closed or is no longer participating a direct payment agreement is established.

- Coordinate with and refer to the other state/territory agencies (e.g., state/territory collection agency, law enforcement agency).
 - Recover through repayment plans.
 - Reduce payments in subsequent months.
 - Recover through state/territory tax intercepts.
 - Recover through other means.
 - Establish a unit to investigate and collect improper payments. Describe: _____
 - Other. Describe: Alaska Permanent Fund Dividend intercept.
- d) Check any activities that the Lead Agency will use to investigate and recover improper payments due to administrative errors.
- Require recovery after a minimum dollar amount of an improper payment and identify the minimum dollar amount. Describe: _____
 - Coordinate with and refer to the other state/territory agency(ies) (e.g., state/territory collection agency, law enforcement agency).
 - Recover through repayment plans.
 - Reduce payments in subsequent months.
 - Recover through state/territory tax intercepts.
 - Recover through other means.
 - Establish a unit to investigate and collect improper payments and describe the composition of the unit below.
 - Other. Describe: This unit includes staff from the Lead Agency, the Child Care Program Office (CCPO), and Division of Public Assistance, Program Integrity and Analysis, Benefits Issuance and Recovery Unit. Recovery can also occur through an intercept of the individual's Alaska Permanent Fund Dividend.

8.1.6 What type of sanction will the Lead Agency place on clients and providers to help reduce improper payments due to program violations?

- Disqualify the client. If checked, describe this process, including a description of the appeal process for clients who are disqualified. The CCDF Lead Agency, the Child Care Program Office (CCPO), refers intentional program violation cases to the Division of Public Assistance, Program Integrity and Analysis, Fraud Control Unit to investigate and if warranted pursue repayment. The family is notified and presented with the evidence supporting the intentional program violation (IPV) and given opportunity to sign a waiver or participate in a formal IPV hearing. By signing the waiver they give up their right to an IPV hearing; agree to repay the overpayment and agree to the penalty imposed. If they choose to go to hearing the Administrative Law Judge (ALJ) renders a decision and no further administrative remedy exists. If they disagree with the ALJ's decision they can appeal to the Alaska Superior Court. Penalties imposed are based on if there is a dollar loss to the program and if they have been found to

have a previous IPV. The first IPV and no dollar loss will result in a provider lock-in for up to 6 months which requires the family to use a specific type of child care provider. The first IPV with a dollar loss requires repayment of the overpayment, provider lock-in for 6 months, and a 10% reduction in the family's child care assistance benefits for 6 months. The second IPV with or without a dollar loss will result in a provider lock-in for 12 months and a 20% reduction in the family's child care assistance benefits for 12 months. If there is a dollar loss the family is required to repay the loss. The third IPV will result in the family's child care assistance program participation being permanently terminated regardless of a dollar loss. The family is required to repay any overpayment.

- Disqualify the provider. If checked, describe this process, including a description of the appeal process for providers who are disqualified. The CCDF Lead Agency, the Child Care Program Office (CCPO), refers intentional program violation cases to the Division of Public Assistance, Program Integrity and Analysis, Fraud Control Unit to investigate and if warranted pursue repayment. The provider is notified and presented with the evidence supporting the intentional program violation (IPV) and given opportunity to sign a waiver or participate in a formal IPV hearing. By signing the waiver they give up their right to an IPV hearing; agree to repay the overpayment and agree to the penalty imposed. If they choose to go to hearing the Administrative Law Judge (ALJ) renders a decision and no further administrative remedy exists. If they disagree with the ALJ's decision they can appeal to the Alaska Superior Court. Penalties imposed are based on if there is a dollar loss of \$100 or more to the program and if they have been found to have a previous IPV.
- Prosecute criminally.
- Other. Describe: