Child Care and Development Fund (CCDF) Plan
For
Oklahoma
FFY 2019-2021

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1 Define CCDF Leadership and Coordination with Relevant Systems

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

1.1 CCDF Leadership

The Governor of a State or Territory shall designate an agency (which may be an appropriate collaborative agency), or establish a joint inter-agency office, to represent the State (or Territory) as the Lead Agency. The Lead Agency agrees to administer the program in accordance with applicable Federal laws and regulations and the provisions of this Plan, including the assurances and certifications appended hereto. (658D, 658E(c)(1)).Note: An amendment to the CCDF State Plan is required if the Lead Agency changes or if the Lead Agency official changes.

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

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

a) Lead Agency or Joint Interagency Office Information:

Name of Lead Agency: Oklahoma Department of Human Services

Street Address: PO Box 25352

City: Oklahoma City

State: Oklahoma

ZIP Code: 73125

Web Address for Lead Agency: www.okdhs.org/services/cc/Pages/ChildCare.aspx

b) Lead Agency or Joint Interagency Official Contact Information:

Lead Agency Official First Name: N/A

Lead Agency Official Last Name: N/A

Title: N/A

Phone Number: N/A

Email Address: N/A

1.1.2 Who is the CCDF Administrator?

Identify the CCDF Administrator designated by the Lead Agency, the day-to-day contact, or the person with responsibility for administering the state's or territory's CCDF program. ACF will send programmatic communications, such as program announcements, program instructions, and data collection instructions, to the designated contact identified here. If there is more than one designated contact with equal or shared responsibility for administering the CCDF program, please identify the Co-Administrator or the person with administrative responsibilities and include his or her contact information.

a) CCDF Administrator Contact Information:

CCDF Administrator First Name: Lesli

CCDF Administrator Last Name: Blazer

Title of the CCDF Administrator: Director, Oklahoma Child Care Services

Phone Number: 405-521-4441

Email Address: lesli.blazer@okdhs.org

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

Street Address: N/A

City: N/A

State: N/A

ZIP Code: N/A

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

CCDF Co-Administrator First Name: N/A

CCDF Co-Administrator Last Name: N/A

Title of the CCDF Co-Administrator: N/A

Description of the role of the Co-Administrator: N/A

Phone Number: N/A

Email Address: N/A

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

Street Address: N/A

City: N/A

State: N/A

ZIP Code: N/A

1.2 CCDF Policy Decision Authority

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

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

- [x] All program rules and policies are set or established at the state or territory level. If checked, skip to question 1.2.2.
- [ ] Some or all program rules and policies are set or established by local entities. If checked, indicate which entities establish the following policies. Check all that apply.

1. Eligibility rules and policies (e.g., income limits) are set by the:
   - [ ] State or territory
   - [ ] Local entity (e.g., counties, workforce boards, early learning coalitions).

   If checked, identify the entity and describe the type of eligibility policies the local entity(ies) can set.

   - [ ] Other.

   Describe:

2. Sliding-fee scale is set by the:

- [x] State or territory
- [ ] Local entity (e.g., counties, workforce boards, early learning coalitions).

If checked, