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Child Care and Development Fund (CCDF) Plan

for

State of Alaska

FFY 2025 – 2027

This Plan describes the Child Care and Development Fund program to be administered by the State or Territory for the period from 10/01/2024 to 9/30/2027, 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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Overview

Introduction

The Child Care and Development Block Grant Act (CCDBG) (42 U.S.C. 9857 *et seq.*), together with section 418 of the Social Security Act (42 U.S.C. 618), authorize the Child Care and Development Fund (CCDF), the primary federal funding source devoted to supporting families with low incomes afford child care and increasing the quality of child care for all children. The CCDF program is administered by the Office of Child Care (OCC) within the Administration for Children and Families (ACF) at the U.S. Department of Health and Human Services and provides resources to State, Territory, and Tribal governments via their designated CCDF Lead Agency.

CCDF plays a vital role in supporting family well-being and child development; facilitating parental employment, training, and education; improving the economic well-being of participating families; and promoting safe high-quality care and learning environments for children when out of their parents' care.

As required by CCDBG, this CCDF Plan serves as the State/Territory Lead Agency's application for a three-year cycle of CCDF funds and is the primary mechanism OCC uses to determine Lead Agency compliance with the requirements of the statute and regulations. CCDF Lead Agencies must comply with the rules set forth in CCDBG and corresponding ACF-issued rules and regulations. The CCDF Plan is a fundamental part of OCC's oversight of CCDF and is designed to align with and complement other oversight mechanisms including administrative and financial data reporting, the monitoring process, error rate reporting, audits, and the annual Quality Progress Report.

Organization of Plan

In their CCDF Plans, State/Territory Lead Agencies must describe how they implement the CCDF program. The Plan is organized into the following sections:

1. CCDF Program Administration
2. Child and Family Eligibility and Enrollment and Continuity of Care
3. Child Care Affordability
4. Parental Choice, Equal Access, Payment Rates, and Payment Practices
5. Health and Safety of Child Care Settings
6. Support for a Skilled, Qualified, and Compensated Child Care Workforce
7. Quality Improvement Activities
8. Lead Agency Coordination and Partnerships to Support Service Delivery
9. Family Outreach and Consumer Education
10. Program Integrity and Accountability

Completing the Plan

This revised Plan aims to capture the most accurate and up-to-date information about how a State/Territory is implementing its CCDF program in compliance with the requirements of CCDF. In responding to plan questions, Lead Agencies should provide concise and specific summaries and/or bullet points as appropriate to the question. Do not insert tables or charts, add attachments, or copy manuals into the Plan. A State/Territory's CCDF Plan is intended to stand on its own with sufficient information to describe how the Lead Agency is implementing its CCDF program without need for added attachments, tables, charts, or State manuals.

OCC recognizes that Lead Agencies use different mechanisms to establish CCDF policies, such as State statute, regulations, administrative rules, policy manuals, or policy issuances. Lead Agencies must submit their CCDF Plan no later than July 1, 2024.

Review and Amendment Process

OCC will review submitted CCDF Plans for completeness and compliance with federal policies. Each Lead Agency will receive a letter approximately 90 days after the Plan is due that includes all Plan non-compliances to be addressed. OCC recognizes that Lead Agencies continue to modify and adapt their programs to address evolving needs and priorities. Lead Agencies must submit amendments to their Plans as they make substantial policy and program changes during the three-year plan cycle, including when addressing non-compliances.

Appendix 1: Implementation Plan

As part of the Plan review process, if OCC identifies any CCDF requirements that are not fully implemented, OCC will communicate a preliminary notice of non-compliance for those requirements via an emailed letter. OCC has created a standardized template for Lead Agencies to submit as their 60-day response to that preliminary notice. This template is found at Appendix 1: Lead Agency Implementation Plan. This required response via the Appendix will help create a shared understanding between OCC and the Lead Agency on which elements of a requirement are unmet, how they are unmet, and the Lead Agency's steps and associated timelines needed to fully implement those unmet elements.

CCDF Plan Submission

CCDF Lead Agencies will submit their Plans electronically through the Child Care Automated Reporting System (CARS). CARS will include all language and questions included in the final CCDF Plan template approved by the Office of Management and Budget (OMB). Note that the format of the questions in CARS 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.

1 CCDF Program Administration

Strong organizational structures, operational capacity, and partnerships position States and Territories to administer CCDF efficiently, effectively, and collaboratively.

This section identifies the CCDF Lead Agency, CCDF Lead Agency leadership, and the entities and individuals who will participate in the implementation of the program. It also identifies the partners who were consulted to develop the Plan.

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.

1.1.1 Designated Lead Agency

Identify the Lead Agency or joint interagency office designated by the State or Territory. OCC will send official grant correspondence, such as grant awards, grant adjustments, Plan approvals, and disallowance notifications, to the designated contact identified here.

- a. Lead Agency or Joint Interagency Office Information:
 - i. Name of Lead Agency: *State of Alaska, Department of Health, Division of Public Assistance, child Care Program Office*
 - ii. Street Address: *3601 C Street, Suite 140*
 - iii. City: *Anchorage*
 - iv. State: *Alaska*
 - v. ZIP Code: *99503*
 - vi. Web Address for Lead Agency:
<https://health.alaska.gov/dpa/Pages/ccare/default.aspx>
- b. Lead Agency or Joint Interagency Official contact information:
 - i. Lead Agency Official First Name: *Heidi*
 - ii. Lead Agency Official Last Name: *Hedberg*
 - iii. Title: *Department of Health Commissioner*
 - iv. Phone Number: *(907) 269-7800*
 - v. Email Address: Heidi.hedberg@alaska.gov

1.1.2 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. The OCC 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, identify the Co-Administrator or the person with administrative responsibilities and include their contact information.

- a. CCDF Administrator contact information:
 - i. CCDF Administrator First Name: *Christina*
 - ii. CCDF Administrator Last Name: *Hulquist*
 - iii. Title of the CCDF Administrator: *Public Assistance Programs Officer*
 - iv. Phone Number: *(907) 419-7565*
 - v. Email Address: christina.hulquist@alaska.gov
- b. CCDF Co-Administrator contact information (if applicable):
 - i. CCDF Co-Administrator First Name: *N/A*
 - ii. CCDF Co-Administrator Last Name:
 - iii. Title of the CCDF Co-Administrator:
 - iv. Phone Number:
 - v. Email Address:
 - vi. 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 the Lead Agency retains overall responsibility for the administration of the program. 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.

1.2.1 Entity establishing CCDF program rules

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.

Check one of the following:

- All program rules and policies are set or established by the State or Territory. (If checked, skip to question 1.2.2.)
- Some or all program rules and policies are set or established by local entities or agencies. If checked, indicate which entities establish the following policies. Check all that apply:
 - i. 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).
 - Other. Identify the entity and describe the policies the entity can set: [Click or tap here to enter text.](#)
- ii. Sliding-fee scale is set by the:
- State or Territory.
 - Local entity (e.g., counties, workforce boards, early learning coalitions).
 - Other. Identify the entity and describe the policies the entity can set: [Click or tap here to enter text.](#)
- iii. Payment rates and payment policies are set by the:
- State or Territory.
 - Local entity (e.g., counties, workforce boards, early learning coalitions).
 - Other. Identify the entity and describe the policies the entity can set: [Click or tap here to enter text.](#)
- iv. Licensing standards and processes are set by the:
- State or Territory.
 - Local entity (e.g., counties, workforce boards, early learning coalitions).
 - Other. Identify the entity and describe the policies the entity can set: [Click or tap here to enter text.](#)
- v. Standards and monitoring processes for license-exempt providers are set by the:
- State or Territory.
 - Local entity (e.g., counties, workforce boards, early learning coalitions).
 - Other. Identify the entity and describe the policies the entity can set: [Click or tap here to enter text.](#)
- vi. Quality improvement activities, including QIS, are set by the:
- State or Territory.
 - Local entity (e.g., counties, workforce boards, early learning coalitions).
 - Other. Identify the entity and describe the policies the entity can set: [Learn & Grow, Alaska's QRIS is housed and managed by thread, Alaska's Resource and Referral Agency. Learn & Grow is guided by an executive committee](#)
- vii. Other. List and describe any other program rules and policies that are set at a level other than the State or Territory level: [Click or tap here to enter text.](#)

1.2.2 Entities implementing CCDF services

The Lead Agency has broad authority to operate (i.e., implement activities) through other agencies, as long as it retains overall responsibility for CCDF. Complete the table below to identify which entity(ies) implements or performs CCDF services.

Check the box(es) to indicate which entity(ies) implement or perform CCDF services.

CCDF Activity	CCDF Lead Agency	TANF Agency	Local Government Agencies	CCR&R
Who conducts eligibility determinations?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who assists parents in locating child care (consumer education)?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Who issues payments?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who monitors licensed providers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who monitors license-exempt providers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who operates the quality improvement activities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Other. List and describe any other State or Territory agencies or partners that implement or perform CCDF services and identify their responsibilities. [Click or tap here to enter text.](#)

1.2.3 Written agreements and oversight

For any activities performed by agencies other than the Lead Agency as reported above in 1.2.1 and 1.2.2, identify the processes the Lead Agency uses to oversee and monitor CCDF administration and implementation activities to retain overall responsibility for the CCDF program.

Check and describe how the Lead Agency includes in its written agreements the required elements. Note: The contents of the written agreement may vary based on the role the agency is asked to assume or type of project but must include, at a minimum, the elements below.

a. Tasks to be performed.

Yes. If yes, describe: *The Child Care Program Office (CCPO) 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. CCPO has the following RSAs: University of Alaska- scholarship funds Early Childhood Education; Department IT Support- Integrated*

Child Care Information System interface and upgrades; University of Alaska- Child Care Market Rate Survey; Health Care Services- Child Care Background Checks; Legal- Child Care licensing and assistance; and Office of Children’s Services.

No. If no, describe: *Click or tap here to enter text.*

b. Schedule for completing tasks.

Yes. If yes, describe: *Grants and RSA’s are written on a state fiscal year basis.*

No. If no, describe: *Click or tap here to enter text.*

c. Budget which itemizes categorical expenditures in accordance with CCDF requirements.

Yes. If yes, describe: *Grants and RSA’s are budgeted and categorized in accordance with CCDF requirements.*

No. If no, describe: *Click or tap here to enter text.*

d. Indicators or measures to assess performance of those agencies.

Yes. If yes, describe: *All grants have performance measures written into agreements and are monitored annually, to include an assessment of compliance with performance measures.*

No. If no, describe: *Click or tap here to enter text.*

- e. In addition to the written agreements identified above, describe any other monitoring and auditing processes used to oversee CCDF administration. The CCPO 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 CCPO 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 CCPO also administers the CCAP via a Reimbursable Service Agreement (RSA) with another state agency (division within the CCPO). Monitoring includes review and approval of RSA billing submissions by the CCPO, data collection and reporting for submission of the federal ACF 801 report monthly, and annual review and approval between the CCPO and the other state agency of the RSA for the new fiscal year. Indicators or measures to assess performance are established and monitored by the other state agency. Efforts between the CCPO and other state agency are in progress to increase alignment and consistency of administration of the CCAP as well as to streamline data collection and reporting.

The CCPO, via a grant agreement, provides support to Alaska's statewide Child Care Resource & Referral (CCR&R) Network. The CCPO 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 evaluation in coordination with the Division of Public Assistance Contracted Services Quality Assurance Unit. 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.

Performance measure: Family survey results indicate an increased knowledge of

characteristics of high-quality child care. 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. 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. Performance measure: Number and percent of early educators who reported an increase in their knowledge after receiving training. 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. Performance measure: Measured by collaboration and outreach efforts. 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. Performance measure: Number and percent of child care facilities advancing annually to the next level of Learn & Grow. 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. Performance measure: Number and percent of staff working in a licensed or regulated child care facility advance on the System for Early Education Development (SEED) Career Ladder. Target: 10% or more of participants advance on the SEED Career Ladder annually.

The Child Care Program Office (CCPO), 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 CCPO. The CCPO 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 CCPO regulations, implementation of the licensing regulations in the MOA, and development of licensing policies and procedures.

1.2.4 Information systems availability

Certification of shareable information systems.

Does the Lead Agency certify 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 is made available to other public

agencies? This includes public agencies in other States for their use in administering child care or related programs.

Yes.

No. If no, describe: *Click or tap here to enter text.*

1.2.5 Confidential and personally identifiable information

Certification of policies to protect confidential and personally identifiable information

Does the Lead Agency certify that it has policies in place related to the use and disclosure of confidential and personally identifiable information about children and families receiving CCDF assistance and child care providers receiving CCDF funds?

Yes.

No. If no, describe: *Click or tap here to enter text.*

1.3 Consultation in the Development of the CCDF Plan

The Lead Agency is responsible for developing the CCDF Plan, and consultation with and meaningful input and feedback from a wide range of representatives is critical for CCDF programs to continually adapt to the changing needs of families, child care programs, and the workforce. Consultation involves meeting with or otherwise obtaining input from an appropriate agency in the development of the State or Territory CCDF Plan. As part of the Plan development process, Lead Agencies must consult with the following:

- (1) Appropriate representatives of general-purpose local government. General purpose local governments are defined by the U.S. Census at https://www2.census.gov/govs/cog/g12_org.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) or similar coordinating body pursuant to 98.14(a)(1)(vii).
- (3) Tribe(s) or Tribal organization(s) within the State. This consultation should be done in a timely manner and at the option of the Tribe(s) or Tribal organization(s).

1.3.1 Consultation efforts in CCDF Plan development

Describe the Lead Agency's consultation efforts in the development of the CCDF Plan, including how and how often the consultation occurred.

- a. Describe how the Lead Agency consulted with appropriate representatives of general-purpose local government: *The Child Care Program Office (CCPO) consulted with the Municipality of Anchorage (MOA) Child Care Licensing Program, grantee of the CCPO, 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 CCPO's Child Care Licensing Program Manager regarding grant expectations and compliance, development of licensing policies and procedures, and alignment of the MOA Code with CCPO 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 or similar coordinating body: *The Alaska Early Childhood Coordinating Council (AECCC) is responsible for coordination of state systems 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 Child Care Program Office (CCPO) staff are members of the council. 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 CCDF plan during quarterly meetings, with a presentation given specifically to the council at least once annually. For development of this CCDF plan, on February 12th, 2024 the CCPO led a feedback session with the council, sharing information and collecting input, including challenges, opportunities, and edits to the draft plan. 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 February 12th, 2024 meeting the CCDF Plan would soon be posted for public comment and were 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. In April 2024 the Child Care Program Office (CCPO) held a feedback and consultation session with tribal contacts for engagement and input in the development of the CCDF Plan. Tribes were contacted in May 2024 through an emailed broadcast with access to the draft CCDF Plan and invited to participate in the public hearing process. The Child Care Program Office recognizes additional formal, structured consultation with Alaska AIAN CCDF Tribal Organizations is beneficial, and dedicated an FTE to act as a liaison between the Lead Agency and our Tribal partners. The CCPO is continues to work with our Tribal partners to increase collaboration and coordination efforts through the 2025-2027 CCDF plan cycle. Additionally, in 2022 the CCPO dedicated an FTE as a Tribal Liaison, to increase consultation and coordination with tribal entities in Alaska.*
- d. Identify other entities, agencies, or organizations consulted on the development of the CCDF Plan (e.g., representatives from the child care workforce, or statewide afterschool networks) and describe those consultation efforts: *For development of this CCDF plan, the Child Care Program Office (CCPO) had several efforts that led to an abundance of opportunities for input. In April 2023, Governor Mike Dunleavy established Administrative Order No. 346 the Governor’s Task Force on Child Care was comprised of members eleven voting members, two ex-officio members, and one advisory member. The Task Force on Child Care was charges with making recommendations on several key areas of child care in two sets of recommendations, December 2023 and July 2024. The topics for the Task Force include workforce; licensing; background checks; employer sponsored child care; public/private partnerships; affordability; and other innovative solutions to deliver affordable, quality child care. To support the Task Force on Child Care, there were several studies or reports conducted, which also provide key data for the development of the CCDF plan. Those reports include: a Focus Group Report (Oct. -Dec. 2023); a Workforce Report (Aug.-Dec. 2023); a Cost of Care Study (Nov. 2023-July 2024); and a Market Rate Survey (Oct. 2023-June 2024).*

1.3.2 Public hearing process

Lead Agencies must 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.

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.

- i. Date of the public hearing: *June 18, 2024*
Reminder: Must be no earlier than January 1, 2024. If more than one public hearing was held, enter one date (e.g., the date of the first hearing, the most recent hearing date, or any hearing date that demonstrates this requirement).
- ii. Date of notice of public hearing: *May 24, 2024*
- iii. Was the notice of public hearing posted publicly at least 20 calendar days prior to the date of the public hearing?

Yes.

No. If no, describe: *Click or tap here to enter text.*

- i. Describe how the public was notified about the public hearing, including outreach in other languages, information on interpretation services being available, etc. Include specific website links if used to provide notice. *The public was noticed through the Alaska Online Public Notice System at <https://aws.state.ak.us/OnlinePublicNotices/default.aspx>. Providers and other child care stakeholders were also noticed on May 24, 2024, via a broadcast to the providers email address.*
- ii. Describe how the approach to the public hearing was inclusive of all geographic regions of the State or Territory: *The public hearing for plan cycle FFY2025-2027 was held virtually on June 18th 2024. Holding a virtual meeting allows for all stakeholders and geographic locations to participate equally*
- iii. Describe how the content of the Plan was made available to the public in advance of the public hearing (e.g., the Plan was made available in other languages, in multiple formats, etc.): *The Plan was posted online through the Alaska Online Public Notice System, copies of the draft Plan were sent to all stakeholders via email broadcast.*
- iv. Describe how the information provided by the public was taken into consideration regarding the provision of child care services under this Plan: *Careful consideration was given to each comment or recommendation for possible inclusion into the plan. Those comments or recommendations requiring a change of regulation for either Child Care Licensing or the Child Care Assistance Program will again be evaluated for possible inclusion in a future regulation package.*

1.3.3 Public availability of final Plan, amendments, and waivers

Lead Agencies must make the submitted and approved final Plan, any approved Plan amendments, and any approved requests for temporary waivers publicly available on a website.

- a. Provide the website link to where the Plan, any Plan amendments, and waivers (if applicable) are available. Note: A Plan amendment is required if the website address where the Plan is posted changes. <https://health.alaska.gov/dpa/Pages/ccare/reqs.aspx>
- b. Describe any other strategies that the Lead Agency uses to make submitted and approved CCDF Plan and approved Plan amendments available to the public. Check all that apply and describe the strategies below, including any relevant website links as examples.
 - i. Working with advisory committees. Describe: *During the months of January 2024-May 2024, The CCPO worked with several steering and advisory committees on input into Child Care Task Force and CCDF Plan work. The Child Care Program Office (CCPO) worked with the Alaska System for Education Development (SEED) Steering Committee; the Executive Committee and stakeholders of Learn & Grow, Alaska's Quality Recognition and Improvement System; the Head Start Association; Tribal partners meetings, the Preschool Development Grant Leadership Team and the Governor's Task Force on Child Care.*

- ii. Working with child care resource and referral agencies. Describe: *The Child Care Program Office works regularly with Alaska’s Resource and Referral Agency, thread, including but not limited to: regular and consistent meetings with the CEO; serving on multiple committees together both internally and with stakeholders and partners; and partnership meetings between both organizations. In March 2024, the CCPO and thread leadership met specifically to collect input into the CCDF plan including challenges, opportunities, and edits. Additionally, SEED and Learn & Grow are both housed and managed by thread.*
- iii. Providing translation in other languages. Describe: *The CCDF Plan is located on the Child Care Program Office website that has a translation tab that allows you to read a document in the language you chose.*
- iv. Sharing through social media (e.g., Facebook, Instagram, email). Describe: *Click or tap here to enter text.*
- v. Providing notification to key constituents (e.g., parent and family groups, provider groups, advocacy groups, foundations, and businesses). Describe: *An email broadcast regarding the posting of the CCDF 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; Municipality of Anchorage and Child Care Assistance grantees; AIAN CCDF Tribal Organizations; Alaska's Early Childhood Coordinating Council; child care providers; families participating in the Child Care Assistance Program; 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 CCDF Plan and any amendments will be easily accessible from the homepage.*
- vi. Working with Statewide afterschool networks or similar coordinating entities for out-of-school time. Describe: *The Child Care Program Office (CCPO) meets regularly with the Alaska Afterschool Network, and held an input meeting with AAN Leadership on May 8th, 2024, providing an opportunity to submit specific recommendations for the School-Age population during the public comment period.*
- vii. Direct communication with the child care workforce. Describe: *The Child Care Program Office, (CCPO) held Child Care Provider Town Hall meetings with Child Care Providers about quarterly, during the entire span of the CCDF FY22-24 plan cycle. The purpose of those Town Hall Meetings were to provide regular updates on CCPO efforts, and collect input and feedback for ongoing planning.*
- viii. Other. Describe: *Click or tap here to enter text.*

2 Child and Family Eligibility and Enrollment and Continuity of Care

Stable and reliable child care arrangements facilitate job stability for parents and healthy development of children. CCDF eligibility and enrollment policies can contribute to these goals. Policies and procedures that create barriers to families accessing CCDF, like inaccessible subsidy

applications and onerous reporting requirements, interrupt a parent’s ability to work and may deter eligible families from participating in CCDF.

To address these concerns, Lead Agencies must provide children with a minimum of 12 months between eligibility determinations, limit reporting requirements during the 12-month period, and ensure eligibility determination and redetermination processes do not interrupt a parent’s work or school.

In this section, Lead Agencies will identify how they define eligible children and families and how the Lead Agency’s eligibility and enrollment policies support access for eligible children and families.

2.1 Reducing Barriers to Family Enrollment and Redetermination

Lead Agency enrollment and redetermination policies may not unduly disrupt parents’ employment, education, or job training activities to comply with the Lead Agency’s or designated local entity’s requirements. Lead Agencies have broad flexibility to design and implement the eligibility practices that reduce barriers to enrollment and redetermination.

Examples include developing strategies to inform families and their providers of an upcoming redetermination and the information that will be 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, Lead Agencies can offer a variety of family-friendly methods for submitting documentation for eligibility redetermination that considers the range of needs for families in accessing support (e.g., use of languages other than English, access to transportation, accommodation of parents working non-traditional hours).

2.1.1 Eligibility practices to reduce barriers to enrollment

- a. Does the Lead Agency implement any of the following eligibility practices to reduce barriers at the time of initial eligibility determination? Check all that apply and describe those elements checked.
 - i. Establishing presumptive eligibility while eligibility is being determined. Describe the policy, including the populations benefiting from the policy, and identify how long the period of presumptive eligibility is: *Child Care Assistance Policies and Procedures 4050-4 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 verification of:*
 - a. *Copy of government issued photo identification for a parent of the family;*
 - b. *Proof of age for each child in the family who will be receiving care;*
 - c. *Proof of citizenship or qualified alien status for each child who will be receiving child care assistance, whichever is applicable; and/or*
 - d. *Proof of child custody, if applicable;*
 - ii. Leveraging eligibility from other public assistance programs. Describe: *Click or tap here to enter text.*

- iii. Coordinating determinations for children in the same household (while still ensuring each child receives 12 months of eligibility). Describe: *Click or tap here to enter text.*
 - iv. Self-assessment screening tools for families. Describe: *Click or tap here to enter text.*
 - v. Extended office hours (evenings and/or weekends).
 - vi. Consultation available via phone.
 - vii. Other. Describe the Lead Agency policies to process applications efficiently and make timely eligibility determinations: *Child Care Assistance Policies and Procedures 4050-5 Green Track application are worked timely if an interview with the applicant is completed and a determination of approved or denied is issued within fifteen (15) days. Red Track applications are worked timely if an interview with the applicant is completed and a determination of approved or denied is issued within fifteen (15) days from the time all verification has been received.*
 - viii. None.
- b. Does the Lead Agency use an online subsidy application?
- Yes.
 - No. If no, describe why an online application is impracticable. *The Child Care Program Office (CCPO) data system does not currently support an online application. The CCPO is currently working on a new data system that will have these capabilities.*
- c. Does the Lead Agency use different policies for families receiving TANF assistance?
- Yes. If yes, describe the policies: *Families receiving TANF are eligible for PASS I Child Care Assistance as a supportive service. Child Care Assistance Policies and Procedures section 4020-4 allows families receiving TANF to receive child care assistance based on the eligible activities outlined in their Family Self Sufficiency Plan that is created with their Work Service Provider Case Manager.*
 - No.

2.1.2 Preventing disruption of eligibility activities

- a. Identify, where applicable, the Lead Agency’s procedures and policies to ensure that parents do not have their employment, education, or job training unduly disrupted to comply with the State’s/Territory’s or designated local entity’s requirements for the redetermination of eligibility. Check all that apply.
- i. Advance notice to parents of pending redetermination.
 - ii. Advance notice to providers of pending redetermination.
 - iii. Pre-populated subsidy renewal form.
 - iv. Online documentation submission.
 - v. Cross-program redeterminations.
 - vi. Extended office hours (evenings and/or weekends).

- vii. Consultation available via phone.
 - viii. Leveraging eligibility from other public assistance programs.
 - ix. Other. Describe: [Click or tap here to enter text.](#)
- b. Does the Lead Agency use different policies for families receiving TANF assistance?
- Yes. If yes, describe the policies: *Child Care Assistance Program Policies and Procedures Manual section 4040 allows families receiving TANF to receive child care assistance based on the eligible activities outlined in their Family Self Sufficiency Plan that is created with their Work Service Provider case manager. Additionally, PASS I child care allows a family a transition month (Post TA) once their TANF case closes due to earnings to allow the family additional time to apply and transition to PASS II Child Care Assistance.*
 - No.

2.2 Eligible Children and Families

At eligibility determination or redetermination, 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 (SMI) for a family of the same size and whose family assets do not exceed \$1,000,000; and (3)(a) reside with a parent or parents who are working or attending a job training or educational program (which can include job search) or (b) receive, or need to receive, protective services as defined by the Lead Agency.

2.2.1 Eligibility criteria: age of children served

Lead Agencies may provide child care assistance for children less than 13 years of age, including continuing to provide assistance to children if they turn 13 during the eligibility period. In addition, Lead Agencies can choose to serve children up to age 19 if those children are unable to care for themselves.

- a. Does your Lead Agency serve the full federally allowable age range of children through age 12?
- Yes.
 - No. If no, describe the age range of children served and the reason why you made that decision to serve less than the full range of allowable children. [Click or tap here to enter text.](#)
- Note:* Do not include children incapable of self-care or under court supervision, who are reported below in 2.2.1b and 2.2.1c.
- b. Does the Lead Agency extend eligibility for CCDF-funded child care to children ages 13 and older but below age 19 who are physically and/or mentally incapable of self-care?
- No.
 - Yes.
- i. If yes, the upper age is (may not equal or exceed age 19): [Click or tap here to enter text.](#)

- ii. If yes, provide the Lead Agency definition of physical and/or mental incapacity:
Click or tap here to enter text.
- c. Does the Lead Agency extend eligibility for CCDF-funded child care to children ages 13 and older but below age 19 who are under court supervision?
 - No.
 - Yes. If yes, and the upper age is (may not equal or exceed age 19): *Click or tap here to enter text.*
- d. How does the Lead Agency define the following eligibility terms?
 - i. “residing with”: *Child Care Assistance Program Regulation 7 AAC 41.013 and Child Care Assistance Program Policies and Procedures Manual section 4070-4 defines a family as (1) one parent, and that parent's children under 18 years of age, living together in a household; (2) two parents who are married to each other, and the children under 18 years of age of either parent or both parents, living together in a household; or (3) two biological or legally adoptive parents of a child who are not married to each other, their children in common, and any other children under 18 years of age of either of those parents, living together in a household.*
 - ii. “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 4070-3, "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.*

2.2.2 Eligibility criteria: reason for care

Lead Agencies have broad flexibility on the work, training, and educational activities required to qualify for child care assistance. Lead Agencies do not have to set a minimum number of hours for families to qualify for work, training, or educational activities, and there is no requirement to limit authorized child care services strictly based on the work, training, or educational schedule/hours of the parent(s). For example, the Lead Agency can include travel or study time in calculating the amount of needed services.

How does the Lead Agency define the following terms for the purposes of determining CCDF eligibility?

- a. Identify which of the following activities are included in your definition of “working” by checking the boxes below:
 - i. An activity for which a wage or salary is paid.
 - ii. Being self-employed.
 - iii. During a time of emergency or disaster, partnering in essential services.
 - iv. Participating in unpaid activities like student teaching, internships, or practicums.
 - v. Time for meals or breaks.
 - vi. Time for travel.

- vii. Seeking employment or job search.
 - viii. Other. Describe: *Per Child Care Assistance Program regulation 7 AAC 41.312 and Child Care Assistance Program Policies and Procedures Manual section 4070-3D 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 full-time work based on a 40-hour work week, is equal to or exceeds the minimum wage established in AS 23.10.065.*
- b. Identify which of the following activities are included in your definition of “attending job training” by checking the boxes below:
- i. Vocational/technical job skills training.
 - ii. Apprenticeship or internship program or other on-the-job training.
 - iii. English as a Second Language training.
 - iv. Adult Basic Education preparation.
 - v. Participation in employment service activities.
 - vi. Time for meals and breaks.
 - vii. Time for travel.
 - viii. Hours required for associated activities such as study groups, lab experiences.
 - ix. Time for outside class study or completion of homework.
 - x. Other. Describe:
- c. Identify which of the following diplomas, certificates, degrees, or activities are included in your definition of “attending an educational program” by checking the boxes below:
- i. Adult High School Diploma or GED.
 - ii. Certificate programs (12-18 credit hours).
 - iii. One-year diploma (36 credit hours).
 - iv. Two-year degree.
 - v. Four-year degree.
 - vi. Travel to and from classrooms, labs, or study groups.
 - vii. Study time.
 - viii. Hours required for associated activities such as study groups, lab experiences.
 - ix. Time for outside class study or completion of homework.
 - x. Applicable meal and break times.
 - xi. Other. Describe: *Click or tap here to enter text.*

d. Does the Lead Agency impose a Lead Agency-defined minimum number of hours of activity for eligibility?

No.

Yes.

If yes, describe any Lead Agency-imposed minimum requirement for the following:

Work. Describe: *Click or tap here to enter text.*

Job training. Describe: *Click or tap here to enter text.*

Education. Describe: *Click or tap here to enter text.*

Combination of allowable activities. Describe: *Click or tap here to enter text.*

Other. Describe: *Click or tap here to enter text.*

e. Does the Lead Agency allow parents to qualify for CCDF assistance based on education and training without additional work requirements?

Yes.

No. If no, describe the additional work requirements: *Click or tap here to enter text.*

f. Does the Lead Agency extend eligibility to specific populations of children otherwise not eligible by including them in its definition of “children who receive or need to receive protective services?”

Note: 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 Lead Agency’s protective services definition.

No. If no, skip to question 2.2.3.

Yes. If yes, answer the questions below:

Provide the Lead Agency’s definition of “protective services” by checking below the sub-populations of children that are included:

Children in foster care.

Children in kinship care.

Children who are in families under court supervision.

Children who are in families receiving supports or otherwise engaged with a child welfare agency.

Children participating in a Lead Agency’s Early Head Start - Child Care Partnerships program.

Children whose family members are deemed essential workers under a governor-declared state of emergency.

Children experiencing homelessness.

Children whose family has been affected by a natural disaster.

Other. Describe: [Click or tap here to enter text.](#)

- g. 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?
 - No.
 - Yes.
- h. Does the Lead Agency waive the eligible activity (e.g., work, job training, education, etc.) requirements for cases in which children receive, or need to receive, protective services on a case-by-case basis?
 - No.
 - Yes.
- i. Does the Lead Agency use CCDF funds to provide respite care to custodial parents of children in protective services?
 - No.
 - Yes.

2.2.3 Eligibility criteria: deciding entity on family income limits

How are income eligibility limits established?

- There is a statewide limit with no local variation.
- There is a statewide limit with local variation. Provide the number of income eligibility tables and describe who sets the limits: [Click or tap here to enter text.](#)
- Eligibility limits are established locally only. Provide the number of income eligibility tables and describe who sets the limits: [Click or tap here to enter text.](#)
- Other. Describe: [Click or tap here to enter text.](#)

2.2.4 Initial eligibility: income limits

- a. Complete the appropriate table to describe family income limits.
 - i. Complete the table below to provide the statewide maximum income eligibility percent and dollar limit or threshold:

Family Size	100% of SMI (\$/Month)	Maximum Initial Eligibility Limit (or Threshold) %	Maximum Initial Eligibility Limit (or Threshold) \$
1	N/A	N/A	N/A
2	5897	85	5012
3	7285	85	6192
4	8673	85	7372
5	10,060	85	8551

- ii. Does the Lead Agency certify that they use other funds if the income eligibility limit percent exceeds 85% SMI?
 - Not applicable. The Lead Agency does not allow income eligibility limits above 85% SMI.
 - Yes, the Lead Agency certifies that they use other funds (non-CCDF funds) for families with income that exceeds 85% SMI.
 - No. The Lead Agency establishes income eligibility limits above SMI and includes CCDF funds to pay for families with income that exceeds 85% SMI. If checked, describe: *Click or tap here to enter text.*

b. Complete the table below if the Lead Agency has local variation in the maximum income eligibility limit. Complete the table for the region/locality with the highest eligibility limit, region/locality with the lowest eligibility limit, and the region/locality that is most populous:

i. Region/locality with the highest eligibility limit:

Family Size	100% of SMI (\$/Month)	Maximum Initial Eligibility Limit (or Threshold) %	Maximum Initial Eligibility Limit (or Threshold) \$
1	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>
2	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>
3	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>
4	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>
5	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>

ii. Region/locality with the lowest eligibility limit:

Family Size	100% of SMI (\$/Month)	Maximum Initial Eligibility Limit (or Threshold) %	Maximum Initial Eligibility Limit (or Threshold) \$
1	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>
2	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>
3	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>
4	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>
5	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>

Family Size	100% of SMI (\$/Month)	Maximum Initial Eligibility Limit (or Threshold) %	Maximum Initial Eligibility Limit (or Threshold) \$
	<i>text.</i>		

iii. Region/locality that is most populous:

Family Size	100% of SMI (\$/Month)	Maximum Initial Eligibility Limit (or Threshold) %	Maximum Initial Eligibility Limit (or Threshold) \$
1	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>
2	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>
3	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>
4	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>
5	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>

iv. Does the Lead Agency certify that they use other funds if the income eligibility limit percent exceeds 85% SMI?

Not applicable. The Lead Agency does not allow income eligibility limits above 85% SMI.

Yes, the Lead Agency certifies that they use other funds (not CCDF funds) for families with income that exceeds 85% SMI.

No. The Lead Agency establishes income eligibility limits above 85% SMI and includes CCDF funds to pay for families with income that exceeds 85% SMI. If checked, describe: *Click or tap here to enter text.*

c. How does the Lead Agency define “income” for the purposes of eligibility at the point of initial determination? Check all that apply:

- i. Gross wages or salary.
- ii. Disability or unemployment compensation.
- iii. Workers’ compensation.
- iv. Spousal support, child support.
- v. Survivor and retirement benefits.
- vi. Rent for room within the family’s residence.
- vii. Pensions or annuities.

- viii. Inheritance.
 - ix. Public assistance.
 - x. Other. Describe: *Social security income, VA Income, education income, military cash allowances, workers compensation, investment income, federal cost of living, employer contributions to child care if paid to the parent, strike benefits, stipends, Alaska Native Claims Settlement Distributions and dividends, recurring interest and royalties, non-recurring lump sums, and any other income received unless specifically excluded.*
- d. What is the effective date for these income eligibility limits? *Current income eligibility limits were made effective January 1, 2023.*
- e. 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, even if the federal poverty level is used in implementing the program.
- What federal data does the Lead Agency use when reporting the income eligibility limits?
- LIHEAP. If checked, provide the publication year of the LIHEAP guideline estimates used by the Lead Agency: *As of September 2021, the CCPO is using LIHEAP data from 2019, as that is what is currently in regulation.*
- Other. Describe: *Click or tap here to enter text.*
- f. Provide the direct URL/website link, if available, for the income eligibility limits. *Current eligibility limits can be found for FFY2023-2024 at:*
https://www.acf.hhs.gov/sites/default/files/documents/ocs/COMM_LIHEAP_Att1SMITable_FY2024.pdf

2.2.5 Income eligibility: irregular fluctuations in earnings

Lead Agencies must take into account irregular fluctuations in earnings in initial eligibility determination and redetermination processes. The Lead Agency must ensure that temporary increases in income, including temporary increases that can result in a monthly income exceeding 85 percent of SMI from seasonal employment or other temporary work schedules, do not affect eligibility or family co-payments.

Check the processes that the Lead Agency uses to take into account irregular fluctuations in earnings.

- i. Average the family's earnings over a period of time (e.g., 12 months).
 Identify the period of time: *Child Care Assistance Policies and Procedures Manual 4080-2 K. Commission, or irregular income from the most recently completed period of time the income is earned and dividing the year to date by the number of months in the current calendar year for the last paystub received in any given month to obtain an average monthly amount for the 12 month certification period.*
- ii. Request earning statements that are most representative of the family's monthly income.

- iii. Deduct temporary or irregular increases in wages from the family’s standard income level.
- iv. Other. Describe the other ways the Lead Agency takes into account irregular fluctuations in earnings: *Click or tap here to enter text.*

2.2.6 Family asset limit

- a. When calculating income eligibility, does the Lead Agency ensure each eligible family does not have assets that exceed \$1,000,000?
 - Yes.
 - No. If no, describe: *Click or tap here to enter text.*
- 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, describe the policy or procedure: *Income requirements are waived for children in protective services, eligible for PASS IV Child Care Assistance.*

2.2.7 Additional eligibility criteria

Aside from the eligibility conditions or rules which have been described in 2.2.1 – 2.2.6, is any additional eligibility criteria applied during:

- a. Eligibility determination? If checked, describe: *Child Care Assistance Policies and Procedures Manual 4080, financial eligibility is based on the family's gross monthly countable income, family size, and a sliding fee scale called the Family Income and Contribution Schedule.*
- b. Eligibility redetermination? If checked, describe: *Child Care Assistance Policies and Procedures Manual 4080, financial eligibility is based on the family's gross countable income, family size, and a sliding fee scale called the Family Income and Contribution Schedule.*

2.2.8 Documentation of eligibility determination

Lead Agencies must document and verify that children receiving CCDF funds meet eligibility criteria at the time of eligibility determination and redetermination.

Check the information that the Lead Agency documents and verifies at initial determination and redetermination and describe what information is required and how often.

Required at Initial Determination	Required at Redetermination	Description
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Applicant identity. Describe how you verify: <i>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</i>

Required at Initial Determination	Required at Redetermination	Description
		<p><i>and Middle) as listed on the application is verified by a current government issued photo identification. Per Child Care Assistance Policies and Procedures Manual 4070-3 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. All foster parents caring for children in protective services must also provide government issued identification to the Office of Child Care. Foster parents are fingerprinted every 5 years as part of the background check requirement and their identity is re-verified at that time.</i></p>
☒	☒	<p>Applicant's relationship to the child. Describe how you verify: <i>Per Child Care Assistance Program regulation 7 AAC 41.315(c)(2) and (d), at the time of initial eligibility determination and redetermination the applicant's relationship to each individual in the family must be verified. Per Child Care Assistance Program Policies and Procedures Manual section 4070-3 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 accepts verbal verification for children in protective services.</i></p>
☒	☒	<p>Child's information for determining eligibility (e.g., identity, age, citizen/immigration status). Describe how you verify: <i>Per Child Care Assistance Program regulation 7 AAC 41.315(c)(8) and (d), at the time of initial eligibility determination and redetermination or when adding a child to the family, verification is required, if not already on file, and verified 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 4070-2 A. acceptable verification of a child's age can be: birth certificate; adoption record; passport; government issued photo identification; Denali KidCare card; Supplemental</i></p>

Required at Initial Determination	Required at Redetermination	Description
		<p><i>Security (SSI) 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 4070-2 B. requires verification of a child's US citizenship, US National, and Naturalization to be: Integrated Child Care Information System (ICCIS) 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:</i></p> <ul style="list-style-type: none"> <i>•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.</i> <i>•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</i> <i>•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.</i> <i>•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)."</i> <i>•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.</i> <i>•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.</i> <p><i>When verification provided for the child's proof of age and citizenship or alien status does not contain an expiration</i></p>

Required at Initial Determination	Required at Redetermination	Description
		<p><i>date, new verification is not required at the time of redetermination. This information is documented in the Integrated Child Care Information System (ICCS), and maintained in the family's case file. The child's birth certificate is required at the time the child is taken into custody for all children in protective services. Citizenship or immigration status is verified at the time a child is taken into state custody.</i></p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><i>Work. Describe how you verify: Per Child Care Assistance Program regulation 7 AAC 41.315(c)(4) and (d), at the time of initial 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 profit and loss verification from the business. Per Child Care Assistance Policies and Procedures Manual section 4080-2 acceptable verification includes: a statement signed and dated by the employer, employer's wage record, all pay stubs from employment for the full two (2) most current months. This may be the month the application is received and the month prior or the two (2) months prior to the month the application was received depending on the parent's employment and/or pay frequency and when the application was submitted; family's last year's tax filing for Seasonal Income; Military Leave and Earnings 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. An Employment Statement CC36 form can be used for wage verification at initial application or if there is a reported job change. During subsequent evaluations of eligibility, the family must provide pay stubs from their employer to verify their actual earnings. The information is documented in the Integrated Child Care Information System (ICCS), and maintained in the family's</i></p>

Required at Initial Determination	Required at Redetermination	Description
		<i>case file. The Office of Children's Services accepts self-certification from the foster parent for children in protective services.</i>
☒	☒	<p>Job training or educational program. Describe how you verify: <i>Per Child Care Assistance Program regulation 7 AAC 41.315(c)(6) and (d), at the time of initial 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. Per Child Care Assistance Program Policies and Procedures Manual section 4070 3-D academic pursuits are considered an eligible activity when the intended outcome of the educational program or the course of study includes specific goals, objectives, and standards leading to a certificate of mastery, or completion, state license, diploma, or degree. Pursuit of a high school diploma; General Educational Development (GED) diploma; post-secondary; on-line educational and job training programs; and courses in English as a Second Language meet this requirement. Parent(s) must provide the class or course registration and schedule verifying enrollment with a start date and end or proposed end date to be considered an eligible activity. Information is documented in the Integrated Child Care Information System (ICIS) and maintained in the family's case file. The Office of Children's Services accepts self-certification from the foster parent for children in protective services.</i></p>
☒	☒	<p>Family income. Describe how you verify: <i>Per Child Care Assistance Program regulation 7 AAC 41.325, at eligibility determination and redetermination, family income is verified. Per Child Care Assistance Program Regulation 7 AAC 41.315(c)(4) and (d) 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</i></p>

Required at Initial Determination	Required at Redetermination	Description
		<p>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 4080-2 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. Foster parents disclose income at the time they become licensed foster parents caring for children in protective services, however income requirements are waived for children in protective services, eligible for PASS IV Child Care Assistance.</p>
☒	☒	<p>Household composition. Describe how you verify: Per Child Care Assistance Program regulation 7 AAC 41.315 (c)(2) and (d) initial eligibility determination and redetermination 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 4070-4-A., "Families" consist of parent(s) and all minor children residing in the home. Parents and all their minor children of the family residing in the home at the time of application are included in the family size. Aunts, uncles, grandparents, or other adults who reside with the family are not considered in the family size. These adults should not be listed on the family's application unless they are acting in loco parentis. Per Child Care Assistance Program Policies and Procedures section 4060-2 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. Foster parents self-certify their household composition at the time they are licensed as foster parents to care for children in protective services, however, this eligibility requirement does not apply to children in protective services eligible for PASS IV Child Care Assistance.</p>

Required at Initial Determination	Required at Redetermination	Description
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Applicant residence. Describe how you verify: <i>Per Child Care Assistance Program regulation 7 AAC 41.315(c)(1) and (d), at initial eligibility determination and redetermination the applicant must provide their physical and mailing address. Per Child Care Assistance Program Regulation 7 AAC 41.300(a)(4) the family's children must be physically present and living in the state. The Child Care Assistance Program Application CC08 includes asking the applicant for their physical and mailing addresses, if the addresses provided are for contact information only, and the family considers themselves homeless. Verification includes the family's application, interview, and reported changes. This information is documented in the Integrated Child Care Information System (ICIS) and maintained in the family's case file. The Office of Children's Services verifies this eligibility requirement for children in protective services at the time they become licensed as foster parents.</i>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Other. Describe how you verify: <i>Children in child protective services through the Office of Children's Services (OCS), eligible for PASS IV are considered categorically eligible. Income verification is not required, only a self-certification the foster parent is working. No additional verification is required.</i>

2.2.9 Exception to TANF work requirements

Lead Agencies must ensure that families with young children participating in TANF will be informed of their right not to be sanctioned under the TANF work requirement if the custodial parent has a demonstrated inability to obtain child care for a child under age six, in accordance with Section 407(e)(2) of the Social Security Act.

- a. Identify the TANF agency that established these criteria or definitions: *Alaska/ Department of Health/ Division of Public Assistance*
- b. Provide the following definitions established by the TANF agency:
 - i. "Appropriate child care": *Per Alaska Temporary Assistance Regulation 7 AAC 45.258(b)(3) A family applying for or receiving ATAP benefits is eligible to receive child care assistance under this chapter if the child care is provided by an eligible provider under 7 AAC 41 (Child Care Assistance Program Regulations). 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, appears to have the ability to care for children of the same age and development level as the participant's children, and is or is willing to become an approved or licensed child care provider.*

- ii. “Reasonable distance”: *Per Alaska Temporary Assistance Manual 730-2: "Reasonable distance" is when the provider's location is within 30 minutes travel time by public or private transportation from the participant's home or activity site.*
 - iii. “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*
 - iv. “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 expense.*
- c. How are parents who receive TANF benefits informed about the exception to the individual penalties associated with the TANF work requirements?
- i. In writing
 - ii. Verbally
 - iii. Other. Describe: *Click or tap here to enter text.*

2.3 Prioritizing Services for Vulnerable Children and Families

Lead Agencies must give priority for child care assistance to children with special needs, families with very low incomes (considering family size), and children experiencing homelessness. A Lead Agency has the flexibility to prioritize other populations of children.

Note: Statute defines children with disabilities, and CCDF rule gives flexibility to Lead Agencies to include vulnerable populations in their definition of children with special needs.

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).

2.3.1 Lead Agency definition of priority groups

Describe how the Lead Agency defines:

- a. “Children with special needs.” *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 4030-1 A., an eligible child with special needs will be prioritized as wait list exempt, and will not be placed on a wait list.*

- b. *“Families with very low incomes.” 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 60% 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 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.*

2.3.2 Prioritization of child care services

Identify how the Lead Agency will prioritize child care services for the following children and families.

- a. Complete the table below to indicate how the identified populations are prioritized.

Population Prioritized	Prioritize for enrollment in child care services	Serve without placing on waiting list	Waive co-payments as described in 3.3.1	Pay higher rate for access to higher quality care	Use grants or contracts to reserve spots	Other
Children with special needs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Describe: <i>Child care providers caring for children participating in the State of Alaska Child Care Assistance Program (CCAP) and Alaska Inclusive Child Care Program may be eligible to receive additional payment through these programs</i>

Population Prioritized	Prioritize for enrollment in child care services	Serve without placing on waiting list	Waive co-payments as described in 3.3.1	Pay higher rate for access to higher quality care	Use grants or contracts to reserve spots	Other
						<i>on behalf of families. Alaska Inclusive Child Care Subsidies are based on the actual cost to the child care provider to provide the additional services specific to the child's diagnosed disabilities or special needs and reimbursable up to the dollar amount of the cost of care authorized through the Child Care Assistance Program.</i>
Families with very low incomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Describe: Click or tap here to enter text.
Children experiencing homelessness, as defined by CCDF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Describe: Click or tap here to enter text.
(Optional) Families receiving TANF, those attempting to transition off TANF, and those at risk of becoming dependent on TANF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Describe: Click or tap here to enter text.

b. Does the Lead Agency define any other priority groups?

No.

Yes. If yes, identify the populations prioritized and describe how the Lead Agency prioritizes services: [Click or tap here to enter text.](#)

2.3.3 Enrollment and grace period for children experiencing homelessness

Lead Agencies must allow (after an initial eligibility determination) children experiencing homelessness to receive CCDF services while required eligibility documentation is obtained.

Lead Agencies must establish a grace period that allows children experiencing homelessness 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 State, Territory, or local immunization and other health and safety requirements. The length of such a grace period must be established in consultation with the State, Territorial, or Tribal public health agency.

Note: Any payment for such a child during the grace period may not be considered an error or improper payment.

- a. Describe the strategies to allow CCDF enrollment of children experiencing homelessness while required eligibility documentation is obtained: *Per Child Care Assistance Program regulation 7 AAC 41.315(e) and Child Care Assistance Program Policies and Procedures Manual section 4050-4., 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 an additional 30 days (one month) following the month of application, 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. Families experiencing homelessness are given up to an additional 30 days to provide verification.*
- b. Describe the grace period for each population below and how it allows them 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.

- i. Provide the policy for a grace period for:

Children experiencing homelessness: *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. The Child Care Program Office established this grace period in collaboration with the Department of Health and Social Services, Division of Public Health, Epidemiology. <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. 7 AAC 41.215(c)(3) and 7 AAC 57.550(c)(3).7*

- ii. Does the Lead Agency certify that the length of the grace period was established in consultation with the State, Territorial, or Tribal public health agency?

Yes.

No. If no, describe: [Click or tap here to enter text.](#)

- 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: *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. Child care providers will receive guidance and clarification as needed from their licensing specialist regarding enrolling a child of a family experiencing homelessness. Families may be referred to local public health facilities for assistance in obtaining necessary immunizations or at the parent's request, assistance will be provided in obtaining records from the Division of Public Health, Epidemiology.*

2.4 Lead Agency Outreach to Families Experiencing Homelessness, Families with Limited English Proficiency, and Persons with Disabilities

The Lead Agency must conduct outreach and provide services to families with limited English proficiency, families experiencing homelessness, and persons with disabilities.

2.4.1 Families with limited English proficiency and persons with disabilities: outreach and services

- a. Check the strategies the Lead Agency or partners utilize to conduct outreach and provide services to eligible families with limited English proficiency. Check all that apply.
 - i. Application in languages other than English (application and related documents, brochures, provider notices).
 - ii. Informational materials in languages other than English.
 - iii. Website in languages other than English.
 - iv. Lead Agency accepts applications at local community-based locations.
 - v. Bilingual caseworkers or translators available.
 - vi. Bilingual outreach workers.
 - vii. Partnerships with community-based organizations.
 - viii. Collaboration with Head Start, Early Head Start, or Migrant and Seasonal Head Start.
 - ix. Home visiting programs.

- x. Other. Describe: *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. Alaska's Child Care Resource and Referral Agency, thread, provides some informational materials in Spanish for families and child care providers.*
- b. Check the strategies the Lead Agency or partners utilize to conduct outreach and provide services to eligible families with a person(s) with a disability. Check all that apply.
 - i. Applications and public informational materials available in braille and other communication formats for access by individuals with disabilities.
 - ii. Websites that are accessible (e.g., Section 508 of the Rehabilitation Act).
 - iii. Caseworkers with specialized training/experience in working with individuals with disabilities.
 - iv. Ensuring accessibility of environments and activities for all children.
 - v. Partnerships with State and local programs and associations focused on disability- related topics and issues.
 - vi. Partnerships with parent associations, support groups, and parent-to-parent support groups, including the Individuals with Disabilities Education Act (IDEA) federally funded Parent Training and Information Centers.
 - vii. Partnerships with State and local IDEA Part B, Section 619 and Part C providers and agencies.
 - viii. Availability and/or access to specialized services (e.g., mental health, behavioral specialists, therapists) to address the needs of all children.
 - ix. Other. Describe: *The Child Care Program Office provides program information and applications to grantees and partners for distribution during outreach activities such as at health and/or job fairs statewide.*

2.4.2 Families experiencing homelessness: Outreach and technical assistance efforts

- a. Check, where applicable, the procedures used to conduct outreach for children experiencing homelessness and their families.
 - i. Lead Agency accepts applications at local community-based locations.
 - ii. Partnerships with community-based organizations.
 - iii. Partnering with homeless service providers, McKinney-Vento liaisons, and others who work with families experiencing homelessness to provide referrals to child care.

- iv. Other. Describe: *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 (CCPO) website.*
- b. The Lead Agency must provide training and technical assistance (TA) to providers and appropriate Lead Agency (or designated entity) staff on identifying and serving children and families experiencing homelessness.
 - i. Describe the Lead Agency’s training and TA efforts for providers in identifying and serving children and their families experiencing homelessness. *Alaska’s Child Care Resource and Referral Network, thread, provides training to child care providers. Some thread staff who deliver training have received trainings themselves on indicators to assist them in identifying and serving families experiencing homelessness, so they are able to incorporate that knowledge into trainings they deliver to child care providers. Additionally, there are resources on the Child Care Program Office (CCPO) website to assist any staff, grantee, or child care provider in being responsive to families experiencing homelessness. Licensing discusses the regulatory requirement related to supporting families experiencing homelessness during the licensing orientation. This orientation will also be available in an online training platform in the coming years.*
 - ii. Describe the Lead Agency’s training and TA efforts for Lead Agency (or designated entity) staff in identifying and serving children and their families experiencing homelessness. *In Alaska’s Child Care Resource and Referral Network, thread, ensures all staff who provide child care referrals to families as well as training staff who deliver training to child care providers, have received training and indicators to assist them in identifying and serving families experiencing homelessness. Information was presented to Child Care Assistance Program grantees that administer the program and some CCPO staff who work in the program during the Local Administrators teleconference on August 25, 2016. Child Care Assistance brochures were emailed 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.*

2.5 Promoting Continuity of Care

Lead Agencies must consider children’s development and promote continuity of care when authorizing child care services and must establish a minimum 12-month period for each child, both at the initial eligibility determination and redetermination.

2.5.1 Children’s development

Describe how the Lead Agency’s eligibility, enrollment, reporting, and redetermination policies promote continuity of care in order to support children’s development.

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 4060-2 when conducting an interview with the family they are to be provided resources for accessing

developmental screenings. Per Child Care Assistance Program regulation 7 AAC 41.207(2)(c) 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 4060-2 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 program rate. The family applies to the Alaska Inclusive Child Care Program with information and 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 and the child's family, to develop an inclusion plan for a child with special needs in the provider's care prior to be determined eligible for supplemental funding if there is also an additional cost associated with caring for the child who has a diagnosed disability or special needs. To promote continuity of care for children, all families approved for subsidy are approved for a 12-month certification period, and only required to report non-temporary changes. Benefits cannot be decreased or ended during the certification period, except for a few exceptions.

2.5.2 Minimum 12-month eligibility

Lead Agencies must establish a minimum 12-month eligibility period for each child, both at the initial eligibility determination and at redetermination to support continuity in child care assistance and reduce barriers to families retaining eligibility. This requirement is:

- Regardless of changes in income, Lead Agencies may not terminate CCDF assistance during the minimum 12-month period if a family has an increase in income that exceeds the Lead Agency's income eligibility threshold but not the federal threshold of 85 percent of SMI; and
 - Regardless of temporary changes in participation in work, training, or educational activities.
- a. Does the Lead Agency certify that their policies or procedures provide a minimum 12-month eligibility period for each child at initial eligibility determination?
- Yes.
- No. If no, describe: [Click or tap here to enter text.](#)
- b. Does the Lead Agency certify that its definition of "temporary change" includes each of the minimum required elements?
1. 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.
 2. Any interruption in work for a seasonal worker who is not working between regular industry work seasons.
 3. Any student holiday or break for a parent participating in a training or educational program.
 4. Any reduction in work, training, or education hours, as long as the parent is still working or attending a training or educational program.
 5. Any cessation of work or attendance at a training or educational

program not listed above. In these cases only, Lead Agencies may establish a period of 3 months or longer.

- 6. Any change in age, including a child turning 13 years old during the minimum 12-month eligibility period.
- 7. Any changes in residency within the State or Territory.

Yes.

No. If no, describe: [Click or tap here to enter text.](#)

c. Are the policies different for redetermination?

No.

Yes. If yes, provide the additional/varying policies for redetermination: [Click or tap here to enter text.](#)

2.5.3 Job search and continued assistance

a. Does the Lead Agency consider seeking employment (engaging in a job search) as an eligible activity at initial eligibility determination and/or at the minimum 12-month eligibility redetermination? (Note: If yes, Lead Agencies must provide a minimum of 3 months of job search.) Check all that apply:

i. Yes. The Lead Agency does consider seeking employment (engaging in a job search) as an eligible activity at initial eligibility determination. If yes, describe: [Click or tap here to enter text.](#)

ii. Yes. The Lead Agency does consider seeking employment (engaging in a job search) as an eligible activity at redetermination. If yes, describe: [Click or tap here to enter text.](#)

iii. No. The Lead Agency does not consider seeking employment (engaging in a job search) as an eligible activity at initial eligibility determination or redetermination.

b. Does the Lead Agency continue assistance during the minimum 12-month eligibility period when a parent has a non-temporary loss or cessation of eligible activity?

Yes. The Lead Agency continues assistance.

No, the Lead Agency discontinues assistance.

i. If no, describe the Lead Agency's policies for discontinuing assistance due to a parent's non-temporary change: *Per Child Care Assistance Program Regulations 7 AAC 41.310(c) During the family's eligibility period, if a parent experiences a non-temporary cessation of an eligible activity a job, job training, or educational program, the family will continue to receive program benefits at the same level for a period of three months for the parent to engage in job search activities. The family's program benefits will end after the three-month period of job search activities, unless the parent has resumed work or is attending a job training or educational program and provides verification. Per Child Care Assistance Program Policies and Procedures Manual section 4070-3 D. Job search time of up to three (3) full months is available to a parent who experiences a non-temporary job loss or ends participation in a job training or educational program.*

- ii. If no, describe what specific actions/changes trigger the job-search period after each such loss or cessation: *Per Child Care Assistance Policies and Procedures Manual section 4070-3 D. When the parent in a one (1) parent family, or one (1) or both parents in a two (2) parent family, report the change and request child care coverage for job search activities.*
- iii. If no, how long is the job-search period where a family can continue assistance (must be at least 3 months)? *The time frame will begin the first (1st) of the month following the report of change, for a period of three (3) full months. (4070-3 D)*
- c. The Lead Agency may discontinue assistance prior to the next minimum 12-month redetermination in the limited circumstances listed below. Check and provide the policy for all circumstances in which the Lead Agency chooses to discontinue assistance prior to the next minimum 12-month redetermination:
 - i. Not applicable.
 - ii. 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.

Provide the Lead Agency’s policy defining the number of unexplained absences identified as excessive: *Click or tap here to enter text.*
 - iii. A change in residency outside of the State or Territory.

Provide the Lead Agency’s policy for a change in residency outside the State or Territory *Per Child Care Assistance Program Regulation 7 AAC 41.300 (b)(3) and (4) families and children must be physically present and living in the state. Per Child Care Assistance Policies and Procedures Manual section 4000-6 and 4120 A family is required to report within ten (10) business days after a change of the family's physical or mailing address. The Designee will end a family's participation at the end of the current month and send the Child Care Assistance Closure notice if the family's whereabouts are unknown and mail correctly addressed with their last known address was returned by the post office with no forwarding address, and the Designee is unable to contact the family by telephone for a new address.:*
 - iv. Substantiated fraud or intentional program violations that invalidate prior determinations of eligibility.

Provide the Lead Agency’s definition of fraud/intentional program violations that lead to discontinued assistance: *Child Care Assistance Program Regulations 7 AAC 41.425(a)(4) for the third child care assistance intentional program violation regardless of dollar loss, the department will impose an obligation to repay the child care assistance program loss attributable to the intentional program violation and permanently terminate a family from the program, including terminating authorizations. Per 7 AAC 41.450(a)the department will debar from program participation a family found to be ineligible under this chapter because of (1) a penalty described in 7 AAC 41.425(c) for an intentional*

program violation; (2) failing to comply with a repayment plan developed under 7 AAC 41.420; or (3) failing to cooperate with the development of a repayment plan. (b) A family including a debarred individual may not participate in the child care assistance program. Per Child Care Assistance Program Manual section 4410-5 When a family or provider does not develop or comply with a repayment plan as required to repay a Child Care Assistance Program (CCAP) overpayment, the family or provider will be debarred from program participation until satisfactory compliance is achieved. When a family owes their provider either their monthly contribution (co-pay) and/or the difference in the provider's charges and what the CCAP has paid on the family's behalf, and the family has not entered into a payment plan with their provider, the family will be debarred from program participation. Per Child Care Assistance Program Manual section 4420-2 C. When an IPV determination is received for a family with an open PASS I case, the CCPO Eligibility and Benefits Staff will cancel any existing authorizations for the timeframe of the penalty and reissue the authorization to include the benefit reduction. When an IPV determination is received for a family with an open PASS II or PASS III case, the Eligibility and Benefits Staff will coordinate with the Designee for the Designee to send the family Child Care Assistance - Notice of Change identifying how the penalty will reduce their benefits. The Designee will cancel existing authorizations for the timeframe of the penalty and reissue the authorization to include the benefit reduction. A copy of the reissued authorization is sent to the family with the Child Care Assistance - Notice of Change. A copy of the canceled and reissued authorization is also sent to the family's child care provider.

2.5.4 Reporting changes during the minimum 12-month eligibility period

Lead Agencies may only require families to report changes that impact a family's eligibility, including only if the family's income exceeds 85 percent of the SMI, taking into account irregular fluctuations in income, or there is a non-temporary change in the parent's work, training, or education status, during the 12-month eligibility period. Lead Agencies may also require families to report that enable the lead agency to contact the family or pay providers, such as a new telephone number or address.

Note: The response below should exclude reporting requirements for a graduated phase-out, which are described in question 2.5.5.

Does the Lead Agency limit what families must report during the 12-month eligibility period to the changes described above?

Yes.

No. If no, describe:

Per Child Care Assistance Program Regulation 7 AAC 41.320 and Child Care Assistance Program Policies and Procedures Manual section 4120-1 families are required to report changes to child care providers within 10 business days.

Per Child Care Assistance Program Policies and Procedures Manual section 4120-1 families are required to report Increases in eligible activity hours and increases in care hours needed that result in an increase in benefits (increases in level of care authorized); Decrease in earnings that results in a decrease of co-pay and increase in benefits (increases in level of care authorized); Increase in household size resulting in a decrease of co-pay and increase in benefits (increases in level of care authorized); and adding new children to the family in which they need benefits authorized is also an increase in benefits. However, the family's participation will not be ended if they fail to report these changes, or fail to report these changes timely.

2.5.5 Policies and procedures for graduated phase-out of assistance at redetermination

Lead Agencies that establish initial family income eligibility below 85 percent of SMI must provide a graduated phase-out of assistance for families whose income has increased above the Lead Agency's initial income threshold at the time of redetermination but remains below the federal threshold of 85 percent of SMI.

Lead Agencies that provide a graduated phase-out must implement 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; or,
- (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 family with a low income
 - (B) Provides justification that the second eligibility threshold is:
 - (1) Sufficient to accommodate increases in family income over time that are typical for workers with low incomes 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 must be considered eligible if their parents are participating in an eligible activity even if their income exceeds the Lead Agency's initial eligibility income limit as long as their income does not exceed the second tier of eligibility. Note that once determined eligible, the child must be considered eligible for a full minimum 12-month eligibility period, even if the parents' income exceeds the second tier of eligibility during the eligibility period, as long as it does not exceed 85 percent of SMI.

A child eligible for services via the graduated phase-out of assistance is considered eligible under the same conditions as other eligible children with the exception of the co-payment restrictions, which do not apply to a graduated phase-out. To help families transition from child care assistance, Lead Agencies may gradually adjust co-payment amounts in proportion to a family's income growth for families whose children are determined eligible under a graduated phase-out. Lead Agencies may require additional reporting on changes in family income but must still ensure that any additional reporting requirements do not constitute an undue burden on families.

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

- a. Not applicable. The Lead Agency sets its initial eligibility threshold at 85 percent of SMI and therefore is not required to provide a graduated phase-out period. (If checked, skip to question 3.1.1.)
- b. The Lead Agency sets the second tier of eligibility at 85 percent of SMI. If checked, describe the policies and procedures: *Click or tap here to enter text.*
 - i. Lead Agency adjusts the family’s co-pay during the graduated phase-out period. If checked, describe how the Lead Agency gradually adjusts co-payment for families under a graduated phase-out period in proportion to a family’s income growth. Include information on the percentage or amount of change made in the co-payment during graduated phase-out: *Click or tap here to enter text.*
 - ii. Lead Agency requires additional reporting requirements during the graduated phase-out period. If checked, describe: *Click or tap here to enter text.*
- c. The Lead Agency sets the second tier of eligibility 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. If checked, provide the following information:
 - i. Provide the income level (\$/month) and the percent of SMI for the second tier of eligibility for a family of three: *Click or tap here to enter text.*
 - ii. Describe how the second eligibility threshold takes into account the typical household budget of a low-income family: *Click or tap here to enter text.*
 - iii. Describe how the second eligibility threshold 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: *Click or tap here to enter text.*
 - iv. Describe how the second eligibility threshold reasonably allows a family to continue accessing child care services without unnecessary disruption: *Click or tap here to enter text.*
 - v. Lead Agency adjusts the family’s co-pay during the graduated phase-out period. If checked, describe how the Lead Agency gradually adjusts co-payment for families under a graduated phase-out period in proportion to a family’s income growth. Include information on the percentage or amount of change made in the co-payment during graduated phase-out: *Click or tap here to enter text.*
 - vi. Lead Agency requires additional reporting requirements during the graduated phase-out period. If checked, describe: *Click or tap here to enter text.*

3 Child Care Affordability

CCDF subsidies make child care more affordable for eligible families, providing access to a greater range of child care options that allow parents to work, go to school, or enroll in training and they allow parents to access higher quality care options that better support children’s development. CCDF requires some families participating in CCDF to pay an affordable co-payment set by the Lead Agency to cover a part of their care. But co-payments can be a significant and destabilizing financial strain on family budgets and a barrier to parent employment, and the CCDBG Act

requires that the co-payment amount not be a barrier to families participating in CCDF. Lead Agencies may not set parent co-payments above 7% of family income regardless of gradual phase-out policies and regardless of the number of children receiving assistance. Lead Agencies are encouraged to set co-payments much lower than 7% to make child care more affordable for more families and have broad flexibility to waive co-payments for many participants. Lead Agencies must ensure that the total payment to a child care provider is not reduced because of a family's lowered or waived co-payment.

In this section, Lead Agencies will identify how they determine an eligible family's co-payment, the policies in place to waive or ensure co-payments are affordable for families, and how the Lead Agency improves access for children and families in economically and/or socially marginalized communities.

3.1 Family Co-payments

Lead Agencies must establish and periodically revise a sliding-fee scale for families receiving CCDF services that varies based on income and the size of the family to determine each family's contribution (i.e., co-payment) and does not create a barrier to receiving CCDF assistance. In addition to income and the size of the family, the Lead Agency may use other factors as appropriate when determining family contributions/co-payments. Lead Agencies may not use price of care or amount of subsidy payment in determining co-payments. Lead Agencies must ensure that the total payment to a child care provider is not reduced because of a family's lowered or waived co-payment.

3.1.1 Family co-payment

Lead Agencies may not charge any family more than 7% of a family's gross income, regardless of the number of children participating in CCDF.

- a. What is the maximum percent of a family's gross income any family could be charged as a co-payment? *The maximum a family currently pays is 9% of their gross monthly income.*
- b. Does the Lead Agency certify that their sliding fee scales are always based on income and family size (regardless of how many different scales they may use)?
 - Yes.
 - No. If no, describe: [Click or tap here to enter text.](#)

3.1.2 Sliding fee scale

Provide the CCDF co-payments for eligible families in the table(s) below according to family size for one child in care.

- a. Is the sliding fee scale set statewide?
 - Yes.
 - No. If no, describe how the sliding fee scale is set: [Click or tap here to enter text.](#)
- b. Complete the table below. If the sliding fee scale is not set statewide, complete the table for the most populous locality:

	A	B	C	D	E	F
Family Size	Lowest income at initial eligibility where the family is first charged a co-pay (greater than \$0).	What is the monthly co-payment for a family of this size based on the income level in (A)?	What percentage of income is the co-payment in (B)?	Highest income at initial eligibility where a family is charged a co-pay 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)?	What percentage of income is this co-payment in (E)?
1	N/A	N/A	N/A	N/A	N/A	N/A
2	59	1	1	5012	451	9
3	73	1	1	6192	557	9
4	87	1	1	7372	663	9
5	101	1	1	8551	770	9

- c. What is the effective date of the sliding-fee scale(s)? *January 1, 2023.*
- d. Provide the link(s) to the sliding-fee scale(s):
<https://health.alaska.gov/dpa/Documents/dpa/programs/ccare/Documents/Files/Alaska-FICS.pdf>
- e. 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?
- No.
- Yes.
- If yes:
- i. 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 does not provide a barrier and promotes affordability and access for families: *The Child Care Program Office requires child care assistance program participating providers to have established rates for their services. Each provider sets their own rates based on their business need. The CCPO certifies 97% of all children participating in the CCAP are in licensed child care thereby ensuring equal access to quality care and affordability. The family's co-payment is not connected to child care provider's charges. Alaska revised the Family Income and Contribution Schedule and the Child Care Assistance Program Rate Schedule effective January 1, 2023 which resulted in increased rates for to participating child care providers.*

- ii. Provide data (including data on the size and frequency of such amounts) on the extent to which CCDF providers charge additional amounts to families: *A majority of child care providers charge rates that exceed state rates. Alaska does not currently have data on the size and frequency, but is developing a new data system that will gather and provide this kind of information in regular reports.*

3.2 Calculation of Co-Payment

Lead agencies must calculate a family's contribution (or co-payment), taking into account income and family size, and Lead Agencies may choose to consider other factors in their calculation.

3.2.1 Family co-payment calculation

- a. How is the family's contribution calculated, and to whom is it applied? Check if the fee is a dollar amount or if the fee is a percent of income below, and then check all that apply under the selection, as appropriate.
 - i. The fee is a dollar amount and (check all that apply):
 - 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 a 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: [Click or tap here to enter text.](#)
 - Other. Describe: [Click or tap here to enter text.](#)
 - ii. The fee is a percent of income and (check all that apply):
 - 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 a 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: [Click or tap here to enter text.](#)
 - Other. Describe: [Click or tap here to enter text.](#)
- b. Does the Lead Agency use other factors in addition to income and family size to determine each family's co-payment? (Lead Agencies may not use price of care or amount of subsidy payment in determining co-payments).
 - No.

Yes.

If yes, check and describe those additional factors below:

- i. Number of hours the child is in care. Describe: *Click or tap here to enter text.*
 - ii. Quality of care (as defined by the Lead Agency). Describe: *Click or tap here to enter text.*
 - iii. Other. Describe: *Click or tap here to enter text.*
- c. Describe any other policies the Lead Agency uses in the calculation of family co-payment to ensure it does not create a barrier to access. Check all that apply:
- i. Base co-payments on only a portion of the family's income. For instance, only consider the family income over the federal poverty level.
 - ii. Base co-payments on the number of children in the family and reduce a portion of the co-payments as the number of children being served increases.
 - iii. Other. Describe: *Click or tap here to enter text.*

3.3 Waiving Family Co-payment

3.3.1 Waiving family co-payment

The Lead Agency may waive family contributions/co-payments for many families to lower their costs and maximize affordability for families. Lead Agencies have broad flexibility in determining for which families they will waive co-payments.

Does the Lead Agency waive family contributions/co-payments?

- No, the Lead Agency does not waive any family contributions/co-payments. (Skip to question 4.1.1.)
- Yes. If yes, identify and describe which family contributions/co-payments waived.
 - i. Families with an income at or below 100% of the Federal Poverty Level for families of the same size.
 - ii. Families with an income above 100% but at or below 150% of the Federal Poverty Level for families of the same size.
 - iii. Families experiencing homelessness.
 - iv. Families with children with disabilities.
 - v. Families enrolled in Head Start or Early Head Start.
 - vi. Children in foster care or kinship care, or otherwise receiving or needing to receive protective services. Describe the policy: *Per Child Care Assistance Program Policies and Procedures Manual 4130 A foster parent must be working to be eligible for child care assistance. The foster parent's income is not considered and there is no family co-pay.*
 - vii. Families meeting other criteria established by the Lead Agency. Describe the policy: *Click or tap here to enter text.*

4 Parental Choice, Equal Access, Payment Rates, and Payment Practices

Core purposes of CCDF are to provide participating parents choice in their child care arrangements and provide their children with equal access to child care compared to those children not participating in CCDF. CCDF requirements approach equal access and parental choice comprehensively to meet these foundational program goals. Providing access to a full range of child care providers helps ensure that families can choose a child care provider that meets their family's needs. CCDF payment rates and practices must be sufficient to support equal access by allowing child care providers to recruit and retain skilled staff, provide high-quality care, and operate in a sustainable way. Supply-building strategies are also essential.

This section addresses many of the CCDF provisions related to equal access, including access to the full range of providers, payment rates for providers, co-payments for families, payment practices, differential payment rates, and other strategies that support parental choice and access by helping to ensure that child care providers are available to serve children participating in CCDF.

In responding to questions in this section, OCC recognizes that each Lead Agency identifies and defines its own categories and types of care. OCC does not expect Lead Agencies to change their definitions to fit the CCDF-defined categories and types of care. For these questions, provide responses that closely match the CCDF categories of care.

4.1 Access to Full Range of Provider Options

Lead Agencies must provide parents a choice of providers and offer assistance with child care services through a child care certificate (or voucher) or with a child care provider that has a grant or contract for the provision of child care services. Lead Agencies are reminded that policies and procedures should not restrict parental access to any type or category of care or provider (e.g., center care, home care, in-home care, for-profit provider, non-profit provider, or faith-based provider, etc.).

4.1.1 Parent choice

- a. Identify any barriers to provider participation, including barriers related to payment rates and practices, (including for family child care and in-home providers), based on provider feedback, public comment, and reports to the Lead Agency:
Rural and remote areas throughout Alaska do not have state trooper stations, which conduct fingerprints for the Alaska Background Check Program. In order to participate in the CCAP providers and their caregivers are required to have background checks. If a rural and remote area in Alaska lacks internet, they are unable to obtain the required health and safety trainings via online classes. This means the provider would need to either obtain internet access or travel to a location with internet and/or approved in person health and safety trainings. Additional barriers include the application process, regulatory requirements, and monitoring by state government. Many families still work from home, so there is a decrease in the need for child care providers in some areas, while other areas, especially rural and remote areas have little to no providers and there are families in need of child care. Some providers prefer to only care for children of private pay families because there is less paperwork and lower risk. Many providers do not agree with the Child Care Assistance Program reimbursement rates and strongly advocate for increases to the rates. Providers have also advocated for advance payment for service as opposed to reimbursement after care has been provided.
- b. Does the Lead Agency offer child care assistance through vouchers or certificates?
 Yes.
 No.
- c. Does the Lead Agency offer child care assistance through grants or contracts?
 Yes.
 No.
- d. Describe how the parent is informed that the child care certificate allows the option to choose from a variety of child care categories, such as private, not-for-profit, faith-based providers; centers; family child care homes; or in-home providers: *Parents are informed through consumer education materials; referrals provided to child care resource and referral agencies; verbal communication at the time of the interview; community outreach, or other in person activities. The Child Care Program Office website, forms, brochures, and the family interview provide additional information and clarification on child care provider options.*

- e. Describe what information is included on the child care certificate:
Alaska provides benefits through a child care certificate (Child Care Assistance Authorization document). A parent(s) may choose from a variety of child care providers, including licensed centers, group homes and homes as well as legally exempt (license exempt) regulated child care providers participating in the Child Care Assistance Program (CCAP) including Approved Relative and In-Home Child Care Providers, and Accredited and Certified/Approved participating providers whose standards meet or exceed the State's Regulations and Requirements. Care is authorized at the time the family is determined eligible for CCAP and identifies the period of time within the family's certification period for which care is authorized; the Designee agency and the agency's contact information; the worker who created the authorization document for PASS II and III, the PASS I or PASS IV case manager's name and phone number as applicable; family name and mailing address, provider name and mailing address; the children for whom child care is authorized including age category, and units of care; the anticipated eligible cost of care, including the family contribution amount and anticipated benefit amount to be paid for PASS II and III families; Maximum amount payable by the state of Alaska CCAP; and variable language providing specific additional information pertaining to the unit of care authorized. The authorization document also informs families of their responsibility to pay their child care provider their monthly co-pay for PASS II and III, and all other provider charges not covered by the Child Care Assistance Program; that the state payment to the provider will be up to the state maximum listed, based on the child's attendance, including when a full month level of care is authorized, but will be paid at a part month rate should the child attend care fewer than 6 days in the month; parents and providers who decide to end child care services, must give the other party at least 10 business days written notice prior to ending child care services unless both parties agree in writing to waive the 10 day notice timeframe requirement; an annual registration fee will be paid to licensed child care providers up to a maximum of \$50 per provider, per year, per child if the provider charges for a registration fee and has reported this as part of their rates to the Child Care Assistance Program; and funding is through the Department of Health and Social Services, Division of Public Assistance.

4.2 Assess Market Rates and Analyze the Cost of Child Care

To establish subsidy payment rates that ensure equal access, Lead Agencies must collect and analyze statistically valid and reliable data and have the option to conduct either a (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, or (2) an ACF pre-approved alternative methodology, such as a cost estimation model, which estimates the cost of care by incorporating both data and assumptions to estimate what expected costs would be incurred by child care providers and parents under different scenarios. All Lead Agencies must analyze the cost of providing child care through a narrow cost analysis or pre-approved alternative methodology.

Prior to conducting the MRS or pre-approved alternative, Lead Agencies must consult with the State Advisory Council on Early Childhood Education and Care (designated or established pursuant to the Head Start Act (42 U.S.C. 9837b(b)(1)(A)(i)) or similar coordinating body, local child care program administrators, local child care resource and referral agencies, and other appropriate entities; and organizations representing child care caregivers, teachers, and directors. Prior to conducting the MRS or pre-approved alternative methodology, Lead Agencies must consult with the State Advisory Council on Early Childhood Education and Care (designated or established

pursuant to the Head Start Act (42 U.S.C. 9837b(b)(1)(A)(i)) or similar coordinating body, local child care program administrators, local child care resource and referral agencies, and other appropriate entities; and organizations representing child care caregivers, teachers, and directors.

Note: Any Lead Agency considering using an alternative methodology instead of a market rate survey to set payment rates, is required to submit a description of its proposed approach to OCC for pre-approval in advance of developing and conducting the alternative methodology. Advance approval is not required if the Lead Agency plans to implement both an MRS and an alternative methodology to set rates at a percentile of the market rate, but a Lead Agency conducting a limited market rate survey and using it to inform their cost model would need pre-approval for this approach. In its request for ACF pre-approval, a Lead Agency must provide details on the following elements of their proposed alternative methodology:

- Overall approach and rationale for using proposed methodology
- Description of stakeholder engagement
- Data collection timeframe (if applicable)
- Description of the data and assumptions included in the methodology, including how these elements will yield valid and reliable results from the model
- Description of how the methodology will capture the universe of providers, and reflect variations by provider type, age of children, geographic location, and quality

4.2.1 Completion of the market rate survey or ACF pre-approved alternative methodology

Did the Lead Agency conduct a statistically valid and reliable MRS or ACF pre-approved alternative methodology to meet the CCDF requirements to assess child care prices and/or costs and determine payment rates? Check only one based on which methodology was used to determine your payment rates.

- a. Market rate survey.

- i. When were the data gathered (provide a date range; for instance, September – December 2023)? *The Child Care Program Office conducted several surveys from 2020 – March 2024. There were two Market Rate Surveys (MRS) completed, one in November 2020 and one in March 2021. The University of Alaska Anchorage (UAA) Institute of Social and Economic Research (ISER) conducted the surveys and completed a Narrow Cost Analysis and the MRS report. The data from both surveys were combined into one MRS report. The most recent MRS and Narrow Cost Analysis was conducted by UAA ISER October 2023 – November 2023. UAA ISER is in the process of finalizing the MRS Report, due no later than June 30, 2024. In addition to the MRS, Alaska performed several additional studies to further understand the state of child care throughout the state:*
- *2020 Economic Impact Report*
 - *2021-2023, Alaska’s Child Care Assistance Program (CCAP) contracted First Children’s Finance (FCF) to lead a series of surveys proving recommendations to maximize Alaska’s federal funding allocated to child care subsidy.*
 - *June 2023 - July 2024, a Cost of Care Study was performed to help inform the Governor’s Task Force on Child Care (Administrative Order 346)*
 - *June – December 2023 Workforce Study (also related to Governor’s Task Force)*
 - *June – December 2023 Focus Group Study*

- b. ACF pre-approved alternative methodology.
- i. The alternative methodology was completed.
- ii. The alternative methodology is in process.

If the alternative methodology was completed:

When were the data gathered and when was the study completed? [Click or tap here to enter text.](#)

Describe any major differences between the pre-approved methodology and the final methodology used to inform payment rates. Include any major changes to stakeholder engagement, data, assumptions or proposed scenarios. [Click or tap here to enter text.](#)

If the alternative methodology is in progress:

Provide a status on the alternative methodology and timeline (i.e., dates when the alternative methodology activities will be conducted, any completed steps to date, anticipated date of completion, and expected date new rates will be in effect using the alternative methodology). [Click or tap here to enter text.](#)

- c. Consultation on data collection methodology.

Describe when and how the Lead Agency engaged the following partners and how the consultation informed the development and execution of the MRS or alternative methodology, as appropriate.

- i. *State Advisory Council or similar coordinating body: The Child Care Program Office provided Alaska's Early Childhood Coordinating Council (AECCC) opportunities to attend Market Rate Survey Informational Meetings. In April 2023, Governor Dunleavy issued Administrative Order 346 (AO346), establishing a task force on child care charged with making recommendations on several key areas of child care. These areas include workforce, regulations, employer-sponsored care, public/private partnerships, affordability, and other innovative solutions to deliver affordable, quality child care. The Task Force includes a roster of 14 members who were previously selected by boards and commissions through an application process. The Task Force is tasked with creating two reports with recommendations due to the Governor: December 2023 and June 2024. Meetings began in June 2023. UAA ISER presented preliminary results of the draft report for input and feedback on April 10th, 2024.*

- ii. *Local child care program administrators: : Child Care Assistance Program Local Administrators were included in the pre-test of the market rate surveys and were requested to and provided input into the surveys. Those include Alaska Family Services Anchorage, Alaska Family Services Central, and thread.*

- iii. *Local child care resource and referral agencies: The child care resource and referral (CCR&R) agency, thread, was included in the pre- test of the market rate surveys and were requested to and provided input into the surveys. UAA ISER also had additional conversations with thread regarding previous surveys conducted by thread in order to decrease duplicate questions.*

- iv. *Organizations representing child care caregivers, teachers, and directors from all settings and serving all ages: The Child Care Program Office consulted with the Chair of the Governance Committee of Best Beginnings Alaska's Early Childhood Investment, who is also the former director of Child Development and Technical Assistance at Rural Cap. The Chair was also included in the pre-test of the market rate surveys and was requested to and provided input into the surveys. UAA ISER had additional conversations with the Chair regarding the surveys and the child care system. The CCPO has also had additional conversations with child care providers since the 2017 Market Rate Survey and considered input and recommendations provided between 2017 and 2023. In 2020, the CCPO also began a Town Hall meeting series to address provider concerns during the COVID-19 pandemic. Town Hall meetings continue quarterly or as needed, and present major issues and news to Alaska's child care providers, including Market Rate Study and other recommendations.*

v. **Other. Describe:** *Correspondence was sent to Alaska tribal partners to inquire about their interest in collaborating in the review and development of the questionnaire to be used surveys. The Market Rate survey questions were sent to the tribal partners for review and input . Additional MPS pre-testers included OCS, the CCPO's eligibility and Benefits Team, and additional DPA staff . UAA ISER and the Child Care Program Office met with the Administration for Children and Families, Office of Child Care and National Center on Subsidy and Innovation and Accountability for technical assistance and guidance, reviewed questionnaires used by other states, used comments provided from the pre-test conducted prior to beginning the market rate surveys, and reviewed of the 2022-2024 and 2025-2027 CCDF Preprint for first comment period.*

d. An MRS must be statistically valid and reliable.

An MRS can use administrative data, such as child care resource and referral data, if it is representative of the market. Please provide the following information about the market rate survey:

i. When was the market rate survey completed? *October – November 2023. The MRS report is being finalized and will be completed by June 30, 2024.*

ii. What was the time period for collecting the information (e.g., all of the prices in the survey are collected within a three-month time period)? *April 2023 – June 2024.*

iii. Describe how it represented the child care market, including what types of providers were included in the survey: *The Market Rate Survey (MRS) instrument used in 2020 and 2021 was the same instrument used in 2023, excluding most Covid-19 questions. The MRS was distributed beginning October 3rd, 2023, and was initially scheduled to remain open for six weeks until November 7th, 2023. However, at the end of the six-weeks, survey administrators and CCAP representatives authorized a two-week survey date extension through November, 21st, 2023 in order to allow more time for more child care providers to complete their surveys and to increase the response rate and representation of providers across Alaska. The survey remained open until November 28th, 2023 to allow completion of partially finished surveys. Paper surveys were available to providers upon request. The 2023 Alaska Market Price Survey was advertised and promoted by the CCPO via emails, newsletters, and the website. Alaska's Child Care Resource and Referral Network thread also assisted in the advertisement of the MRS on their website. All licensed open/active child care providers were invited to participate in the MRS. Over child care providers were sent save the date and invitation emails. Reminder emails were distributed once a week beginning one week after survey launch. In the final week of the survey, two reminder emails were issued. When the survey close date was extended, a notification email was sent. On the last day of the survey period extension, a final reminder email was sent. Telephone follow-up of non-respondents began two weeks after the start of the survey. A call script was used for calls and voicemails. A total of 247 licensed child care providers completed the MRS.*

- iv. What databases are used in the survey? Are they from multiple sources, including licensing, resource and referral, and the subsidy program? *The Integrated Child Care Information System (ICCIS) was used for the survey. ICCIS is the database system used for both licensing and subsidy.*
- v. How does the survey use good data collection procedures, regardless of the method for collection (mail, telephone, or web-based survey)? *The Child Care Program Office provided the University of Alaska Anchorage (UAA), Institute of Social and Economic Research (ISER) with a listing of all open/active licensed child care providers from the Integrated Child Care Information System (ISER). In addition to many Market Rate Survey (MRS) email notifications sent to licensed child care providers throughout the MRS timeframe, UAA ISER made phone calls to all providers who had not started the survey or had only partially completed the survey in order to remind and provide any needed assistance for completion of the survey. The survey period was also extended to allow additional time for child care providers to complete the survey for better data and representation of Alaska.*
- vi. What is the percent of licensed or regulated child care centers responding to the survey? *46%*
- vii. What is the percent of licensed or regulated family child care homes responding to the survey? *45%*
- viii. Describe if the survey conducted in any languages other than English: *Click or tap here to enter text.*
- ix. Describe if data were analyzed in a manner to determine price of care per child: *Data were analyzed by provider type, rate region, age of child, and level of care – Full month, part month, full day, and part day.*
- x. Describe if data were analyzed from a sample of providers and if so, how the sample was weighted: *The sample included all 247 licensed child care providers who completed. The sample of responding providers is slightly weighted toward home providers: 46% of responding child care providers were licensed centers and 54% of non-responding child care providers were also licensed centers.*

e. Price variations reflected.

The market rate survey data or ACF pre-approved alternative methodology data must reflect variations in child care prices or cost of child care services in specific categories.

- Describe how the market rate survey or pre-approved alternative methodology reflected variation in geographic area (e.g., county, region, urban, rural). Include information on whether parts of the State or Territory were not represented by respondents and include information on how prices or costs could be linked to local geographic areas. *All licensed child care providers in Alaska were invited to participate in the Market Rate Survey (MRS). Boroughs/Census areas of responding providers were used to define rate regions and rate estimation. To ensure sufficient data for rate estimation in each rate region, the requirement was that there were at least four responding providers to define an area. If four providers responded in a borough/census area, the 75th percentile of the borough/census area was used. If less than four providers responded in a borough, then the 75th percentile rate from the borough/census areas economic region was used. If less than four providers responded in an economic region, then the 75th percentile rate from a*

borough/census areas connectivity region – either Railbelt communities or non-railbelt communities were used.

- i. Describe how the market rate survey or pre-approved alternative methodology reflected variation in type of provider (e.g., licensed providers, license-exempt providers, center-based providers, family child care home providers, home based providers). *Child Care Provider rate categories include: 1. Licensed and Military Child Care Centers; 2. Licensed Group Homes; 3. Licensed and Military Homes; and 4. Licensed Exempt Approved Relative and In-Home providers. Licensed providers are paid at a higher rate than license exempt providers. License exempt providers are not included in the Market Rate Survey.*
- ii. Describe how the market rate survey or pre-approved alternative methodology reflected age of child (e.g., infant, toddler, preschool, school-age): *Age Group categories include Infant (Birth through 12 months), Toddler (13 months through 35 months), Pre-school (36 months through 59 months), and School age (5 years through 13 years). If there are variations in this information, it will be included as an amendment to the CCDF Plan.*
- iii. Describe any other key variations examined by the market rate survey or ACF pre-approved alternative methodology, such as quality level: *N/A*

4.2.2 Cost analysis

If a Lead Agency does not complete a cost-based pre-approved alternative methodology, they must analyze the cost of providing child care services through a narrow cost analysis. A narrow cost analysis is a study of what it costs providers to deliver child care at two or more levels of quality: (1) a base level of quality that meets health, safety, staffing, and quality requirements, and (2) one or more higher levels of quality as defined by the Lead Agency. The narrow cost analysis must estimate costs by levels of quality; include relevant variation by provider type, child’s age, or location; and analyze the gaps between estimated costs and payment rates to inform payment rate setting. Lead agencies are not required to complete a separate narrow cost analysis if their pre-approved alternative methodology addresses all of the components required in the narrow cost analysis.

Describe how the Lead Agency analyzed the cost of child care through a narrow cost analysis or pre-approved alternative methodology for the FFY 2025–2027 CCDF Plan, including:

- a. How did the Lead Agency conduct a narrow cost analysis (e.g., a cost model, a cost study, existing data or data from the Provider Cost of Quality Calculator)? *Two methodologies were utilized. The first used the same approach as the 2017 Alaska Child Care Market Rate Survey (MRS) Report conducted by the Child Care Program Office to provide consistent estimates of cost over time. The second was an original methodology developed for this study and using information about provider costs solicited in the 2020 and 2021 MRS. The second method used cost of a full-time equivalent (FTE) month of child care was also estimated by utilizing information solicited as part of MRS. Providers were asked about their staffing, employee wages and benefits, and about their key operational expenses including food, supplies, rent, and utilities. These costs were then aggregated and normalized based on other operational data providers supplied as well as some assumptions. These costs are reported by facility type and geographic region.*

- b. In the Lead Agency’s analysis, were there any relevant variations by geographic location, category of provider, or age of child? *Costs are reported by facility type and geographic region.*
- c. What assumptions and data did the Lead Agency use to determine the cost of care at the base level of quality (e.g., ratios, group size, staff compensations, staff training, etc.)? Rates reported and comments provided by child care providers were used. *To ensure calculations and statistical summaries of provider reported rates were accurate and consistent, several definitions, assumptions, and standardizations were applied to the data during cleaning of raw survey response. These key decisions include: In general, if a value of zero (0) was entered for financial information or if the number entered was unrealistically large or small, it was recoded as missing if it could not be easily recoded. If zero (0) was entered for rates, then it was recoded as missing under assumption \$0 means the provider does not provide that care. If provider entered text (e.g., varies, depends on schedule, etc.) for rates, value was recoded as missing. If zero (0) was entered for additional fees, it was recoded as missing under the assumption that a \$0 fee means the provider does not charge that fee. If zero (0) was entered for the number of enrolled children while the number of reduced children was missing (or the opposite), the zero entry was recoded to missing. If a provider listed a number for enrolled children and nothing for the number reduced, zero (0) was entered for the number reduced. If zero (0) was entered for both the number of enrolled children and the number of reduced children, they were recoded as missing. If an unrealistically large number was entered for rates, (e.g., a provider entering \$1,000 for a daily rate) it was recoded as missing unless it was clear that the provider mistakenly entered an extra zero (0) to the end of their rate. This was determined by checking the other rates that the provider entered. In very few cases, it appeared that the provider switched their enrollment numbers with their rates. In these cases, the numbers were cross-referenced to their licensed capacity rates to confirm. Similarly, if a number of enrolled children exceeded the providers licensed capacity and no other mistake appeared to have been made, it was recoded as missing.*
- d. How does the Lead Agency define higher quality and what assumptions and data did the Lead Agency use to determine cost at higher levels of quality (e.g., ratio, group size, staffing levels, staff compensation, professional development requirements)? A Lead Agency can use a quality improvement system or other system of quality indicators (e.g., accreditation, pre-Kindergarten standards, Head Start Program Performance Standards, or State-defined quality measures). *Three key inputs are used to estimate the cost of child care: child-to-caregiver and maximum group size ratios established in licensing regulations, regional wage data from the Bureau of Labor Statistics, and a set of assumptions taken from the "Guidance on Estimating and Reporting the Costs of Child Care" developed by the National Center on Early Childhood Quality Assurance and National Center on Subsidy Innovation and Accountability. More specifically, the University of Alaska Anchorage (UAA) Institute of Social and Economic Research (ISER) used the assumption that personnel costs tend to range between 70% and 80% of total costs for centers. Over half (51%) of providers who responded to the survey use the “actual cost of providing care” when setting their rates, which are higher than the state rates. The impact of the current economic climate was a common theme in the responses, particularly the wages and availability of staff, including the need for the provision of benefits and retirement. Additional themes were increasing the rates and funding, and concerns on operational costs.*

- e. What is the gap between cost and price, and how did the Lead Agency consider this while setting payment rates? Did the Lead Agency target any rate increases where gaps were the largest or develop any long-term plans to increase rates based on this information? *Costs of care vary substantially between urban areas and between urban and rural areas in the State. Response rates for cost questions were lower than response rates for other questions in the Market Rate Survey (MRS), making valid statistical inference for some rural areas in the state challenging. While it is believed the narrow cost analysis can provide some context for the cost of care in some parts of the state, caution is warranted before any direct comparisons to assistance rates are made. The Child Care Program Office (CCPO) understands that the current rate structure does not meet the reported cost of care as stated in the 2023 Market Rate Survey. A change in rates will need to go through a regulation change, of which the Child Care Program Office is currently conducting. In addition to the 2023 MRS, the CCPO will be using the 2023/2024 Cost of Care Study to inform future decisions on rate setting, to include the possible development of an alternative methodology. Alternative methodologies must go through the review and approval process by the federal Administration of Children and Families, Office of Child Care.*

4.2.3 Publicly available report on the cost and price of child care

The Lead Agency must prepare a detailed report containing the results of the MRS or ACF pre-approved alternative methodology and include the Narrow Cost Analysis if an ACF pre-approved alternative methodology was not conducted.

The Lead Agency must make this report 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 or stakeholders prior to conducting the MRS or ACF pre-approved alternative methodology.

Describe how the Lead Agency made the results of the market rate survey or ACF pre-approved alternative methodology report widely available to the public by responding to the questions below.

- i. Provide the date the report was completed: *The previous Market Price Survey (MRS) was completed September 10, 2021. The last MRS was conducted in October 2023 – November 2023 and the final report and reschedule is in process with a completion date of June 30, 2024.*
- ii. Provide the date the report containing results was made widely available (no later than 30 days after the completion of the report): *October 1, 2021 for the previous Market Price Survey (MRS). The current MRS data and draft report was shared at the Governor’s Task Force on Child Care Meeting April 10, 2024. The final MRS report and revised rate schedule is scheduled to be completed by June 30, 2024 and will be made widely available through email distribution and postings to the Child Care Program Office (CCPO) and the Child Care Resource & Referral Network thread’s websites.*

- iii. Provide a link to the website where the report is posted and describe any other strategies the Lead Agency uses to make the detailed report widely available: <https://health.alaska.gov/dpa/Pages/ccare/regs.aspx>
The final MRS report and revised rate schedule is scheduled to be completed by June 30, 2024 and will be made widely available through email distribution and postings to the Child Care Program Office (CCPO) and the Child Care Resource & Referral Network thread's websites.
- iv. Describe how the Lead Agency considered partner views and comments in the detailed report. Responses should include which partners were engaged and how partner input influenced the market rate survey or alternative methodology: *The survey instrument used in the 2023 Market Price Survey (MRS) was the same instrument used in the 2020 and 2021 MRS excluding some Covid-19 questions. The University of Anchorage (UAA) Institute of Social and Economic Research (ISER) worked in partnership with the Child Care Program Office (CCPO), Child Care Resource and Referral Network (CCR&R) thread, and has previously engaged with child care providers prior to conducting MRSs. First Children's Finance conducted an assessment of the CCPO's programs, processes, and infrastructure and provided the results and recommendations on how to maximize Alaska's Federal Funding Allocated to Child Care Subsidy in a report, also was shared with UAA ISER. UAA ISER is also working in partnership with McKinley Research Group who is responsible for conducting the current Cost of Care Study.*

4.3 Adequate Payment Rates

The Lead Agency must set CCDF subsidy payment rates in accordance with the results of the current MRS or ACF pre-approved alternative methodology and at a level to ensure equal access for eligible families to child care services comparable with those provided to families not receiving CCDF assistance. Lead Agencies are also required to provide a summary of data and facts to demonstrate how payment rates ensure equal access, which means the Lead Agency must also consider the costs of base level care and higher quality care as part of its rate setting. Finally, the Lead Agency must re-evaluate its payment rates at least every 3 years.

The ages and types of care listed in the base payment rate tables are meant to provide a snapshot of the categories of rates 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. If rates are not statewide, please provide all variations of payment rates when reporting base payment rates below.

Base rates are the lowest, foundational rates before any differentials are added (e.g., for higher quality or other purposes) and must be sufficient to ensure that minimum health, safety, quality, and staffing requirements are covered. These are the rates that will be used to determine compliance with equal access requirements.

4.3.1 Payment rates

- a. Are the payment rates that the Lead Agency is reporting in 4.3.2 set statewide by the Lead Agency?
 - Yes.
 - i. If yes, check if the Lead Agency:

- Sets the same payment rates for the entire State or Territory.
- Sets different payment rates for different regions in the State or Territory.

No.

- ii. If no, identify how many jurisdictions set their own payment rates: [Click or tap here to enter text.](#)
- b. Provide the date the current payment rates became effective (i.e., date of last payment rate update based on most recent MRS or ACF pre-approved alternative methodology as reported in 4.2.1). *The current Child Care Assistance Rate Schedule was effective January 1, 2023.*
- c. If the Lead Agency does not publish weekly rates, then how were the rates reported in 4.3.2 or 4.3.3 calculated (e.g., were daily rates multiplied by 5 or monthly rates divided by 4.3)? *Alaska currently does not pay weekly rates. All rates are paid monthly.*

4.3.2 Base payment rates

- a. Provide the base payment rates in the tables below. If the Lead Agency completed a market rate survey (MRS), provide the percentiles based on the most recent MRS for the identified categories. If the Lead Agency sets different payment rates for different regions in the State or Territory (and checked 4.3.1aii), provide the rates for the most populous region as well as the region with payment rates set at the lowest percentile. Percentiles are not required if the Lead Agency also conducted an ACF pre-approved alternative methodology but must be reported if the Lead Agency conducted an MRS only.

The preamble to the 2016 final rule states that a benchmark for adequate payment rates is the 75th percentile of the most recent MRS. The 75th percentile benchmark applies to the base rates. The 75th percentile is the number separating the lowest 75 percent of rates from the highest 25 percent. Setting rates at the 75th percentile, while not a requirement, would ensure that eligible families can afford three out of four child care providers. In addition to reporting the 75th percentile in the tables below, the Lead Agency must also report the 50th percentile and 60th percentile for each identified category.

If the Lead Agency conducted an ACF pre-approved alternative methodology, provide the estimated cost of care for the identified categories, as well as the percentage of the cost of care covered by the established payment rate. If the Lead Agency sets different payment rates for different regions in the State or Territory (and checked 4.3.1aii), provide the estimated cost of care and the percentage of the cost of care covered by the established payment rate for the most populous region as well as the region with rates established at the lowest percent of the cost of care.

For each identified category below, provide the percentage of providers who are receiving the base rate without any add-ons or differential payments.

Provide the full-time weekly base payment rates in the table below. If weekly payment rates are not published, then the Lead Agency will need to calculate its equivalent.

Care Type	Base payment rate (specify unit, e.g., per day, per week, per month)	% of providers receiving Base rate	Full-Time Weekly Base Payment Rate	What is the percentile of the rate? (MRS)	What is the 50th percentile of the rate? (MRS)	What is the 60th percentile of the rate? (MRS)	What is the 75th percentile of the rate? (MRS)	What is the estimated cost of care? (Alternative Methodology)	What percent of the estimated cost of care is the rate?
Center Care for Infants (6 months)	\$1135 (1 month through 12 mos.) Full month; Licensed center or military center; Per month	\$805	\$283.75	73%	\$1025	\$1040	\$1135	The CCPO did not use an alternative methodology	N/A
Family Child Care for Infants (6 months)	\$900 (1 month through 12 mos.) Full month; Licensed home or military home; Per month	\$834	\$225	70%	\$793	\$800	\$900	The CCPO did not use an alternative methodology	N/A
Center Care for Toddlers (18 months)	\$1148 (13 mos. through 35 mos.) Full month; Licensed center or military center; Per month	\$750	\$287	71%	\$975	\$1010	\$1163	The CCPO did not use an alternative methodology	N/A
Family Child Care for Toddlers (18 months)	\$800 (13 mos. through 35 mos.) Full month; Licensed home or military home; Per month	\$744	\$200	70%	\$700	\$705	\$800	The CCPO did not use an alternative methodology	N/A
Center Care for Preschoolers (4 years)	\$1019 (36 mos. through 59 mos.) Full month; Licensed center or military center; Per month	\$650	\$254.75	71%	\$885	\$885	\$1073	The CCPO did not use an alternative methodology	N/A

Care Type	Base payment rate (specify unit, e.g., per day, per week, per month)	% of providers receiving Base rate	Full-Time Weekly Base Payment Rate	What is the percentile of the rate? (MRS)	What is the 50th percentile of the rate? (MRS)	What is the 60th percentile of the rate? (MRS)	What is the 75th percentile of the rate? (MRS)	What is the estimated cost of care? (Alternative Methodology)	What percent of the estimated cost of care is the rate?
Family Child Care for Preschoolers (4 years)	\$700 (36 mos. through 59 mos.) Full month; Licensed home or military home; Per month	\$690	\$175	62%	\$650	\$670	\$700	The CCPO did not use an alternative methodology	N/A
Center Care for School-Age (6 years)	\$884 (5 yrs. through 13 yrs.) Full month; Licensed center or military center; Per month	\$575	\$221	98%	\$625	\$625	\$745	The CCPO did not use an alternative methodology	N/A
Family Child Care for School-Age (6 years)	\$650 (5 yrs. through 13 yrs.) Full month; Licensed home or military home; Per month	\$600	\$162.50	72%	\$551	\$579	\$650	The CCPO did not use an alternative methodology	N/A

b. Does the Lead Agency certify that the percentiles reported in the table above are calculated based on their most recent MRS or ACF pre-approved Alternative Methodology?

Yes.

No. If no, what is the year of the MRS or ACF pre-approved alternative methodology that the Lead Agency used? What was the reason for not using the most recent MRS or ACF pre-approved alternative methodology? Describe: *The percentiles listed above are based on the last Market Rate Survey (MRS) and current rate schedule. The most recent MRS was conducted in October 2023 – November 2023, with a report and revised rate schedule to be completed by June 30, 2024. The revised rates must go through the regulatory process before they can be made effective.*

4.3.3 Tiered rates, differential rates, and add-ons

Lead Agencies may establish tiered rates, differential rates, or add-ons on top of their base rates as a way to increase payment rates for targeted needs (e.g., a higher rate for serving children with special needs).

a. Does the Lead Agency provide any rate add-ons above the base rate?

Yes. If yes, describe the add-ons, including what they are, who is eligible to receive the add-ons, and how often are they paid: *The Alaska Inclusive Child Care Program (Alaska IN!) is available to children receiving subsidy, who also experience a diagnosed disability, or special need in which there is an additional cost associated with caring for the child. The family must apply for Alaska IN! and meet eligibility requirements of the program to be approved for the Alaska IN! supplement. The cost is reimbursed based on percentage increments of the cost of care authorized for the child not to exceed 100% of the child care assistance cost of care authorized.*

No.

b. Has the Lead Agency chosen to implement tiered reimbursement or differential rates?

Yes.

No. Tiered or differential rates are not implemented.

If yes, identify below any tiered or differential rates, and, at a minimum, indicate the process and basis used for determining the tiered rates, including if the rates were based on the MRS or an ACF pre-approved alternative methodology. Check and describe all that apply:

i. Differential rate for non-traditional hours. Describe: *Click or tap here to enter text.*

ii. Differential rate for children with special needs, as defined by the Lead Agency. Describe *Child care providers providing care to a child with a diagnosed disability or special need may receive supplemental payments (add-ons) through the Alaska Inclusive Child Care Program (Alaska IN!) for approved children. Alaska IN! is applicable to all provider types participating in the Child Care Assistance Program. The supplemental payment is the child care provider's actual cost associated with providing the additional services specific to the child's special need. The cost is reimbursed based on percentage increments of the cost of care authorized for the child not to exceed 100% of the child care assistance cost of care authorized.*

iii. Differential rate for infants and toddlers. Note: Do not check if the Lead Agency has a different base rate for infants/toddlers with no separate bonus or add-on. Describe: *Click or tap here to enter text.*

iv. Differential rate for school-age programs. Note: Do not check if the Lead Agency has a different base rate for school-age children with no separate bonus or add-on. Describe: *Click or tap here to enter text.*

v. Differential rate for higher quality, as defined by the Lead Agency. Describe: *Click or tap here to enter text.*

vi. Other differential rates or tiered rates. For example, differential rates for geographic area or for type of provider. Describe: *Click or tap here to enter text.*

- vii. If applicable, describe any additional add-on rates that you have besides those identified above. *Child Care Assistance Program (CCAP) Rates vary across the state based on the rate region in which child care providers operate their businesses, age of the child, level of care authorized, and provider type. Rate regions are based on the 29 boroughs (CCAP Rate Regions) within the state of Alaska as defined by the State of Alaska Department of Labor and Workforce Development.*
- c. Does the Lead Agency reduce provider payments if the price the provider charges to private-pay families not participating in CCDF is below the Lead Agency’s established payment rate?
 - Yes. If yes, describe: *Click or tap here to enter text.*
 - No.

4.3.4 Establishing payment rates

Describe how the Lead Agency established payment rates:

- a. What was the Lead Agency’s methodology or process for setting the rates or how did the Lead Agency use their data to set rates? *The Child Care Program Office (CCPO)through partnership with the University of Alaska Anchorage (UAA), Institute of Social and Economic Research (ISER) conducted a Market Rate Survey (MRS) in 2020 and 2021 and a revised Child Care Assistance Program Rate Schedule was effective January 1, 2023. A new MRS was conducted in October 2023 – November 2023. The final MRS report and revised rate schedule is in process and scheduled for completion by June 30, 2024. Rate changes have to go through the regulatory processes and be adopted by law before they can be made effective. Additional data will be added to the CCDF plan as an amendment.*
- b. How did the Lead Agency determine that the rates are adequate to meet health, safety, quality, and staffing requirements under CCDF? *The Child Care Program Office (CCPO)through partnership with the University of Alaska Anchorage (UAA), Institute of Social and Economic Research (ISER) conducted a Market Rate Survey (MRS) in 2020 and 2021 and a revised Child Care Assistance Program Rate Schedule was effective January 1, 2023. A new MRS was conducted in October 2023 – November 2023. The final MRS report and revised rate schedule is in process and scheduled for completion by June 30, 2024. Rate changes have to go through the regulatory processes and be adopted by law before they can be made effective. Additional data will be added to the CCDF plan as an amendment.*

- c. How did the Lead Agency use the cost of care, either from the narrow cost analysis or the ACF pre-approved alternative methodology to inform rate setting, including how using the cost of care promotes the stabilization of child care providers? *The Child Care Program Office (CCPO) through partnership with the University of Alaska Anchorage (UAA), Institute of Social and Economic Research (ISER) conducted a Market Rate Survey (MRS) in 2020 and 2021 and a revised Child Care Assistance Program Rate Schedule was effective January 1, 2023. A new MRS was conducted in October 2023 – November 2023. The final MRS report and revised rate schedule is in process and scheduled for completion by June 30, 2024. Rate changes have to go through the regulatory processes and be adopted by law before they can be made effective. The CCPO will also be using the data from the Cost of Care Study to inform decisions on future rate changes. Additional data will be added to the CCDF plan as an amendment.*
- d. How did the Lead Agency account for the cost of higher quality while setting payment rates? *The Child Care Program Office (CCPO) through partnership with the University of Alaska Anchorage (UAA), Institute of Social and Economic Research (ISER) conducted a Market Rate Survey (MRS) in 2020 and 2021 and a revised Child Care Assistance Program Rate Schedule was effective January 1, 2023. A new MRS was conducted in October 2023 – November 2023. The final MRS report and revised rate schedule is in process and scheduled for completion by June 30, 2024. Rate changes have to go through the regulatory processes and be adopted by law before they can be made effective. The CCPO will also be using the data from the Cost of Care Study to inform decisions on future rate changes. Additional data will be added to the CCDF plan as an amendment.*
- e. Identify and describe any additional facts (not covered in responses to 4.3.1 – 4.3.3) that the Lead Agency considered in determining its payment rates to ensure equal access. *Click or tap here to enter text.*

4.4 Payment Practices to Providers

Lead Agencies must use subsidy payment practices that reflect practices that are generally accepted in the private pay child care market. The Lead Agency must ensure timeliness of payment to child care providers by paying in advance or at the beginning of delivery of child care services. Lead Agencies must also support the fixed cost of child care services based on paying by the child’s authorized enrollment, or if impracticable, an alternative approach that will not undermine the stability of child care programs as justified and approved through this Plan.

Lead Agencies must also (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. These policies apply to all provider types unless the Lead Agency can demonstrate that in limited circumstances the policies would not be considered generally-accepted payment practices.

In addition, Lead Agencies must 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 have timely appeal and resolution processes for any payment inaccuracies and disputes.

4.4.1 Prospective and enrollment-based payment practices

Lead Agencies must use payment practices for all CCDF child care providers that reflect generally-accepted payment practices of providers serving private-pay families, including paying providers in advance or at the beginning of the delivery of child care services and paying based on a child's authorized enrollment or an alternative approach for which the Lead Agency must demonstrate paying for a child's authorized enrollment is not practicable and it will not undermine the stability of child care programs. Lead Agencies may only use alternate approaches for subsets of provider types if they can demonstrate that prospective payments and authorized enrollment-based payment are not generally-accepted for a type of child care setting. Describe the Lead Agency payment practices for all CCDF child care providers:

a. Does the Lead Agency pay all provider types prospectively (i.e., in advance of or at the beginning of the delivery of child care services)?

Yes. If yes, describe: [Click or tap here to enter text.](#)

No, it is not a generally-accepted payment practice for each provider type. If no, describe the provider type not paid prospectively and the data demonstrating it is not a generally-accepted payment practice for that provider type, and describe the Lead Agency's payment practice that ensures timely payment for that provider type: *The Child Care Program Office (CCPO) processes payment to providers once a complete Request for Payment CC78 form has been received, the family has a Child Care Assistance authorization document for the month of service for the child care provider who has submitted the request, and the month of service has passed. Child Care Assistance Request for Payment CC78 forms can be submitted to the CCPO no sooner than the first day of the month following the month in which child care services were provided. The deadline to submit 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 CC78 form, the CCPO will process the Request for Payment and verify payment to the provider.*

b. Does the Lead Agency pay based on authorized enrollment for all provider types?

Yes. The Lead Agency pays all providers by authorized enrollment and payment is not altered based on a child's attendance or the number of absences a child has.

No, it is not a generally-accepted practice for each provider type. If no, describe the provider types not paid by authorized enrollment, including the data showing it is not a generally-accepted payment practice for that provider type, and describe how the payment policy accounts for fixed costs: [Click or tap here to enter text.](#)

No, it is impracticable. Describe provider type(s) for which it is impracticable, why it is impracticable, and the alternative approach the Lead Agency uses to delink provider payments from occasional absences, including evidence that the alternative approach will not undermine the stability of child care programs, and thereby accounts for fixed costs: *Care is authorized as a full or part month. If a child is authorized for a full month for care and only attends between 1 and 5 days, payment is made at the part month rate. When a child is authorized for a full month and in care at least 6 days, payment is made at the full month rate. This practice is stronger than paying just on attendance, as a child who is authorized at a full month rate will still be paid for a full month even if they only attend a minimum of 6 days. Additionally, when a family needs full or part days of care beyond a*

full month, full or part day units can be authorized in addition to the full or part month that the child was originally authorized.

4.4.2 Other payment practices

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, unless the Lead Agency provides evidence that such practices are not generally-accepted for providers caring for children not participating in CCDF in its State or Territory.

- a. Does the Lead Agency pay all providers on a part-time or full-time basis (rather than paying for hours of service or smaller increments of time)?

Yes.

No. If no, describe the policies or procedures that are different than paying on a part-time or full-time basis and the Lead Agency's rationale for not paying on a part-time or full-time basis: [Click or tap here to enter text.](#)

- b. Does the Lead Agency pay for reasonable mandatory registration fees that the provider charges to private-paying parents?

Yes. If yes, identify the fees the Lead Agency pays for: *The Child Care Assistance Program will pay a maximum registration fee payment of \$50 to licensed child care providers, per child, per calendar year, if the provider requests a registration fee on their Request for Payment CC78 form.*

No. If no, identify the data and how data were collected to show that paying for fees is not a generally-accepted payment practice: [Click or tap here to enter text.](#)

- c. Describe how 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: *Each child care provider applying for participation in the Child Care Assistance Program (CCAP) completes a Child Care Provider Rates and Responsibilities CC12 form which includes acknowledgement by the provider they will follow the requirements of CCAP regulations 7 AAC 41, to include the family being issued a Child Care Assistance Authorization document prior to the provider requesting payment for services. Also required on the CC12 form are the provider's rates and hours of operation. In accordance with CCAP regulations 7 AAC 41.025, 7 AAC 41.035, 7 AAC 41.040, 7 AAC 41.245, 7 AAC 41.250, 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, or attended only part of the 10 day notice timeframe during the month due to ending services with that provider. If an adjustment or non-payment determination is made, written notice is sent to the provider describing the reason and their right to appeal the determination through the hearing process. The Child Care Assistance Authorization document includes information regarding an annual registration fee of up to \$50 to be paid to licensed providers, per child, per calendar year, in addition to up to the maximum payment authorized; the parent is responsible for any costs a provider charges over the authorized rates in addition to the family's co-pay. Child Care Providers are also required to complete a provider interview, an online provider orientation, and a provider billing training as part of their Child Care Assistance Program application for participation. The interview and the online trainings reiterate regulations, policies and procedures, provider rights and responsibilities.*
- d. Describe how 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: *The same day, or following day if the mail has already gone out for that day, after the family is determined eligible and child care is authorized, or during the family's eligibility period if care is changed/increased, the family ends services with the provider, or benefits are ended prior to the 12-month certification period, the family's identified child care provider is sent a copy of the family's new Child Care Assistance Authorization document which includes the timeframe and level of care authorized. A family's authorized care cannot be reduced within the 12 month-certification period.*

- e. Describe the Lead Agency’s timely appeal and resolution process for payment inaccuracies and disputes: *If a child care provider discovers a payment error, they are to contact the Child Care Program Office (CCPO) to report the under or over payment (Incorrect Payment). The incorrect payment process is followed to clearly document the reason for additional payment to be made to the provider due to an underpayment or for recoupment of an over payment. If the error resulted in an overpayment of \$99 or less no recoupment action is taken. If an underpayment is determined for any amount, the error is to be corrected and the provider is paid the missing amount. If a provider disagrees with a decision made by the CCPO or local Child Care Assistance Office (Designee) 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.*
- f. Other. Describe any other payment practices established by the Lead Agency: *Click or tap here to enter text.*

4.4.3 Payment practices and parent choice

How do the Lead Agency’s payment practices facilitate provider participation in all categories of care? *In Alaska, 97% of children participating in the Child Care Assistance Program are in licensed care and 85% of licensed providers are participating in the Child Care Assistance Program, thereby demonstrating participating families have equal access to a range of providers. Request for payment practices are fair for all provider types and include payment of registration fees to allow greater access to more providers. In addition, child care providers receive payment within 21 days based on unit of care authorized and actual attendance, and authorizing care on a full-month/part-month provides stability for providers. The CCPO issues payment for sick days as well as notice days.*

4.5 Supply Building

Building a supply of high-quality child care that meets the needs and preferences of parents participating in CCDF is necessary to meet CCDF’s core purposes. Lead Agencies must support parent choice by providing some portion of direct services via grants or contracts, including at a minimum for children in underserved geographic areas, infants and toddlers, and children with disabilities.

4.5.1 Child care services available through grants or contracts

Does the Lead Agency provide direct child care services through grants or contracts for child care slots?

Yes, statewide. Describe how the Lead Agency ensures that parents who enroll with a provider who has a grant or contract have choices when selecting a provider: *Click or tap here to enter text.*

Yes, in some jurisdictions, but not statewide. Describe how many jurisdictions use grants or contracts for child care slots and how the Lead Agency ensures that parents who enroll with a provider who has a grant or contract have choices when selecting a provider: *Click or tap here to enter text.*

No. If no, describe any Lead Agency plans to provide direct child care services through grants and contracts for child care slots: The Child Care Program Office (CCPO) has received recommendations for contracted slots and is considering this change in the future. After the sunset of the Governor’s Task Force, to include finalization of additional studies and data collection, the CCPO will review and prioritize final recommendations based on CCDF funding available. The CCPO will provide CCDF Plan Amendments as future decisions are made.

If no, skip to question 4.5.2.

i. If yes, identify the populations of children served through grants or contracts for child care slots (check all that apply). For each population selected, identify the number of slots allocated through grants or contracts for direct service of children receiving CCDF.

Children with disabilities. Number of slots allocated through grants or contracts: *Click or tap here to enter text.*

Infants and toddlers. Number of slots allocated through grants or contracts: *Click or tap here to enter text.*

Children in underserved geographic areas. Number of slots allocated through grants or contracts: *Click or tap here to enter text.*

Children needing non-traditional hour care. Number of slots allocated through grants or contracts: *Click or tap here to enter text.*

School-age children. Number of slots allocated through grants or contracts: *Click or tap here to enter text.*

Children experiencing homelessness. Number of slots allocated through grants or contracts: *Click or tap here to enter text.*

Children in urban areas. Percent of CCDF children served in an average month: *Click or tap here to enter text.*

Children in rural areas. Percent of CCDF children served in an average month: *Click or tap here to enter text.*

Other populations. If checked, describe: *Click or tap here to enter text.*

ii. If yes, how are rates for slots funded by grants and contracts determined by the Lead Agency? *Click or tap here to enter text.*

4.5.2 Care in the child’s home (in-home care)

The Lead Agency must allow for in-home care (i.e., care provided in the child’s own home) but may limit its use.

Will the Lead Agency limit the use of in-home care in any way?

Yes.

No.

If yes, what limits will the Lead Agency set on the use of in-home care? Check all that apply.

- i. Restricted based on the minimum number of children in the care of the in-home provider to meet the Fair Labor Standards Act (minimum wage) requirements. Describe: *The family must have at least four children who are not in school at any time during the day, are otherwise eligible, and are not the children of the In-home caregiver.*
- ii. Restricted based on the in-home provider meeting a minimum age requirement. Describe: *A caregiver hired by the family to provide in-home child care services must be at least 18 years of age.*
- iii. 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, if all parents in the family are working a night shift. Night shift is defined as employment requiring a minimum of six (6) work and travel hours between the time of 8:00 pm and 6:00 am. If this is the only qualifying criteria, eligibility to use In-home care ends the month following a parent no longer working a night shift.*
- iv. Restricted to care by relatives. (A relative provider must be at least 18 years of age based on the definition of eligible child care provider.) Describe: *Click or tap here to enter text.*
- v. Restricted to care for children with special needs or a medical condition. Describe: *A family may be eligible if they have at least one child with a diagnosed disability or special needs verified by a health care or mental health care professional.*
- vi. Restricted to in-home providers that meet additional health and safety requirements beyond those required by CCDF. Describe: *Click or tap here to enter text.*
- vii. Other. Describe: *A family may be eligible to use in-home care if they have at least one child who is younger than twelve (12) months of age. If this is the only qualifying criteria, eligibility to use In-home care ends the month following the child turning twelve (12) months of age. The In-home caregiver may bring their own child(ren) to the family's home if there will be no more than a total of five (5) children (family and caregiver's children combined) younger than thirteen (13) years of age and with the written permission of the family. All children of the family and the caregiver are counted even if not all the children are present at the same time.*

4.5.3 Shortages in the supply of child care

Lead Agencies must identify shortages in the supply of child care providers that meet parents' needs and preferences.

What child care shortages has the Lead Agency identified in the State or Territory, and what is the plan to address the child care shortages?

- a. In infant and toddler programs:

- i. Data sources used to identify shortages: *Alaska’s resource and referral agency, thread, contracted with McKinley Research Group (formerly McDowell Group), to analyze and present data on the need for and availability of early care and education (ECE) services for Alaska children from birth through 5 years of age. The data from this analysis is presented through a dashboard, available here <https://www.threadalaska.org/thread/business-community/tools-for-business/alaska-early-care-and-learning-dashboard/>, and routinely updated. This dashboard describes the status of early care and education in Alaska through the following indicators: demand for early care and education services, supply of early care and education services, affordability of care, and school readiness.*
 - ii. Method of tracking progress: <https://www.threadalaska.org/wp-content/uploads/2023/06/2023-Dashboard-Methodology.pdf>. *Monthly reports from the state’s research and analysis unit are also used to monitor supply.*
 - iii. What is the plan to address the child care shortages using family child care homes? *The CCPO receives monthly reports from the state’s research and analysis unit, which provides data on licensed child care centers. The Child Care Program Office (CCPO) has made 2021 Alaska Child Care Market Price Survey Report available on the CCPO website. The CCPO, in partnership with the University of Alaska Anchorage (UAA) Institute of Social and Economic Research (ISER) has completed two Market Rate Surveys, one in November 2020 and one in March 2021. The Market Rate Survey Report and rate schedule is posted to the CCPO’s website. The CCPO works with individuals interested in becoming licensed. Thread, Alaska’s Resource and Referral Agency provides start up funds to support new child care homes.*
 - iv. What is the plan to address the child care shortages using child care centers? *The CCPO receives monthly reports from the state’s research and analysis unit, which provides data on licensed child care centers. The Child Care Program Office (CCPO) has made 2021 Alaska Child Care Market Price Survey Report available on the CCPO website. The CCPO, in partnership with the University of Alaska Anchorage (UAA) Institute of Social and Economic Research (ISER) has completed two Market Rate Surveys, one in November 2020 and one in March 2021. The Market Rate Survey Report and rate schedule is posted to the CCPO’s website. The CCPO works with individuals interested in becoming licensed. Thread, Alaska’s Resource and Referral Agency provides start up funds to support new child care homes.*
- b. In different regions of the State or Territory:

- i. **Data sources used to identify shortages:** *Efforts state-wide have provided many opportunities for feedback and analysis of Alaska’s Early Childhood Systems. Administrative supports such as the Governor’s Task Force have provided the forums and audiences for exploratory surveys and focused feedback sessions through the associated reports and studies, such as the Workforce Study, Focus Group Survey, and Cost of Care Study. Other federally granted funds, such as the Preschool Development Grant and ARPA Stabilization and Relief funds, have generated related materials such as Needs Assessments, yearly state-of-the-state surveys, and Market Rate Studies that are necessary to the completion of this CCDF Plan. The focused efforts from the Governor’s Task Force and grant activities have generated interest from the local family level and up, resulting in recent legislative activity, such as the recently introduced House Bill 89, which will help address the recommendations from communities around the state.*
 - ii. **Method of tracking progress:** *Monthly reports from the state’s research and analysis unit*
 - iii. **What is the plan to address the child care shortages using family child care homes?** *The CCPO receives monthly reports from the state’s research and analysis unit, which provides data on licensed child care homes, group homes, and centers. The CCPO works with individuals interested in becoming licensed. Thread, Alaska’s Resource and Referral Agency provides start up funds to support new child care homes. CCPO staff also work closely with community partners and collaborate on supports and events when possible to increase awareness and education about the importance of licensing and the process to become licensed.*
 - iv. **What is the plan to address the child care shortages using child care centers?** *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 regulated 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. The CCPO receives monthly reports from the state’s research and analysis unit, which provides data on licensed child care homes, group homes, and centers. The CCPO works with individuals interested in becoming licensed. Thread, Alaska’s Resource and Referral Agency provides start up funds to support new child care homes. CCPO staff also work closely with community partners and collaborate on supports and events when possible to increase awareness and education about the importance of licensing and the process to become licensed.*
- c. **In care for special populations:**

- i. Data sources used to identify shortages: *Similar to above, efforts are being made to address and improve services and access to care for special populations. Recommendations will be made by the Governor’s Task Force on Child Care in their July 2024 report, which will then impact the next steps for addressing identified areas of concern.*
- ii. Method of tracking progress: *Monthly reports from the state’s research and analysis unit*
- iii. What is the plan to address the child care shortages using family child care homes? *The CCPO receives monthly reports from the state's research and analysis unit, which provides data on licensed child care homes, group homes, and centers. The CCPO works with individuals interested in becoming licensed. Thread, Alaska’s Resource and Referral Agency provides start up funds to support new child care homes. CCPO staff also work closely with community partners and collaborate on supports and events when possible to increase awareness and education about the importance of licensing and the process to become licensed.*
- iv. What is the plan to address the child care shortages using child care centers? *The CCPO receives monthly reports from the state's research and analysis unit, which provides data on licensed child care homes, group homes, and centers. The CCPO works with individuals interested in becoming licensed. Thread, Alaska’s Resource and Referral Agency provides start up funds to support new child care homes. CCPO staff also work closely with community partners and collaborate on supports and events when possible to increase awareness and education about the importance of licensing and the process to become licensed.*

4.5.4 Strategies to increase the supply of and improve quality of child care

Lead Agencies must develop and implement strategies to increase the supply of and improve the quality of child care services. These strategies must address child care in underserved geographic areas; infants and toddlers; children with disabilities, as defined by the Lead Agency; and children who receive care during non-traditional hours.

How does the Lead Agency identify any gaps in the supply and quality of child care services and what strategies are used to address those gaps for:

- a. Underserved geographic areas. Describe: *- Start-up Grants through CCR&R thread - Community Innovation Grant (PDG B-5 2023-2024) - Technical Assistance Support through CCR&R thread - Recruitment of providers through introductory, certification, and licensing information distributed through CCR&R thread Child Care Assistance Program grantees are required to provide outreach to include helping eligible families in Alaska access affordable quality child care and supporting child care providers in administering quality child care programs statewide. The CCPO developed program forms and brochures to be used for this purpose. Designees are responsible for Ensuring information and forms about the programs administered by the CCPO are readily available to potentially eligible families and child care providers throughout their service delivery area; recognizing the diversity of the population and the need for innovative distance delivery options; assisting interested individuals with the appropriate forms and guidelines; and coordinating with the Alaska statewide Child Care Resource and Referral Network (CCR&R).*

- b. *Infants and toddlers. Describe: - Start-up funding – quality initiative funding for new providers to increase supply - Technical Assistance through thread - Recruitment of providers through informational services offered through thread Child Care Assistance Program grantees are required to provide outreach to include helping eligible families in Alaska access affordable quality child care and supporting child care providers in administering quality child care programs statewide. The Child Care Program Office (CCPO) developed program forms and brochures to be used for this purpose. To help increase supply, designees are responsible for ensuring information and forms about the programs administered by the CCPO are readily available to potentially eligible families and child care providers throughout their service delivery area; recognizing the diversity of the population and the need for innovative distance delivery options; assisting interested individuals with the appropriate forms and guidelines; and coordinating with the Alaska statewide Child Care Resource and Referral Network (CCR&R).*
- c. *Children with disabilities. Describe: The Child Care Program Office offers the Alaska IN Program to offer supplemental financial support to licensed child care providers to meet the needs of children with disabilities while in care. Child Care Assistance Program grantees are required to provide outreach to include helping eligible families in Alaska access affordable quality child care and supporting child care providers in administering quality child care programs statewide. The CCPO developed program forms and brochures to be used for this purpose. To help increase supply, designees are responsible for ensuring information and forms about the programs administered by the CCPO are readily available to potentially eligible families and child care providers throughout their service delivery area; recognizing the diversity of the population and the need for innovative distance delivery options; assisting interested individuals with the appropriate forms and guidelines; and coordinating with the Alaska statewide Child Care Resource and Referral Network (CCR&R).*
- d. *Children who receive care during non-traditional hours. Describe: - Start-up funding, technical assistance support, and provider recruitment efforts are addressed with support of CCR&R thread Child Care Assistance Program grantees are required to provide outreach to include helping eligible families in Alaska access affordable quality child care and supporting child care providers in administering quality child care programs statewide. The CCPO developed program forms and brochures to be used for this purpose. To help increase supply, designees are responsible for ensuring information and forms about the programs administered by the CCPO are readily available to potentially eligible families and child care providers throughout their service delivery area; recognizing the diversity of the population and the need for innovative distance delivery options; assisting interested individuals with the appropriate forms and guidelines; and coordinating with the Alaska statewide Child Care Resource and Referral Network (CCR&R).*
- e. *Other. Specify what population is being focused on to increase supply or improve quality. Describe: [Click or tap here to enter text.](#)*

4.5.5 Prioritization of investments in areas of concentrated poverty and unemployment

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.

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 access to high-quality programs. *The Child Care Program Office (CCPO) identified strategies for targeted outreach and partnership opportunities to prioritize efforts to increase access for families to high-quality child care and development in the identified areas with significant concentrations of poverty and unemployment. The CCPO prioritizes efforts through conducting virtual provider town hall meetings, connecting with CCDF Tribal Administrators to provide technical assistance on licensing options and the benefits of becoming licensed, and assisting individuals applying to become licensed through the process. The CCPO provides funding to Alaska's Resource and Referral Agency, thread for resources; referrals; SEED, Alaska's System for Early Education Development, and Learn & Grow, Alaska's Quality Recognition and Improvement System. CCPO partners with thread to develop targeted out-reach for participation and supports to provide high quality care for families, and to provide access to professional development support such as training, technical assistance, financial professional development reimbursements, and quality initiatives. Beginning in 2021, all five levels of standards in Learn & Grow are available. Currently, child care programs can access levels 1-3 of Learn & Grow. The Learn & Grow system will allow increased access to high quality child care.*

5 Health and Safety of Child Care Settings

Child care health and safety standards and enforcement practices are essential to protect the health and safety of children while out of their parents' care. CCDF provides a minimum threshold for child care health and safety policies and practices but leaves authority to Lead Agencies to design standards that appropriately protect children's safety and promote nurturing environments that support their healthy growth and development. Lead Agencies should set standards for ratios, group size limits, and provider qualifications that help ensure that the child care environment is conducive to safety and learning and enable caregivers to promote all domains of children's development.

CCDF health and safety standards help set clear expectations for CCDF providers, form the foundation for health and safety training for child care workers, and establish the baseline for monitoring to ensure compliance with health and safety requirements. These health and safety requirements apply to all providers serving children receiving CCDF services – whether the providers are licensed or license-exempt, 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 by the Lead Agency. CCDF-required annual monitoring and enforcement actions help ensure that CCDF providers are adopting and implementing health and safety requirements.

Through child care licensing, Lead Agencies set minimum requirements, including health and safety requirements, that child care providers must meet to legally operate in that State or Territory. In some cases, CCDF health and safety requirements may be integrated within the licensing system for licensed providers and may be separate for CCDF providers who are license-exempt.

This section addresses CCDF health and safety requirements, Lead Agency licensing requirements and exemptions, and comprehensive background checks.

When responding to questions in this section, OCC recognizes that each Lead Agency identifies and defines its own categories of care. OCC does not expect Lead Agencies to change their

definitions to fit the CCDF-defined categories of care. For these questions, provide responses that best match the CCDF categories of care.

5.1 Licensing Requirements

Each Lead Agency must ensure it has in effect licensing requirements applicable to all child care services provided within the State/Territory (not restricted to providers receiving CCDF funds).

5.1.1 Providers subject to licensing

For each category of care listed below, identify the type of providers subject to licensing and describe the licensing requirements.

- a. Identify the center-based provider types subject to child care licensing: *A child care center is a facility regularly providing child care for thirteen or more children in a commercial building. May not operate as a child care facility unless the facility has a current license issued by the department or is exempt under 7 AAC 57.015.*

Are there other categories of licensed, regulated, or registered center providers the Lead Agency does not categorize as license-exempt?

Yes. If yes, describe: *Click or tap here to enter text.*

No.

- b. Identify the family child care providers subject to licensing: *A child care home is a facility regularly providing child care for more than four unrelated children, up to eight total children including the caregiver's own children. May not operate as a child care facility unless the facility has a current license issued by the department or is exempt under 7 AAC 57.015.*

Are there other categories of regulated or registered family child care providers the Lead Agency does not categorize as license-exempt?

Yes. If yes, describe: *A child care group home is a facility regularly providing child care for none to twelve children including the caregiver's own children, with two caregivers. May not operate as a child care facility unless the facility has a current license issued by the department or is exempt under 7 AAC 57.015.*

No.

- c. Identify the in-home providers subject to licensing: *Exempt from Licensing*

Are there other categories of regulated or registered in-home providers the Lead Agency does not categorize as license-exempt?

Yes. If yes, describe: *Click or tap here to enter text.*

No.

5.1.2 CCDF-eligible providers exempt from licensing

Identify the categories of CCDF-eligible providers who are exempt from licensing requirements, the types of exemptions, and describe how these exemptions do not endanger the health, safety, and development of children. -Relative providers, as defined in CCDF, are addressed in subsection 5.8.

- a. License-exempt center-based child care. Describe by answering the questions below.
- i. Identify the categories of CCDF-eligible center-based child care providers who are exempt from licensing requirements. *US Department of Defense or US Coast Guard Certified hold a current certificate or other approval granted by the US Department of Defense or US Coast Guard and Department of Defense Instruction Number 6060.02 effective August 5, 2014 are the standards used in certifying these providers, regardless of the military branch, and meet the requirements of 7 AAC 41 (2) Tribally Approved or Tribally Certified hold a current certificate or other approval granted by a tribal entity. The standards used for tribal certification must be evaluated by the CCPO to determine if they meet or exceed the requirements of 7 AAC 41 in order to be eligible for CCAP participation; (3) Nationally Accredited or Nationally Certified Day Camp or Similar Facility or Program hold a current accreditation or certification from the American Camping Association or another national accreditation group. The accreditation standards must be evaluated by the CCPO to determine if they meet or exceed the requirements of 7 AAC 41 to be eligible for CCAP participation.*
 - ii. Describe the exemptions based on length of day, threshold on the number of children in care, ages of children in care, or any other factors applicable to the exemption. N/A

- iii. Describe how the exemptions for these CCDF-eligible providers do not endanger the health, safety, and development of children *Per Child Care Assistance Program Regulations section 7 AAC 41.210(2), child care providers shall remain in compliance with the applicable requirements of this chapter and shall remain in compliance with the applicable requirements of the accrediting, certifying, or approving agency; (6) shall immediately notify the department or designee regarding any circumstance that involves abuse, harm, or serious risk of harm to children in care; (7) shall give written notice to a participating family at least 10 business days before child care services are discontinued, specifying the last date care is to be provided; (8) shall cooperate with the department by allowing announced or unannounced access by the department to all areas of the child care premises, records, and children in care for purposes of health and safety inspections, investigations, or other program compliance reviews; (9) shall contact the child's parent in case of illness or injury; (10) shall allow a parent of a child in care unlimited access to the parent's child and all areas of the child care premises; (11) shall maintain daily attendance records reflecting dates and time children are in care; (12) shall, before program participation or within the first three months after receiving approval for program participation, obtain training on health and safety topics consisting of (A) the prevention and control of infectious diseases; training under this subparagraph must include training on immunizations; (B) prevention of sudden infant death syndrome 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 because of 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 hazard or natural disaster within the meaning of those terms under 42 U.S.C. 5195a(a) (sec. 602(a), Robert T. Stafford Disaster Relief and Emergency Assistance Act); (H) handling and storage of hazardous materials and the appropriate disposal of bio-contaminants; (I) appropriate precautions in transporting children; (J) recognition and reporting of child abuse and neglect; and (K) minimum health and safety training. Per 7 AAC 41.211 Ratios and Program Requirements; 7 AAC 41.213 Behavior Guidance, 7 AAC 41.215 General Health, Safety, Medication, and Nutrition Requirements; 7 AAC 41.220 Environmental Health and Safety Requirements; 7 AAC 41.222 Life and Fire Safety; 7 AAC 41.225 Diapering; 7 AAC 41.230 First Aid Kit and Procedures; 7 AAC 41.235 Certification for First Aid and CPR; and 7 AAC 41.240 Animals, Toxic Substances, and Poisonous Plants: A provider described in 7 AAC 41.200(a)(2),(3), or (4) shall meet the applicable requirements of the accrediting, certifying, or approving agency. The standards and requirements of the accrediting, certifying, or approving agency must be evaluated by the CCPO to determine if they meet or exceed the requirements of 7 AAC 41 in order to be eligible for CCAP participation. US Department of Defense or US Coast Guard Certified hold a current certificate or other approval granted by the US Department of Defense or US Coast Guard and Department of Defense Instruction Number 6060.02 effective August 5, 2014 are the standards used in certifying these providers, regardless of the military branch, and meet the requirements of 7 AAC 41. .*

- b. License-exempt family child care. Describe by answering the questions below.
- i. Identify the categories of CCDF-eligible family child care providers who are exempt from licensing requirements. *The department will or a designee shall authorize a provider to participate in the child care assistance program under this chapter as an Approved Relative Child Care Provider, if the provider meets the applicable requirements and has approval of the department or a designee under 7 AAC 41.201(d). A provider under 7 AAC 41.200 (a)(5), who is exempt from licensure under 7 AAC 57.015(8), may apply for approval to participate in the child care assistance program if the provider will regularly provide care for children, each of whom is a qualifying relative of the provider.*
 - ii. Describe the exemptions based on length of day, threshold on the number of children in care, ages of children in care, or any other factors applicable to the exemption. *A child in the provider's care must be the grandchild, great grandchild, niece, nephew, or sibling of the provider. Care may only be provided to a maximum of five children who are listed on the application. The five-children maximum includes all children younger than 13 years of age residing in the provider's household. Child care services must be provided by the provider as the sole caregiver, in the provider's private residence that is outside of the child's own home, including providers who are siblings, and for less than 24 hours per day. A provider described in this subsection will be approved for participation in the program biennially. A parent will not be approved for participation in the program if that parent is providing care only for that parent's own children.*
 - iii. Describe how the exemptions for these CCDF-eligible providers do not endanger the health, safety, and development of children. *In order to participate in the Child Care Assistance Program, a provider must meet and maintain all applicable requirements as described in Child Care Assistance Regulations 7 AAC 41, all health and safety requirements as described in 7 AAC 57, and all background check requirements under 7 AAC 10.900 - 7 AAC 10.990 for the provider and all individuals 16 years of age and older living in the location where child care services are provided. Approved Relative Child Care Providers are monitored by Child Care Assistance Program Designees with on-site assistance from the Child Care Program Office (CCPO) or Municipality of Anchorage (MOA) Licensing Staff, per Child Care Assistance Policies and Procedures section 4230-3.*
- c. In-home care (care in the child's own home by a non-relative). Describe by answering the questions below.

- i. Identify the categories of CCDF-eligible in-home care (care in the child’s own home by a non- relative) providers who are exempt from licensing requirements. *The department will or a designee shall authorize a provider to participate in the child care assistance program under this chapter as an In-Home Child Care Provider, if the provider meets the applicable requirements and has approval of the department or a designee. A parent will not be approved for participation in the program as an in-home caregiver for the care of the parent's own children. A family eligible to hire an in-home caregiver for the children of the family residing in the family's home must be participating in an eligible activity outside the family's home, except as described in 7 AAC 41.310(b)(4), and require care for (1) at least four children who (A) are not in school at any time during the day; (B) require care; (C) are otherwise eligible as specified in 7 AAC 41.350; and (D) are not the children of the in-home child care caregiver; (2) at least one child with special needs; (3) at least one child who is younger than 12 months of age; or (4) at least one child of a family in which all parents are working a night shift.*
- ii. Describe the exemptions based on length of day, threshold on the number of children in care, ages of children in care, or any other factors applicable to the exemption. *The In-home caregiver may bring their own child(ren) to the family's home if there will be no more than a total of five (5) children (family and caregiver's children combined) younger than thirteen (13) years of age and with the written permission of the family. All children of the family and the caregiver are counted even if not all the children are present at the same time.*
- iii. Describe how the exemptions for these CCDF-eligible providers do not endanger the health, safety, and development of children. *In order to participate in the Child Care Assistance Program a provider a CCAP eligible family may hire an in-home caregiver to care for the family's children in the family's home if the family and caregiver meet and maintain all requirements, which include health and safety requirements as described in Child Care Assistance Program Regulations 7 AAC 41, 7 AAC 41.370, Child Care Licensing Regulations 7 AAC 57 and the background check requirements of 7 AAC 10.900 - 7 AAC 10.990. The caregiver cannot reside in the family home and the parent(s) using an In-home caregiver is considered the provider and is responsible for establishing expectations for their caregiver that meet the requirements as listed above along with CCAP policies and procedures section 4230-4 . The CCAP Designee monitors In-home providers with on-site assistance from the Child Care Program Office (CCPO) or Municipality of Anchorage (MOA) Licensing Staff, per Child Care Assistance Policies and Procedures section 4230-3.*

5.2 Ratios, Group Size, and Qualifications for CCDF Providers

Lead Agencies must have child care standards for providers receiving CCDF funds, appropriate to the type of child care setting involved, that address appropriate staff:child ratios, group size limits for specific age populations, and the required qualifications for providers. Lead Agencies should map their categories of care to the CCDF categories. Exemptions for relative providers will be addressed in subsection 5.8.

5.2.1 Age classifications

Describe how the Lead Agency defines the following age classifications (e.g., Infant: 0 – 18 months).

- a. Infant. Describe: *For the State of Alaska, child care licensing, an infant means a child from birth through 18 months of age. For Municipality of Anchorage child care licensing there are two categories: a young infant means a child from 6 weeks through 11 months or older if not walking independently, an older infant means a child from 12 through 18 months old.*
- b. Toddler. Describe: *A toddler means a child age 19 to 36 months.*
- c. Preschool. Describe: *A preschooler means 3 and 4 years of age.*
- d. School-Age. Describe: *For the State of Alaska and Municipality of Anchorage, child care licensing school-age is broken up into two age categories: Kindergarten means children 5 and 6 years of age and school-age means 7 through 12 years of age .*

5.2.2 Ratio and group size limits

Provide the ratio and group size limits for settings and age groups below.

- a. Licensed CCDF center-based care:

- i. Infant.

Ratio: State of Alaska child care licensing – Infant (birth to 18 months) to caregiver ratio is 5:1. Municipality of Anchorage child care licensing– Young Infant (6 weeks to 11 months) to Caregiver ratio is 4:1, and Older Infant (12-18 months) to Caregiver ratio is 5:1.

Group size: Click or tap here to enter text.

- ii. Toddler.

Ratio: 6:1

Group size: 12:2

- iii. Preschool.

Ratio: 10:1

Group size: 20:2

- iv. School-Age.

Ratio: State of Alaska child care licensing Kindergarten (5-6 years old) 14:1; and School- age (7-12) 18:1. Municipality of Anchorage child care licensing Kindergarten (5-6 years old) 10:1; and School-age (7-12) 10:1

Group size: State of Alaska child care licensing, kindergarten (5-6 years old) 28:2 and school- age (7-12) 36:2. Municipality of Anchorage child care licensing - Kindergarten (5-6 years old) 20:2, and School-age (7-12) 20:2.

- v. Mixed-Age Groups (if applicable).

Ratio: the child-to-caregiver ratios for the youngest child apply when infants, toddlers, and preschoolers are in a mixed age group the child-to-caregiver ratios must be consistent with the age of the majority of the

children when kindergartners and school-age children are in a mixed age group, and

Group size: If a group of children contains a combination of age groups, or if age groups are combined, the maximum group size at any one time during the day may not exceed twice the maximum number of children allowed under the child-to-caregiver ratio.

b. If different, provide the ratios and group size requirements for the license-exempt center-based providers who receive CCDF funds under the following age groups:

- i. Not applicable. There are no differences in ratios and group size requirements.
- ii. Infant: *Click or tap here to enter text.*
- iii. Toddler: *Click or tap here to enter text.*
- iv. Preschool: *Click or tap here to enter text.*
- v. School-Age: *Click or tap here to enter text.*
- vi. Mixed-Age Groups: *Click or tap here to enter text.*

c. Licensed CCDF family child care home providers:

i. Infant (if applicable)

Ratio: *The State of Alaska Child Care Facilities Licensing regulation 7 AAC 57.505 (a) requires: a child care home must have at least one caregiver and may provide care for no more than a total of 3 children may be under the age of 30 months, and no more than 2 may be non-ambulatory. For the State of Alaska Child Care Facilities Licensing regulation 7 AAC 57.505 (b) requires: a child care group home must have at least two caregivers and may provide care for no more than a total of five children may be under the age of 30 months, and no more than four may be non-ambulatory.*

Group size: *The State of Alaska maximum group size for a child care home caring only for infants is 1 caregiver with a maximum group size of 3 infants if not more than two of the infants are non-ambulatory. Maximum group size for a child care group home is 2 caregivers with a maximum group size of 5 infants if not more than four infants are non-ambulatory. For the Municipality of Anchorage child care homes maximum group size for the first year is 1 caregiver with a maximum group size of 3 infants if not more than two of the infants are non-ambulatory.*

ii. Toddler (if applicable)

Ratio: *The State of Alaska Child Care Facilities Licensing regulation 7 AAC 57.505 (a) requires: a child care home must have at least one caregiver and may provide care for no more than a total of 3 children may be under the age of 30 months, and no more than 2 may be non-ambulatory. For the State of Alaska Child Care Facilities Licensing regulation 7 AAC 57.505 (b) requires: a child care group home must have at least two caregivers and may provide care for no more than a total of five children may be*

under the age of 30 months, and no more than four may be non-ambulatory.

Group size The State of Alaska maximum group size for a child care home caring only for toddler is 1 caregiver with a maximum group size of 3 toddler if not more than two of the toddler are non-ambulatory. Maximum group size for a child care group home is 2 caregivers with a maximum group size of 5 toddlers if not more than four toddlers are non-ambulatory . For the Municipality of Anchorage child care homes maximum group size for the first year is 1 caregiver with a maximum group size of 3 toddlers if not more than two of the toddlers are non-ambulatory.:

iii. Preschool (if applicable)

Ratio: The State of Alaska Child Care Facilities Licensing regulation 7 AAC 57.505 (a) requires: a child care home must have at least one caregiver and may provide care for no more than a total of 8 children under age 13 years. Municipality of Anchorage Municipal Code AMC 16.55.170 child care homes must have at least one caregiver and may provide care for no more than a total of 6 children for the first 12 months, and no more than a total of 8 children thereafter. Of the total children in care, no more than 3 may be under the age of 30 months, and no more than 2 may be non-ambulatory. For the State of Alaska Child Care Facilities Licensing regulation 7 AAC 57.505 (b) requires: a child care group home must have at least two caregivers and may provide care for no more than a total of 12 children under age 13 years. Of the total children in care, no more than five may be under the age of 30 months, and no more than four may be non-ambulatory.

Group size: The State of Alaska maximum group size for a child care home is 8 children to 1 caregiver. Maximum group size for a child care group home is 12 children to 2 caregivers. For the Municipality of Anchorage child care homes maximum group size for the first year is no more than 6 children to 1 caregiver, and for subsequent years no more than 8 children to 1 caregiver.

iv. School-Age (if applicable)

Ratio: The State of Alaska Child Care Facilities Licensing regulation 7 AAC 57.505 (a) requires: a child care home must have at least one caregiver and may provide care for no more than a total of 8 children under age 13 years. Municipality of Anchorage Municipal Code AMC 16.55.170 child care homes must have at least one caregiver and may provide care for no more than a total of 6 children for the first 12 months, and no more than a total of 8 children thereafter. Of the total children in care, no more than 3 may be under the age of 30 months, and no more than 2 may be non-ambulatory. For the State of Alaska Child Care Facilities Licensing regulation 7 AAC 57.505 (b) requires: a child care group home must have at least two caregivers and may provide care for no more than a total of 12 children under age 13 years. Of the total children in care, no more than

five may be under the age of 30 months, and no more than four may be non-ambulatory.

Group size: The State of Alaska maximum group size for a child care home is 8 children to 1 caregiver. Maximum group size for a child care group home is 12 children to 2 caregivers. For the Municipality of Anchorage child care homes maximum group size for the first year is no more than 6 children to 1 caregiver, and for subsequent years no more than 8 children to 1 caregiver.

v. **Mixed-Age Groups**

Ratio: Home: Child Care Facilities Licensing regulation 7 AAC 57.505 (a) requires: a child care home must have at least one caregiver and may provide care for no more than a total of 8 children under age 13 years. Of the total children in care, no more than 3 may be under the age of 30 months, and no more than 2 may be non-ambulatory. Group Home: Child Care Facilities Licensing regulation 7 AAC 57.505 (b) requires: a child care group home must have at least two caregivers and may provide care for no more than a total of 12 children under age 13 years. Of the total children in care, no more than five may be under the age of 30 months, and no more than four may be non-ambulatory. There is one type of licensed family child care for the Municipality of Anchorage: to be a licensed child care home the facility can be licensed for a capacity not to exceed 6 children for the first 12 months and not to exceed 8 children thereafter. Of the total children in care, no more than 3 may be under the age of 30 months, and no more than 2 may be non-ambulatory.

Group size: State of Alaska child care licensing maximum group size for a child care home is 8 children to 1 caregiver. Maximum group size for a child care group home is 12 children to 2 caregivers. For Municipality of Anchorage child care homes, maximum group size for the first 12 months is 6 children to 1 caregiver, and thereafter is 8 children to 1 caregiver.

d. Are any of the responses above different for license-exempt family child care homes?

No.

Yes. If yes, describe how the ratio and group size requirements for license-exempt providers vary by age of children served. *To be exempt from Licensing requirements, a child care home must care for no more than 4 unrelated children.*

Not applicable. The Lead Agency does not have license-exempt family child care homes.

e. Licensed in-home care (care in the child’s own home):

i. Infant (if applicable)

Ratio: *Click or tap here to enter text.*

Group size: *Click or tap here to enter text.*

ii. Toddler (if applicable)

Ratio: *Click or tap here to enter text.*

Group size: *Click or tap here to enter text.*

iii. Preschool (if applicable)

Ratio: *Click or tap here to enter text.*

Group size: *Click or tap here to enter text.*

iv. School-Age (if applicable)

Ratio: *Click or tap here to enter text.*

Group size: *Click or tap here to enter text.*

v. Mixed-Age Groups (if applicable)

Ratio: *Click or tap here to enter text.*

Group size: *Click or tap here to enter text.*

f. Are any of the responses above different for license-exempt in-home care?

No.

Yes. If yes, describe how the ratio and group size requirements for license-exempt in-home care vary by age of children served. *7 AAC 41.211. Ratios and program requirements (b) A provider described in 7 AAC 41.200(a)(5) shall ensure that the number of children does not exceed the maximum of five children, younger than 13 years of age, and that no more than two children are younger than 30 months of age. Group size: Each child younger than 13 years of age receiving care, regardless of the hours in care, must be counted in the maximum number of children allowed, including the provider's own children or other children residing in the provider's home. A child who reaches 13 years of age while receiving authorized care, must be counted in determining the maximum number of five children receiving care.*

5.2.3 Teacher/caregiver qualifications for licensed, regulated, or registered care

Provide the teacher/caregiver qualifications for each category of care.

a. Licensed center-based care

- i. Describe the teacher qualifications for licensed CCDF center-based care (e.g., degrees, credentials, etc.), including any variations based on the ages of children in care: 7 AAC 57.310. *Qualifications and responsibilities of employees and other individuals in a child care facility. Teacher/caregiver qualifications include being at least 18 years of age to count in the child-to-caregiver ratios, except in a child care center a caregiver who is at least 16 years old may be counted if they have completed a child care training course or have demonstrated competency in child care to the administrator's satisfaction, works under the supervision of an adult caregiver, works within sight and sound of an adult caregiver, and makes up no more than one-fourth of the total caregivers on duty. Teacher/caregiver qualifications also include an orientation of the facility's policies and procedures; where appropriate, satisfying the individual needs of children; emergency procedures and health and safety measures; the following approved health and safety training, appropriate to the child care facility type and age of children served, which consists of:*
- *prevention and control of infectious diseases, including immunizations;*
 - *prevention of sudden infant death syndrome and use of safe sleeping practices;*
 - *administration of medication, consistent with standards for parental consent;*
 - *prevention of and response to emergencies due to food and allergic reactions;*
 - *building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic;*
 - *prevention of shaken baby syndrome, abusive head trauma, and child maltreatment;*
 - *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);*
 - *handling and storage of hazardous materials and the appropriate disposal of bio contaminants;*
 - *appropriate precautions in transporting children, if applicable;*
 - *valid current pediatric first aid and cardiopulmonary resuscitation (CPR); and*
 - *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 applicable requirements of 7 AAC 10.1000-7 AAC 10.1095 and 7 AAC 57.005- 7 AAC 57.810.*

- ii. Describe the director qualification for licensed CCDF center-based care, including any variations based on the ages of children in care or the number of staff employed: 7 AAC 57.300. *Qualifications of an administrator and 7 AAC 57.310. Qualifications and responsibilities of employees and other individuals in a child care facility. The director (administrator) of a child care center must be at least 21 years of age, and must: have an understanding of the development of children; have the ability to care for children; have the skills to work with children, family members, department staff, community agencies; and, if applicable, staff of the child care facility; and have management and supervisory skills necessary to handle finances, plan and evaluate programs, and select and supervise personnel, including delegation of responsibility and motivation of staff. The administrator of a child care facility must have at least 12 semester hours of college credits in early childhood development, child development, child psychology, or the equivalent, or must hold either a current child development associate (CDA) credential from the Council for Early Childhood Professional Recognition or a Montessori certificate issued by a program accredited by the Montessori Accreditation Commission for Teacher Education. College credits in management may substitute for three of the 12 required credits. The administrator of a child care center for school age children may substitute relevant college courses, except that at least three semester hours of college credits in child development are required. Additionally, the director (Administrator) of a licensed CCDF child care center, must complete the following approved health and safety training, appropriate to the child care facility type and age of children served:*
- *prevention and control of infectious diseases, including immunizations;*
 - *prevention of sudden infant death syndrome and use of safe sleeping practices;*
 - *administration of medication, consistent with standards for parental consent;*
 - *prevention of and response to emergencies due to food and allergic reactions;*
 - *building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic;*
 - *prevention of shaken baby syndrome, abusive head trauma, and child maltreatment;*
 - *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);*
 - *handling and storage of hazardous materials and the appropriate disposal of bio contaminants;*
 - *appropriate precautions in transporting children, if applicable; valid current pediatric first aid and cardiopulmonary resuscitation (CPR);*
 - *and 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.

Exempt child care centers must meet or exceed Child Care Assistance Program Regulations 7 AAC 41, Child Care Licensing Regulations 7 AAC 57, to be eligible to participate in the Child Care Assistance Program.

b. Licensed family child care

Describe the provider qualifications for licensed family child care homes, including any variations based on the ages of children in care: 7 AAC 57.300. *Qualifications of an administrator and 7 AAC 57.310. Qualifications and responsibilities of employees and other individuals in a child care facility. Administrator qualifications include being at least 21 years of age; teacher/caregiver qualifications include being at least 18 years of age; and an orientation of the facility's policies and procedures; where appropriate, satisfying the individual needs of children; emergency procedures and health and safety measures; the following approved health and safety training, appropriate to the child care facility type and age of children served, which consists of:*

- *prevention and control of infectious diseases, including immunizations;*
- *prevention of sudden infant death syndrome and use of safe sleeping practices;*
- *administration of medication, consistent with standards for parental consent;*
- *prevention of and response to emergencies due to food and allergic reactions.*
- *building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic;*
- *prevention of shaken baby syndrome, abusive head trauma, and child maltreatment;*
- *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);*
- *handling and storage of hazardous materials and the appropriate disposal of bio contaminants;*
- *appropriate precautions in transporting children, if applicable;*
- *valid current pediatric first aid and cardiopulmonary resuscitation (CPR); and*
- *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 applicable requirements of 7 AAC 10.1000-7 AAC 10.1095 and 7 AAC 57.005- 7 AAC 57.810.*

c. Licensed, regulated, or registered in-home care (care in the child's own home by a non-relative)

Describe the provider qualifications for licensed, regulated, or registered in-home care providers (care in the child's own home) including any variations based on the ages of children in care: *A license exempt In-home child care provider described in 7 AAC 41.200(a)(6) must meet the applicable qualifications of 7 AAC 41.370. 7 AAC 41.370. Child*

care in the child's own home (a) To participate in the child care assistance program under this chapter, an eligible family may hire an in-home child care caregiver to care for the family's children in the family's home only if the caregiver does not reside in the family home, has a valid background check under AS 47.05.300 - 47.05.390 and 7 AAC 10.900 - 7 AAC 10.990, and is approved under (j) of this section. A parent will not be approved for participation in the program as an in-home caregiver for the care of the parent's own children. A family eligible to hire an in-home caregiver for the children of the family residing in the family's home must be participating in an eligible activity outside the family's home, except as described in 7 AAC 41.310(b)(4), and require care for (1) at least four children who (A) are not in school at any time during the day; (B) require care; (C) are otherwise eligible as specified in 7 AAC 41.350; and (D) are not the children of the in-home child care caregiver; (2) at least one child with special needs; (3) at least one child who is younger than 12 months of age; or (4) at least one child of a family in which all parents are working a night shift. The In-home caregiver is considered an employee of the family and: (1) Must be at least eighteen (18) years of age; (2) Have at least a high school diploma, GED, or the equivalent; (3) Cannot be a member of the family's Temporary Assistance (TA) unit; (4) May be related or unrelated to the children receiving care; (5) May not reside in the same home as the children of the family they are caring for; (6) Will not be established with the CCAP as a different child care provider type at the same time they are providing in-home child care; (7) May bring their own child(ren) into the family's home while providing child care services only with written approval from the family and only if by doing so the total number of children in care combined does not exceed five (5); and (8) Will only be approved to provide in-home childcare services for one family at a time.

A family with four (4) children may qualify to use in-home child care during the summer months when no children of the family are in school; however, would need to use a different provider type if they do not meet the qualifications once school starts. To participate in the Child Care Assistance Program a provider must meet and maintain all applicable requirements as described in Child Care Assistance Regulations 7 AAC 41, all health and safety requirements as described in 7 AAC 57, and all background check requirements under 7 AAC 10.900 - 7 AAC 10.990 for the provider and all individuals 16 years of age and older living in the location where child care services are provided.

5.2.4 Teacher/caregiver qualifications for license-exempt providers

Provide the teacher/provider qualification requirements (for instance, age, high school diploma, specific training, etc.) for the license-exempt providers under the following categories of care:

- a. License-exempt center-based child care. *Click or tap here to enter text.*
- b. License-exempt home-based child care. *Click or tap here to enter text.*
- c. License-exempt in-home care (care in the child's own home). *Click or tap here to enter text.*

5.3 Health and Safety Standards for CCDF Providers

Lead Agencies must have health and safety standards for providers serving children receiving CCDF assistance relating to the required health and safety topics as appropriate to the provider setting and age of the children served. This requirement is applicable to all child care programs

receiving CCDF funds regardless of licensing status (i.e., licensed or license-exempt). The only exception to this requirement is for relative providers, as defined by CCDF. Lead Agencies have the option of exempting certain relatives from any or all CCDF health and safety requirements.

Exemptions for relative providers' standards requirements will be addressed in question 5.8.1.

Describe the following health and safety standards for programs serving children receiving CCDF assistance on the following topics (note that monitoring and enforcement will be addressed in subsection 5.5):

5.3.1 Prevention and control of infectious diseases (including immunizations) health and safety standard

a. Provide the standards, appropriate to the provider setting and age of children, that address the prevention and control of infectious diseases for the following CCDF-eligible providers:

- i. All CCDF-eligible licensed center care. Provide the standard: *A licensed child care facility and license-exempt provider must take precautions to reduce risk against the spread of a communicable, contagious, or infectious disease that could pose a significant threat to the health, safety, or welfare of children in care, including seeking and complying with current medical and sanitation advice on communicable, contagious, or infectious diseases; adopting universal precautions, including the use of gloves, to handle potential exposure to blood, blood-contaminating body fluids, and injury discharges; training staff in universal precautions and in the prevention of communicable, contagious, and infectious diseases; encouraging children to wash their hands: before food handling, preparation, serving, or table setting, before eating, after toileting, after handling pets or other animals; and when hands are contaminated with a body fluid, including after nose wiping; and before and after participation in moist play, including molding clay or painting; and ensuring caregiver hygiene requirements are met including not allowing a caregiver with a communicable disease, rash, or infection, or an acute respiratory infection to work in any capacity in which the caregiver likely could transmit that disease, rash, infection, or respiratory infection to child in care. Caregivers shall conform to good hygienic practices, including following universal precautions and thoroughly washing their hands with soap and warm running water and rinse with water before food handling, food preparation, food serving, eating, or setting a table, after toileting, diapering, or assisting with toileting or diapering before and after assisting with toothbrushing, after handling animals, animal waste, or animal cages, before and after giving medication, before and after participation in moist play including molding clay, painting, and cooking, and whenever hands are contaminated with a body fluid, including after nose wiping. If a caregiver uses gloves, the caregiver shall wash the caregiver's hands immediately after the gloves are removed even if the hands are not visibly contaminated. The use of gloves does not preclude or substitute for handwashing.*

- ii. All CCDF-eligible licensed family child care homes. Provide the standard: *A licensed child care facility and license-exempt provider must take precautions to reduce risk against the spread of a communicable, contagious, or infectious disease that could pose a significant threat to the health, safety, or welfare of children in care, including seeking and complying with current medical and sanitation advice on communicable, contagious, or infectious diseases; adopting universal precautions, including the use of gloves, to handle potential exposure to blood, blood-contaminating body fluids, and injury discharges; training staff in universal precautions and in the prevention of communicable, contagious, and infectious diseases; encouraging children to wash their hands: before food handling, preparation, serving, or table setting, before eating, after toileting, after handling pets or other animals; and when hands are contaminated with a body fluid, including after nose wiping; and before and after participation in moist play, including molding clay or painting; and ensuring caregiver hygiene requirements are met including not allowing a caregiver with a communicable disease, rash, or infection, or an acute respiratory infection to work in any capacity in which the caregiver likely could transmit that disease, rash, infection, or respiratory infection to child in care. Caregivers shall conform to good hygienic practices, including following universal precautions and thoroughly washing their hands with soap and warm running water and rinse with water before food handling, food preparation, food serving, eating, or setting a table, after toileting, diapering, or assisting with toileting or diapering before and after assisting with toothbrushing, after handling animals, animal waste, or animal cages, before and after giving medication, before and after participation in moist play including molding clay, painting, and cooking, and whenever hands are contaminated with a body fluid, including after nose wiping. If a caregiver uses gloves, the caregiver shall wash the caregiver's hands immediately after the gloves are removed even if the hands are not visibly contaminated. The use of gloves does not preclude or substitute for handwashing*
 - iii. All CCDF-eligible licensed in-home care. Provide the standard: *Click or tap here to enter text.*
 - Not applicable.
 - iv. All CCDF-eligible license-exempt center care. Provide the standard: *Click or tap here to enter text.*
 - v. All CCDF-eligible license-exempt family child care homes. Provide the standard: *Click or tap here to enter text.*
 - vi. All CCDF-eligible license-exempt in-home care. Provide the standard: *Click or tap here to enter text.*
 - vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: *Click or tap here to enter text.*
- b. Provide the standards, appropriate to the provider setting and age of children, that address that children attending child care programs under CCDF are age-appropriately immunized, according to the latest recommendation for childhood immunizations of the respective State public health agency, for the following CCDF-eligible providers:

- i. All CCDF-eligible licensed center care. Provide the standard: *Immunization records are required at or before admission of a child, a child care facility shall obtain from the child's parent a valid immunization certificate or evidence the child is exempt from immunizations. A valid immunization record includes the child's original immunization record showing that, in a manner consistent with the timetable prescribed by the department's childhood immunization schedule, the child has received, or has begun and is continuing to receive, immunizations; or an immunization record that includes a statement or record by a physician, clinic, or health center indicating the date each required immunization was given. Evidence that the child is exempt from immunization includes a form prescribed by the department and signed by a medical doctor (M.D.), doctor of osteopathy (D.O.), advanced nurse practitioner (ANP), or physician assistant (PA) licensed in this state, stating that in the individual's professional opinion, immunizations would be injurious to the health of the child or members of the child's family or household; or 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 of which the parent or guardian is a member; 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. 11434a(2) (McKinney-Vento Homeless Assistance Act) and does not have a record of the required immunizations; or a form prescribed by the department and signed by the child placement agency or worker, foster parent, or child's guardian, stating that the child is in foster care and does not have a record of the required immunizations.*

The Child Care Program Office (CCPO), 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.

- ii. All CCDF-eligible licensed family child care homes. Provide the standard: *Immunization records are required at or before admission of a child, a child care facility shall obtain from the child's parent a valid immunization certificate or evidence the child is exempt from immunizations. A valid immunization record includes the child's original immunization record showing that, in a manner consistent with the timetable prescribed by the department's childhood immunization schedule, the child has received, or has begun and is continuing to receive, immunizations; or an immunization record that includes a statement or record by a physician, clinic, or health center indicating the date each required immunization was given. Evidence that the child is exempt from immunization includes a form prescribed by the department and signed by a medical doctor (M.D.), doctor of osteopathy (D.O.), advanced nurse practitioner (ANP), or physician assistant (PA) licensed in this state, stating that in the individual's professional opinion, immunizations would be injurious to the health of the child or members of the child's family or household; or 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 of which the parent or guardian is a member; 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. 11434a(2) (McKinney-Vento Homeless Assistance Act) and does not have a record of the required immunizations; or a form prescribed by the department and signed by the child placement agency or worker, foster parent, or child's guardian, stating that the child is in foster care and does not have a record of the required immunizations.*

The Child Care Program Office (CCPO), 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.

- iii. All CCDF-eligible licensed in-home care. Provide the standard: *Click or tap here to enter text.*

Not applicable.

- iv. All CCDF-eligible license-exempt center care. Provide the standard: *Click or tap here to enter text.*
- v. All CCDF-eligible license-exempt family child care homes. Provide the standard: *Click or tap here to enter text.*
- vi. All CCDF-eligible license-exempt in-home care. Provide the standard: *Click or tap here to enter text.*
- vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: *Click or tap here to enter text.*

5.3.2 Prevention of sudden infant death syndrome and the use of safe-sleep practices health and safety standard

Provide the standards, appropriate to the provider setting and age of children, that address the prevention of sudden infant death syndrome and use of safe sleeping practices for the following CCDF-eligible providers:

- i. All CCDF-eligible licensed center care. Provide the standard: *A licensed child care facility and license-exempt provider must take precautions for prevention of sudden infant death syndrome (SIDS) and use of safe sleeping practices through s Safe sleep environment and equipment including cribs or play yards that meet the safety standard of 16 C.F.R. Part 1219 & 1220, with a firm mattress and washable waterproof covering for infants and non-climbing toddlers or a child identified with special needs as appropriate to meet their needs and a mat or cot for all other children kept two feet apart for napping, in a Home a couch may be used; safe sleep practices and SIDS risk reductions including ensuring infants are placed on their backs to sleep, no soft bedding materials that increase the risk of suffocation, including comforters, pillows, fluffy blankets, crib bumpers that do not stand upright, and stuffed toys placed in the crib or play yard, no use of sleeping equipment that may allow a child to fall, become entrapped, or have clothing tangled on protrusions, and clean and sanitize each crib, crib mattress, mat and cot between use of children; proper sleep supervision including children are supervised at all times when sleeping, within sight or sound in the same room or through a sound monitoring devise, an opportunity for supervised rest or sleep periods for each child under the age of five who is in care more than five hours, and for any other child, if desired by the child.*

- ii. All CCDF-eligible licensed family child care homes. Provide the standard: *A licensed child care facility and license-exempt provider must take precautions for prevention of sudden infant death syndrome (SIDS) and use of safe sleeping practices through s Safe sleep environment and equipment including cribs or play yards that meet the safety standard of 16 C.F.R. Part 1219 & 1220, with a firm mattress and washable waterproof covering for infants and non-climbing toddlers or a child identified with special needs as appropriate to meet their needs and a mat or cot for all other children kept two feet apart for napping, in a Home a couch may be used; safe sleep practices and SIDS risk reductions including ensuring infants are placed on their backs to sleep, no soft bedding materials that increase the risk of suffocation, including comforters, pillows, fluffy blankets, crib bumpers that do not stand upright, and stuffed toys placed in the crib or play yard, no use of sleeping equipment that may allow a child to fall, become entrapped, or have clothing tangled on protrusions, and clean and sanitize each crib, crib mattress, mat and cot between use of children; proper sleep supervision including children are supervised at all times when sleeping, within sight or sound in the same room or through a sound monitoring devise, an opportunity for supervised rest or sleep periods for each child under the age of five who is in care more than five hours, and for any other child, if desired by the child.*
- iii. All CCDF-eligible licensed in-home care. Provide the standard: *Click or tap here to enter text.*
 - Not applicable.
- iv. All CCDF-eligible license-exempt center care. Provide the standard: *Click or tap here to enter text.*
- v. All CCDF-eligible license-exempt family child care homes. Provide the standard: *Click or tap here to enter text.*
- vi. All CCDF-eligible license-exempt in-home care. Provide the standard: *Click or tap here to enter text.*
- vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: *Click or tap here to enter text.*

5.3.3 Administration of medication, consistent with standards for parental consent health and safety standard

- a. Provide the standards, appropriate to the provider setting and age of children, that address the administration of medication for the following CCDF-eligible providers:
 - i. All CCDF-eligible licensed center care. Provide the standard: *The standard is defined as the administration of medication, consistent with standards for parental consent and the following minimum training standards are checked during on-site monitoring and inspections: 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.*

- ii. All CCDF-eligible licensed family child care homes. Provide the standard: *The standard is defined as the administration of medication, consistent with standards for parental consent and the following minimum training standards are checked during on-site monitoring and inspections: 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.*
 - iii. All CCDF-eligible licensed in-home care. Provide the standard: *Click or tap here to enter text.*
 - Not applicable.
 - iv. All CCDF-eligible license-exempt center care. Provide the standard: *Click or tap here to enter text.*
 - v. All CCDF-eligible license-exempt family child care homes. Provide the standard: *Click or tap here to enter text.*
 - vi. All CCDF-eligible license-exempt in-home care. Provide the standard: *Click or tap here to enter text.*
 - vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: *Click or tap here to enter text.*
- b. Provide the standards, appropriate to the provider setting and age of children, that address obtaining permission from parents to administer medications to children for the following CCDF-eligible providers:
- i. All CCDF-eligible licensed center care. Provide the standard: *Procedure for permission of administration of medication to include prescription and nonprescription medication 7 AAC 57.410 (6);*

- ii. All CCDF-eligible licensed family child care homes. Provide the standard: *Procedure for permission of administration of medication to include prescription and nonprescription medication: ensure that each stored medication, including each nonprescription medication, is in its original container and properly labeled with the name of the adult or child for whom it is intended, the name of the medication, the dosage, expiration date, and directions for administration; except as provided in [7 AAC 10.1000\(c\)](#), the requirements of this paragraph do not apply to nonprescription medication used communally in a foster home or foster group home; (2) store medications in a manner that prevents access by unauthorized persons; (3) store controlled substances in a locked, permanently affixed storage container; for a controlled substance that requires refrigeration, the storage container must be locked; the entity shall establish written procedures for maintaining a record that accurately accounts for the receipt and each use of each controlled substance, and for periodically reconciling the record; except as provided in [7 AAC 10.1000\(c\)](#), the requirements of this paragraph do not apply to a child care facility; (4) store medications, including controlled substances, in accordance with the manufacturer's recommendations; and (5) ensure that nonprescription medications and health products, including non-aspirin fever reducers, naturopathic remedies, vitamin and mineral supplements, diaper ointments and powders, sunscreen, and insect repellent, are used only at the dose, duration, or method of administration specified on the manufacturer's label.*

- iii. All CCDF-eligible licensed in-home care. Provide the standard: *Procedure for permission of administration of medication to include prescription and nonprescription medication: ensure that each stored medication, including each nonprescription medication, is in its original container and properly labeled with the name of the adult or child for whom it is intended, the name of the medication, the dosage, expiration date, and directions for administration; except as provided in [7 AAC 10.1000\(c\)](#), the requirements of this paragraph do not apply to nonprescription medication used communally in a foster home or foster group home; (2) store medications in a manner that prevents access by unauthorized persons; (3) store controlled substances in a locked, permanently affixed storage container; for a controlled substance that requires refrigeration, the storage container must be locked; the entity shall establish written procedures for maintaining a record that accurately accounts for the receipt and each use of each controlled substance, and for periodically reconciling the record; except as provided in [7 AAC 10.1000\(c\)](#), the requirements of this paragraph do not apply to a child care facility; (4) store medications, including controlled substances, in accordance with the manufacturer's recommendations; and (5) ensure that nonprescription medications and health products, including non-aspirin fever reducers, naturopathic remedies, vitamin and mineral supplements, diaper ointments and powders, sunscreen, and insect repellent, are used only at the dose, duration, or method of administration specified on the manufacturer's label.*

Not applicable.

- iv. All CCDF-eligible license-exempt center care. Provide the standard: *Click or tap here to enter text.*

- v. All CCDF-eligible license-exempt family child care homes. Provide the standard: [Click or tap here to enter text.](#)
- vi. All CCDF-eligible license-exempt in-home care. Provide the standard: [Click or tap here to enter text.](#)
- vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: [Click or tap here to enter text.](#)

5.3.4 Prevention of and response to emergencies due to food and allergic reactions health and safety standard

- a. Provide the standards, appropriate to the provider setting and age of children, that address the *prevention* of emergencies due to food and allergic reactions for the following CCDF-eligible providers:
 - i. All CCDF-eligible licensed center care. Provide the standard: *The standard is defined as the prevention of and response to emergencies due to food and allergic reactions and the following minimum standards are checked during on-site monitoring and inspections: 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. All parents at enrollment must list any allergies the child has including food allergies and whether an epi pen is necessary to store close to the child.*
 - ii. All CCDF-eligible licensed family child care homes. Provide the standard: *The standard is defined as the prevention of and response to emergencies due to food and allergic reactions and the following minimum standards are checked during on-site monitoring and inspections: 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. All parents at enrollment must list any allergies the child has including food allergies and whether an epi pen is necessary to store close to the child.*
 - iii. All CCDF-eligible licensed in-home care. Provide the standard: [Click or tap here to enter text.](#)
 - Not applicable.
 - iv. All CCDF-eligible license-exempt center care. Provide the standard: [Click or tap here to enter text.](#)
 - v. All CCDF-eligible license-exempt family child care homes. Provide the standard: [Click or tap here to enter text.](#)
 - vi. All CCDF-eligible license-exempt in-home care. Provide the standard: [Click or tap here to enter text.](#)
 - vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: [Click or tap here to enter text.](#)

- b. Provide the standards, appropriate to the provider setting and age of children, that address the *response* to emergencies due to food and allergic reactions for the following CCDF-eligible providers:
- i. All CCDF-eligible licensed center care. Provide the standard: *The standard is defined as the prevention of and response to emergencies due to food and allergic reactions and the following minimum standards are checked during on-site monitoring and inspections: 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. All parents at enrollment must list any allergies the child has including food allergies and whether an epi pen is necessary to store close to the child. During on-site inspection for Child Care Facilities Licensed Providers, licensing ensures the facility is meeting the requirements of: Identifying between food allergy and food sensitivity 7 AAC 57.560 (e) and 7 AAC 57.400; Plan of care for children with food allergies to include minimization of exposure, feeding plans, and dietary modification 7 AAC 57.560 (e) and 7 AAC 57.560 (a)(1)(A) and 7 AAC 57.400; Response to allergic reaction due to food 7 AAC 57.540(incorporating 7 AAC 10.1070); Emergency intervention 7 AAC 10.1070 and 7 AAC 57.400; Documentation of allergic reaction occurrences 7 AAC 10.1070 and 7 AAC 57.230 (a) License-Exempt Provider: Child Care Assistance Program regulations 7 AAC 41.210 (12)(D) for Approved Relative and 7 AAC 41.370 (m)(4) for In-home care, both of which are exempt from licensing, and Child Care Assistance Policies and Procedures section 4220-1.*
 - ii. All CCDF-eligible licensed family child care homes. Provide the standard: *The standard is defined as the prevention of and response to emergencies due to food and allergic reactions and the following minimum standards are checked during on-site monitoring and inspections: 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. All parents at enrollment must list any allergies the child has including food allergies and whether an epi pen is necessary to store close to the child. During on-site inspection for Child Care Facilities Licensed Providers, licensing ensures the facility is meeting the requirements of: Identifying between food allergy and food sensitivity 7 AAC 57.560 (e) and 7 AAC 57.400; Plan of care for children with food allergies to include minimization of exposure, feeding plans, and dietary modification 7 AAC 57.560 (e) and 7 AAC 57.560 (a)(1)(A) and 7 AAC 57.400; Response to allergic reaction due to food 7 AAC 57.540(incorporating 7 AAC 10.1070); Emergency intervention 7 AAC 10.1070 and 7 AAC 57.400; Documentation of allergic reaction occurrences 7 AAC 10.1070 and 7 AAC 57.230 (a) License-Exempt Provider: Child Care Assistance Program regulations 7 AAC 41.210 (12)(D) for Approved Relative and 7 AAC 41.370 (m)(4) for In-home care, both of which are exempt from licensing, and Child Care Assistance Policies and Procedures section 4220-1.*

- iii. All CCDF-eligible licensed in-home care. Provide the standard: [Click or tap here to enter text.](#)
 - Not applicable.
- iv. All CCDF-eligible license-exempt center care. Provide the standard: [Click or tap here to enter text.](#)
- v. All CCDF-eligible license-exempt family child care homes. Provide the standard: [Click or tap here to enter text.](#)
- vi. All CCDF-eligible license-exempt in-home care. Provide the standard: [Click or tap here to enter text.](#)
- vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: [Click or tap here to enter text.](#)

5.3.5 Building and physical premises safety, including the identification of and protection from hazards, bodies of water, and vehicular traffic health and safety standard

- a. Provide the standards, appropriate to the provider setting and age of children, that address the identification of and protection from building and physical premises hazards for the following CCDF-eligible providers:

- i. All CCDF-eligible licensed center care. Provide the standard: *A licensed child care facility and license-exempt provider must take precautions for The standard is defined as building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic through the following standards: ; active supervision; safe indoor and outdoor environments, safe equipment, materials, and furnishing by ensuring the facility: premises and surrounding grounds are kept clean, sanitary, safe, and in good repair; is free of hazards, including splintered surfaces, sharp edges, protruding corners, broken or hazardous toys, steep stairways, ice on walkways, and unsafe play areas; controls insects, rodents, and other pests; is kept free of conditions that are likely to attract or harbor pests; any pesticide use is subject to the notice and other applicable requirements or hire a certified commercial pest control applicator; outdoor areas are well drained and free from deep depressions that may collect standing water; outdoor recreation area are enclosed with landscaping, a fence, or another effective barrier that prevents or deters access to a busy roadway or other potential hazard; is ventilated by natural or mechanical means provided to keep air fresh and to prevent the accumulation of heat, steam, condensation, vapors, smoke, or fumes; openings to the outside must prevent the entrance of rodents, insects, and other pests; walls and ceilings have smooth, durable, nonabsorbent, easily cleanable surfaces, except that rough-textured and acoustical tile ceilings are permitted in bedrooms and living rooms; does not have lead-based paint used, and any painted surface is free from flaking; stairways and steps have handrails and nonslip treads or covering; fixture that is accessible to children, has hot water temperature no less than 100 degrees Fahrenheit, and no more than 120 degrees Fahrenheit; self-dispensing or metering faucets, if used, provide a flow of water for at least 10 seconds; has an artificial light source provided in each area of the facility; has light sufficient and appropriate for the activities performed in each area by employees or children in care; store cleaners, medicines, and other harmful substances in a place that is inaccessible to children and for a facility licensed to provide care for six or more children must provide a closet, storeroom, or other area separate from the area where children in care are present for the storage of janitorial equipment and cleaning supplies; has furniture and equipment that is durable, safe, easily cleanable, kept clean and in good repair; and provides at least two feet of floor space is provided between each crib, mat, or bed. A facility must have at least one AC (alternating current) primary powered smoke detection device with battery backup, or at least one monitored battery powered smoke detection device, located in each bedroom; in addition, if the entity is in a multi- level facility, at least one smoke detection device must be installed on each level; each device required under this paragraph must be less than 10 years old, or newer if necessary to comply with the manufacturer's recommended replacement date, and have at least one fully charged 2A:10BC dry chemical fire extinguisher is strategically located on each level of the facility, and is installed, inspected, tested, and serviced. A facility shall ensure that room temperature in the facility is maintained at the following applicable draft-free temperature, adjusted as needed for the children in care to be comfortable 65 degrees Fahrenheit for an entity licensed to provide care for children.*

The facility shall ensure each heating device is installed and maintained in a safe

and serviceable manner and is vented to the outside if the device is fuel burning; vents or stacks leading from a heating unit must be air-tight at joints so that fumes, smoke, or unburned gases cannot pass from the device, vent, or stack into the entity; equipped with protective devices if presenting a hazard because of an exposed flame or heating element; heat sources must be shielded in a manner that prevents burn injury; the shield must be far enough from the heat source to prevent it from smoldering or burning; and not placed or located in sleeping quarters during sleeping hours, unless the entity does not have a separate sleeping area, or in exit ways or corridors at any time; and an open flame heater is not used, except for a fireplace that complies with 13 AAC 50, 13 AAC 55, and any applicable municipal building code; if a fireplace is used, it must have a protective screen or gate, and the area near the fireplace must be kept free of clutter and combustible or flammable material. The facility shall ensure that any portable electric heater is equipped with a tip-over switch and is kept out of the reach of children, or adults with impaired judgment. A portable electric heater must be kept from flammable objects in accordance with the manufacturer's recommendations. The entity must develop and implement a policy that outlines the safe and proper use of portable heaters. A facility shall provide an ample supply of potable water from a system that complies with applicable provisions of 18 AAC 80, water supply. A facility shall ensure that solid waste is conveyed, stored, and disposed of in a manner that minimizes the development of odor; prevents waste from attracting and harboring pests; and complies with applicable provisions of 18 AAC 60 solid waste disposal. A facility that uses oil, wood, natural gas, or propane as a heating or cooking fuel shall ensure that an operating carbon monoxide detector is installed within each sleeping area, or no more than three feet from the entrance to that area, and is regularly inspected, tested, and serviced. In addition, if the entity is in a multi-level facility, at least one operating carbon monoxide detector must be installed on each level. A facility must ensure areas around and under play equipment that has a fall height of three feet or more are covered with shock absorbing material such as pea gravel, sand, or sawdust; concrete or asphalt may not be used under play equipment; in this paragraph, "fall height" means the vertical distance between a play surface and the area around and under the play equipment.

- ii. All CCDF-eligible licensed family child care homes. Provide the standard: *A licensed child care facility and license-exempt provider must take precautions for The standard is defined as building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic through the following standards: ; active supervision; safe indoor and outdoor environments, safe equipment, materials, and furnishing by ensuring the facility: premises and surrounding grounds are kept clean, sanitary, safe, and in good repair; is free of hazards, including splintered surfaces, sharp edges, protruding corners, broken or hazardous toys, steep stairways, ice on walkways, and unsafe play areas; controls insects, rodents, and other pests; is kept free of conditions that are likely to attract or harbor pests; any pesticide use is subject to the notice and other applicable requirements or hire a certified commercial pest control applicator; outdoor areas are well drained and free from deep depressions that may collect standing water; outdoor recreation area are enclosed with landscaping, a fence, or another effective barrier that prevents or deters access to a busy roadway or other potential hazard; is ventilated by natural or mechanical means provided to keep air fresh and to prevent the accumulation of heat, steam, condensation, vapors, smoke, or fumes; openings to the outside must prevent the entrance of rodents, insects, and other pests; walls and ceilings have smooth, durable, nonabsorbent, easily cleanable surfaces, except that rough-textured and acoustical tile ceilings are permitted in bedrooms and living rooms; does not have lead-based paint used, and any painted surface is free from flaking; stairways and steps have handrails and nonslip treads or covering; fixture that is accessible to children, has hot water temperature no less than 100 degrees Fahrenheit, and no more than 120 degrees Fahrenheit; self-dispensing or metering faucets, if used, provide a flow of water for at least 10 seconds; has an artificial light source provided in each area of the facility; has light sufficient and appropriate for the activities performed in each area by employees or children in care; store cleaners, medicines, and other harmful substances in a place that is inaccessible to children and for a facility licensed to provide care for six or more children must provide a closet, storeroom, or other area separate from the area where children in care are present for the storage of janitorial equipment and cleaning supplies; has furniture and equipment that is durable, safe, easily cleanable, kept clean and in good repair; and provides at least two feet of floor space is provided between each crib, mat, or bed. A facility must have at least one AC (alternating current) primary powered smoke detection device with battery backup, or at least one monitored battery powered smoke detection device, located in each bedroom; in addition, if the entity is in a multi- level facility, at least one smoke detection device must be installed on each level; each device required under this paragraph must be less than 10 years old, or newer if necessary to comply with the manufacturer's recommended replacement date, and have at least one fully charged 2A:10BC dry chemical fire extinguisher is strategically located on each level of the facility, and is installed, inspected, tested, and serviced. A facility shall ensure that room temperature in the facility is maintained at the following applicable draft-free temperature, adjusted as needed for the children in care to be comfortable 65 degrees Fahrenheit for an entity licensed to provide care for children.*

The facility shall ensure each heating device is installed and maintained in a safe

and serviceable manner and is vented to the outside if the device is fuel burning; vents or stacks leading from a heating unit must be air-tight at joints so that fumes, smoke, or unburned gases cannot pass from the device, vent, or stack into the entity; equipped with protective devices if presenting a hazard because of an exposed flame or heating element; heat sources must be shielded in a manner that prevents burn injury; the shield must be far enough from the heat source to prevent it from smoldering or burning; and not placed or located in sleeping quarters during sleeping hours, unless the entity does not have a separate sleeping area, or in exit ways or corridors at any time; and an open flame heater is not used, except for a fireplace that complies with 13 AAC 50, 13 AAC 55, and any applicable municipal building code; if a fireplace is used, it must have a protective screen or gate, and the area near the fireplace must be kept free of clutter and combustible or flammable material. The facility shall ensure that any portable electric heater is equipped with a tip-over switch and is kept out of the reach of children, or adults with impaired judgment. A portable electric heater must be kept from flammable objects in accordance with the manufacturer's recommendations. The entity must develop and implement a policy that outlines the safe and proper use of portable heaters. A facility shall provide an ample supply of potable water from a system that complies with applicable provisions of 18 AAC 80, water supply. A facility shall ensure that solid waste is conveyed, stored, and disposed of in a manner that minimizes the development of odor; prevents waste from attracting and harboring pests; and complies with applicable provisions of 18 AAC 60 solid waste disposal. A facility that uses oil, wood, natural gas, or propane as a heating or cooking fuel shall ensure that an operating carbon monoxide detector is installed within each sleeping area, or no more than three feet from the entrance to that area, and is regularly inspected, tested, and serviced. In addition, if the entity is in a multi-level facility, at least one operating carbon monoxide detector must be installed on each level. A facility must ensure areas around and under play equipment that has a fall height of three feet or more are covered with shock absorbing material such as pea gravel, sand, or sawdust; concrete or asphalt may not be used under play equipment; in this paragraph, "fall height" means the vertical distance between a play surface and the area around and under the play equipment.

- iii. All CCDF-eligible licensed in-home care. Provide the standard: [Click or tap here to enter text.](#)
 - Not applicable.
- iv. All CCDF-eligible license-exempt center care. Provide the standard: [Click or tap here to enter text.](#)
- v. All CCDF-eligible license-exempt family child care homes. Provide the standard: [Click or tap here to enter text.](#)
- vi. All CCDF-eligible license-exempt in-home care. Provide the standard: [Click or tap here to enter text.](#)
- vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: [Click or tap here to enter text.](#)

- b. Provide the standards, appropriate to the provider setting and age of children, that address the identification of and protection from bodies of water for the following CCDF-eligible providers:
- i. All CCDF-eligible licensed center care. Provide the standard: *Identification of and protection from hazards, bodies of water, and vehicular traffic 7 AAC 57.500 9(a)(i) and 7 AAC 10.1035;*
 - ii. All CCDF-eligible licensed family child care homes. Provide the standard: *Click or tap here to enter text.*
 - iii. All CCDF-eligible licensed in-home care. Provide the standard: *Click or tap here to enter text.*
 - Not applicable.
 - iv. All CCDF-eligible license-exempt center care. Provide the standard: *Click or tap here to enter text.*
 - v. All CCDF-eligible license-exempt family child care homes. Provide the standard: *Click or tap here to enter text.*
 - vi. All CCDF-eligible license-exempt in-home care. Provide the standard: *Click or tap here to enter text.*
 - vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: *Click or tap here to enter text.*
- c. Provide the standards, appropriate to the provider setting and age of children, that address the identification of and protection from vehicular traffic hazards for the following CCDF-eligible providers:
- i. All CCDF-eligible licensed center care. Provide the standard: *I A child care facility that provides transportation, either directly or by use of another agency or individuals, shall meet the requirements of this section. (b) A child care facility shall ensure appropriate use of seat restraints, as follows: (1) each individual must be restrained with an individual seat belt or age-appropriate child safety device as required by AS 28.05.095; (2) only one individual may occupy each seat belt or child safety device; (3) children may not occupy the front seat if the vehicle is equipped with an operational airbag on the passenger side. (c) A child care facility shall ensure children are transported in safe, smoke-free vehicles, as follows: (1) each vehicle used to transport children must be in good repair, safe, and free of hazards, such as broken windows, holes in the floor or roof, or torn upholstery that allows children to remove the interior padding or hurt themselves; (2) vehicles used to transport children in snowy, icy, or other hazardous weather conditions must be equipped with snow tires, chains, or other safety equipment as appropriate. (d) A child care facility shall ensure safe procedures in transporting children, as follows: (1) the driver or other adult in a vehicle shall ensure that each child younger than a kindergartner is received by a responsible individual; (2) the facility shall develop procedures for pick-up and delivery of children; a child care center must post those procedures at the center.*

- ii. All CCDF-eligible licensed family child care homes. Provide the standard: *A child care facility that provides transportation, either directly or by use of another agency or individuals, shall meet the requirements of this section. (b) A child care facility shall ensure appropriate use of seat restraints, as follows: (1) each individual must be restrained with an individual seat belt or age-appropriate child safety device as required by AS 28.05.095; (2) only one individual may occupy each seat belt or child safety device; (3) children may not occupy the front seat if the vehicle is equipped with an operational airbag on the passenger side. (c) A child care facility shall ensure children are transported in safe, smoke-free vehicles, as follows: (1) each vehicle used to transport children must be in good repair, safe, and free of hazards, such as broken windows, holes in the floor or roof, or torn upholstery that allows children to remove the interior padding or hurt themselves; (2) vehicles used to transport children in snowy, icy, or other hazardous weather conditions must be equipped with snow tires, chains, or other safety equipment as appropriate. (d) A child care facility shall ensure safe procedures in transporting children, as follows: (1) the driver or other adult in a vehicle shall ensure that each child younger than a kindergartner is received by a responsible individual; (2) the facility shall develop procedures for pick-up and delivery of children; a child care center must post those procedures at the center.*
- iii. All CCDF-eligible licensed in-home care. Provide the standard: *Click or tap here to enter text.*
 - Not applicable.
- iv. All CCDF-eligible license-exempt center care. Provide the standard: *Click or tap here to enter text.*
- v. All CCDF-eligible license-exempt family child care homes. Provide the standard: *Click or tap here to enter text.*
- vi. All CCDF-eligible license-exempt in-home care. Provide the standard: *Click or tap here to enter text.*
- vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: *Click or tap here to enter text.*

5.3.6 Prevention of shaken baby syndrome, abusive head trauma, and maltreatment health and safety standard

- a. Provide the standards, appropriate to the provider setting and age of children, that address the prevention of shaken baby syndrome and abusive head trauma and indicate the age of children it applies to for the following CCDF-eligible providers:
 - i. All CCDF-eligible licensed center care. Provide the standard: *The standard is defined as the prevention of shaken baby syndrome, abusive head trauma, and child maltreatment and the following minimum standards are checked during on-site monitoring and inspections: 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. Behavior guidance policies at the provider level that address appropriate discipline to prevent child maltreatment.*

- ii. All CCDF-eligible licensed family child care homes. Provide the standard: *The standard is defined as the prevention of shaken baby syndrome, abusive head trauma, and child maltreatment and the following minimum standards are checked during on-site monitoring and inspections: 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. Behavior guidance policies at the provider level that address appropriate discipline to prevent child maltreatment.*
 - iii. All CCDF-eligible licensed in-home care. Provide the standard: *Click or tap here to enter text.*
 - Not applicable.
 - iv. All CCDF-eligible license-exempt center care. Provide the standard: *Click or tap here to enter text.*
 - v. All CCDF-eligible license-exempt family child care homes. Provide the standard: *Click or tap here to enter text.*
 - vi. All CCDF-eligible license-exempt in-home care. Provide the standard: *Click or tap here to enter text.*
 - vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: *Click or tap here to enter text.*
- b. Provide the standards, appropriate to the provider setting and age of children, that address the prevention of child maltreatment and indicate the age of children it applies to for the following CCDF-eligible providers:

- i. All CCDF-eligible licensed center care. Provide the standard: *The standard is defined as the prevention of shaken baby syndrome, abusive head trauma, and child maltreatment and the following minimum standards are checked during on-site monitoring and inspections: 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. Behavior guidance policies at the provider level that address appropriate discipline to prevent child maltreatment. There are no variations based on category of care for Approved Relative and In-home care providers. Approved health and safety trainings for licensed child care facilities are appropriate to the child care facility type and age of children served. Administrators of newly licensed facilities must complete pre-service health and safety training prior to licensure. All other caregivers must complete health and safety training within 3 months of hire. Child Care Facilities Licensed Providers: Infant and toddler appropriate developmental practices, to include how to cope with a crying/fussy infant 7 AAC 57.535; Knowledge of shaken baby syndrome and abusive head trauma prevention and identification 7 AAC 57.535 and 7 AAC 57.350 (f); and Recognition of signs of abusive head trauma 7 AAC 57.350 (k); Behavior guidance policies at the provider level that address appropriate discipline to prevent child maltreatment 7 AAC 57.535 and 7 AAC 41.213. License-Exempt Providers: Child Care Assistance Program regulations 7 AAC 41.210 (12)(F) for Approved Relative and 7 AAC 41.370 (m)(6) for In-home care. Child Care Assistance Program regulations 7 AAC 41.210 (12)(F) for Approved Relative and 7 AAC 41.370 (m)(6) for In-home care both of which are exempt from licensing, and Child Care Assistance Program Policies and Procedures section 4220-1.*

- ii. All CCDF-eligible licensed family child care homes. Provide the standard: *The standard is defined as the prevention of shaken baby syndrome, abusive head trauma, and child maltreatment and the following minimum standards are checked during on-site monitoring and inspections: 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. Behavior guidance policies at the provider level that address appropriate discipline to prevent child maltreatment. There are no variations based on category of care for Approved Relative and In-home care providers. Approved health and safety trainings for licensed child care facilities are appropriate to the child care facility type and age of children served. Administrators of newly licensed facilities must complete pre-service health and safety training prior to licensure. All other caregivers must complete health and safety training within 3 months of hire. Child Care Facilities Licensed Providers: Infant and toddler appropriate developmental practices, to include how to cope with a crying/fussy infant 7 AAC 57.535; Knowledge of shaken baby syndrome and abusive head trauma prevention and identification 7 AAC 57.535 and 7 AAC 57.350 (f); and Recognition of signs of abusive head trauma 7 AAC 57.350 (k); Behavior guidance policies at the provider level that address appropriate discipline to prevent child maltreatment 7 AAC 57.535 and 7 AAC 41.213. License-Exempt Providers: Child Care Assistance Program regulations 7 AAC 41.210 (12)(F) for Approved Relative and 7 AAC 41.370 (m)(6) for In-home care. Child Care Assistance Program regulations 7 AAC 41.210 (12)(F) for Approved Relative and 7 AAC 41.370 (m)(6) for In-home care both of which are exempt from licensing, and Child Care Assistance Program Policies and Procedures section 4220-1.*
- iii. All CCDF-eligible licensed in-home care. Provide the standard: *Click or tap here to enter text.*
 - Not applicable.
- iv. All CCDF-eligible license-exempt center care. Provide the standard: *Click or tap here to enter text.*
- v. All CCDF-eligible license-exempt family child care homes. Provide the standard: *Click or tap here to enter text.*
- vi. All CCDF-eligible license-exempt in-home care. Provide the standard: *Click or tap here to enter text.*
- vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: *Click or tap here to enter text.*

5.3.7 Emergency preparedness and response planning standard

Identify by checking below that the emergency preparedness and response planning due to natural disasters and human-caused events standard includes procedures in the following areas:

- i. Evacuation
- ii. Relocation

- iii. Shelter-in-place
- iv. Lock down
- v. Staff emergency preparedness
 - Training
 - Practice drills
- vi. Volunteer emergency preparedness
 - Training
 - Practice drills
- vii. Communication with families
- viii. Reunification with families
- ix. Continuity of operations
- x. Accommodation of
 - Infants
 - Toddlers
 - Children with disabilities
 - Children with chronic medical conditions

5.3.8 Handling and storage of hazardous materials and the appropriate disposal of biocontaminants health and safety standard

- a. Provide the standards, appropriate to the provider setting and age of children, that address the handling and storage of hazardous materials for the following CCDF-eligible providers:

- i. *All CCDF-eligible licensed center care. Provide the standard: A licensed child care facility and license-exempt provider must take precautions for handling and storage of hazardous materials and the appropriate disposal of bio contaminants must ensure standards are followed by the facility including: the use and safe storage of hazardous materials; universal precautions adopted, to include prevention and exposure to blood and bodily fluids; the facility is free of any accumulation of combustible waste material and other fire hazards in or around the premises; ensure solid waste is conveyed, stored, and disposed of in a manner that minimizes the development of odor; prevents waste from attracting and harboring pests; and complies with applicable provisions of 18 AAC 60 solid waste disposal; store any flammable or combustible liquid in a container with a tight-fitting lid specifically designed for holding flammable or combustible liquids, and ensure that these liquids are kept out of the reach of children; cleaners, medicines, and other harmful substances are stored in a place that is inaccessible to children; for a facility licensed to provide care for six or more children, they must provide a closet, storeroom, or other area separate from the area where children in care are present for the storage of janitorial equipment and cleaning supplies. The facility must meet cleaning and sanitation requirements, and ensure each table or highchair used for food is in good repair, is easily cleanable, and is cleaned and sanitized after each use; uncarpeted floors, low shelves, walls, door knobs, and other surfaces often touched by children in care are cleaned and sanitized at a frequency to keep the surfaces clean and sanitary; in each carpeted area, the entity shall ensure that the carpet is vacuumed and shampooed at a frequency to keep it clean; each interior waste receptacle is kept clean and emptied as often as necessary to prevent overflow; any surface contaminated by a body fluid, including saliva, blood, mucus, vomit, urine, feces, and an injury discharge, is immediately cleaned and disinfected using universal precautions, including the use of gloves and caregiver hygiene; cleaning that may present a hazard to children is done only when a room is not occupied by children in care; and all bedding is laundered. A facility must have at least one AC (alternating current) primary powered smoke detection device with battery backup, or at least one monitored battery powered smoke detection device, located in each bedroom; in addition, if the entity is in a multi-level facility, at least one smoke detection device must be installed on each level; each device required under this paragraph must be less than 10 years old, or newer if necessary to comply with the manufacturer's recommended replacement date, and have at least one fully charged 2A:10BC dry chemical fire extinguisher is strategically located on each level of the facility, and is installed, inspected, tested, and serviced. A facility with an animal must ensure animal waste is not present around children in care. A facilities diaper changing area is not located in a food preparation area and is not used for temporary placement or serving of food; has one accessible hand sink located in, or immediately adjacent to, that area; each surface used for changing diapers is smooth, durable, nonabsorbent, and easily cleanable; sufficient quantities of clean diapers are available and are neatly stored; nonlatex gloves and handwashing supplies are available to prevent contamination, and are used in accordance with universal precautions; for soiled clothing or cloth diapers, solid waste contents are disposed of by dumping the contents into a toilet and placing the diapers, without rinsing, in an impervious bag to be given to the parent for laundering, or an easily cleanable container with*

a firmly fitted cover; the container must be lined with plastic, designed to prevent the caregiver from contaminating the exterior surface of the container or the caregiver when inserting a soiled diaper, provided within the caregiver's reach of the diaper changing area, and emptied, cleaned, and sanitized daily; each diaper changing surface is cleaned and sanitized after each use, if a single-use, disposable cover is placed on the diapering surface before diapering, the entity shall ensure that the cover is disposed of immediately after diapering, the use of a single-use, disposable cover does not preclude or substitute for cleaning and sanitizing the surface or area after each use even if the surface or area is not visibly contaminated; after a soiled disposable diaper is removed, it is folded inward and resealed before disposal into an appropriate container; if single-use, disposable wipes are used during diapering, the disposable wipes are discarded after use; if a non-disposable cloth is used, that cloth must be placed immediately, without rinsing, in an impervious bag to be given to the parent for laundering or an appropriate container; diaper changing supplies, including containers of cream and lotion, are kept clean and sanitary; and children do not handle diaper changing supplies. The facility must ensure that individual cloth towels used for bathing, toothbrushes, and combs used by a child in care are stored separately to prevent contamination and are labeled with the child's name, and if a storage rack is used, the rack must be cleaned and sanitized or replaced when visibly soiled and after contamination with blood or another body fluid. A facility must ensure toys used by children are kept clean and sanitary, and if a toy has been mouthed or is otherwise contaminated, that toy is cleaned and sanitized before use by another child. A facility with a water play table used by children, must ensure water in the table is maintained at 2 - 10 parts per million chlorine solution during use, the water table is cleaned frequently use chemical test strips to ensure that proper chlorine concentration levels are maintained, each child using the table has hands washed before and after playing at the water play table, a child with open sores or wounds does not play at the table, water is discarded after each day of use, and the table is cleaned and sanitized after each day of use. A facility must ensure each crib, crib mattress, cot, mat, and play yard is cleaned and sanitized at least once every seven days, before assignment to another child in care, and whenever soiled.

- ii. All CCDF-eligible licensed family child care homes. Provide the standard: *A licensed child care facility and license-exempt provider must take precautions for handling and storage of hazardous materials and the appropriate disposal of bio contaminants must ensure standards are followed by the facility including: the use and safe storage of hazardous materials; universal precautions adopted, to include prevention and exposure to blood and bodily fluids; the facility is free of any accumulation of combustible waste material and other fire hazards in or around the premises; ensure solid waste is conveyed, stored, and disposed of in a manner that minimizes the development of odor; prevents waste from attracting and harboring pests; and complies with applicable provisions of 18 AAC 60 solid waste disposal; store any flammable or combustible liquid in a container with a tight-fitting lid specifically designed for holding flammable or combustible liquids, and ensure that these liquids are kept out of the reach of children; cleaners, medicines, and other harmful substances are stored in a place that is inaccessible to children; for a facility licensed to provide care for six or more children, they must provide a closet, storeroom, or other area separate from the area where children in care are present for the storage of janitorial equipment and cleaning supplies. The facility must meet cleaning and sanitation requirements, and ensure each table or highchair used for food is in good repair, is easily cleanable, and is cleaned and sanitized after each use; uncarpeted floors, low shelves, walls, door knobs, and other surfaces often touched by children in care are cleaned and sanitized at a frequency to keep the surfaces clean and sanitary; in each carpeted area, the entity shall ensure that the carpet is vacuumed and shampooed at a frequency to keep it clean; each interior waste receptacle is kept clean and emptied as often as necessary to prevent overflow; any surface contaminated by a body fluid, including saliva, blood, mucus, vomit, urine, feces, and an injury discharge, is immediately cleaned and disinfected using universal precautions, including the use of gloves and caregiver hygiene; cleaning that may present a hazard to children is done only when a room is not occupied by children in care; and all bedding is laundered. A facility must have at least one AC (alternating current) primary powered smoke detection device with battery backup, or at least one monitored battery powered smoke detection device, located in each bedroom; in addition, if the entity is in a multi-level facility, at least one smoke detection device must be installed on each level; each device required under this paragraph must be less than 10 years old, or newer if necessary to comply with the manufacturer's recommended replacement date, and have at least one fully charged 2A:10BC dry chemical fire extinguisher is strategically located on each level of the facility, and is installed, inspected, tested, and serviced. A facility with an animal must ensure animal waste is not present around children in care. A facilities diaper changing area is not located in a food preparation area and is not used for temporary placement or serving of food; has one accessible hand sink located in, or immediately adjacent to, that area; each surface used for changing diapers is smooth, durable, nonabsorbent, and easily cleanable; sufficient quantities of clean diapers are available and are neatly stored; nonlatex gloves and handwashing supplies are available to prevent contamination, and are used in accordance with universal precautions; for soiled clothing or cloth diapers, solid waste contents are disposed of by dumping the contents into a toilet and placing the diapers, without rinsing, in an impervious bag to be given to the parent for laundering, or an easily cleanable container with*

a firmly fitted cover; the container must be lined with plastic, designed to prevent the caregiver from contaminating the exterior surface of the container or the caregiver when inserting a soiled diaper, provided within the caregiver's reach of the diaper changing area, and emptied, cleaned, and sanitized daily; each diaper changing surface is cleaned and sanitized after each use, if a single-use, disposable cover is placed on the diapering surface before diapering, the entity shall ensure that the cover is disposed of immediately after diapering, the use of a single-use, disposable cover does not preclude or substitute for cleaning and sanitizing the surface or area after each use even if the surface or area is not visibly contaminated; after a soiled disposable diaper is removed, it is folded inward and resealed before disposal into an appropriate container; if single-use, disposable wipes are used during diapering, the disposable wipes are discarded after use; if a non-disposable cloth is used, that cloth must be placed immediately, without rinsing, in an impervious bag to be given to the parent for laundering or an appropriate container; diaper changing supplies, including containers of cream and lotion, are kept clean and sanitary; and children do not handle diaper changing supplies. The facility must ensure that individual cloth towels used for bathing, toothbrushes, and combs used by a child in care are stored separately to prevent contamination and are labeled with the child's name, and if a storage rack is used, the rack must be cleaned and sanitized or replaced when visibly soiled and after contamination with blood or another body fluid. A facility must ensure toys used by children are kept clean and sanitary, and if a toy has been mouthed or is otherwise contaminated, that toy is cleaned and sanitized before use by another child. A facility with a water play table used by children, must ensure water in the table is maintained at 2 - 10 parts per million chlorine solution during use, the water table is cleaned frequently use chemical test strips to ensure that proper chlorine concentration levels are maintained, each child using the table has hands washed before and after playing at the water play table, a child with open sores or wounds does not play at the table, water is discarded after each day of use, and the table is cleaned and sanitized after each day of use. A facility must ensure each crib, crib mattress, cot, mat, and play yard is cleaned and sanitized at least once every seven days, before assignment to another child in care, and whenever soiled..

- iii. All CCDF-eligible licensed in-home care. Provide the standard: [Click or tap here to enter text.](#) [Click or tap here to enter text.](#)
 - Not applicable.
- iv. All CCDF-eligible license-exempt center care. Provide the standard: [Click or tap here to enter text.](#)
- v. All CCDF-eligible license-exempt family child care homes. Provide the standard: [Click or tap here to enter text.](#)
- vi. All CCDF-eligible license-exempt in-home care. Provide the standard: [Click or tap here to enter text.](#)
- vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: [Click or tap here to enter text.](#)

- b. Provide the standards, appropriate to the provider setting and age of children, that address the disposal of bio contaminants for the following CCDF-eligible providers:
- i. All CCDF-eligible licensed center care. Provide the standard: *ensure solid waste is conveyed, stored, and disposed of in a manner that minimizes the development of odor; prevents waste from attracting and harboring pests; and complies with applicable provisions of 18 AAC 60 solid waste disposal; ; for soiled clothing or cloth diapers, solid waste contents are disposed of by dumping the contents into a toilet and placing the diapers, without rinsing, in an impervious bag to be given to the parent for laundering, or an easily cleanable container with a firmly fitted cover; the container must be lined with plastic, designed to prevent the caregiver from contaminating the exterior surface of the container or the caregiver when inserting a soiled diaper, provided within the caregiver's reach of the diaper changing area, and emptied, cleaned, and sanitized daily; each diaper changing surface is cleaned and sanitized after each use, if a single-use, disposable cover is placed on the diapering surface before diapering, the entity shall ensure that the cover is disposed of immediately after diapering, the use of a single-use, disposable cover does not preclude or substitute for cleaning and sanitizing the surface or area after each use even if the surface or area is not visibly contaminated; after a soiled disposable diaper is removed, it is folded inward and resealed before disposal into an appropriate container; if single-use, disposable wipes are used during diapering, the disposable wipes are discarded after use; if a non-disposable cloth is used, that cloth must be placed immediately, without rinsing, in an impervious bag to be given to the parent for laundering or an appropriate container; diaper changing supplies, including containers of cream and lotion, are kept clean and sanitary; and children do not handle diaper changing supplies.*

- ii. All CCDF-eligible licensed family child care homes. Provide the standard: *ensure solid waste is conveyed, stored, and disposed of in a manner that minimizes the development of odor; prevents waste from attracting and harboring pests; and complies with applicable provisions of 18 AAC 60 solid waste disposal; ; for soiled clothing or cloth diapers, solid waste contents are disposed of by dumping the contents into a toilet and placing the diapers, without rinsing, in an impervious bag to be given to the parent for laundering, or an easily cleanable container with a firmly fitted cover; the container must be lined with plastic, designed to prevent the caregiver from contaminating the exterior surface of the container or the caregiver when inserting a soiled diaper, provided within the caregiver's reach of the diaper changing area, and emptied, cleaned, and sanitized daily; each diaper changing surface is cleaned and sanitized after each use, if a single-use, disposable cover is placed on the diapering surface before diapering, the entity shall ensure that the cover is disposed of immediately after diapering, the use of a single-use, disposable cover does not preclude or substitute for cleaning and sanitizing the surface or area after each use even if the surface or area is not visibly contaminated; after a soiled disposable diaper is removed, it is folded inward and resealed before disposal into an appropriate container; if single-use, disposable wipes are used during diapering, the disposable wipes are discarded after use; if a non-disposable cloth is used, that cloth must be placed immediately, without rinsing, in an impervious bag to be given to the parent for laundering or an appropriate container; diaper changing supplies, including containers of cream and lotion, are kept clean and sanitary; and children do not handle diaper changing supplies.*
- iii. All CCDF-eligible licensed in-home care. Provide the standard: *Click or tap here to enter text.*
 - Not applicable.
- iv. All CCDF-eligible license-exempt center care. Provide the standard: *Click or tap here to enter text.*
- v. All CCDF-eligible license-exempt family child care homes. Provide the standard: *Click or tap here to enter text.*
- vi. All CCDF-eligible license-exempt in-home care. Provide the standard: *Click or tap here to enter text.*
- vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: *Click or tap here to enter text.*

5.3.9 Precautions in transporting children health and safety standard

Provide the standards, appropriate to the provider setting and age of children, that address precautions in transporting children for the following CCDF-eligible providers:

- i. All CCDF-eligible licensed center care. Provide the standard: *The standard is defined as appropriate precautions in transporting children and the following minimum standards are checked during on-site monitoring and inspections: 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.*
- ii. All CCDF-eligible licensed family child care homes. Provide the standard: *The standard is defined as appropriate precautions in transporting children and the following minimum standards are checked during on-site monitoring and inspections: 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.*
- iii. All CCDF-eligible licensed in-home care. Provide the standard: *Click or tap here to enter text.*
 - Not applicable.
- iv. All CCDF-eligible license-exempt center care. Provide the standard: *Click or tap here to enter text.*
- v. All CCDF-eligible license-exempt family child care homes. Provide the standard: *Click or tap here to enter text.*
- vi. All CCDF-eligible license-exempt in-home care. Provide the standard: *Click or tap here to enter text.*
- vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: *Click or tap here to enter text.*

5.3.10 Pediatric first aid and pediatric cardiopulmonary resuscitation (CPR) health and safety standard

- a. Provide the standards, appropriate to the provider setting and age of children, that address pediatric first aid for all staff for the following CCDF-eligible providers:
 - i. All CCDF-eligible licensed center care. Provide the standard: *The standard is defined as valid current Pediatric first aid and cardiopulmonary resuscitation (CPR) and the following minimum standards are checked during on-site monitoring and inspections: pediatric first aid and CPR certification. Certifications for pediatric first aid and CPR must be maintained current throughout their license and approval periods.*
 - ii. All CCDF-eligible licensed family child care homes. Provide the standard: *The standard is defined as valid current Pediatric first aid and cardiopulmonary resuscitation (CPR) and the following minimum standards are checked during on-site monitoring and inspections: pediatric first aid and CPR certification. Certifications for pediatric first aid and CPR must be maintained current throughout their license and approval periods.*
 - iii. All CCDF-eligible licensed in-home care. Provide the standard: *Click or tap here to enter text.*

Not applicable.

- iv. All CCDF-eligible license-exempt center care. Provide the standard: [Click or tap here to enter text.](#)
 - v. All CCDF-eligible license-exempt family child care homes. Provide the standard: [Click or tap here to enter text.](#)
 - vi. All CCDF-eligible license-exempt in-home care. Provide the standard: [Click or tap here to enter text.](#)
 - vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: [Click or tap here to enter text.](#)
- b. Provide the standards, appropriate to the provider setting and age of children, that address pediatric cardiopulmonary resuscitation for all staff for the following CCDF-eligible providers:
- i. All CCDF-eligible licensed center care. Provide the standard: : [The standard is defined as valid current Pediatric first aid and cardiopulmonary resuscitation \(CPR\) and the following minimum standards are checked during on-site monitoring and inspections: pediatric first aid and CPR certification. Certifications for pediatric first aid and CPR must be maintained current throughout their license and approval periods.](#)
 - ii. All CCDF-eligible licensed family child care homes. Provide the standard: : [The standard is defined as valid current Pediatric first aid and cardiopulmonary resuscitation \(CPR\) and the following minimum standards are checked during on-site monitoring and inspections: pediatric first aid and CPR certification. Certifications for pediatric first aid and CPR must be maintained current throughout their license and approval periods.](#)
 - iii. All CCDF-eligible licensed in-home care. Provide the standard: [Click or tap here to enter text.](#)

Not applicable.

- iv. All CCDF-eligible license-exempt center care. Provide the standard: [Click or tap here to enter text.](#)
- v. All CCDF-eligible license-exempt family child care homes. Provide the standard: [Click or tap here to enter text.](#)
- vi. All CCDF-eligible license-exempt in-home care. Provide the standard: [Click or tap here to enter text.](#)
- vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: [Click or tap here to enter text.](#)

5.3.11 Identification and reporting of child abuse and neglect health and safety standard

- a. Provide the standards, appropriate to the provider setting and age of children, that address the identification of child abuse and neglect for the following CCDF-eligible providers:

- i. All CCDF-eligible licensed center care. Provide the standard: *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 standards are checked during on-site monitoring and inspections: Recognition of signs of child abuse, neglect, and maltreatment; Importance of reporting; and Mandated reporting. Any report of abuse, neglect or maltreatment is investigated by licensing, and reported to the proper authorities.*
 - ii. All CCDF-eligible licensed family child care homes. Provide the standard: *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 standards are checked during on-site monitoring and inspections: Recognition of signs of child abuse, neglect, and maltreatment; Importance of reporting; and Mandated reporting. Any report of abuse, neglect or maltreatment is investigated by licensing, and reported to the proper authorities.*
 - iii. All CCDF-eligible licensed in-home care. Provide the standard: *Click or tap here to enter text.*
 - Not applicable.
 - iv. All CCDF-eligible license-exempt center care. Provide the standard: *Click or tap here to enter text.*
 - v. All CCDF-eligible license-exempt family child care homes. Provide the standard: *Click or tap here to enter text.*
 - vi. All CCDF-eligible license-exempt in-home care. Provide the standard: *Click or tap here to enter text.*
 - vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: *Click or tap here to enter text.*
- b. Provide your standards, appropriate to the provider setting and age of children, that address the reporting of child abuse and neglect for the following CCDF-eligible providers:
- i. All CCDF-eligible licensed center care. Provide the standard: *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 standards are checked during on-site monitoring and inspections: Recognition of signs of child abuse, neglect, and maltreatment; Importance of reporting; and Mandated reporting. Any report of abuse, neglect or maltreatment is investigated by licensing, and reported to the proper authorities.*

- ii. All CCDF-eligible licensed family child care homes. Provide the standard: *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 standards are checked during on-site monitoring and inspections: Recognition of signs of child abuse, neglect, and maltreatment; Importance of reporting; and Mandated reporting. Any report of abuse, neglect or maltreatment is investigated by licensing, and reported to the proper authorities.*
 - iii. All CCDF-eligible licensed in-home care. Provide the standard: *Click or tap here to enter text.*
 - Not applicable.
 - iv. All CCDF-eligible license-exempt center care. Provide the standard: *Click or tap here to enter text.*
 - v. All CCDF-eligible license-exempt family child care homes. Provide the standard: *Click or tap here to enter text.*
 - vi. All CCDF-eligible license-exempt in-home care. Provide the standard: *Click or tap here to enter text.*
 - vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: *Click or tap here to enter text.*
- c. Confirm if child care providers must comply with the Lead Agency's procedures for reporting child abuse and neglect as required by the Child Abuse Prevention and Treatment Act (42 U.S.C. 5106a(b)(2)(B)(i):
- Yes, confirmed.
 - No. If no, describe: *Click or tap here to enter text.*

5.3.12 Additional optional standards

In addition to the required health and safety standards, does the Lead Agency require providers to comply with the following optional standards?

- Yes.
- No. If no, skip to Section 5.4

If yes, describe the standard(s).

Nutrition. Describe: A child care facility shall ensure that snacks and meals meet the child care food program requirements of 7 C.F.R. 226.20. (b) In a child care center, menus, including snacks, must be planned in advance, be posted in an area open to visitors, and reflect actual food served. (c) In a child care facility, food for a child's meals and snacks may be provided by the parent. (d) A child care facility providing care for infants shall observe the following requirements for bottle feedings: (1) bottle feedings may be prepared by the parent or the child care facility; if the facility prepares the bottle feedings, the facility shall consult with the parent to ensure consistency with the bottle feedings given at home; (2) an infant must be fed on demand; (3) a child on bottle

feedings (A) must either be held or fed sitting up or, if unable to sit up, always be held by a caregiver during the feeding; and (B) may not be permitted to hold or carry its bottle at times other than the feeding; (4) bottles may not be propped for a child. (e) A child care facility shall obtain information concerning any food allergies or special dietary needs of each child and shall plan that child's meals accordingly. (f) Except for medical reasons, a child care facility may not deny a meal or snack to a child, force-feed a child, or otherwise coerce a child to eat against the child's will for any reason. Mere encouragement to eat without any element of compulsion is not prohibited.

Access to physical activity. Describe: *at least 20 minutes of vigorous physical activity for every three hours the facility is open between the hours of 7:00 a.m. and 7:00 p.m., and daily supervised outdoor activity when weather and the individual child's tolerance permit.*

Caring for children with special needs. Describe: *At or before the admission to a child care facility of a child who is identified as having special needs under [7 AAC 57.940](#), the facility shall collaborate with the child's parent in developing and implementing a plan of care for the child. The plan of care (1) must be approved by the parent and the caregiver responsible for the care of the child and must be signed and dated by the parent, the caregiver, the facility coordinator for special needs children, if any, and the administrator; (2) must be based on the following information, to the extent that the parent consents, in writing, to disclose the information: (A) results of medical and developmental examinations; (B) assessments of the child's cognitive functioning or current overall functioning; (C) evaluations of the family's needs, concerns, and priorities; (D) the child's individualized family service plan (IFSP) developed under [4 AAC 52.142](#) or individualized education program (IEP) developed under [4 AAC 52.140](#), if any; (E) other evaluations as needed; (3) must address any specific services the child care facility will provide in functional outcome objectives, and the designated responsibility for provision and financing; (4) must list any additional services, including educational or therapeutic services, the child is receiving from other service providers, and must identify the providers of those services; and (5) may contain permission from the parent for the child care facility to contact providers of additional services and the child's IFSP coordinator, if any. (d) A child care facility shall review information provided about a child under (c) of this section in order to determine whether the facility can satisfy the child's needs. If, after reviewing that information and the application, the facility determines it can satisfy the child's needs, the facility may admit the child. If the facility has reason to believe that, even with reasonable accommodation, the facility cannot meet the child's needs, the facility may deny admission to the child.*

Any other areas determined necessary to promote child development or to protect children's health and safety. Describe: *[Click or tap here to enter text.](#)*

5.4 Pre-Service or Orientation Training on Health and Safety Standards

Lead Agencies must have requirements for all caregivers, teachers, and directors at CCDF providers to complete pre-service or orientation training (within 3 months of starting) on all CCDF health and safety standards and child development. The training must be appropriate to the setting and the age of children served. This training must address the required health and safety standards and the content area of child development. Lead Agencies have flexibility in determining the minimum number of training hours to require, and are encouraged to consult with Caring for our Children Basics for best practices.

Exemptions for relative providers' training requirements are addressed in question 5.8.1.

5.4.1 Health and safety pre-service/orientation training requirements

Lead Agencies must certify staff have pre-service or orientation training on each standard that is appropriate to different settings and age groups. Lead Agencies may require pre-service or orientation to be completed before staff can care for children unsupervised. In the table below, check the boxes for which you have training requirements.

	Is this standard addressed in the pre-service or orientation training?	Is the pre-service or orientation training on this standard appropriate to different settings and age groups?	Does the Lead Agency require staff to complete the training before caring for children unsupervised?
a. Prevention and control of infectious diseases (including immunizations)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
b. SIDS prevention and use of safe sleep practices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
c. Administration of medication	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
d. Prevention and response to food and allergic reactions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
e. Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
f. Prevention of shaken baby syndrome, abusive head trauma and child maltreatment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
g. Emergency preparedness and response planning and procedures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

	Is this standard addressed in the pre-service or orientation training?	Is the pre-service or orientation training on this standard appropriate to different settings and age groups?	Does the Lead Agency require staff to complete the training before caring for children unsupervised?
h. Handling and storage of hazardous materials and disposal of biocontaminants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
i. Appropriate Precautions in transporting children, if applicable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
j. Pediatric first aid and pediatric CPR (age-appropriate)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
k. Child abuse and neglect recognition and reporting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
l. Child development including major domains of cognitive, social, emotional, physical development and approaches to learning.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

m. If the Lead Agency does not certify implementation of all the health and safety pre-service/orientation training requirements for staff in programs serving children receiving CCDF assistance, please describe: [Click or tap here to enter text.](#)

n. Are there any provider categories to whom the above pre-service or orientation training requirements do not apply?

No

Yes. If yes, describe: [Click or tap here to enter text.](#)

5.5 Monitoring and Enforcement of Licensing and Health and Safety Requirements

5.5.1 Inspections for licensed CCDF providers

Licensing inspectors must perform at least one annual, unannounced inspection of each licensed CCDF provider for compliance with all child care licensing standards, including an inspection for compliance with health and safety and fire standards. Lead Agencies must conduct at least one

pre-licensure inspection for compliance with health, safety, and fire standards of each child care provider and facility in the State/Territory.

a. Licensed CCDF center-based providers

- i. Does your pre-licensure inspection for licensed center-based providers assess compliance with health standards, safety standards, and fire standards?

Yes.

No. If no, describe: [Click or tap here to enter text.](#)

- ii. Identify the frequency of annual unannounced inspections for licensed center-based providers addressing compliance with health, safety, and fire standards:

Annually.

More than once a year. If more than once a year, describe: [Click or tap here to enter text.](#)

Other. If other, describe: [Click or tap here to enter text.](#)

- iii. Does the Lead Agency implement a differential monitoring approach when monitoring licensed center-based providers?

Yes. If yes, describe how the differential monitoring approach is representative of the full complement of health and safety requirements. [Click or tap here to enter text.](#)

No. If no, describe: [Click or tap here to enter text.](#)

- iv. Identify which department or agency is responsible for completing the inspections for licensed center-based providers. *Child Care Program Office (CCPO) and Municipality of Anchorage Licensing Specialists conduct at least one unannounced inspection annually.*

b. Licensed CCDF family child care providers

- i. Does your pre-licensure inspection for licensed family child care homes assess compliance with health standards, safety standards, and fire standards?

Yes.

No. If no, describe: [Click or tap here to enter text.](#)

- ii. Identify the frequency of annual unannounced inspections for licensed family child care homes addressing compliance with health, safety, and fire standards:

Annually.

More than once a year. If more than once a year, describe: [Click or tap here to enter text.](#)

Other. If other, describe: [Click or tap here to enter text.](#)

- iii. Does the Lead Agency implement a differential monitoring approach when monitoring licensed family child care providers?

Yes. If yes, describe how the differential monitoring approach is representative of the full complement of health and safety requirements. [Click or tap here to enter text.](#)

No. If no, describe: [Click or tap here to enter text.](#)

iv. Identify which department or agency is responsible for completing the inspections for licensed family child care providers. [Child Care Program Office \(CCPO\) and Municipality of Anchorage Licensing Specialists conduct at least one unannounced inspection annually.](#)

c. Licensed in-home CCDF child care providers

i. Does your Lead Agency license CCDF in-home child care (care in the child's own home) providers?

No.

Yes. If yes, does your pre-licensure inspection for licensed in-home providers assess compliance with health, safety, and fire standards?

Yes.

No. If no, describe: [Click or tap here to enter text.](#)

ii. Identify the frequency of annual unannounced inspections for licensed in-home child care providers for compliance with health, safety, and fire standards completed:

Annually.

More than once a year. If more than once a year, describe: [Click or tap here to enter text.](#)

Other. If other, describe: [Click or tap here to enter text.](#)

iii. Does the Lead Agency implement a differential monitoring approach when monitoring licensed in-home child care providers?

Yes. If yes, describe how the differential monitoring approach is representative of the full complement of health and safety requirements. [Click or tap here to enter text.](#)

No.

iv. Identify which department or agency is responsible for completing the inspections for licensed in-home providers. [Click or tap here to enter text.](#)

5.5.2 Inspections for license-exempt providers

Licensing inspectors must perform at least one annual monitoring visit of each license-exempt CCDF provider for compliance with health, safety, and fire standards. Inspections for relative providers will be addressed in subsection 5.8.

Describe the policies and practices for the annual monitoring of:

a. License-exempt CCDF center-based child care providers

- i. Identify the frequency of inspections for compliance with health, safety, and fire standards for license-exempt center-based providers:
 - Annually.
 - More than once a year. If more than once a year, describe: [Click or tap here to enter text.](#)
 - Other. If other, describe: [Click or tap here to enter text.](#)
 - ii. Does the Lead Agency implement a differential monitoring approach when monitoring license-exempt center-based providers?
 - Yes. If yes, describe how the differential monitoring approach is representative of the full complement of health and safety requirements. [Click or tap here to enter text.](#)
 - No.
 - iii. Identify which department or agency is responsible for completing the inspections for license-exempt center-based CCDF providers. [Click or tap here to enter text.](#)
- b. License-exempt CCDF family child care providers
- i. Identify the frequency of the inspections of license-exempt family child care providers to determine compliance with health, safety, and fire standards:
 - Annually.
 - More than once a year. If more than once a year, describe: [Click or tap here to enter text.](#)
 - Other. If other, describe: [Click or tap here to enter text.](#)
 - ii. Does the Lead Agency implement a differential monitoring approach when monitoring license-exempt family child care providers?
 - Yes. If yes, describe how the differential monitoring approach is representative of the full complement of health and safety requirements. [Click or tap here to enter text.](#)
 - No.
 - iii. Identify which department or agency is responsible for completing the inspections for license-exempt family child care providers. [Click or tap here to enter text.](#)

5.5.3 Inspections for CCDF license-exempt in-home child care providers

Lead Agencies may develop alternate monitoring requirements for care provided in the child’s home that are appropriate to the setting. This flexibility cannot be used to bypass the monitoring requirement altogether.

- a. Describe the requirements for the annual monitoring of CCDF license-exempt in-home child care (care in the child’s own home) providers, including if monitoring is announced or unannounced, occurs more frequently than once per year, and if differential monitoring procedures are used. *The Child Care Program Office and Municipality of Anchorage and Licensing Specialists conduct announced inspections for all license-exempt In-Home Care providers for compliance with health and safety and fire standards within 90 days of the provider's approval effective date, and unannounced inspections annually.*
- b. List the entity(ies) in your State/Territory responsible for conducting inspections of license-exempt CCDF in-home child care (care in the child’s own home) providers: *The Child Care Program Office and Municipality of Anchorage and Licensing Specialists conduct announced inspections for all license-exempt In-Home Care providers for compliance with health and safety and fire standards within 90 days of the provider's approval effective date, and unannounced inspections annually.*

5.5.4 Posting monitoring and inspection reports

Lead Agencies must post monitoring and inspection reports on their consumer education website for each licensed and CCDF child care provider, except in cases where the provider is related to all the children in their care. These reports must include the 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. A full report covers everything in the monitoring visit, including areas of compliance and non-compliance. If the Lead Agency does not produce any reports that include areas of compliance, the website must include information about all areas covered by a monitoring visit.

The reports must be in plain language or provide a plain language summary Lead Agency 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 monitoring and inspection reports.

- a. Does the Lead Agency post:
 - i. Pre-licensing inspection reports for licensed programs.
 - ii. Full monitoring and inspection reports that include areas of compliance and non-compliance for all non-relative providers eligible to provide CCDF services.
 - iii. Monitoring and inspection reports that include areas of non-compliance only, with information about all areas covered by a monitoring visit posted separately on the website (e.g., a blank checklist used by monitors) for all non-relative providers eligible to provide CCDF services. Note: This option is only allowable if the Lead Agency does not produce monitoring reports that include both areas of compliance and non-compliance. If checked, provide a direct URL/website link to the website where a blank checklist is posted:
<https://findccprovider.health.alaska.gov/>
- b. Check if the monitoring and inspection reports and any related plain language summaries include:
 - i. Date of inspection.

- ii. Health and safety violations, including those violations that resulted in fatalities or serious injuries occurring at the provider. Describe how these health and safety violations are prominently displayed: *Any violations found during inspections or investigations are listed under find my provider by facility name.*
 - iii. Corrective action plans taken by the Lead Agency and/or child care provider. Describe: *If a violation occurs, the facility must complete a Plan of Correction. The date of the completed plan of correction is listed on find my provider under the facility and violation that occurred. If additional enforcement actions are taken, those are also listed under the violation by facility.*
 - iv. A minimum of 3 years of results, where available.
 - v. If any of the components above are not selected, please explain:
- c. Lead Agencies must post monitoring and inspection reports and/or any related summaries in a timely manner.
- i. Provide the direct URL/website link to where the reports are posted:
<https://findccprovider.health.alaska.gov/>
 - ii. Identify the Lead Agency’s established timeline for posting monitoring reports and describe how it is timely: *Once the facility has received notification and due process, the violation and correction information is posted at <https://findccprovider.health.alaska.gov/>.*
- d. Does the Lead Agency certify that the monitoring and inspection reports or the summaries are in plain language that is understandable to parents and other consumers?
- Yes.
 - No. If no, describe: *Click or tap here to enter text.*
- e. Does the Lead Agency certify that there is a process for correcting inaccuracies in the monitoring and inspection reports?
- Yes.
 - No. If no, describe: *Click or tap here to enter text.*
- f. Does the Lead Agency maintain monitoring and inspection reports on the consumer education website?
- Yes.
 - No. If no, describe: *Click or tap here to enter text.*

5.5.5 Qualifications and training of licensing inspectors

Lead Agencies must ensure that individuals who are hired as licensing inspectors (or qualified monitors designated by the Lead Agency) 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.

Describe how the Lead Agency ensures that licensing inspectors (or qualified monitors designated by the Lead Agency) are qualified and 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. [Licensing](#)

specialists under the State of Alaska Child Care Program Office (CCPO) and Municipality of Anchorage (MOA), meet the job qualifications and classification for their position classification: State of Alaska Child Care Program Office position of a Community Care Licensing Specialist, and Municipality of Anchorage position of a Child Care Licensing Specialist. The CCPO specialists are required to have a bachelor's degree from an accredited college and two years of technical or professional experience in social services, education health care, mental health, juvenile justice, or a closely related field. MOA specialists may have a high school diploma, GED or equivalent and 6 college credits in early childhood development, child development or child psychology and 5 years of experience in child care licensing, administration of a child care program or closely related field; or an Associate's degree in Social Work Child Development, Early Childhood, or Elementary Education with 6 college credits in early childhood development, child development or child psychology and 3 years of experience in child care licensing, administration of a child care program or closely related field; or a Bachelor's degree in Social Work, Child Development, Early Childhood, or Elementary Education, which 6 college credits in early childhood development, child development, or child psychology, and 1 year of experience in child care licensing, administration of a child care program, or closely related field. Municipality of Anchorage licensing specialists must obtain peace officer certification within one 1 year of hire. All licensing specialists are required to be trained for their first year of employment by their supervisors in all aspects of their licensing positions including the statutory and regulatory requirements for licensing in AS 47.32, AS 47.05, 7 AAC 10, 7 AAC 57 and for the Municipality of Anchorage AMC 16.55; and continue to receive additional training throughout their time employed as a licensing specialist. The majority of the licensing specialists also have certifications in Council on Licensure, Enforcement and Regulation (CLEAR) National Certified Investigator/Inspector (NCIT) training, and some have completed the National Association for Regulatory Administration licensing training modules. All current licensing staff receive health and safety training appropriate to the age of the children in care and type of provider setting within their first year of employment. Licensing staff are not required to be certified in Pediatric First Aid and CPR.

The State of Alaska licensing specialists receive basic health and safety training appropriate to the age of the children in care and type of provider setting within their first year of employment. The licensing specialists receive Better Kid Care basic health and safety training; HIPAA training, and State of Alaska Mandated Reporter training, The Municipality of Anchorage licensing specialists also take National Association of Regulatory Administration (NARA) trainings: The Practice of Licensing: Understanding Our Profession; Culture and Communication as Partners in Regulatory Processes, Part 1 & 2, Child Development and Licensing: Two Sides of the Same Coin; Consistency, Why Does It Matter; and Reducing Noncompliance Levels: Beyond Monitoring and Enforcement within their first 6 months of employment.

5.5.6 Ratio of licensing inspectors

Lead Agencies must ensure the ratio of licensing inspectors to child care providers and facilities in the State/Territory are maintained at a level sufficient to enable the Lead Agency to conduct effective inspections of child care providers and facilities on a timely basis in accordance with federal, State, and local laws.

Provide the ratio of licensing inspectors to child care providers (i.e., number of inspectors 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 Child Care Program Office (CCPO) and Municipality of Anchorage Child Care Licensing has policies and procedures in place for ratio of*

licensing inspectors to child care providers. When assigning a new application to a Child Care Licensing Specialist (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.

5.6 Ongoing Health and Safety Training

Lead Agencies must have ongoing training requirements for all caregivers, teachers, and directors of eligible CCDF providers for health and safety standards but have discretion on frequency and training content (e.g., pediatric CPR refresher every year and recertification every 2 years). Lead Agencies have discretion on which health and safety standards are subject to ongoing training. Lead Agencies may exempt relative providers from these requirements.

5.6.1 Required ongoing training of health and safety standards

Describe any required ongoing training of health and safety standards for caregivers, teachers, and directors of the following CCDF eligible provider types.

- a. Licensed child care centers: *24 hours of annual training, 1 hour must be in a topic of health and safety.*
- b. License-exempt child care centers: *Hours of training required is determined by their certifying, accrediting, or approving organization, which meet or exceed state requirements*
- c. Licensed family child care homes: *24 hours of annual training, 1 hour must be in a topic of health and safety.*
- d. License-exempt family child care homes: *12 hours of ongoing training pertaining to health and safety, early childhood and development, of which at least one hour must be on health and safety.*
- e. Regulated or registered in-home child care: *12 hours of ongoing training pertaining to health and safety, early childhood and development, of which at least one hour must be on health and safety.*
- f. Non-regulated or registered in-home child care: *N/A* Click or tap here to enter text.

5.7 Comprehensive Background Checks

Lead Agencies must conduct comprehensive 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, regardless of whether they receive CCDF funds; or (2) all other child care providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible child care providers). Family child care home providers must also submit background check requests for all household members age 18 or older.

A comprehensive background check must include: three in-state checks, two national checks, and three interstate checks if the individual resided in another State or Territory in the preceding 5 years. The background check components must be completed at least once every five years.

All child care staff members must receive a qualifying result from either the FBI criminal background check or an in-state fingerprint criminal history check before working (under supervision) with or near children. Lead Agencies must apply a CCDF-specific list of disqualifying crimes for child care providers serving families participating in CCDF.

These background check requirements do not apply to individuals who are related to all children for whom child care services are provided. Exemptions for relative providers will be addressed in subsection 5.8.

5.7.1 In-state criminal history check with fingerprints

- a. Does the Lead Agency conduct in-state criminal history background checks with fingerprints for all child care staff members (including prospective staff members) of licensed, regulated, or registered child care providers, regardless of CCDF participation?

Yes.

No. If no, describe any categories of licensed, regulated, or registered child care providers for whom you do not conduct in-state criminal background checks with fingerprints. [Click or tap here to enter text.](#)

- b. Does the Lead Agency conduct in-state criminal history background checks with fingerprints for all child care staff members (including prospective staff members) of all other child care providers eligible for CCDF participation (i.e., license-exempt providers) other than relative providers?

Yes.

No. If no, describe any categories of child care providers eligible for CCDF participation for whom you do not conduct in-state criminal background checks with fingerprints. [Click or tap here to enter text.](#)

- c. Does the Lead Agency conduct the in-state criminal background check with fingerprints for all individuals age 18 or older who reside in a family child care home?

Yes.

No. If no, describe individuals age 18 or older who reside in a family child care home who do not receive an in-state criminal background check with fingerprints. [Click or tap here to enter text.](#)

5.7.2 National Federal Bureau of Investigation (FBI) criminal history check with fingerprints

- a. Does the Lead Agency conduct FBI criminal history background checks with fingerprints for all child care staff members (including prospective staff members) of licensed, regulated, or registered child care providers, regardless of CCDF participation?

Yes.

No. If no, describe any categories of licensed, regulated, or registered child care providers for whom you do not conduct FBI criminal background checks with fingerprints. [Click or tap here to enter text.](#)

- b. Does the Lead Agency conduct FBI criminal history background checks with fingerprints for all child care staff members (including prospective staff members) of all other child care providers eligible for CCDF participation (i.e., license-exempt providers)?
- Yes.
- No. If no, describe any categories of child care providers eligible for CCDF participation for whom you do not conduct FBI criminal background checks. [Click or tap here to enter text.](#)
- c. Does the Lead Agency conduct the FBI criminal background check with fingerprints for all individuals age 18 or older who reside in a family child care home?
- Yes.
- No. If no, describe individuals age 18 or older who reside in a family child care home who do not receive an FBI criminal background check with fingerprints. [Click or tap here to enter text.](#)

5.7.3 National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) name-based check

The majority of NCIC NSOR records are fingerprint records and are automatically included in the FBI fingerprint criminal background check. But a small percentage of NCIC NSOR records are only name-based records and must be accessed through the required name-based search of the NCIC NSOR.

- a. Does the Lead Agency conduct NCIC NSOR name-based background checks for all child care staff members (including prospective staff members) of licensed, regulated, or registered child care providers, regardless of CCDF participation?
- Yes.
- No. If no, describe any categories of licensed, regulated, or registered child care providers for whom you do not conduct NCIC NSOR name-based background checks. [Click or tap here to enter text.](#)
- b. Does the Lead Agency conduct NCIC NSOR name-based background checks for all child care staff members (including prospective staff members) of all other child care providers eligible for CCDF participation (i.e., license-exempt providers)?
- Yes.
- No. If no, describe any categories of child care providers eligible for CCDF participation for whom you do not conduct NCIC NSOR name-based background checks. [Click or tap here to enter text.](#)
- c. Does the Lead Agency conduct the NCIC NSOR name-based background check for all individuals age 18 or older who reside in a family child care home?
- Yes.
- No. If no, describe individuals age 18 or older who reside in a family child care home who do not receive a NCIC NSOR name-based background check. [Click or tap here to enter text.](#)

5.7.4 In-state sex offender registry (SOR) check

- a. Does the Lead Agency conduct in-state SOR checks for all child care staff members (including prospective staff members) of licensed, regulated, or registered child care providers, regardless of CCDF participation?
- Yes.
- No. If no, describe any categories of licensed, regulated, or registered child care providers for whom you do not conduct in-state SOR background checks. [Click or tap here to enter text.](#)
- b. Does the Lead Agency conduct in-state SOR background checks for all child care staff members (including prospective staff members) of all other child care providers eligible for CCDF participation (i.e., license-exempt providers)?
- Yes.
- No. If no, describe any categories of child care providers eligible for CCDF participation for whom you do not conduct in-state SOR background checks. [Click or tap here to enter text.](#)
- c. Does the Lead Agency conduct the in-state SOR background check for all individuals age 18 or older who reside in a family child care home?
- Yes.
- No. If no, describe individuals age 18 or older who reside in a family child care home who do not receive an in-state SOR background check. [Click or tap here to enter text.](#)

5.7.5 In-state child abuse and neglect (CAN) registry check

- a. Does the Lead Agency conduct CAN registry checks for all child care staff members (including prospective staff members) of licensed, regulated, or registered child care providers, regardless of CCDF participation?
- Yes.
- No. If no, describe any categories of licensed, regulated, or registered child care providers for whom you do not conduct CAN registry checks. [Click or tap here to enter text.](#)
- b. Does the Lead Agency conduct CAN registry checks for all child care staff members (including prospective staff members) of all other child care providers eligible for CCDF participation (i.e., license-exempt providers)?
- Yes.
- No. If no, describe any categories of child care providers eligible for CCDF participation for whom you do not conduct CAN registry checks. [Click or tap here to enter text.](#)
- c. Does the Lead Agency conduct the CAN registry check for all individuals age 18 or older who reside in a family child care home?
- Yes.

No. If no, describe individuals age 18 or older who reside in a family child care home who do not receive a CAN registry check. *Click or tap here to enter text.*

5.7.6 Interstate criminal history check

These questions refer to requirements for a Lead Agency to conduct an interstate check for a child care staff member (including prospective child care staff members) who currently lives in their State or Territory but has lived in another State, Territory, or Tribal land within the previous 5 years.

- a. Does the Lead Agency conduct interstate criminal history background checks for any staff member (or prospective staff member) who resided in other state(s) in the past 5 years of licensed, regulated, or registered child care providers, regardless of CCDF participation?

Yes.

No. If no, describe any categories of licensed, regulated, or registered child care providers for whom you do not conduct interstate criminal history background checks. *State of Alaska completed fingerprint-based checks and is working on a plan to be able to complete this name-based background check requirement.*

- b. Does the Lead Agency conduct interstate criminal history background checks for any staff member (or prospective staff member) who resided in other state(s) in the past 5 years eligible for CCDF participation (i.e., license-exempt providers)?

Yes.

No. If no, describe any categories of child care providers eligible for CCDF participation for whom you do not conduct interstate criminal history background checks. *State of Alaska completed fingerprint-based checks and is working on a plan to be able to complete this name-based background check requirement*

- c. Does the Lead Agency conduct interstate criminal history background checks for all individuals age 18 or older who reside in a family child care home and resided in other state(s) in the past 5 years.

Yes.

No. If no, describe why individuals age 18 or older that resided in other state(s) in the past 5 years who reside in a family child care home that do not receive an interstate criminal history background check. *State of Alaska completed fingerprint-based checks and is working on a plan to be able to complete this name-based background check requirement.*

5.7.7 Interstate Sex Offender Registry (SOR) check

These questions refer to requirements for a Lead Agency to conduct an interstate check for a child care staff member (including prospective child care staff members) who currently lives in their State or Territory but has lived in another State, Territory, or Tribal land within the previous 5 years.

- a. Does the Lead Agency conduct interstate SOR checks for any staff member (or prospective staff member) who resided in other state(s) in the past 5 years of licensed, regulated, or registered child care providers, regardless of CCDF participation?

Yes.

No. If no, describe any categories of licensed, regulated, or registered child care providers for whom you do not conduct interstate SOR checks. [Click or tap here to enter text.](#)

- b. Does the Lead Agency conduct interstate SOR checks for any staff member (or prospective staff member) who resided in other state(s) in the past 5 years eligible for CCDF participation (i.e., license-exempt providers)?

Yes.

No. If no, describe any categories of child care providers eligible for CCDF participation for whom you do not conduct interstate SOR checks. [Click or tap here to enter text.](#)

- c. Does the Lead Agency conduct the interstate SOR checks for all individuals age 18 or older who resided in other state(s) in the past 5 years who reside in a family child care home?

Yes.

No. If no, describe individuals age 18 or older that resided in other state(s) in the past 5 years who reside in a family child care home that do not receive an interstate SOR check. [Click or tap here to enter text.](#)

5.7.8 Interstate child abuse and neglect (CAN) registry check

These questions refer to requirements for a Lead Agency to conduct an interstate check for a child care staff member (including prospective child care staff members) who currently lives in their State or Territory but has lived in another State, Territory, or Tribal land within the previous 5 years.

- a. Does the Lead Agency conduct interstate CAN registry checks for any staff member (or prospective staff member) that resided in other state(s) in the past 5 years of licensed, regulated, or registered child care providers, regardless of CCDF participation?

Yes.

No. If no, describe any categories of licensed, regulated, or registered child care providers for whom you do not conduct interstate CAN registry checks. [State of Alaska completes fingerprint-based checks and is working on a plan to be able to complete this name-based background check requirement](#)

- b. Does the Lead Agency conduct interstate CAN registry checks for any staff member (or prospective staff member) who resided in other state(s) in the past 5 years eligible for CCDF participation (i.e., license-exempt providers)?

Yes.

No. If no, describe any categories of child care providers eligible for CCDF participation for whom you do not conduct interstate CAN registry checks. [State of Alaska completes fingerprint-based checks and is working on a plan to be able to complete this name-based background check requirement.](#)

c. Does the Lead Agency conduct the interstate CAN registry checks for all individuals age 18 or older who resided in other state(s) in the past 5 years who reside in a family child care home?

Yes.

No. If no, describe individuals age 18 or older that resided in other state(s) in the past 5 years who reside in a family child care home that do not receive interstate CAN registry checks. *State of Alaska completes fingerprint-based checks and is working on a plan to be able to complete this name-based background check requirement.*

5.7.9 Disqualifications for child care employment

The Lead Agency must prohibit employment of individuals with child care providers receiving CCDF subsidy payment if they meet any of the following disqualifying criteria:

- Refused to consent to a background check.
- Knowingly made materially false statements in connection with the background check.
- Are registered, or are required to be registered, on the State/Territory sex offender registry or repository or the National Sex Offender Registry.
- Have been convicted of a felony consisting of murder, child abuse or neglect, crimes against children (including child pornography), spousal abuse, crimes involving rape or sexual assault, kidnapping, arson, physical assault, or battery.
- Have a violent misdemeanor committed as an adult against a child, including the following crimes: child abuse, child endangerment, sexual assault, or any misdemeanor involving child pornography.
- Convicted of a felony consisting of a drug-related offense committed during the preceding 5 years.

a. Does the Lead Agency disqualify the employment of child care staff members (including prospective staff members) by child care providers receiving CCDF subsidy payment for CCDF-identified disqualifying criteria?

Yes.

No. If no, describe the disqualifying criteria: *Click or tap here to enter text.*

b. Does the Lead Agency use the same criteria for licensed, regulated, and registered child care providers regardless of CCDF participation?

Yes.

No. If no, describe any disqualifying criteria used for licensed, regulated, and registered child care providers: *Click or tap here to enter text.*

c. How does the Lead Agency use results from the in-state child abuse and neglect registry check?

Does not use them to disqualify employment.

Uses them to disqualify employment. If checked, describe: *Licensing, Certification, and Approvals regulations 7 AAC 10 require all child care providers and caregivers to obtain a*

valid fingerprint based criminal history check prior to having unsupervised access to children in care. Child Care Licensing Policies and Procedures manual section 6050 requires individuals applying to become licensed to obtain a final background check clearance prior to the issuance of their child care license. Staff of a licensed child care facility or household members 16 years of age and older must also obtain a valid fingerprint based criminal history check prior to having access to children in care. The Alaska Background Check Program (BCP) is the agency responsible for conducting the required criminal history checks. Per 7 AAC 10.915 (b), the BCP will review fingerprint based criminal justice information supplied by the Alaska Department of Public Safety, court or other applicable government agency records, and registry checks in order to make a determination of clearance or barrier crime existence, and update NABCS (New Alaska Background Check System) in order for providers to obtain their results. If the provider fails to submit fingerprints and other required items within 30 days, or if the department determines that a barrier crime or condition exists with respect to the applicant, the provisional valid background check is automatically revoked, and the provider must terminate association with the applicant in accordance with 7 AAC 10.960

d. How does the Lead Agency use results from the interstate child abuse and neglect registry check?

Does not use them to disqualify employment.

Uses them to disqualify employment. If checked, describe: *Licensing, Certification, and Approvals regulations 7 AAC 10 require all child care providers and caregivers to obtain a valid fingerprint based criminal history check prior to having unsupervised access to children in care. Child Care Licensing Policies and Procedures manual section 6050 requires individuals applying to become licensed to obtain a final background check clearance prior to the issuance of their child care license. Staff of a licensed child care facility or household members 16 years of age and older must also obtain a valid fingerprint based criminal history check prior to having access to children in care. The Alaska Background Check Program (BCP) is the agency responsible for conducting the required criminal history checks. Per 7 AAC 10.915 (b), the BCP will review fingerprint based criminal justice information supplied by the Alaska Department of Public Safety, court or other applicable government agency records, and registry checks in order to make a determination of clearance or barrier crime existence, and update NABCS (New Alaska Background Check System) in order for providers to obtain their results. If the provider fails to submit fingerprints and other required items within 30 days, or if the department determines that a barrier crime or condition exists with respect to the applicant, the provisional valid background check is automatically revoked, and the provider must terminate association with the applicant in accordance with 7 AAC 10.960*

5.7.10 Privacy

Lead Agencies must ensure the privacy of a prospective staff member by notifying child care providers of the individual's eligibility or ineligibility for child care employment based on the results of the comprehensive background check without revealing any documentation of criminal history or disqualifying crimes or other related information regarding the individual.

Does the Lead Agency certify they ensure the privacy of child care staff members (including prospective child care staff member) when providing the results of the comprehensive background check?

Yes.

No. If no, describe the current process of notification: [Click or tap here to enter text.](#)

5.7.11 Appeals processes for background checks

Lead Agencies must provide for a process that allows child care provider staff members (and prospective staff members) to appeal the results of a background check to challenge the accuracy or completeness of the information contained in the individual's background check report.

Does the appeals process:

- i. Provide the affected individual with information related to each disqualifying crime in a report, along with information/notice on the opportunity to appeal.
 Yes.
 No.
- ii. Provide the affected individual with clear instructions about how to complete the appeals process for each background check component if they wish to challenge the accuracy or completeness of the information contained in such individual's background report.
 Yes.
 No.
- iii. Ensure the Lead Agency attempts to verify the accuracy of the information challenged by the individual, including making an effort to locate any missing disposition information related to the disqualifying crime.
 Yes.
 No.
- iv. Get completed in a timely manner.
 Yes.
 No.
- v. Ensure the affected individual receives written notice of the decision. In the case of a negative determination, the decision must indicate (1) the Lead Agency's efforts to verify the accuracy of information challenged by the individual, (2) any additional appeals rights available to the individual, and (3) information on how the individual can correct the federal or State records at issue in the case.
 Yes.
 No.

- vi. Facilitate coordination between the Lead Agency and other agencies in charge of background check information and results (such as the Child Welfare office and the State Identification Bureau), to ensure the appeals process is conducted in accordance with the Act.

Yes.

No.

5.7.12 Provisional hiring of prospective staff members

Lead Agencies must at least complete and receive a qualifying result for either the FBI criminal background check or a fingerprint-based in-state criminal background check where the individual resides before prospective staff members may provide services or be in the vicinity of children.

Until all the background check components have been completed, the prospective staff member must be supervised at all times by someone who has already received a qualifying result on a background check within the past five years.

Check all background checks for which the Lead Agency requires a qualifying result before a prospective child care staff member begins work with children.

- a. FBI criminal background check.

Yes.

No. If no, describe. [Click or tap here to enter text.](#)

- b. In-state criminal background check with fingerprints.

Yes.

No. If no, describe. [Click or tap here to enter text.](#)

- c. In-state Sex Offender Registry.

Yes.

No. If no, describe. [Click or tap here to enter text.](#)

- d. In-state child abuse and neglect registry.

Yes.

No. If no, describe. [Click or tap here to enter text.](#)

- e. Name-based national Sex Offender Registry (NCIC NSOR).

Yes.

No. If no, describe. [Click or tap here to enter text.](#)

- f. Interstate criminal background check, as applicable.

Yes.

No. If no, describe. [State of Alaska completes fingerprint-based checks and is working on a plan to be able to complete this name-based background check requirement.](#)

- g. Interstate Sex Offender Registry check, as applicable.

Yes.

No. If no, describe. [Click or tap here to enter text.](#)

h. Interstate child abuse and neglect registry check, as applicable.

Yes.

No. If no, describe. *State of Alaska completes fingerprint-based checks and is working on a plan to be able to complete this name-based background check requirement.*

i. Does the Lead Agency require provisional hires to be supervised by a staff member who received a qualifying result on the comprehensive background check while awaiting results from the provisional hire's full comprehensive background check?

Yes.

No. If no, describe. [Click or tap here to enter text.](#)

5.7.13 Completing the criminal background check within a 45-day timeframe

The Lead Agency must carry out a request from a child care provider for a criminal background check as expeditiously as possible, and no more than 45 days after the date on which the provider submitted the request.

a. Does the Lead Agency ensure background checks are completed within 45 days (after the date on which the provider submits the request)?

Yes.

No. If no, describe the timeline for completion for categories of providers, including which background check components take more than 45 days. [Click or tap here to enter text.](#)

b. Does the Lead Agency ensure child care staff receive a comprehensive background check when they work in your State but reside in a different State?

Yes.

No. If no, describe the current policy: [Click or tap here to enter text.](#)

5.7.14 Responses to interstate background check requests

Lead Agencies must respond as expeditiously as possible to requests for interstate background checks from other States/Territories/Tribes in order to meet the 45-day timeframe.

a. Does your State participate in the National Crime Prevention and Privacy Compact or National Fingerprint File programs?

Yes.

No.

b. Describe how the State/Territory responds to interstate criminal history, Sex Offender Registry, and Child Abuse and Neglect Registry background check requests from another state. [Individuals need to request these checks through the proper agencies.](#)

- c. Does your State/Territory have a law or policy that prevents a response to CCDF interstate background check requests from other States/Territories/Tribes?
- Yes. If yes, describe the current policy. *Click or tap here to enter text.*
- No.

5.7.15 Consumer education website links to interstate background check processes

Lead Agencies must include on their consumer education website and the website of local Lead Agencies if the CCDF program is county-run, the policies and procedures related to comprehensive background checks. This includes the process by which a child care provider or other State or Territory may submit a background check request.

- a. Provide the direct URL/website link that contains instructions on how child care providers and other States and Territories should initiate background check requests for prospective and current child care staff members:

<https://health.alaska.gov/dpa/Pages/ccare/regs.aspx>

Check to certify that the required elements are included on the Lead Agency's consumer and provider education website for each interstate background check component.

- b. Interstate criminal background check:

- i. Agency name
- ii. Address
- iii. Phone number
- iv. Email
- v. Website
- vi. Instructions
- vii. Forms
- viii. Fees
- ix. Is the State a National Fingerprint File (NFF) State?
- x. Is the State a National Crime Prevention and Privacy Compact State?
- xi. If not all boxes above are checked, describe: *Click or tap here to enter text.*

- c. Interstate sex offender registry (SOR) check:

- i. Agency name
- ii. Address
- iii. Phone number
- iv. Email
- v. Website
- vi. Instructions

- vii. Forms
 - viii. Fees
 - ix. If not all boxes above are checked, describe: [Click or tap here to enter text.](#)
- d. Interstate child abuse and neglect (CAN) registry check:
- i. Agency name
 - ii. Is the CAN check conducted through a county administered registry or centralized registry?
 - iii. Address
 - iv. Phone number
 - v. Email
 - vi. Website
 - vii. Instructions
 - viii. Forms
 - ix. Fees
 - x. If not all boxes above are checked, describe: [Click or tap here to enter text.](#)

5.7.16 Background check fees

The Lead Agency must ensure that fees charged for completing the background checks do not exceed the actual cost of processing and administration.

Does the Lead Agency certify that background check fees do not exceed the actual cost of processing and administering the background checks?

- Yes.
- No. If no, describe what is currently in place and what elements still need to be implemented. [Click or tap here to enter text.](#)

5.7.17 Renewal of the comprehensive background check Renewal of comprehensive background check

Does the Lead Agency conduct the background check at least every 5 years for all components?

- Yes.
- No. If no, what is the frequency for renewing each component? [Click or tap here to enter text.](#)

5.8 Exemptions for Relative Providers

Lead Agencies may exempt relatives (defined in CCDF regulations as grandparents, great-grandparents, siblings if living in a separate residence, aunts, and uncles) from certain health and safety requirements. This exception applies only if the individual cares only for relative children.

5.8.1 Exemptions for relative providers

Does the Lead Agency exempt any federally defined relative providers from licensing requirements, the CCDF health and safety standards, preservice/orientation training, ongoing training, inspections, or background checks?

No.

Yes. If yes, which type of relatives do you exempt, and from what requirements (licensing requirements, CCDF health and safety standards, preservice/orientation training, ongoing training, inspections, and/or background checks) do you exempt them?
Click or tap here to enter text.

6 Support for a Skilled, Qualified, and Compensated Child Care Workforce

A skilled child care workforce with adequate wages and benefits underpins a stable high-quality child care system that is accessible and reliable for working parents and that meets their needs and promotes equal access. Positive interactions between children and caregivers provide the cornerstone of quality child care experiences. Responsive caregiving and rich interactions support healthy socio-emotional, cognitive, and physical development in children. Strategies that successfully support the child care workforce address key challenges, including low wages, poor benefits, and difficult job conditions. Lead Agencies can help mitigate some of these challenges through various CCDF policies, including through ongoing professional development and supports for all provider types and embedded in the payment policies and practices covered in Section 4. Lead Agencies must have a framework for training, professional development, and post-secondary education. They must also incorporate health and safety training into their professional development. Lead Agencies should also implement policies that focus on improving wages and access to benefits for the child care workforce. When implemented as a cohesive approach, the initiatives support the recruitment and retention of a qualified and effective child care workforce, and improve opportunities for caregivers, teachers, and directors to advance on their progression of training, professional development, and postsecondary education.

This section addresses Lead Agency efforts to support the child care workforce, the components and implementation of the professional development framework, and early learning and developmental guidelines.

6.1 Supporting the Child Care Workforce

Lead Agencies have broad flexibility to implement policies and practices to support the child care workforce.

6.1.1 Strategies to improve recruitment, retention, compensation, and well-being

- a. Identify any Lead Agency activities related to strengthening workforce recruitment and retention of child care providers. Check all that apply:
 - i. Providing program-level grants to support investments in staff compensation.
 - ii. Providing bonuses or stipends paid directly to staff, like sign-on or retention bonuses.
 - iii. Connecting family child care providers and center-based child care staff to health insurance or supporting premiums in the Marketplace.

- iv. Subsidizing family child care provider and center-based child care staff retirement benefits.
 - v. Providing paid sick, personal, and parental leave for family child care providers and center-based child care staff.
 - vi. Providing student loan debt relief or loan repayment for family child care providers and center-based child care staff.
 - vii. Providing scholarships or tuition support for center-based child care staff and family child care providers.
 - viii. Other. Describe: *Click or tap here to enter text.*
- b. Describe any Lead Agency ongoing efforts and future plans to assess and improve the compensation of the child care workforce in the State or Territory, including increasing wages, bonuses, and stipends. *Workforce study; governors task force; continuing to develop roots, state general funds, The SEED Strategic Plan also includes goals for developing and implementing a Coaching Approval System, advocate for fair compensation and benefits, and create multiple pathways for advancement.*
 - c. Describe any Lead Agency ongoing efforts and future plans to expand access to benefits, including health insurance, paid sick, personal, and parental leave, and retirement benefits. *Click or tap here to enter text.*
 - d. Describe any Lead Agency ongoing efforts and future plans to support the mental health and well-being of the child care workforce. *Pyramid and RBPD, partnerships (PDG and AMHT, workforces study recommendations.*
 - e. Describe any other strategies the Lead Agency is developing and/or implementing to support providers' recruitment and retention of the child care workforce. *Click or tap here to enter text.*

6.1.2 Strategies to support provider business practices

- a. Describe other strategies that the Lead Agency is developing and/or implementing to strengthen child care providers' business management and administrative practices. *Learn & Grow, admin credential fiscal management, HR, New Provider start up QI, Alaska Small Business Development Center partnership to create 15 free webinars to strengthen business practices, offered free for 2023-2024. CCPO can look at offering these courses ongoing.*
- b. Check the topics addressed in the Lead Agency's strategies for strengthening child care providers' administrative business practices. Check all that apply:
 - i. Fiscal management.
 - ii. Budgeting.
 - iii. Recordkeeping.
 - iv. Hiring, developing, and retaining qualified staff.
 - v. Risk management.
 - vi. Community relationships.

- vii. Marketing and public relations.
- viii. Parent-provider communications.
- ix. Use of technology in business administration.
- x. Compliance with employment and labor laws.
- xi. Other. Describe any other efforts to strengthen providers' administrative business: *Click or tap here to enter text.*

6.1.3 Strategies to support provider participation

Lead Agencies must facilitate participation of child care providers and staff with limited English proficiency and disabilities in the child care subsidy system. Describe how the Lead Agency will facilitate this participation, including engagement with providers to identify barriers and specific strategies used to support their participation:

- a. Providers and staff with limited English proficiency: *The Child Care Program Office (CCPO) 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 CCPO, in partnership with thread, will outreach to providers who do not use English as their primary language. Child Care Licensing staff and Child Care Assistance staff collaborate and deliver training and informational meetings together when possible, to facilitate recruitment efforts into the Child Care Assistance Program as well as retention of current participants in both programs. Alaska's Resource and Referral Agency, thread, and the CCPO has a website equipped with Google Translate. Most of thread's materials and communications are in English and Spanish. Some trainings delivered by thread are offered in Spanish, and asynchronous training occasionally has translation captioning.*
- b. Providers and staff who have disabilities: *The Child Care Program Office (CCPO) makes available applications, participating forms, and notices, available on the website. A vast majority of these documents follow the American with Disabilities Act (ADA) guidelines and are ADA accessible. These forms are created through PDF and are checked through running accessibility reports prior to making them available on our website. Child Care Licensing chats are held in locations that offer access for persons with disabilities, such as colleges, libraries, and other community organizations. CCPO offices and its designees are accessible to all individuals and in compliance with ADA guidelines. Child Care Licensing staff and Child Care Assistance staff collaborate and deliver training and informational meetings together when possible, to facilitate recruitment efforts into the Child Care Assistance Program as well as retention of current participants in both programs. The CCPO also participates in the Governor's Council on Disabilities and Special Education monthly meeting and shares updates and information on the Child Care Assistance Program and the Alaska IN! Program for families who have a child with a special need. Through those connections, recruitment and retention efforts can be routinely explored.*

6.2 Professional Development Framework

A Lead Agency must have a professional development framework for training, professional development, and post-secondary education for caregivers, teachers, and directors in child care programs that serve children of all ages. The framework must include these components:

(1) professional standards and competencies, (2) career pathways, (3) advisory structures, (4) articulation, (5) workforce information, and (6) financing. CCDF provides Lead Agencies flexibility on the strategies, breadth, and depth of the framework. The professional development framework must be developed in consultation with the State Advisory Council on Early Childhood Education and Care or a similar coordinating body.

6.2.1 Updates and consultation

a. Did the Lead Agency make any updates to the professional development framework since the FFY 2022-2024 CCDF Plan was submitted?

Yes. If yes, describe the elements of the framework that were updated and describe if and how the State Advisory Council on Early Childhood Education and Care (if applicable) or similar coordinating body was consulted: The System for Early Education and Development (SEED) is Alaska's Professional Development System. SEED houses all components of the professional development framework. Through the SEED Steering Committee, the SEED 4 year Strategic Plan was updated January 5th 2023. The SEED Career Ladder was last updated in May 2022.

No.

b. Did the Lead Agency consult with other key groups in the development of their professional development framework?

Yes. If yes, identify the other key groups: [Click or tap here to enter text.](#)

No.

6.2.2 Description of the professional development framework

a. Describe how the Lead Agency's framework for training and professional development addresses the following required elements:

- i. Professional standards and competencies. For example, Lead Agencies can include information about which roles in early childhood education are included (such as teachers, directors, infant and toddler specialists, mental health consultants, coaches, licensors, QIS assessors, family service workers, home visitors). *The Core Knowledge and Competency sub-committee of Alaska's System for Early Education Development (SEED), updated Alaska's Early Care and Learning Core Knowledge and Competencies (CKC) in October 2020. 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.*

- ii. Career pathways. For example, Lead Agencies can include information about professional development registries, career ladders, and levels. *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 open 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 Steering 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 Steering Committee every two years, and was most recently updated in 2022. The SEED Career Ladder consists of two tracks, one for Early Care and Education (ECE) and/or School-Age 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 or learning in the early childhood and/or school-age education profession, to Level 12: Doctorate in ECE or related field or Doctorate in unrelated field with thirty Early Childhood (EC) related field credits. The EI/ILP track, which was last updated in 2017, ranges from Level 7: Current CDA, or current Parents As Teachers credential, or 12 EC credits and completion of applicable sections of the Part C credential to level 12: Doctorate in related field with current certification or licensure (as required) and completion of the Part C Credential. The SEED Steering Committee is/will be exploring the possibility of future tracks on the SEED Career Ladder for school-age, Montessori, and Head Start Programs. In addition, part of the SEED strategic plan (2022-2025) is to identify additional credentials for school-age, and infant/toddler development. Currently, participation in the SEED Registry is voluntary across the programs mentioned earlier except for professionals working in Early Intervention/Infant Learning Programs. All initiatives funded by the Child Care Program Office 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 requires 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.*

- iii. Advisory structure. For example, Lead Agencies can include information about how the professional development advisory structure interacts with the State Advisory Council on Early Childhood Education and Care. *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 on the SEED Steering Committee from: Alaska Association for the Education of Young Children; Alaska Head Start Association; 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: 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); 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 with quarterly meetings of the full Steering Committee to track and inform progress and activities in the Alaska Statewide Professional Development Strategic Plan (2023). This plan was updated on January 5th 2023 and provided the scope for FY25-2027 CCDF Plan. This includes action steps and goals in: system capacity, workforce data and evaluation; pathways, credentials, and competencies; educator supports and compensation.*

- iv. **Articulation.** For example, Lead Agencies can include information about articulation agreements, and collaborative agreements that support progress in degree acquisition. *In Alaska, the two-year and four-year University System is rolled into one. Alaska has three Universities that work together, University of Alaska Anchorage (UAA), University of Alaska Fairbanks (UAF), and University of Alaska Southeast (UAS). Both UAA and UAF have Early Childhood (EC) programs. UAA currently offers two EC programs, a workforce development certificate/Occupational Endorsement Certificate (OEC in Infant and Toddler Development and the AAS in Early Childhood Development. There are pathways for graduate courses in the MEd in Teaching and Learning as well. The AAS in EC is accredited by NAEYC/. UAA regularly transfers credits from other University of Alaska (UA) institutions and others that are NAEYC accredited. The Child Development Associate (CDA) articulates into six credits through the UA system. In addition to the CDA articulation agreement, UAA articulates the completed military child care modules with the same trade; six credits toward the AAS. UAA does not articulate partial credits toward the Child Development Associate (CDA), individual military modules, or informal credits from Alaska's Child Care Resource and Referral Network, thread. Only the completed credential is articulated. The University of Alaska Fairbanks (UAF) offers an AAS In Early Childhood Education and Baccalaureate in Child Development and Family studies. The UAF AAS Degree articulates directly into the Child Development and Family Studies BA. UAF does accept transfer credits from other accredited institutions. UAF regularly transfers credits from other University of Alaska (UA) institutions. The Child Development Associate (CDA) articulates into six credits through the UA system. In addition to the CDA articulation agreement, UAF articulates the completed military child care modules as 12 credits towards the UAS degree, nine of which articulate into the CDFS BA. UAF works with students for credit for prior learning when appropriate. UAF does not articulate particle credits toward the CDA or individual military modules, informal credits from Alaska's statewide Child Care Resource and Referral Network, thread. Only the completed credential is articulated*

- v. Workforce information. For example, Lead Agencies can include information about workforce demographics, educator well-being, retention/turnover surveys, actual wage scales, and/or access to benefits. *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 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. Alaska's Resource and Referral Network, thread, is in the process of developing and implementing a new database, Salesforce. With the completion and launching of Salesforce it will bring a robust customer portal leading to more access, and increased data and reporting opportunities. In May 2024 the ServicePortal launched, which currently includes the SEED Registry and thread training. In December 2023, The Stellar Group completed a workforce study as an update to the 2019 study completed by Johns Hopkins University. The updated report was provided to the Governor's Task Force to consider in the development of recommendations to support the child care workforce.*
- vi. Financing. For example, Lead Agencies can include information about strategies including scholarships, apprenticeships, wage enhancements, etc. *Financing is available to support individuals working in the field. Individuals working in licensed child care and registered in the SEED registry have access to Professional Development Reimbursements (PDR) for training or higher education. Training that meets the Health and Safety Training requirements are reimbursed at 100%. Travel Reimbursements (TR) are also available for travel expenses for higher education/training directly related to early childhood and/or school age education. Funding is available for a Child Development Associates (CDA) application or renewal fee. The PDR fund also supports CPR/First aid costs, and the costs associated with obtaining a General Equivalency Diploma (GED) up to \$150. Additionally, scholarships are available through the University of Alaska system through a Reimbursable Service Agreement (RSA) with the Child Care Program Office (CCPO). This scholarship provides students working in the field with funds to support higher education in Early Childhood Education. SEED implemented a wage incentive program in the Fall of 2019, Alaska SEED Retaining Our Outstanding Teachers Award (ROOTS). ROOTS provides a funding award on a first come first serve basis to those in the SEED Registry. Since ROOTS was preparing to launch when the COVID-19 Pandemic hit, the first version of this program was called the COVID ROOTS award and had basic requirements of working in the field. ROOTS Awards have been offered in 2020, 2021, 2022, and 2024. As the program further develops beyond the pandemic crisis, SEED will develop ROOTS into a long-term sustainable incentive program with the goal of retention and rewarding movement on the career ladder.*

b. Does the Lead Agency use additional elements?

Yes.

If yes, describe the element(s). Check all that apply.

- i. Continuing education unit trainings and credit-bearing professional development. Describe: *Child Care Program Office provides funding for scholarships to the University of Alaska Fairbanks for any early childhood course at any Alaska University for credit bearing courses.*
 - ii. Engagement of training and professional development providers, including higher education, in aligning training and educational opportunities with the Lead Agency's framework. Describe: *The System for Early Education Development (SEED) Professional Development Committee has representation from the University of Alaska system, Department of Education and Early Development, and trainers in the field. Through that representation it ensures through the strategic plan goals and actions that training and education opportunities are aligned with the state's framework.*
 - iii. Other. Describe: *Click or tap here to enter text.*
- No.

6.2.3 Impact of the Professional Development Framework

Describe how the framework improves the quality, diversity, stability, and retention of caregivers, teachers, and directors and identify what data are available to assess the impact.

- a. Professional standards and competencies. For example, do the professional standards and competencies reflect the diversity of providers across role, child care setting, or age of children served? *The Core Knowledge and Competencies used guiding principles when last revised to include consideration of culture, range of experience, and ages of children served.*
- b. Career pathways. For example, has the Lead Agency developed a wage ladder that provides progressively higher wages as early educators gain more experience and credentials? What types of child care settings and staff roles are addressed in career pathways, such as licensed centers and family child care homes? *Thread tracks movement on the SEED Career Ladder and reports quarterly and annually to the Child Care Program Office. Within the last few years there has been between 2-7% advancement overall on the career ladder.*
- c. Advisory structure. For example, has the advisory structure identified goals for child care workforce compensation, including types of staff and target compensation levels? Does the Lead Agency have a Preschool Development Birth-to-Five grant and is part of its scope of work child care compensation activities? Are they represented in the advisory structure? *SEED Strategic Plan, PDG goals, Gov task Force*

- d. Articulation. For example, how does the advisory structure include training and professional development for providers, including higher education, to assist in aligning training and education opportunities? *Through SEED reimbursements, 318 reimbursements were paid out for a total of \$75,525.96. The estimate for FY24 is about \$85-90K. Through the University system Scholarship Data*
- e. Workforce information. For example, does the Lead Agency have data on the existing wages and benefits available to the child care workforce? Do any partners such as the Quality Improvement System, child care resource and referral agencies, Bureau of Labor Statistics, and universities and research organizations collect compensation and benefits data? Does the Lead Agency monitor child care workforce wages and access to benefits through ongoing data collection and evaluation? Can the data identify any disparities in the existing compensation and benefits (by geography, role, child care setting, race, ethnicity, gender, or age of children served)? *Workforce study, dept of labor report, ROOTS evaluation report*
- f. Financing. For example, has the Lead Agency set a minimum or living wage as a floor for all child care staff? Do Lead Agency-provider subsidy agreements contain requirements for staff compensation levels? Do Lead Agencies provide program-level compensation grants to support staff base salaries and benefits? Does the Lead Agency administer bonuses or stipends directly to workers? *ROOTS awards have been distributed in the last several years using some CCDF funding, Child Care Relief Funds, and state general funds. In 2021 ROOTS reached 617 educators, in FY22 1,546 educators, and in FY24, 1,598 educators. Individuals received \$500, \$3,000, \$4,860 respectively. A ROOTS Evaluation was conducted on FY21 and FY22.*

6.3 Ongoing Training and Professional Development

6.3.1 Required hours of ongoing training

Provide the number of hours of ongoing training required annually for CCDF-eligible providers in the following settings:

- a. Licensed child care centers: *24 hours of annual training, 1 hour must be in a topic of health and safety.*
- b. License-exempt child care centers: *Hours of training required is determined by their certifying, accrediting, or approving organization, which meet or exceed state requirements*
- c. Licensed family child care homes: *24 hours of annual training, 1 hour must be in a topic of health and safety.*
- d. License-exempt family child care homes: *12 hours of ongoing training pertaining to health and safety, early childhood and development, of which at least one hour must be on health and safety.*
- e. Regulated or registered in-home child care: *12 hours of ongoing training pertaining to health and safety, early childhood and development, of which at least one hour must be on health and safety.*
- f. Non-regulated or registered in-home child care: *n/a*

6.3.2 Accessibility of professional development for Tribal organizations

Describe how the Lead Agency's training and professional development are accessible to providers supported through Indian tribes or Tribal organizations receiving CCDF funds (as applicable). *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 at 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 which ensures they have knowledge of the supports and resources offered through SEED. Additionally, thread partners through community outreach with Tribal Organizations receiving CCDF to align with or inform them of training and professional development opportunities. All of thread's training is accessible and available to tribal child care providers and programs through thread's website. 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. The CCPO also provides access on the website to Alaska's Approved Health and Safety Training list. In 2022, CCPO dedicated an FTE for a tribal liaison, to strengthen tribal consultation and coordination.*

6.3.3 Professional development appropriate for the diversity of children, families, and child care providers

Describe how the Lead Agency's training and professional development requirements reflect the diversity of children, families, and child care providers participating in CCDF. To the extent practicable, how does professional development include specialized training or credentials for providers who care for infants or school-age children; individuals with limited English proficiency; children who are bilingual; children with developmental delays or disabilities; and/or Native Americans, including Indians, as the term is defined in Section 900.6 in subpart B of the Indian Self-Determination and Education Assistance Act (including Alaska Natives) and Native Hawaiians? *thread provides trainings that include culture/diversity, strengthening families, age-specific trainings, inclusivity, etc. When trainings are covering broader topics, they often touch on content related to these topics, and they are interwoven throughout. All SEED Approved training must also connect to Alaska's Early Learning Guidelines and Core Knowledge and Competencies. Alaska's Training and Trainer Approval system is a voluntary system. The approval system ensures Professional Development training aligns with Alaska's Early Learning Guidelines, Alaska's Core Knowledge and Competencies, and national best practices. Alaska's Child Care Resource and Referral Agency, thread, has held several trainings in Spanish, as well as attempts to recruit professional development staff who speak multiple languages when possible and can deliver training and technical assistance to providers who are second language learners. The Child Care Program Office, in coordination with thread, collaborate on the training needs of the field and work to offer training both in a broad range as well as narrowed down to the needs of certain topics or populations. The training requirements are applicable and offered to 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 Alaska Native and American Indians.*

6.3.4 Child developmental screening

Describe how all providers receive, through training and professional development, information about: (1) existing resources and services the State/Territory can make available in conducting developmental screenings and providing referrals to services when appropriate for children who receive assistance under this part, including the coordinated use of the Early and Periodic Screening, Diagnosis, and Treatment program (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.); and (2) how child care providers may utilize these resources and services to obtain developmental screenings for children who receive assistance and who may be at risk for cognitive or other developmental delays, which may include social, emotional, physical, or linguistic delays: *Participation in Child Care Program Office programs such as licensing and Child Care Assistance provides this information at orientation to the programs. Additionally thread, Alaska’s Resource and Referral Agency includes this information in resources available to child care providers as well as embedded in the training and technical assistance offered by thread.*

6.4 Early Learning and Developmental Guidelines

Lead Agencies must develop, maintain, or implement early learning and developmental guidelines appropriate for children from birth to kindergarten entry. Early learning and developmental guidelines should describe what children should know and be able to do at different ages and cover the essential domains of early childhood development, which at a minimum includes cognition, including language arts and mathematics; social, emotional, and physical development; and approaches toward learning.

6.4.1 Early learning and developmental guidelines

- a. Check the boxes below to certify the Lead Agency’s early learning and developmental guidelines are:
 - i. Research-based.
 - ii. Developmentally appropriate.
 - iii. Culturally and linguistically appropriate.
 - iv. Aligned with kindergarten entry.
 - v. Appropriate for all children from birth to kindergarten entry.
 - vi. Implemented in consultation with the educational agency and the State Advisory Council on Early Childhood Education and Care or similar coordinating body.
 - vii. If any components above are not checked, describe: *Click or tap here to enter text.*
- b. Check the boxes below to certify that the required domains are included in the Lead Agency’s early learning and developmental guidelines.
 - i. Cognition, including language arts and mathematics.
 - ii. Social development.
 - iii. Emotional development.
 - iv. Physical development.

- v. Approaches toward learning.
 - vi. Other optional domains. Describe any optional domains: *Click or tap here to enter text.*
 - vii. If any components above are not checked, describe: *Click or tap here to enter text.*
- c. When were the Lead Agency’s early learning and developmental guidelines most recently updated and for what reason? *Alaska’s Early Learning Guidelines were first published in 2007. Update was completed in January 2020 as a priority of Alaska’s Early Childhood Coordinating Council and funded by the Preschool Development Grant.*
- d. Provide the Web link to the Lead Agency's early learning and developmental guidelines. <https://www.alaskaelq.org>

6.4.2 Use of early learning and developmental guidelines

- a. Describe how the Lead Agency uses its early learning and developmental guidelines. *Alaska’s Early Learning Guidelines were developed to help families, early educators, and communities work together to support children’s early learning and growth by: Helping clarify the complexities, progression, and connection of learning from birth to kindergarten age; honoring and embracing the tremendous diversity and individuality of children and families; supporting parents and early educators to observe, recognize and celebrate children’s growth and plan for the next stage of development; providing practical ideas to support children’s learning; showing the alignment of early childhood education with K-12 standards; and strengthening the relationship between early childhood and K-12 so schools are ready for children and children are ready for school. ELG's provide indicators and strategies for providers, parents and children birth to Kindergarten entry on fifty-two 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 specific goals, indicators, and strategies. The ELG's are distributed to child care providers through many avenues including the Child Care Resource and Referral Network, thread, the Child Care Program Office, and Best Beginnings. The ELG's are used by trainers submitting training content for approval through Alaska’s Training and Trainer Approval System, as training applications must define the specific ELG’s addressed in each training. 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 Search Results for “early learning guidelines” – Alaska’s Early Childhood Investment (bestbeginningsalaska.org))*
- b. Check the boxes below to certify that CCDF funds are not used to develop or implement an assessment for children that:
- i. Will be the primary or sole basis to determine a child care provider ineligible to participate in the CCDF.
 - ii. Will be used as the primary or sole basis to provide a reward or sanction for an individual provider.
 - iii. Will be used as the primary or sole method for assessing program effectiveness.
 - iv. Will be used to deny children eligibility to participate in CCDF.

- v. If any components above are not checked, describe: [Click or tap here to enter text.](#)

7 Quality Improvement Activities

The quality of child care directly affects children’s safety and healthy development while in care settings, and high-quality child care can be foundational across the lifespan. Lead Agencies may use CCDF for quality improvement activities for all children in care, not just those receiving child care subsidies. OCC will collect the most detailed Lead Agency information about quality improvement activities in annual reports instead of this Plan.

Lead Agencies must report on CCDF child care quality improvement investments in three ways:

1. In this Plan, Lead Agencies will describe the types of activities supported by quality investments over the 3-year period.
2. An annual expenditure report (the ACF-696). Lead Agencies will provide data on how much CCDF funding is spent on quality activities. This report will be used to determine compliance with the required quality and infant and toddler spending requirements.
3. An annual Quality Progress Report (the ACF-218). Lead Agencies will provide a description of activities funded by quality expenditures, the measures used to evaluate its progress in improving the quality of child care programs and services within the State/Territory, and progress or barriers encountered on those measures.

In this section of the Plan, Lead Agencies will describe their quality activities needs assessment and identify the types of quality improvement activities where CCDF investments are being made using quality set-aside funds.

7.1 Quality Activities Needs Assessment

7.1.1 Needs assessment process and findings

- a. Describe the Lead Agency needs assessment process for expending CCDF funds on activities to improve the quality of child care, including the frequency of assessment, how a diverse range of parents and providers were consulted, and how their views are incorporated: *In January 2019, the Child Care Program Office convened a statewide group called Alaska’s Early Childhood Joint Task Force (JTF). The JTF formed to leverage leadership and resources and align work on two goals: A statewide Early Childhood Needs Assessment and a Strategic Plan. A Needs Assessment of Alaska’s Mixed-Delivery System of Early Childhood Care and Education was finalized in 2020. Access, Affordability, and Quality were all included in the needs assessment and were used to inform and develop Early Childhood Alaska: A Strategic Direction for 2020-2025. That Statewide strategic plan is used as a decision-making resource in identifying strategies to invest quality dollars in. The System for Early Education Development (SEED) professional development system and Learn & Grow, Alaska’s Quality Recognition and Improvement System are both integral systems in which the Child Care Program Office coordinates with to carry out quality activities. The SEED committee does a strategic plan every three years to assess needs and was updated in January 2023. Learn & Grow has an annual operating plan which assesses needs, as well as a 5-year strategic plan, updated 2022. Other committees engaged in assessing state needs and working on quality activities include but are not limited to: Alaska’s Early Childhood Coordinating Council; Alaska’s Mental Health Trust; All Alaska Pediatric Partnership; and Women’s Children’s Families Health. Each individual committee/organization has its own frequency of updating assessments and plans, which can range from quarterly to every 3-5 years.*

In December of 2022, Alaska was awarded the Preschool Development Grant (PDG) Renewal. The initial activity of this grant is to update the existing statewide needs assessment and use this document to inform updates to the Early Childhood Alaska: Strategic Direction. This needs assessment will be completed in April 2024. The process for engagement mirrors that of the initial needs assessment utilizing a reconstitution of the Joint Task Force for feedback and input. Provider consultation occurred through incorporation of feedback reports completed by our CCR&R for both workforce and provider survey, all of which were connected to the receipt of federal relief funds.

The existing needs assessment and current updates to the statewide needs assessment were supported through PDG funding. Additional funding may be required to support future iterations of a needs assessment. For this reporting period, the lead agency will create a timeline for updating the needs assessment and identify additional funding sources, if needed, to complete the next iteration. In December 2022 the CCPO received a final report from Firs Children’s Finance with recommendations on how to improve delivery of CCPO programs and services. In April 2023, Governor Mike Dunleavy established Administrative Order No. 346 the Governor’s Task Force on Child Care was comprised of members eleven voting members, two ex-officio members, and one advisory member. The Task Force on Child Care was charges with making recommendations on several key areas of child care in two sets of recommendations, December 2023 and July 2024. The topics for the Task Force include workforce; licensing; background checks; employer sponsored child care; public/private partnerships; affordability; and other innovative solutions to deliver affordable, quality child care. To support the Task Force on Child Care, there were several studies or reports conducted, which also provide key data for the development of the CCDF plan. Those reports include: a Focus Group Report (Oct. -Dec. 2023); a Workforce Report

(Aug.-Dec. 2023; a Cost of Care Study (Nov. 2023-July 2024); and a Market Rate Survey (Oct. 2023-June 2024).

- b. Describe the findings of the assessment, including any findings related to needs of different populations and types of providers, and if any overarching goals for quality improvement were identified: *Overarching goals that were identified by Early Childhood Alaska: A Strategic Direction for 2020-2025 for quality improvement for early care and education include: Accessibility: Families have access to early childhood education programs that are high quality, culturally responsive, and affordable. Families have access to information that allows them to make choices that meet their individual needs. Affordability: Alaska families have affordable early care and education program options. High Quality: Alaska’s children are in high quality early childhood programs. Workforce: The early childhood workforce is stable, qualified, compensated, diverse, and supported. The full report can be found at www.earlychildhoodalaska.com.*

Will need to summarize new findings from the needs assessment update here, once completed.

7.2 Use of Quality Set-Aside Funds

Lead Agencies must use a portion of their CCDF 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. They must use the quality set-aside funds on at least one of 10 activities described in CCDF and the quality activities must be aligned with a Statewide or Territory-wide assessment of the State's or Territory's need to carry out such services and care.

7.2.1 Quality improvement activities

- a. Describe how the Lead Agency will make its Quality Progress Report (ACF – 218) and expenditure reports, available to the public. Provide a link if available. *The Quality Progress Report (ACF – 218) is available on the lead agency website.*
- b. Identify Lead Agency plans, if any, to spend CCDF funds for each of the following quality improvement activities. If an activity is checked “yes”, describe the Lead Agency’s current and/or future plans for this activity.
- i. Supporting the training and professional development of the child care workforce, including birth to five and school-age providers.
- No plans to spend in this category of activities at this time.
- Yes. If yes, describe current and future investments. *Maintenance of the professional development registry, the Alaska System for Early Education Development (SEED) Career Ladder. Continue to attract participation within SEED and placement on the career ladder with training opportunities, technical assistance, and professional development reimbursement. Continue partnership with Alaska’s university system to provide early childhood scholarship opportunities. Assist child care providers with attracting and retaining a skilled workforce. Utilize Alaska’s EC Needs Assessment (from PDG) and The Early Childhood Education Workforce in Alaska (Stellar Group) reports to inform additional areas to support.*

ii. Developing, maintaining, or implementing early learning and developmental guidelines.

No plans to spend in this category of activities at this time.

Yes. If yes, describe current and future investments. *The Early Learning Guidelines will not be updated within this CCDF cycle, however our CCR&R and partner agencies distribute these along with coinciding Family Activity Booklets annually. These resources were reprinted in 2023 through funding provided by PDG and are made available in multiple languages to families and provides across Alaska. No additional funding will be utilized in this category, but work will occur to distribute and implement the documents.*

iii. Developing, implementing, or enhancing a quality improvement system.

No plans to spend in this category of activities at this time.

Yes. If yes, describe current and future investments. *The lead agency will continue to implement and enhance the quality rating and improvement system for Alaska called Learn & Grow. The program has five levels of quality, three of which are fully implemented statewide. The lead agency is working towards expanding capacity to support programs in achieving levels 4 and 5. Additionally, Learn and Grow would be most beneficial to support all program types within Alaska's mixed delivery system. Learn and Grow will continue to attract and retain programs to enhance their quality through providing coaching, training, incentives, and additional quality supports.*

iv. Improving the supply and quality of child care services for infants and toddlers.

No plans to spend in this category of activities at this time.

Yes. If yes, describe current and future investments. *The lead agency utilizes infant and toddler specialists available within our system from both our CCR&R and the State of Alaska Infant Learning Program. Programs across Alaska are incentivized to support infant and toddler populations by participating in the Child Care Grant program, which allows reimbursement for materials needed to provide quality care to these age groups. Additional research is being done to explore more impactful ways to serve infant and toddler populations with the set-aside funding available.*

v. Establishing or expanding a statewide system of CCR&R services.

No plans to spend in this category of activities at this time.

Yes. If yes, describe current and future investments. *As discussed in 8.3: The lead agency will expand and continue management of our CCR&R services through thread, Alaska's CCR&R, to include but not limited to family referrals and services, supports, and resources to families and child care providers, and information and data to the public about child care in Alaska. Additionally, thread will provide quality initiatives to programs, providers, and professionals on topics such as workforce, start-up supports, nutrition, wellness, or other categories as needed. Overall the CCR&R will assist in educating families and the public on the importance of quality in child care.*

- vi. Facilitating compliance with Lead Agency child care licensing, monitoring, inspection and health and safety standards.
 - No plans to spend in this category of activities at this time.
 - Yes. If yes, describe current and future investments. *The lead agency will support licensing, monitoring, inspection, and health and safety through the implementation and operation of the Child Care Licensing program which provides technical assistance and coaching during each scheduled or unscheduled licensing inspection or investigation.*
- vii. Evaluating and assessing the quality and effectiveness of child care services within the State/Territory.
 - No plans to spend in this category of activities at this time.
 - Yes. If yes, describe current and future investments. *The lead agency evaluates and assesses the quality and effectiveness of child care services through voluntary participation and advancement within our QRIS, Learn & Grow.*
- viii. Accreditation support.
 - No plans to spend in this category of activities at this time.
 - Yes. If yes, describe current and future investments. *Accreditation support is available and provided through our CCR&R if requested.*
- ix. Supporting State/Territory or local efforts to develop high-quality program standards relating to health, mental health, nutrition, physical activity, and physical development.
 - No plans to spend in this category of activities at this time.
 - Yes. If yes, describe current and future investments. *Click or tap here to enter text.*
- x. Other activities determined by the Lead Agency to improve the quality of child care services and the measurement of outcomes related to improved provider preparedness, child safety, child well-being, or kindergarten entry.
 - No plans to spend in this category of activities at this time.
 - Yes. If yes, describe current and future investments. *Continued investment and progress in data systems to support overall quality and infrastructure both within our lead agency and CCR&R. The lead agency will continue to utilize reports and findings such as those coming from PDG and the Governor’s Task Force on Child Care to inform where quality improvements can be made.*

8 Lead Agency Coordination and Partnerships to Support Service Delivery

Coordination and partnerships help ensure that the Lead Agency’s efforts accomplish CCDF goals effectively, leverage other resources, and avoid duplication of effort. Such coordination and partnerships can help families better access child care, can assist in providing consumer education to parents, and can be used to improve child care quality and the stability of child care providers. Such coordination can also be particularly helpful in the aftermath of disasters when the provision

of emergency child care services and the rebuilding and restoring of child care infrastructure are an essential part of ensuring the well-being of children and families in recovering communities.

This section identifies who the Lead Agency collaborates with to implement services, how match and maintenance-of-effort (MOE) funds are used, coordination with child care resource and referral (CCR&R) systems, and efforts for disaster preparedness and response plans to support continuity of operations in response to emergencies.

8.1 Coordination with Partners to Expand Accessibility and Continuity of Care

Lead Agencies must coordinate child care services supported by CCDF with other federal, State/Territory, and local level programs. This includes programs for the benefit of Indian children, infants and toddlers, children with disabilities, children experiencing homelessness, and children in foster care.

8.1.1 Coordination with required and optional partners

Describe how the Lead Agency coordinates and the results of this coordination of the provision of child care services with the organizations and agencies 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.

The Lead Agency must coordinate with the following agencies:

- a. 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 and results of the coordination: *The CCDF Lead Agency, the Child Care Program Office (CCPO), participates on Alaska's Early Childhood Coordinating Council (AECCC). The AECCC's mission is promoting a unified, sustainable system of early care, health, education, and family support for young children (prenatal through age eight) and their families. The CCPO co-led a Joint Task Force in developing a strategic plan for early childhood in 2020. The final strategic plan is titled Early Childhood Alaska: A Strategic Direction for 2020-2025, and has three goal areas, 12 strategies, and multiple actions under each strategy. Goal 1: Alaska children and families are healthy, safe, and stable. Goal 2: Alaska children have quality early learning experiences and are prepared for success in school. Goal 3: Alaska children and families are supported by a functional, comprehensive, mixed delivery, early childhood system. In March 2021, the AECCC adopted as an update to the council's priorities. The needs assessment and strategic plan can be found at www.earlychildhoodalaska.com*

- b. Indian Tribe(s) and/or Tribal organization(s), at the option of the Tribe or Tribal organization. Describe the coordination and results of the coordination, including which Tribe(s) was (were) involved: *The CCDF Lead Agency, the Child Care Program Office (CCPO), coordinates with tribal organizations, as applicable, on/through: the benefits to becoming licensed; the licensing process; barriers/challenges to becoming licensed; Child Care and Development Block Grant (CCDBG) and Child Care and Development Fund (CCDF) requirements (background checks, market price survey, health and safety training, policies and procedures, etc.); conducting on site health and safety inspections; health and safety training; quarterly "Partners Meetings", along with other early childhood care and education partners; presenting information at conferences such as the Bristol Bay Native Association (BBNA) Tribal Child Care Conference, Association of Village Council Presidents (AVCP) Child Care Conference, and Bureau of Indian Affairs Tribal Providers Conference; conducting outreach to provide Child Care Assistance Program information to the CCDF Tribal grantees within their service delivery areas; soliciting feedback into program changes for the Child Care Assistance Program during the review cycle, and data collection, for example for economic impact study updates in partnership with Alaska's statewide Child Care Resource and Referral Network. In 2022 The CCPO dedicate an FTE as a Tribal Liaison to increase consultation and collaboration with tribal entities in Alaska.*

Additional coordination:

*Alaska Early Childhood Coordinating Council (AECCC)
The Child Care Program Office (CCPO), Child Care and Development Fund (CCDF) State Administrator, serves as a member of the council. The council includes both public and private representation, including a representative from an Alaska Native Tribal Organization. The AECCC's mission is, "The AECCC shall promote a unified, sustainable system of early care, health, education, and family support for young children (prenatal through age eight) and their families."*

System for Early Education Development

The Alaska System for Early Education Development, or "Alaska SEED" is Alaska's early childhood professional development system. Members of the Child Care Program Office (CCPO) management team serve on the Alaska SEED Steering Committee. The SEED Steering Committee is a diverse cross-sector of early childhood stakeholders who guide the mission of SEED, including representation from Tribal Child Care. Alaska SEED's mission is, "To provide leadership and stewardship for a comprehensive, collaborative early childhood system of professional development that integrates, unites and advances the needs of a diverse workforce, including all sectors that serve children from prenatal through age 12 and their families."

Learn & Grow

Learn & Grow is Alaska's Quality Recognition and Improvement System (QRIS). A QRIS is a method to assess, improve, and communicate the level of quality in early care and education settings. Learn & Grow's mission is, "to advance the quality of early care and learning to foster the success of young children. Members of the Child Care Program Office (CCPO) management team serve on the Learn & Grow Executive Committee along with a representative from an Alaska Native Tribal Organization and other early childhood stakeholders.

Alaska Head Start Association (AHSA) Directors' Meeting

This group includes federal Head Start Region X and Region XI staff, federal Office of Child Care Region X staff, State of Alaska Departments of Education and Early Development and Health and Social Services staff, as well as Tribal and non-Tribal Head Start Directors'. CCPO managers participate monthly on telephonic calls and quarterly face-to-face meetings to share information about programs administered by the Child Care Program Office or in collaboration with our grantees to share information about: SEED; Learn and Grow; To discuss benefits to becoming licensed; Challenges and barriers to becoming licensed; Head Start Performance Standards and alignment with CCDBG and CCDF requirements; Background check processes; etc.; Opportunities for increased partnership

The goals of this coordination is to share knowledge, information, and resources; identify opportunities for further collaboration and coordination to strengthen and unify Alaska's early childhood care and education system; and better coordination of data to inform decision making to name a few. As a result, the CCPO- has established relationships and can better support children and families in Alaska through these partnerships.

Not applicable. Check here if there are no Indian Tribes and/or Tribal organizations in the State/Territory.

- c. State/Territory agency(ies) responsible for programs for children with disabilities, including early intervention programs authorized under the Individuals with Disabilities Education Act. Describe the coordination and results of the coordination: *The Child Care Program Office (CCPO), participates in the Governor's Council on Disabilities and Special Education Early Intervention Committee monthly meetings. The goal of the committee is to improve communication and coordination of services and advise and assist the Lead Early Intervention Agency. The result of this coordination is that the work of this council is aligned with and supported by CCDF, and vice versa.*
- d. State/Territory office/director for Head Start State collaboration. Describe the coordination and results of the coordination: *The Child Care Program Office (CCPO) participates in monthly Alaska Head Start Association Director's meetings to stay abreast of Head Start program requirements and provide updates to state requirements. Staff of the Child Care Program Office meet as needed with the Head Start Collaboration Director to share child care updates, coordinate regarding licensure of Early Head Start/Head Start programs, early care and learning initiatives, Alaska's System for Early Education Development (SEED), and Learn & Grow, Alaska's Quality Recognition and Improvement System.*

- e. State/Territory agency responsible for public health, including the agency responsible for immunizations. Describe the coordination and results of the coordination: *The Child Care Program Office (CCPO), 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.

- f. State/Territory agency responsible for employment services/workforce development. Describe the coordination and results of the coordination: *The CCDF Lead Agency, Division of Public Assistance (DPA), which includes the Child Care Program Office (CCPO), 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. As a result of this coordination, 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 CCPO. Grantee staff issue authorizations (certificates) for families receiving PASS I child care assistance.*

- g. State/Territory agency responsible for public education, including pre-Kindergarten. Describe the coordination and results of the coordination: *The Child Care Program Office (CCPO), coordinates with the Department of Education and Early Development (DEED) through regular and ongoing meetings with the leadership. The goals around these meetings are to coordinate and align efforts to support the field and keep each other informed on federal and state requirements. Additionally, the CCPO and the leadership of DEED both participate in the states coordinating council as well as other early care and learning systems councils such as Learn & Grow, Alaska's Quality Recognition and Improvement System, and the System for Early Education Development to ensure coordination and collaboration. Result of this coordination ensures alignment with DEED on early care and learning goals, and increased opportunities for supporting children in all care settings. Additionally, The CCPO works together on the leadership team for the Preschool Development Grant with the DEED Pre-K coordinator.*
- h. State/Territory agency responsible for child care licensing. Describe the coordination and results of the coordination: *The 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); Child Care Grant Program; Alaska Inclusive Child Care Program (Alaska IN!); Child Care Resource & Referral; Child Care Assistance Program grantees; Municipality of Anchorage Child Care Licensing Program grantee; Early Head Start and Head Start; AIAN CCDF Tribal Organizations; state departments; Alaska's professional development system, System for Early Education Development (SEED); Alaska's Quality Recognition and Improvement System (QRIS)- Learn & Grow; etc. The process of coordination includes but is not limited to: participation in regular and on-going meetings; participating in work groups and/or committees; participation in input and edits to policies; ad-hoc communication; and participating in Alaska's Early Childhood Coordinating Council.*
- The goals of coordination as applicable include alignment and consistency of the administration of programs, regulations, policies and procedures, forms, notices, service delivery, and monitoring and oversight, and recruitment and retention efforts. The result of this coordination is building partnerships and ensuring alignment in working toward common goals.*
- i. State/Territory agency responsible for the Child and Adult Care Food Program (CACFP) and other relevant nutrition programs. Describe the coordination and results of the coordination: *The Child Care Program Office (CCPO), coordinates with the lists information for the Child and Adult Care Food Program (CACFP) to encourage child care providers to participate. The CCPO lists CACFP information and provides a link on the website so child care providers may apply for services through the program. The CCPO provides CACFP brochures and/or referrals to licensed providers if requested. The result of this support is access to CACFP for child care providers.*

- j. 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 and results of the coordination: *The Child Care Program Office (CCPO) has conducted outreach to the McKinney-Vento state coordinator and local liaisons and provides Child Care Assistance and Alaska Inclusive Child Care Program information to the school coordinators statewide. Goals include increased awareness of programs administered by the CCPO and opportunity for increased collaboration and coordination with the McKinney-Vento state coordinator and local McKinney-Vento liaisons during the 2022-2024 CCDF plan cycle.*
- k. State/Territory agency responsible for the TANF program. Describe the coordination and results of the coordination: *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 CCAP 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.*
- l. State/Territory agency responsible for Medicaid and the State Children's Health Insurance Program. Describe the coordination and results of the coordination: *The Child Care Program Office (CCPO), is housed within the Division of Public Assistance (DPA). DPA Field Services staff determine eligibility for Medicaid and the state Children's Health Insurance Program. The CCPO Program Manager/State Administrator is part of the DPA Leadership Team where opportunities to share information and to coordinate across the programs administered by the Division occur.*
- Goals of coordination include increased awareness of programs administered by the CCPO and connection to Medicaid and the state Children's Health Insurance Program and opportunity for collaboration and coordination during the 2025-2027 CCDF plan cycle. The result of this coordination is building partnerships and ensuring alignment in working toward common goals.*

- m. State/Territory agency responsible for mental health services. Describe the coordination and results of the coordination: *The Child Care Program Office (CCPO), coordinates with the agencies responsible for mental health areas concerning children. These are the Division of Behavioral Health, Operations Manager and Program Coordinator; the Early Childhood Comprehensive Systems Program Manager located in Women's Children's and Family Health; and a representative of the Mental Health Trust. Links to mental health programs for children are listed on the CCPO's website. The process of coordination includes but is not limited to: participation in regular and on-going meetings; participating in work groups and/or committees; participation in input and edits to policies; ad-hoc communication; and participating in Alaska's Early Childhood Coordinating Council. The goals of this coordination to provide access to information and supports to child care providers and families. The result of this coordination is building partnerships and ensuring alignment in working toward common goals.*
- n. Child care resource and referral agencies, child care consumer education organizations, and providers of early childhood education training and professional development. Describe the coordination and results of the coordination: *The Child Care Program Office (CCPO), coordinates with the Child Care Resource and Referral Agency, through regular and on-going meetings. The goal of this coordination is to support families, child care providers, and individuals in the field with access to supports and resources and to ensure thread and CCPO are in alignment with goals and activities. Additionally, the CCPO and thread staff participate jointly on several early care and learning committees including but not limited to Alaska's Early Childhood Coordinating Council; System for Early Education Development (SEED) Professional Development Committee; and Learn & Grow, Alaska's Quality Recognition and Improvement System (QRIS) Stakeholder Committee; which ensures consistency and alignment to common goals. Result of this coordination with thread ensures delivery of services to families to include expanding accessibility and continuity of care and to assist families in receiving full-day services that meet the needs of working families. CCPO and thread also coordinate efforts in enhancing and aligning the quality of services for infants and toddlers through school-age children; linking comprehensive services to children in child care or school-age settings; and developing the supply of quality care for vulnerable populations (as defined by the CCPO) in child care and out-of-school time settings.*
- o. Statewide afterschool network or other coordinating entity for out-of-school time care (if applicable). Describe the coordination and results of the coordination: *The Child Care Program Office (CCPO), coordinates with the Alaska Afterschool Network, for the goal of supporting the school age population in access to quality care outside of school hours. This work includes aligning supports, resources, and systems for child care with the school age population. Additionally, both CCPO and Alaska's Afterschool Network director participate jointly on several early care and learning committees including but not limited to: System for Early Education Development (SEED) Professional Development Committee; and Learn & Grow, Alaska's Quality Recognition and Improvement System (QRIS) Executive and Stakeholder Committees, which results in ensures consistency and alignment to common goals.*

- p. Agency responsible for emergency management and response. Describe the coordination and results of the coordination: *The Division of Public Assistance (DPA), which includes the Child Care Program Office (CCPO) has developed a disaster response plan, disaster response field guide, and Continuity of Operations Plan (COOP). The CCPO has worked in partnership with DPA leadership to include information applicable to child care in each of these documents. The DPA Disaster Response Plan and COOP were developed in collaboration with human services agencies, the state emergency management agency, state child care licensing agencies, and public health.*

The CCPO has developed an addendum to the DPA Disaster Response Guide to ensure full compliance with CCDF requirements. Once the document is finalized, the disaster response plan, disaster response field guide, and COOP will be coordinated with staff, grantees, partner agencies, and Alaska's Early Childhood Coordinating Council (AECCC) via an opportunity to provide feedback and input into the current plans. Annually, the DPA documents are updated, which includes an opportunity for CCPO to review the current plans and provide updates and input into the next version.

- q. The following are examples of optional partners a Lead Agency might coordinate with to provide services. Check which optional partners the Lead Agency coordinates with and describe the coordination and results of the coordination.

- i. State/Territory/local agencies with Early Head Start – Child Care Partnership grants. Describe: *The Child Care Program Office participates in monthly Alaska Head Start Association Director's meetings to include Early Head Start - Child Care Partnership grantees. The goal is, to stay abreast of Head Start program requirements and provide updates to state requirements. The result of this coordination is building partnerships and ensuring alignment in working toward common goals.*
- ii. State/Territory institutions for higher education, including community colleges. Describe: *The Child Care Program Office (CCPO) coordinates and collaborates with the University of Alaska System on supporting the workforce in receiving higher education in Early Childhood Education. Through a Reimbursable Service Agreement (RSA) with the University of Fairbanks Alaska, the CCPO provides scholarship funds for students that are established and working within the early childhood field in a licensed child care facility within the State of Alaska. The goal is to increase the knowledge and education level of individuals working in the field. As a result of this coordination, CCPO and the University of Alaska support provide at least \$75,000 each year in scholarship funds to individuals.* Click or tap here to enter text.
- iii. Other federal, State, local, and/or private agencies providing early childhood and school-age/youth-serving developmental services. Describe: *Click or tap here to enter text.*

- iv. State/Territory agency responsible for implementing the Maternal, Infant, and Early Childhood Home Visiting (MIECHV) programs grant. Describe: *The Child Care Program Office 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. The goal of this coordination is to be in alignment with CCDF and Maternal and Child Home Visiting programs supporting families. The result of this coordination is building partnerships and ensuring alignment in working toward common goals.*
- v. Agency responsible for Early and Periodic Screening, Diagnostic, and Treatment Program. Describe: *The Child Care Program Office (CCPO) 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 goal of this coordination is to ensure alignment and partnerships in supporting children and families between CCPO and early intervention. The CCPO has a memorandum of agreement with the ILP to provide free developmental screening and tools to families. The CCPO engages in quarterly meetings with the ILP for coordination and collaboration. The result of this coordination is building partnerships and ensuring alignment in working toward common goals.*
- vi. State/Territory agency responsible for child welfare. Describe: *The Child Care Program Office coordinates with the Office of Children's Services for the administration of the Child Care Assistance Program for children in foster care and child protective services. This coordination includes regular on-going meetings between the Office of Children's Services (OCS) and the CCPO and collaboration on policies and procedures, forms, and notices. The goal is for all children receiving CCDF subsidy be determined eligible for a 12-month certification period, including vulnerable populations, as well as paying child care providers on behalf of families receiving subsidy, based on the State of Alaska Child Care Assistance Program Rate Schedule, or the provider's rate, whichever is lower. The result of this coordination provides continuity of care and increases stability to children in protective services and foster care.*
- vii. Child care provider groups or associations. Describe: *The Child Care Program Office participates in meetings to address potential child care needs, options and child care assistance options in Alaska as the opportunities arise. The goal is to remain involved in the child care needs and discussions. The result of this coordination is building relationships, common understanding of the landscape of child care in Alaska, and working together toward common goals.*
- viii. Parent groups or organizations. Describe: *Click or tap here to enter text.*
- ix. Title IV B 21st Century Community Learning Center Coordinators. Describe: *Click or tap here to enter text.*

- x. Other. Describe: *From Early Childhood Alaska: A Strategic Direction for 2020-2025, a specific strategy of Goal 3: "Alaska Children and Families are supported by a Functional, Comprehensive, Mixed-Delivery Early Childhood System" was to form a governance workgroup with the focus on creating an improved, sustainable, and accountable governance. In April 2020, Alaska's Early Childhood Governance Workgroup was formed. The workgroup meets monthly and is focused on developing a proposal for governance change for Alaska's Early Childhood System.*

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

Lead Agencies may combine CCDF funds with other Federal, State, and local child care and early childhood development programs, including those in 8.1.1. These programs include preschool programs, Tribal child care programs, and other early childhood programs, including those serving infants and toddlers with disabilities, children experiencing homelessness, and children in foster care.

Combining funds may include blending multiple funding streams, pooling funds, or layering funds from multiple funding streams to expand and/or enhance services for infants, toddlers, preschoolers, and school-age children and families to allow for the delivery of comprehensive quality care that meets the needs of children and families. For example, Lead Agencies may use multiple funding sources to offer grants or contracts to programs to deliver services; a Lead Agency 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 Program Performance Standards or State/Territory pre-Kindergarten requirements in addition to State/Territory child care licensing requirements.

As a reminder, CCDF funds may be used in collaborative efforts with Head Start and Early Head Start programs to provide comprehensive child care and development services for children who are eligible for both programs.

8.2.1 Combining funding for CCDF services

Does the Lead Agency combine funding for CCDF services with Title XX of the Social Services Block Grant (SSBG), Title IV B 21st Century Community Learning Center Funds, State-only child care funds, TANF direct funds for child care not transferred into CCDF, Title IV-B, IV-E funds, or other federal or State programs?

No. (If no, skip to question 8.2.2)

Yes.

- i. If yes, describe which funds you will combine. Combined funds may include, but are not limited to:
 - Title XX (Social Services Block Grant, SSBG)
 - Title IV B 21st Century Community Learning Center Funds (Every Student Succeeds Act)
 - State- or Territory-only child care funds
 - TANF direct funds for child care not transferred into CCDF

- Title IV-B funds (Social Security Act)
- Title IV-E funds (Social Security Act)
- Other. Describe: [Click or tap here to enter text.](#)

- ii. If yes, what does the Lead Agency use combined funds to support, 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 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.*

8.2.2 Funds used to meet CCDF matching and MOE requirements

Lead Agencies may use public funds and donated funds to meet CCDF match and maintenance of effort (matching MOE) requirements.

Note: Lead Agencies that use State pre-Kindergarten funds to meet matching requirements must check State pre-Kindergarten funds and public and/or private funds.

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 must identify and designate in the State/Territory CCDF Plan the donated funds given to public or private entities to implement the CCDF child care program.

Not applicable. The Lead Agency is a Territory (skip to 8.3.1).

a. Does the Lead Agency use public funds to meet match requirements?

Yes. If yes, describe which funds are used: *State of Alaska General Funds*

No.

b. Does the Lead Agency use donated funds to meet match requirements?

Yes. If yes, identify the entity(ies) designated to receive donated funds:

i. Donated directly to the state.

ii. Donated to a separate entity(ies) designated to receive donated funds. If checked, identify the name, address, contact, and type of entities designated to receive private donated funds: [Click or tap here to enter text.](#)

No.

c. Does the Lead Agency certify that, if State expenditures for pre-Kindergarten programs are used to meet the MOE requirements, the following is true:

- The Lead Agency did not reduce its level of effort in full-day/full-year child care services.
- The Lead Agency ensures that pre-Kindergarten programs meet the needs of working

parents.

- The estimated percentage of the MOE requirement that will be met with pre-Kindergarten expenditures (does not to exceed 20 percent).
- If the percentage is more than 10 percent of the MOE requirement, the State will coordinate its pre-Kindergarten and child care services to expand the availability of child care.

Public pre-Kindergarten funds may also serve as MOE funds as long as the State can describe how it will coordinate pre-Kindergarten and child care services to expand the availability of child care while using public pre-Kindergarten funds as no more than 20 percent of the State's MOE or 30 percent of its matching funds in a single fiscal year.

If expenditures for pre-Kindergarten services are used to meet the MOE requirement, does the Lead Agency certify that the State or Territory has not reduced its level of effort in full-day/full-year child care services?

Yes.

No. If no, describe: *State expenditures for Pre-K programs are not used to meet MOE requirements.*

8.3 Coordination with Child Care Resource and Referral Systems

Lead Agencies may use CCDF funds to establish or support a system or network of local or regional child care resource and referral (CCR&R) organizations that is coordinated, to the extent determined by the Lead Agency, 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).

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 Part B, 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 Lead Agency.
- 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

Lead Agency and local agencies that administer funds made available through CCDF.

8.3.1 Funding a system or network of CCR&R organization(s)

Does the Lead Agency fund a system or network of local or regional CCR&R organization(s)?

- No. The Lead Agency does not fund a system or network of local or regional CCR&R organization(s) and has no plans to establish one.
- No, but the Lead Agency has plans to develop a system or network of local or regional CCR&R organization(s).
- Yes. The Lead Agency funds a system or network of local or regional CCR&R organization(s) with all the responsibilities outlined above. If yes, describe the activities outlined above carried out by the CCR&R organization(s), as directed by the Lead Agency: *The Child Care Program Office grants to Alaska's Child Care Resource and Referral Agency, thread. Thread is a statewide network and has the following scope of work.*

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. 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 Early Care & Education: A Guide for Alaska's Families". Other resources for parents include: •Child development and parenting workshops; •Networking opportunities with other families; •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; •Providing technical assistance, training, and support to providers who care for children with special needs; •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.

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.

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 Child Care Program Office (CCPO) 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 is a member of the National Workforce Registry Alliance, which provides registries across the country with resources on data related support on the workforce, standards of quality for workforce data systems, and a strong national voice driving policies and initiatives. •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. In 2019, the CCPO funded an Alaska Early Childhood and School-Age Wage Compensation study by completed by Johns Hopkins IDEALS Institute. The study included recommendations to Alaska for improvements to the early childhood system, which will inform planning and updates to the SEED strategic plan moving forward. •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. SEED implemented a wage incentive program in the Fall of 2019, Alaska SEED Retaining Our Outstanding Teachers Award (ROOTS). ROOTS provides a funding award on a first come first serve basis to those in the SEED Registry. Since ROOTS was preparing to launch when the COVID-19 Pandemic hit, the first version of this program was called the COVID ROOTS award and had basic requirements of working in the field. As the program further develops beyond the pandemic crisis, SEED will develop ROOTS into a long term sustainable incentive program with the goal of retention and rewarding movement on the career ladder.

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. In 2021, all five levels were announced, with level 3 available now. The CCPO and thread plan on launching all 5 levels by 2025.*

4. *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.*

5. *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.*

6. *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.*

8.4 Public-Private Partnerships

Lead Agencies must demonstrate how they encourage 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) 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.

8.4.1 Lead Agency public-private partnerships

Identify and describe any public-private partnerships encouraged by the Lead Agency to leverage public and private resources to further the goals of CCDF: *The Child Care Program Office (CCPO), collaborates and coordinates public-private partnerships through participation in several early care and learning committees to increase supply and quality of child care services, including but not limited to: Alaska's Early Childhood Coordinating Council; SEED Steering Committee; L&G executive committee; and the Governor's Task Force on Child Care.*

8.5 Disaster Preparedness and Response Plan

Lead Agencies must establish a Statewide Child Care Disaster Plan and 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.

8.5.1 Statewide Disaster Plan updates

- a. When was the Lead Agency’s Child Care Disaster Plan most recently updated and for what reason? *The State of Alaska Department of Health, Division of Public Assistance’s Child Care Program Office CCDF Disaster and Emergency Preparedness Plan was updated in July 2023 as part of a regularly scheduled update.*
- b. Please certify compliance by checking the required elements the Lead Agency includes in the current State Disaster Preparedness and Response Plan.
 - i. The plan was developed in collaboration with the following required entities:
 - State human services agency.
 - State emergency management agency.
 - State licensing agency.
 - State health department or public health department.
 - Local and State child care resource and referral agencies.
 - State Advisory Council on Early Childhood Education and Care or similar coordinating body.
 - ii. The plan includes guidelines for the continuation of child care subsidies.
 - iii. The plan includes guidelines for the continuation of child care services.
 - iv. The plan includes procedures for the coordination of post-disaster recovery of child care services.
 - v. The plan contains requirements for all CCDF providers (both licensed and license-exempt) to have in place:
 - Procedures for evacuation.
 - Procedures for relocation.
 - Procedures for shelter-in-place.
 - Procedures for communication and reunification with families.
 - Procedures for continuity of operations.
 - Procedures for accommodations of infants and toddlers.
 - Procedures for accommodations of children with disabilities.
 - Procedures for accommodations of children with chronic medical conditions.
 - vi. The plan contains procedures for staff and volunteer emergency preparedness training.
 - vii. The plan contains procedures for staff and volunteer practice drills.

- viii. If any of the above are not checked, describe: *The plan is not definitive and is dependent on geographical location and type of emergency or disaster, state agencies operating effectively, and resources available to the state, department, division, and/or agency.*
- ix. If available, provide the direct URL/website link to the website where the Statewide Child Care Disaster Plan is posted:
<https://health.alaska.gov/dpa/Documents/dpa/programs/ccare/Documents/Resources-Reports/CCPO-Disaster-and-Preparedness-Plan.pdf>

9 Family Outreach and Consumer Education

CCDF consumer education requirements facilitate parental choice in child care arrangements, support parents as child care consumers who need information to make informed choices regarding the services that best suit their family’s needs, and the delivery of resources that can support child development and well-being. Lead Agency consumer education activities must provide information for parents receiving CCDF assistance, the general public, and, when appropriate, child care providers. Lead Agencies should use targeted strategies for each group to ensure tailored consumer education information and take steps to ensure they are effectively reaching all individuals, including those with limited English proficiency and those with disabilities.

In this section, Lead Agencies address their consumer education practices, including details about their child care consumer education website, and the process for collecting and maintaining a record of parental complaints.

9.1 Parental Complaint Process

Lead Agencies must maintain a record of substantiated parental complaints against child care providers and make information regarding such complaints available to the public on request. 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. Lead Agencies are not required to limit the complaint process to parents.

9.1.1 Parental complaint process

- a. 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 Child Care Program Office (CCPO) has made available the main office number (907-269-4500) and toll free number (1-888-268-4632) or email address 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.*
<https://health.alaska.gov/dpa/Pages/ccare/default.aspx>
- b. Describe how the parental complaint process ensures broad access to services for families that speak languages other than English: *If language interpretation services are needed, any individual can contact our main office at: 907-269-4500 or 888-268-4632 and be set up for language interpretation services.*

- c. Describe how the parental complaint process ensures broad access to services for persons with disabilities: *The Child Care Program Office website and all documents within are ADA compliant. If additional assistance is needed, the has made available the main office number (907- 269-4500) and toll free number (1-888-268-4632) for additional assistance.*
- d. For complaints about providers, including CCDF providers and non-CCDF providers, does the Lead Agency have a process and timeline for screening, substantiating, and responding to complaints, including information about whether the process includes monitoring?
- Yes. If yes, describe: *The State of Alaska and Municipality of Anchorage child care licensing investigates all complaints received. Once a complaint is received the supervisor assigns the complaint a priority level (1-3) and licensing specialist to investigate. The timeline for completion of the investigation varies from 30-45-60 business days of the date the complaint was received depending on the priority level assigned. Investigations include unannounced onsite inspections; a health and safety walk through, parent interviews, staff interviews, 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. Once an investigation is complete, the provider receives a copy of the report of investigation which lists all of the allegations and whether or not there were findings based on the investigation.*
- No.
- e. For substantiated parental complaints, who maintains the record for CCDF and non-CCDF providers? *The State of Alaska and Municipality of Anchorage child care licensing 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 (ICCIS) Compliance screen.*
- f. Describe how information about substantiated parental complaints is made available to the public; this information can include the consumer education website discussed in subsection 9.2: *The Child Care Program Office 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://findccprovider.health.alaska.gov/>*

9.2 Consumer Education Website

Lead Agencies must provide information to parents, the general public, and child care providers through a State or Territory website, which is consumer-friendly and easily accessible for families who speak languages other than English and persons with disabilities. The website must:

- Include information to assist families in understanding the Lead Agency’s policies and procedures, including licensing child care providers;
- Include monitoring and inspection reports for each provider and, if available, the quality of each provider;

- Provide the aggregate number of deaths, serious injuries, and the number of cases of substantiated child abuse that have occurred in child care settings;
- Include contact information for local CCR&R organizations to help families access additional information on finding child care; and
- Include information on how parents can contact the Lead Agency and other organizations to better understand the information on the website.

9.2.1 Consumer-friendly website

Does the Lead Agency ensure that its consumer education website is consumer-friendly and easily accessible?

- i. Provide the URL for the Lead Agency’s consumer education website homepage:
<https://health.alaska.gov/dpa/Pages/ccare/default.aspx>
- ii. Does the Lead Agency certify that the consumer education website ensures broad access to services for families who speak languages other than English?
 - Yes.
 - No. If no, describe: *The State of Alaska only publishes in English. The Child Care Program Office (CCPO) website is therefore only provided in English. The CCPO can provide information for interpretation services to families and guests who need assistance accessing, navigating, or obtaining information from the CCPO website. The CCPO has added an icon to all CCPO webpages in a prominent location notifying users of the opportunity to request interpretation services. Users may request interpretation services at any time, or staff can identify the need for users, or themselves if they are having trouble communicating with the user. The CCPO and grantees have marketing materials to help a user identify what languages the State of Alaska has interpretation services available.*
- iii. Does the Lead Agency certify that the consumer education website ensures broad access to services for persons with disabilities?
 - Yes.
 - No. If no, describe: *Click or tap here to enter text.*

9.2.2 Additional consumer education website links

Provide the direct URL/website link for the following:

- i. Provide the direct URL/website link to how the Lead Agency licenses child care providers:
<https://health.alaska.gov/dpa/Documents/dpa/programs/ccare/Documents/Manuals-Brochures/Child-Care-Licensing-Policy-and-Procedure-Manual.pdf> Section 6040
- ii. Provide the direct URL/website link to the processes for conducting monitoring and inspections of child care providers:
<https://health.alaska.gov/dpa/Documents/dpa/programs/ccare/Documents/Manuals-Brochures/Child-Care-Licensing-Policy-and-Procedure-Manual.pdf> Section 6080

- iii. Provide the direct URL/website link to the policies and procedures related to criminal background checks for staff members of child care providers:
<https://health.alaska.gov/dpa/Documents/dpa/programs/ccare/Documents/Manuals-Brochures/Child-Care-Licensing-Policy-and-Procedure-Manual.pdf> Section 6050
- iv. Provide the direct URL/website link to the offenses that prevent individuals from being employed by a child care provider:
<https://www.akleg.gov/basis/aac.asp#7.10.905>

9.2.3 Searchable list of providers

- a. The consumer education website must include a list of all licensed providers searchable by ZIP code.
 - i. Does the Lead Agency certify that the consumer education website includes a list of all licensed providers searchable by ZIP code?
 - Yes.
 - No. If no, describe: *Click or tap here to enter text.*
 - ii. Provide the direct URL/website link to the list of child care providers searchable by ZIP code: <https://findccprovider.health.alaska.gov/>
 - iii. In addition to the licensed child care providers that must be included in the searchable list, are there additional providers included in the Lead Agency’s searchable list of child care providers? Check all that apply:
 - License-exempt center-based CCDF providers.
 - License-exempt family child care CCDF providers.
 - License-exempt non-CCDF providers.
 - Relative CCDF child care providers.
 - Other (e.g., summer camps, public pre-Kindergarten). Describe: *Approved In-home providers*
- b. Identify what additional (optional) information, if any, is available in the searchable results by ZIP code. Check the box when information is provided.

Provider Information Available in Searchable Results					
	All licensed providers	License-exempt CCDF center-based providers	License-exempt CCDF family child care home providers	License-exempt non-CCDF providers	Relative CCDF providers
Contact information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Enrollment capacity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hours, days, and months of operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provider education and training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Languages spoken by the caregiver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitoring reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to accept CCDF certificates	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ages of children served	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specialization or training for certain populations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Care provided during nontraditional hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- c. Identify any other information searchable on the consumer education website for the child care provider type listed below and then, if checked, describe the searchable information included on the website.
- i. All licensed providers. Describe: *Plain language summary that includes the facility's: compliance type; Inspection/Investigation Date; Findings; Violation Date; Compliance Date; Action Taken; Statute/Regulation; and Section.*
 - ii. License-exempt CCDF center-based providers. Describe: *Click or tap here to enter text.*
 - iii. License-exempt CCDF family child care providers. Describe: *Click or tap here to enter text.*
 - iv. License-exempt, non-CCDF providers. Describe: *Click or tap here to enter text.*
 - v. Relative CCDF providers. Describe: *Plain language summary that includes the facility's: compliance type; Inspection/Investigation Date; Findings; Violation Date; Compliance Date; Action Taken; Statute/Regulation; and Section.*
 - vi. Other. Describe: *Approved In-Home- Plain language summary that includes the facility's: compliance type; Inspection/Investigation Date; Findings; Violation Date; Compliance Date; Action Taken; Statute/Regulation; and Section.*

9.2.4 Provider-specific quality information

Lead Agencies must identify specific quality information on each child care provider for whom they have this information. Provider-specific quality information must only be posted on the consumer education website if it is available for the individual child care provider.

- a. What specific quality information does the Lead Agency provide on the website?

- i. Quality improvement system.
 - ii. National accreditation.
 - iii. Enhanced licensing system.
 - iv. Meeting Head Start/Early Head Start Program Performance Standards.
 - v. Meeting pre-Kindergarten quality requirements.
 - vi. School-age standards.
 - vii. Quality framework or quality improvement system.
 - viii. Other. Describe: *The Child Care Program Office (CCPO) currently defines quality as safe and healthy, which is measured by having a State of Alaska (SOA) or Municipality of Anchorage (MOA) Child Care License*
- b. For what types of child care providers is quality information available?
- i. Licensed CCDF providers. Describe the quality information: *License status*
 - ii. Licensed non-CCDF providers. Describe the quality information: *license status*
 - iii. License-exempt center-based CCDF providers. Describe the quality information: *Click or tap here to enter text.*
 - iv. License-exempt FCC CCDF providers. Describe the quality information: *Click or tap here to enter text.*
 - v. License-exempt non-CCDF providers. Describe the quality information: *Click or tap here to enter text.*
 - vi. Relative child care providers. Describe the quality information: *Click or tap here to enter text.*
 - vii. Other. Describe: *Click or tap here to enter text.*

9.2.5 Aggregate data on serious injuries, deaths, and substantiated abuse

Lead Agencies must post aggregate data on serious injuries, deaths, and substantiated cases of child abuse that have occurred in child care settings each year on the consumer education website. This aggregate data must include information about any child in the care of a provider eligible to receive CCDF, not just children receiving subsidies.

This aggregate information on serious injuries and deaths must be separated by category of care (e.g., centers, family child care homes, and in-home care) and licensing status (i.e., licensed or license-exempt) for all eligible CCDF child care providers in the State/Territory. The information on instances of substantiated child abuse does not have to be organized by category of care or licensing status. Information must also include the total number of children in care by provider type and licensing status, so that families can better understand the data presented on serious injuries, deaths, and substantiated cases of abuse.

- a. Certify by checking below that the required elements are included in the Aggregate Data Report on serious incident data that have occurred in child care settings each year.

- i. The total number of serious injuries of children in care by provider category and licensing status.
 - ii. The total number of deaths of children in care by provider category and licensing status.
 - iii. The total number of substantiated instances of child abuse in child care settings.
 - iv. The total number of children in care by provider category and licensing status.
 - v. If any of the above elements are not included, describe: .
- b. Certify by providing:
- i. The designated entity to which child care providers must submit reports of any serious injuries or deaths of children occurring in child care and describe how the Lead Agency obtains the aggregate data from the entity: *The Child Care Program Office (CCPO) is the designated entity to which all State of Alaska and Municipality of Anchorage licensed, Approved Relative, and In-home 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.*
 - ii. The definition of “substantiated child abuse” used by the Lead Agency for this requirement: *The Child Care Program Office defines substantiated child abuse and neglect as the act or failure to act on the part of a parent or caretaker, which results in death, serious physical or emotional harm, sexual abuse or exploitation, or an act or failure to act which presents an imminent risk of harm.*
 - iii. The definition of “serious injury” used by the Lead Agency for this requirement: *The Child Care Program Office 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.*
- c. Provide the direct URL/website link to the page where the aggregate number of serious injuries, deaths, and substantiated child abuse, and the total number of children in care by provider category and licensing status are posted:
<https://health.alaska.gov/dpa/Documents/dpa/programs/ccare/Documents/Resources-Reports/Aggregate-Data-Injury-Report-FFY2020-2022.pdf>

9.2.6 Contact information on referrals to local child care resource and referral organizations

The Lead Agency consumer education website must include contact information on referrals to local CCR&R organizations.

- a. Does the consumer education website include contact information on referrals to local CCR&R organizations?
 - Yes.
 - No.

Not applicable. The Lead Agency does not have local CCR&R organizations.

- b. Provide the direct URL/website link to this information:
<https://health.alaska.gov/dpa/Pages/ccare/families.aspx>

9.2.7 Lead Agency contact information for parents

The Lead Agency consumer and provider education website must include information on how parents can contact the Lead Agency or its designee and other programs that can help the parent understand information included on the website.

- a. Does the website provide directions on how parents can contact the Lead Agency or its designee and other programs to help them understand information included on the website?

Yes.

No.

- b. Provide the direct URL/website link to this information: *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.*
<https://health.alaska.gov/dpa/Pages/ccare/contacts.aspx>

9.2.8 Posting sliding fee scale, co-payment amount, and policies for waiving co-payments

The consumer education website must include the sliding fee scale for parent co-payments, including the co-payment amount a family may expect to pay and policies for waiving co-payments.

- a. Does the Lead Agency certify that their consumer education website includes the sliding fee scale for parent co-payments, including the co-payment amount a family may expect to pay and policies for waiving co-payments?

Yes.

No.

- b. Provide the direct URL/website link to the sliding fee scale.
<https://health.alaska.gov/dpa/Documents/dpa/programs/ccare/Documents/Files/Alaska-FICS.pdf>

9.3 Increasing Engagement and Access to Information

Lead Agencies must collect and disseminate information about the full range of child care services to promote parental choice to parents of children eligible for CCDF, the general public, and child care providers.

9.3.1 Information about CCDF availability and eligibility

Describe how the Lead Agency shares information with eligible parents, the general public, and child care providers about the availability of child care services provided through CCDF and other

programs for which the family may be eligible. The description should include, at a minimum, what is provided (e.g., written materials, the website, and direct communications) and what approaches are used to tailor information to parents, the general public, and child care providers. *The Child Care Program Office (CCPO) Child Care Assistance Program grantees, and the state’s Child Care Resource and Referral Network, thread, provide brochures regarding the Child Care Assistance Program and contact information for other DPA financial assistance programs. Information is discussed during the Child Care Assistance Program (CCAP) interview with the family or child care provider as applicable. During the referral process for families seeking child care, thread also provides information with families as applicable. Information regarding participating child care providers is available on the CCPO website and thread’s website, on the Information for Families tab. <https://health.alaska.gov/dpa/Pages/ccare/families.aspx>*

9.3.2 Information about child care and other services available for parents

Does the Lead Agency certify that it provides information described in 9.3.1 for the following required programs?

- Temporary Assistance for Needy Families (TANF) program.
- Head Start and Early Head Start programs.
- Low Income Home Energy Assistance Program (LIHEAP)
- Supplemental Nutrition Assistance Program (SNAP).
- Women, Infants, and Children Program (WIC) program.
- Child and Adult Care Food Program (CACFP).
- Medicaid and Children’s Health Insurance Program (CHIP).
- Programs carried out under IDEA Part B, Section 619 and Part C.

Yes.

No. If no, describe: *Click or tap here to enter text.*

9.3.3 Consumer statement for parents receiving CCDF services

Lead Agencies must provide parents receiving CCDF services with a consumer statement in hard copy or electronically that contains general information about the CCDF program and specific information about the child care provider they select.

Please certify if the Lead Agency provides parents receiving CCDF services a consumer statement that contains the following 8 requirements:

1. Health and safety requirements met by the provider
2. Licensing or regulatory requirements met by the provider
3. Date the provider was last inspected
4. Any history of violations of these requirements
5. Any voluntary quality standards met by the provider
6. How CCDF subsidies are designed to promote equal access

7. How to submit a complaint through the hotline
8. How to contact a local resource and referral agency or other community-based organization to receive assistance in finding and enrolling in quality child care

Does the Lead Agency provide to families, either in hard copy or electronically, a consumer statement that contains the required information about the provider they have selected, including the eight required elements above?

Yes.

No. If no, describe: *Click or tap here to enter text.*

9.3.4 Informing families about best practices on child development

Describe how the Lead Agency makes information available to parents, providers, and the general public on research and best practices concerning children’s development, including physical health and development, and information about successful parent and family engagement. At a minimum, the description should include what information is provided; how the information is provided; any distinct activities for sharing this information with parents, providers, the general public; and any partners in providing this information. *Information is available through a link on the Child Care Program Office (CCPO) website. This link is located in the Resources and Reports tab as Family and Provider Resource List. In addition, Alaska’s Child Care Resource and Referral Agency, thread, has robust resources on their website and categorized for a variety of audiences such as families, providers, and the community. These resources include information and access to developmental screenings; best practice activities for parents to do with their children; links to family supports and resources; and Alaska’s Early Learning Guidelines. Alaska’s Early Learning Guidelines provides milestones for children, including healthy eating and physical activity. The CCPO also partners with many agencies and organizations to help share these resources in a myriad of different ways, including but not limited to: Governor’s Council on Disabilities and Special Education; Department of Education and Early Development; Infant Learning Program; Help Me Grow; and All Alaska Alliance for Healthy Kids. CCPO’s website links: <https://health.alaska.gov/dpa/Documents/dpa/programs/ccare/Documents/Resources-Reports/Family-and-Provider-Resource-List.pdf>*

9.3.5 Unlimited parental access to their children

Does the Lead Agency have procedures to ensure that parents have unlimited access to their children whenever their children are in the care of a provider who receives CCDF funds:

Yes.

No. If no, describe: *Click or tap here to enter text.*

9.3.6 Informing families about best practices in social and emotional health

Describe how the Lead Agency shares information with families, providers, and the general public regarding the social-emotional and behavioral and mental health of young children, including positive behavioral intervention and support models based on research and best practices for those from birth to school age: *Information is available relevant to children birth through twelve years of age through a link on the Child Care Program Office (CCPO) website. This link is in the Resources and Reports tab as Family and Provider Resource List. Child Care Licensing regulations*

also include behavior guidance and related topics. In addition, Alaska’s Child Care Resource and Referral Agency, thread, has extensive resources on their website and are categorized for a variety of audiences such as families, providers, and the community. Additionally, thread provides training to child care providers that include guidance and best practice in general content such as trauma; behavior guidance; developmental touchpoints; and child maltreatment.

9.3.7 Policies on the prevention of the suspension and expulsion of children

- a. The Lead Agency must have 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. Describe those policies and how those policies are shared with families, providers, and the general public: *Training and consumer education is available to all child care providers on behavior guidance for children birth through twelve years of age through licensing chats and training through Alaska’s Child Care Resource and Referral Network, thread. Licensed child care providers must provide a parent with behavior guidance practices in compliance with 7 AAC 57.535 at or before admission into care. Approved Relative and In-home providers must ensure their practices meet compliance with behavior guidance practices in 7 AAC 41.213 and 7 AAC 41.370 respectively. All CCDF child care providers must develop a plan with the child’s parent to address any behavior issues prior to suspension or expulsion of a child in care. The Child Care Program Office participates on Alaska’s Reducing Early Childhood Exclusionary Practices (RECEP) committee. The purpose of RECEP is to create a comprehensive system of supports for the Early Childhood workforce in Alaska. Early Childhood educators need access to specialized consultation, on-going professional development, evidence-based tools and reflective supervision or coaching, in a supportive and sustainable work environment. Exclusionary practices disrupt access to high quality learning settings for children and families and to early childhood educators with whom children develop close relationships, putting children at increased risk of negative mental health and academic impact. Success will look like a well-funded, aligned, and sustainable early childhood system, wherein*
 - *Early Childhood Educators are culturally competent, well versed in children’s social emotional development, feel supported and confident, and work in programs that actively promote teacher well-being*
 - *Programs and service provider agencies collaborate and coordinate with one another, and actively partner with families and caregivers*
 - *There is shared state level early childhood exclusionary practices policy and regulation across agencies and programs; and*
 - *Private and government funding is invested upstream, resulting in increased child retention and fewer transitions, preservation of nurturing relationships, and better child outcomes. Since 2018, Alaska’s RECEP team has worked to assess what parts of the early childhood system are in place to support the reduction of exclusionary practices and identify areas of improvement. Since 2018 the RECEP team has worked on: defining expulsion, suspension, and warm hand off, developing criteria for a data collection system, surveying the early childhood field to assess the rate of expulsion and suspension to establish a baseline from which to measure success of evidence informed interventions like Pyramid Model, trauma informed practices, and use of coaches and reflective supervision. identifying training needs of EC educator to increase quality, and gathering information on teacher stress, wellness, burn out and compassion fatigue to better inform allocation of resources to support EC educators.*

- b. Describe what policies, if any, the Lead Agency has to prevent the suspension and expulsion of school-age children from child or youth care settings receiving CCDF funds: *The information in 9.3.7 a is also applicable to child care providers serving school-age children in settings receiving CCDF funds.*

9.4 Providing Information on Developmental Screenings

Lead Agencies must provide information on developmental screenings to parents as part of the intake process for families participating in CCDF and to child care providers through training and education. This information must include:

- Existing resources and services that the State can make available in conducting developmental screenings and providing referrals to services when appropriate for children who receive child care assistance, including the coordinated 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 IDEA Part B, Section 619 and Part C; and,
- 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.

Information on developmental screenings, as in other consumer education information, must be accessible for individuals with limited English proficiency and individuals with disabilities.

9.4.1 Developmental screenings

Does the Lead Agency collect and disseminate information on the following:

- a. Existing resources and services available for obtaining developmental screening for parents receiving CCDF, the general public, and child care providers.
 - Yes.
 - No. If no, describe: *Click or tap here to enter text.*
- b. 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 Part B, Section 619 and Part C of the Individuals with Disabilities Education Act (20 U.S.C. 1419, 1431 et seq.).
 - Yes.
 - No. If no, describe: *Click or tap here to enter text.*
- c. Developmental screenings to parents receiving a subsidy as part of the intake process.
 - Yes. If yes, include the information provided, ways it is provided, and any partners in this work: *The Child Care Program Office websites shares the following Information about developmental screenings: The early years of a child's life are the most import. From ages birth to 3, rapid learning and brain development takes place. Some children need a little extra help to develop certain skills. Alaska's Early Intervention Infant Learning Program (EI/ILP) is a program that provides specialized services for children who have*

developmental delays and/or disabilities. The services are for children birth to 3 years and will provide extra help for your child's development. If you are concerned that your child may have a developmental delay, or know of a child with a disability, please visit the [Alaska's Early Intervention Infant Learning Program website](#) for more information about the referral process. Additionally, any child care provider can submit a developmental screening on behalf of a family to their local Infant Learning Program Office and the screening will be processed, with any applicable referrals made.

No. If no, describe: *Click or tap here to enter text.*

- d. How families receiving CCDF services or child care providers receiving CCDF can use the available resources and services to obtain developmental screenings for children at risk for cognitive or other developmental delays.

Yes.

No. If no, describe: *Click or tap here to enter text.*

10 Program Integrity and Accountability

Program integrity and accountability activities are integral to the effective administration of the CCDF program. As stewards of federal funds, Lead Agencies must ensure strong and effective internal controls to prevent fraud and maintain continuity of services to meet the needs of children and families. In order to operate and maintain a strong CCDF program, regular evaluation of the program's internal controls as well as comprehensive training for all entities involved in the administration of the program are imperative. In this section, Lead Agencies will describe their internal controls and how those internal controls effectively ensure integrity and accountability. These accountability measures should address reducing fraud, waste, and abuse, including program violations and administrative errors and should apply to all CCDF funds.

10.1 Effective Internal Controls

Lead Agencies must ensure the integrity of the use of CCDF funds through effective fiscal management and must ensure that financial practices are in place. Lead Agencies must have effective fiscal management practices in place for all CCDF expenditures.

10.1.1 Organizational structure to support integrity and internal controls

Describe how the Lead Agency's organizational structure ensures the oversight and implementation of effective internal controls that promote and support program integrity and accountability. 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. Local Administrators are also required to complete monthly family and provider case file reviews and provide findings and feedback back to staff to include any corrections needing made to cases.*

Include the following elements in your description:

1. Assignment of authority and responsibilities related to program integrity.

2. Delegation of duties.
3. Coordination of activities.
4. Communication between fiscal and program staff.
5. Segregation of duties.
6. Establishment of checks and balances to identify potential fraud risks.
7. Other activities that support program integrity.

10.1.2 Fiscal management practices

Describe how the Lead Agency ensures effective fiscal management practices for all CCDF expenditures, including:

- a. Fiscal oversight of CCDF funds, including grants and contracts. Describe: *The Child Care Program Office (CCPO), 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.*
- b. Tracking systems that ensure reasonable and allowable costs and allow for tracking of funds to a level of expenditure adequate to establish that such funds have not been used in violation of the provision of this part. Describe: *The Child Care Program Office, in conjunction with the Department of Health and 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.*
- c. Processes and procedures to prepare and submit required state and federal fiscal reporting. Describe: *The CCPO works with Department of Health and Division of Public Assistance fiscal staff, who are responsible for completing and submitting state and federal fiscal reporting.*
- d. Other. Describe: *Click or tap here to enter text.*

10.1.3 Effectiveness of fiscal management practices

Describe how the Lead Agency knows there are effective fiscal management practices in place for all CCDF expenditures, including:

- a. How the Lead Agency defines effective fiscal management practices. Describe: *The CCPO works with Department of Health and Division of Public Assistance fiscal staff, to identify effective fiscal management practices. Those practices are defined by fiscal staff and administrative policies.*

- b. How the Lead Agency measures and tracks results of their fiscal management practices. Describe: *The Child Care Program Office (CCPO) is requesting monthly reports from the fiscal management database (ALDER) to track expenditures. The CCPO measures and tracks results of fiscal management practices by the accuracy and timeliness of payments and reporting.*
- c. How the results inform implementation. Describe: *The Child Care Program Office (CCPO) is implementing monthly budget meetings with fiscal staff to connect on budget tracking and reporting. Results of accuracy and timeliness of payments and reporting inform changes that need to be made with fiscal management practices.*
- d. Other. Describe: *Click or tap here to enter text.*

10.1.4 Identifying risk

Describe the processes the Lead Agency uses to identify risk in the CCDF program including:

- a. Each process used by the Lead Agency to identify risk (including entities responsible for implementing each process). Describe: *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 review of the family's eligibility and payments verified by the CCPO. Results of the file review are provided to the grantee and CCPO for follow-up to include additional training as necessary. 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 Contracted Services Quality Assurance (CSQA). Per Child Care Assistance Program Policies and Procedures Manual section 4430-1 Designee's Local Administrators are to conduct random monthly file reviews on at least ten of the families and five (5) of the providers on their case load. When a Designee is providing services to more than one (1) service delivery area using the same staff, will consider all service areas combined as their case load and conduct at least ten (10) family and five (5) provider file reviews. When a Designee is providing services to more than one (1) service delivery area using different staff for each service area with consider the Alaska Page 334 of 341 service delivery areas as separate and conduct at least ten (10) family and five (5) provider file reviews for each service delivery area. Reviews are to include cases, both open and closed, processed by workers every month.*
- b. The frequency of each risk assessment. Describe: *monthly and annually*
- c. How the Lead Agency uses risk assessment results to inform program improvement. Describe: *The purpose of the review is to ensure work is completed accurately and timely and to identify training needs of staff.*
- d. How the Lead Agency knows that the risk assessment processes utilized are effective. Describe: *Risk assessment processes are effective as they identify where policy guidance is needed or additional training is needed.*
- e. Other. Describe: *Click or tap here to enter text.*

10.1.5 Processes to train about CCDF requirements and program integrity

Describe the processes the Lead Agency uses to train staff of the Lead Agency and other agencies engaged in the administration of CCDF, and child care providers about program requirements and integrity.

- a. Describe how the Lead Agency ensures that all staff who administer the CCDF program (including through MOUs, grants, and contracts) are informed and trained regarding program requirements and integrity.
 - i. Describe the training provided to staff members around CCDF program requirements and program integrity: *With each revision, the Child Care Program Office (CCPO) sends the revised Child Care Assistance Policies and Procedures Manual, revised notices, and a summary of changes to Child Care Assistance Designees, CCPO staff, and other partners. Similarly, the CCPO sends the revised Child Care Licensing Policies and Procedures Manual to CCPO staff, Municipality of Anchorage licensing, and other partners. Web based Family and Provider Child Care Assistance (CCAP) CORE Training was completed by the Child Care Program Office and is available to CCAP designee staff for program and policies and procedures training. As the CCAP Policies and Procedures Manual, forms, and notices are revised, the CCAP CORE Training is revised to reflect the changes. The CCPO also provides monthly Local Administrator (LA) Teleconferences, monthly LA contacts, quarterly on-site support and technical assistance visits if needed, training any time requested, and the policy mailbox is available daily for policies and procedures questions, technical assistance, and any other Child Care Assistance Program questions or assistance needed.*
 - ii. Describe how staff training is evaluated for effectiveness: *Contracted Service Quality Assurance pulls Child Care Assistance Program grantees and State of Alaska and Municipality of Anchorage Child Care Licensing files to monitor and assess policy implementation on a monthly basis. All CCPO policy and procedure manuals are updated in an annual revision process. Suggestions for policy changes are received through the Child Care Assistance Program and Child Care Licensing policy mailbox at any time throughout the year. Regular staff meetings are held to discuss implementation of policy. Prior to each revision, the Child Care Program Office (CCPO) sends all draft manuals to Child Care Program Office grantees, designees, CCPO staff, and partners requesting input into the revision.*
 - iii. Describe how the Lead Agency uses program integrity data (e.g., error rate results, risk assessment data) to inform ongoing staff training needs: *The Child Care Program Office (CCPO) uses results from monthly file reviews, annual program monitor results on designees, and error rate results to identify any ongoing staff training needs due to common mistakes or misinterpretations of policy.*
- b. Describe how the Lead Agency ensures all providers for children receiving CCDF funds are informed and trained regarding CCDF program requirements and program integrity:
 - i. Describe the training for providers around CCDF program requirements and program integrity: *Click or tap here to enter text.*
 - ii. Describe how provider training is evaluated for effectiveness: *Click or tap here to enter text.*

- iii. Describe how the Lead Agency uses program integrity data (e.g., error rate results, risk assessment data) to inform ongoing provider training needs: *The Child Care Program Office (CCPO) uses results from monthly file reviews, annual program monitor results on designees, and error rate results to identify any ongoing staff training needs due to common mistakes or misinterpretations of policy*

10.1.6 Evaluate internal control activities

Describe how the Lead Agency uses the following to regularly evaluate the effectiveness of Lead Agency internal control activities for all CCDF expenditures.

- a. Error rate review triennial report results (if applicable). Describe who this information is shared with and how the Lead Agency uses the information to evaluate the effectiveness of its internal controls: *Click or tap here to enter text.*
- b. Audit results. Describe who this information is shared with and how the Lead Agency uses the information to evaluate the effectiveness of its internal controls: *Click or tap here to enter text.*
- c. Other. Describe who this information is shared with and how the Lead Agency uses the information to evaluate the effectiveness of its internal controls: *Click or tap here to enter text.*

10.1.7 Identified weaknesses in internal controls

Has the Lead Agency or other entity identified any weaknesses in its internal controls?

- a. No. If no, describe when and how it was most recently determined that there were no weaknesses in the Lead Agency's internal controls. *Click or tap here to enter text.*
- b. Yes. If yes, what were the indicators? How did you use the information to strengthen your internal controls? *Click or tap here to enter text.*

10.2 Fraud Investigation, Payment Recovery, and Sanctions

Lead Agencies must have the necessary controls to identify fraud and other program violations to ensure program integrity. Program violations can include both intentional and unintentional client and/or provider violations, as defined by the Lead Agency. These violations and errors, identified through the error-rate review process and other review processes, may result in payment or nonpayment (administrative) errors and may or may not be the result of fraud, based on the Lead Agency definition.

10.2.1 Strategies used to identify and prevent program violations

Check the activities the Lead Agency employs to ensure program integrity, and for each checked activity, identify what type of program violations the activity addresses, describe the activity and the results of these activities based on the most recent analysis.

- a. 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)).

- i. Intentional program violations. Describe the activities, the results of these activities, and how they inform better practice: *Child Care Assistance Program policies and procedures require grantees to submit a Request for Information to the Child Care Program Office (CCPO) prior to an eligibility determination, when there are indicators on either the family's or provider's application that are not adequately resolved during their interview. The CCPO accesses all other available data systems to either support or contradict the information provided. If during this research it is identified a family or provider is reporting information differently to other programs they are participating in, a referral is made to the Division of Public Assistance, Program Integrity and Analysis, Fraud Control Unit for further investigation, which includes accessing additional information and databases not accessible to the CCPO or grantee staff. As a result, data is more accurate and reduces potential fraud. Per Child Care Assistance Program Policies and Procedures manual section 4280- 1, a random review of 5% of all provider's files are to be reviewed monthly. The review includes requesting the provider's attendance records and comparing it to the Request for Payment submitted for that month to identify any errors and make necessary changes more quickly.*
- ii. Unintentional program violations. Describe the activities, the results of these activities, and how they inform better practice: *Per Child Care Assistance Program Policies and Procedures manual section 4280- 1, a random review of 5% of all provider's files are to be reviewed monthly. The review includes requesting the provider's attendance records and comparing it to the Request for Payment submitted for that month to identify any errors and make necessary changes more quickly.*
- iii. Agency errors. Describe the activities, the results of these activities, and how they inform better practice: *The Child Care Program Office (CCPO) uses results from monthly file reviews, annual program monitor results on designees, and error rate results to identify any ongoing staff training needs due to common mistakes or misinterpretations of policy*[Click or tap here to enter text.](#)
- b. Run system reports that flag errors (include types).
 - i. Intentional program violations. Describe the activities, the results of these activities, and how they inform better practice: *Click or tap here to enter text.*
 - ii. Unintentional program violations. Describe the activities, the results of these activities, and how they inform better practice: *Click or tap here to enter text.*
 - iii. Agency errors. Describe the activities, the results of these activities, and how they inform better practice: *Click or tap here to enter text.*
- c. Review enrollment documents and attendance or billing records.

- i. Intentional program violations. Describe the activities, the results of these activities, and how they inform better practice: *Per Child Care Assistance Program Policies and Procedures manual section 4280- 1, a random review of 5% of all provider's files are to be reviewed monthly by the Designee. The review includes requesting the provider's attendance records and comparing it to the Request for Payment submitted for that month. Discrepancies identified are documented and additional information requested from the provider. If it is determined an overpayment of \$100 or more occurred it is recouped. If a discrepancy is determined to potentially be an intentional program violation or fraud, the Child Care Program Office submits a referral to the Division of Public Assistance, Program Integrity and Analysis, Fraud Control Unit for further investigation. As a result, data is more accurate and reduces potential fraud.*
- ii. Unintentional program violations. Describe the activities, the results of these activities, and how they inform better practice: *Per Child Care Assistance Program Policies and Procedures manual section 4280- 1, a random review of 5% of all provider's files are to be reviewed monthly by the Designee. The review includes requesting the provider's attendance records and comparing it to the Request for Payment submitted for that month. Discrepancies identified are documented and additional information requested from the provider. If it is determined an overpayment of \$100 or more occurred it is recouped. If a discrepancy is determined to potentially be an intentional program violation or fraud, the Child Care Program Office submits a referral to the Division of Public Assistance, Program Integrity and Analysis, Fraud Control Unit for further investigation. As a result, data is more accurate and reduces potential fraud.*
- iii. Agency errors. Describe the activities, the results of these activities, and how they inform better practice: *The Child Care Program Office (CCPO) uses results from monthly file reviews, annual program monitor results on designees, and error rate results to identify any ongoing staff training needs due to common mistakes or misinterpretations of policy*
- d. Conduct supervisory staff reviews or quality assurance reviews.

- i. Intentional program violations. Describe the activities, the results of these activities, and how they inform better practice: *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 Contracted Services Quality Assurance (CSQA). Per Child Care Assistance Program Policies and Procedures Manual section 4430-1 Designee's Local Administrators are to conduct random monthly file reviews on at least ten of the families and five (5) of the providers on their case load. When a Designee is providing services to more than one (1) service delivery area using the same staff, will consider all service areas combined as their case load and conduct at least ten (10) family and five (5) provider file reviews. When a Designee is providing services to more than one (1) service delivery area using different staff for each service area with consider the service delivery areas as separate and conduct at least ten (10) family and five (5) provider file reviews for each service delivery area. Reviews are to include cases, both open and closed, processed by workers every month. The purpose of the review is to ensure work is completed accurately and timely and to identify training needs of staff.* Click or tap here to enter text.
 - ii. Unintentional program violations. Describe the activities, the results of these activities, and how they inform better practice: *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 Contracted Services Quality Assurance (CSQA). Per Child Care Assistance Program Policies and Procedures Manual section 4430-1 Designee's Local Administrators are to conduct random monthly file reviews on at least ten of the families and five (5) of the providers on their case load. When a Designee is providing services to more than one (1) service delivery area using the same staff, will consider all service areas combined as their case load and conduct at least ten (10) family and five (5) provider file reviews. When a Designee is providing services to more than one (1) service delivery area using different staff for each service area with consider the service delivery areas as separate and conduct at least ten (10) family and five (5) provider file reviews for each service delivery area. Reviews are to include cases, both open and closed, processed by workers every month. The purpose of the review is to ensure work is completed accurately and timely and to identify training needs of staff.* Click or tap here to enter text.
 - iii. Agency errors. Describe the activities, the results of these activities, and how they inform better practice: *The Child Care Program Office (CCPO) uses results from monthly file reviews, annual program monitor results on designees, and error rate results to identify any ongoing staff training needs due to common mistakes or misinterpretations of policy*
- e. Audit provider records.

- i. Intentional program violations. Describe the activities, the results of these activities, and how they inform better practice: *Per Child Care Assistance Program Policies and Procedures manual section 4280- 1, a random review of 5% of all provider's files are to be reviewed monthly. The review includes requesting the provider's attendance records and comparing it to the Request for Payment submitted for that month to identify any potential intentional program violations or fraud. As a result, data is more accurate and reduces potential fraud.*
 - ii. Unintentional program violations. Describe the activities, the results of these activities, and how they inform better practice: *Per Child Care Assistance Program Policies and Procedures manual section 4280- 1, a random review of 5% of all provider's files are to be reviewed monthly. The review includes requesting the provider's attendance records and comparing it to the Request for Payment submitted for that month to identify any potential intentional program violations or fraud. As a result, data is more accurate and reduces potential fraud.*
 - iii. Agency errors. Describe the activities, the results of these activities, and how they inform better practice: *The Child Care Program Office (CCPO) uses results from monthly file reviews, annual program monitor results on designees, and error rate results to identify any ongoing staff training needs due to common mistakes or misinterpretations of policy*
- f. Train staff on policy and/or audits.
- i. Intentional program violations. Describe the activities, the results of these activities, and how they inform better practice: *The Child Care Program Office (CCPO) conducts monthly teleconferences with Child Care Assistance Program (CCAP) grantees to provide topic specific information and training, provide technical assistance and program policies and procedures clarifications. Web based Family and Provider Child Care Assistance (CCAP) CORE Training was completed by the Child Care Program Office and is available to CCAP designee staff for program and policies and procedures training. As the CCAP Policies and Procedures Manual, forms, and notices are revised, the CCAP CORE Training is revised to reflect the changes. The CCPO also conducts monthly LA contacts, quarterly on-site support and technical assistance visits if needed, training any time requested, and the policy mailbox is available daily for policies and procedures questions, technical assistance, and any other Child Care Assistance Program questions or assistance needed. The Continuous Improvement Monitoring Guide is also provided to CCAP grantees, which explains the State's monitoring processes. As a result, data is more accurate and reduces potential fraud.*

- ii. Unintentional program violations. Describe the activities, the results of these activities, and how they inform better practice: *The Child Care Program Office (CCPO) conducts monthly teleconferences with Child Care Assistance Program (CCAP) grantees to provide topic specific information and training, provide technical assistance and program policies and procedures clarifications. Web based Family and Provider Child Care Assistance (CCAP) CORE Training was completed by the Child Care Program Office and is available to CCAP designee staff for program and policies and procedures training. As the CCAP Policies and Procedures Manual, forms, and notices are revised, the CCAP CORE Training is revised to reflect the changes. The CCPO also conducts monthly LA contacts, quarterly on-site support and technical assistance visits if needed, training any time requested, and the policy mailbox is available daily for policies and procedures questions, technical assistance, and any other Child Care Assistance Program questions or assistance needed. The Continuous Improvement Monitoring Guide is also provided to CCAP grantees, which explains the State's monitoring processes. As a result, data is more accurate and reduces potential fraud.*
- iii. Agency errors. Describe the activities, the results of these activities, and how they inform better practice: *Click or tap here to enter text.*
- g. Other. Describe the activity(ies) *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 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.:*
 - i. Intentional program violations. Describe the activities, the results of these activities, and how they inform better practice: *Click or tap here to enter text.*
 - ii. Unintentional program violations. Describe the activities, the results of these activities, and how they inform better practice: *Click or tap here to enter text.*
 - iii. Agency errors. Describe the activities, the results of these activities, and how they inform better practice: *Click or tap here to enter text.*

10.2.2 Identification and recovery of misspent funds

Lead Agencies must identify and recover misspent funds that are a result of fraud, and they have the option to recover any misspent funds that are a result of unintentional program violations or agency errors.

- a. Identify which agency is responsible for pursuing fraud and overpayments (e.g., State Office of the Inspector General, State Attorney): *Division of Public Assistance, Child Care Program Office and Program Integrity and Analysis, Fraud Control Unit.*

- b. Check and describe all activities, including the results of such activity, that the Lead Agency uses to investigate and recover improper payments due to fraud. Consider in your response potential fraud committed by providers, clients, staff, vendors, and contractors. Include in the description how each activity assists in the investigation and recovery of improper payment due to fraud or intentional program violations. Activities can include, but are not limited to, the following:
- i. Require recovery after a minimum dollar amount of an improper payment and identify the minimum dollar amount. Describe the activities and the results of these activities based on the most recent analysis: *he minimum amount to be pursued is \$100.00. Overpayment claims are referred to the Benefits Issuance and Recovery Unit (BIRU) for recoupment. As a result, 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.*
 - ii. Coordinate with and refer to the other State/Territory agencies (e.g., State/Territory collection agency, law enforcement agency). Describe the activities and the results of these activities based on the most recent analysis: *All intentional program violations/fraud cases are referred to the Division of Public Assistance, Program Integrity and Analysis, Fraud Control Unit to investigate and as a result, pursue repayment if warranted.*
 - iii. Recover through repayment plans. Describe the activities and the results of these activities based on the most recent analysis: *Overpayment claims are sent by the Child Care Program Office (CCPO) to the Benefits Issuance and Recovery Unit (BIRU). The BIRU works with families and providers to identify if the payment will be paid in full or if needed, the family or provider can enter into a monthly repayment plan. When an intentional program violation/fraud determination is received, the dollar amount determined to have been overpaid is generally recouped at the disqualification or intentional program violation hearing. If the full amount is not recouped at the hearing, the order is referred to the Division of Public Assistance, Program Integrity and Analysis, BIRU to develop a repayment plan.*
 - iv. Reduce payments in subsequent months. Describe the activities and the results of these activities based on the most recent analysis: *If through a disqualification or intentional program violation hearing it is determined a family committed an intentional program violation, their benefits are reduced by 10% if it is their first intentional program violation with a dollar loss; or 20% if it is the family's second intentional program violation regardless if there is a dollar loss. A third IPV will result in the family's CCAP participation being permanently terminated regardless of a dollar loss.*
 - v. Recover through State/Territory tax intercepts. Describe the activities and the results of these activities based on the most recent analysis: *Click or tap here to enter text.*
 - vi. Recover through other means. Describe the activities and the results of these activities based on the most recent analysis: *Alaska Permanent Fund Dividend intercept .*

- vii. Establish a unit to investigate and collect improper payments and describe the composition of the unit. Describe the activities and the results of these activities based on the most recent analysis: *This unit includes staff from the Child Care Program Office (CCPO), and Division of Public Assistance, Program Integrity and Analysis, Fraud Control Unit and Benefits Issuance and Recovery Unit. Overpayments are sent to the Benefits Issuance and Recovery Unit for recoupment.*
- viii. Other. Describe the activities and the results of these activities: *Click or tap here to enter text.*
- c. Does the Lead Agency investigate and recover improper payments due to unintentional program violations?
- No.
- Yes.
- If yes, check and describe below any activities that the Lead Agency will use to investigate and recover improper payments due to unintentional program violations. Include in the description how each activity assists in the investigation and recovery of improper payments due to unintentional program violations. Include a description of the results of such activity.
- i. Require recovery after a minimum dollar amount of an improper payment and identify the minimum dollar amount. Describe the activities and the results of these activities based on the most recent analysis: *The minimum amount to be pursued is \$100.00. Repayment is pursued for all overpayments of \$100.00 or more.*
- ii. Coordinate with and refer to the other State/Territory agencies (e.g., State/Territory collection agency, law enforcement agency). Describe the activities and the results of these activities based on the most recent analysis: *All intentional program violations/fraud cases are referred to the Division of Public Assistance, Program Integrity and Analysis, Fraud Control Unit to investigate and as a result, pursue repayment if warranted.*
- iii. Recover through repayment plans. Describe the activities and the results of these activities based on the most recent analysis: *The Child Care Program Office conducts an incorrect payment review. When an overpayment of \$100.00 or more is identified to be recovered from a family or provider, a claim is submitted to the Division of Public Assistance, Program Integrity & Analysis, Benefits Issuance and Recovery Unit (BIRU) who notifies the family and provider and develops a repayment plan.*
- iv. Reduce payments in subsequent months. Describe the activities and the results of these activities based on the most recent analysis: *Click or tap here to enter text.*
- v. Recover through State/Territory tax intercepts. Describe the activities and the results of these activities based on the most recent analysis: *Click or tap here to enter text.*

- vi. Recover through other means. Describe the activities and the results of these activities based on the most recent analysis: *Alaska Permanent Fund Dividend intercept.*
 - vii. Establish a unit to investigate and collect improper payments and describe the composition of the unit. Describe the activities and the results of these activities based on the most recent analysis: *This unit includes staff from the Child Care Program Office, and Division of Public Assistance, Program Integrity, Benefits Issuance and Recovery Unit (BIRU).*
 - viii. Other. Describe the activities and the results of these activities: *Click or tap here to enter text.*
- d. Does the Lead Agency investigate and recover improper payments due to agency errors?
- No.
 - Yes.

If yes, check and describe all activities that the Lead Agency will use to investigate and recover improper payments due to agency errors. Include in the description how each activity assists in the investigation and recovery of improper payments due to administrative errors. Include a description of the results of such activity.

- i. Require recovery after a minimum dollar amount of an improper payment and identify the minimum dollar amount. Describe the activities and the results of these activities based on the most recent analysis: *The Division of Public Assistance, Program Integrity and Analysis, Fraud Control Unit may refer an accused family or provider to the appropriate authorities for criminal action in state or federal court and as a result, pursue repayment or other legal means as warranted.*
- ii. Coordinate with and refer to the other State/Territory agencies (e.g., State/Territory collection agency, law enforcement agency). Describe the activities and the results of these activities based on the most recent analysis: *All Incorrect Payments to families and providers, overpayments or underpayments are submitted to the Child Care Program Office (CCPO). The CCPO provides an Incorrect Payment Preliminary Review form, which is used by the CCPO and Child Care Assistance Designees to report a potential incorrect payment. The CCPO reviews and investigates, and if an agency caused overpayment is determined, the CCPO submits a claim to the Benefits Issuance and Recovery Unit (BIRU) for recoupment. If an underpayment is determined, regardless of the amount, the CCPO will correct by way of a supplemental payment to the provider. If an underpayment is determined for a family, regardless of the amount, the CCPO will correct by payment of family co-pay through to the balance of the underpayment amount.*

- iii. Recover through repayment plans. Describe the activities and the results of these activities based on the most recent analysis: *The Child Care Program Office conducts an incorrect payment review. When an overpayment of \$100.00 or more is identified to be recovered from a family or provider, a claim is submitted to the Division of Public Assistance, Program Integrity & Analysis, Benefits Issuance and Recovery unit (BIRU) who notifies the family or provider and develops a repayment plan, and as a result repayment may be pursued.*
 - iv. Reduce payments in subsequent months. Describe the activities and the results of these activities based on the most recent analysis: *Click or tap here to enter text.*
 - v. Recover through State/Territory tax intercepts. Describe the activities and the results of these activities based on the most recent analysis: *Click or tap here to enter text.*
 - vi. Recover through other means. Describe the activities and the results of these activities based on the most recent analysis: *Alaska Permanent Fund Dividend intercept.*
 - vii. Establish a unit to investigate and collect improper payments and describe the composition of the unit. Describe the activities and the results of these activities based on the most recent analysis: *This unit includes staff from the Child Care Program Office, and Division of Public Assistance, Program Integrity, Benefits Issuance and Recovery Unit (BIRU).*
 - viii. Other. Describe the activities and the results of these activities: *Click or tap here to enter text.*
- e. What type of sanction will the Lead Agency place on clients and providers to help reduce improper payments due to intentional program violations or fraud? Check and describe all that apply:
- i. Disqualify the client. Describe this process, including a description of the appeal process for clients who are disqualified. Describe the activities and the results of these activities based on the most recent analysis: *A family will be disqualified from Child Care Assistance Program participation when it is determined they have committed a third intentional program violation even if there is no dollar loss*
 - ii. Disqualify the provider. Describe this process, including a description of the appeal process for providers who are disqualified. Describe the activities and the results of these activities based on the most recent analysis *A provider will be disqualified from Child Care Assistance Program participation when it is determined they have committed a third intentional program violation even if there is no dollar loss.:*
 - iii. Prosecute criminally. Describe the activities and the results of these activities based on the most recent analysis: *The Division of Public Assistance, Program Integrity and Analysis, Fraud Control Unit may refer an accused family or provider to the appropriate authorities for criminal action in state or federal court.*

- iv. Other. Describe the activities and the results of these activities based on the most recent analysis: [Click or tap here to enter text.](#)

Appendix 1: Lead Agency Implementation Plan

For each non-compliance, Lead Agencies must describe the following:

- **Action Steps:** List the action steps needed to correct the finding (e.g., update policy manual, legislative approval, IT system changes, etc.). For each action step list the:
 - **Responsible Entity:** Indicate the entity (e.g., agency, team, etc.) responsible for completing the action step.
 - **Expected Completion Date:** List the expected completion date for the action step.
- **Overall Target Date for Compliance:** List date Lead Agency anticipates completing implementation, achieving full compliance with all aspects of the findings. (Note: Compliance will not be determined until the FFY 2025-2027 CCDF Plan is amended and approved).

Appendix 1: Form

[Plan question with non-compliance and associated provision will pre-populate based on preliminary notice of non-compliance]

A. Action Steps for Implementation	B. Responsible Entity(ies)	C. Expected Completion Date
Step 1:		
Step 2 (as necessary):		
[Additional steps added as necessary]		
Overall Target Date for Compliance:		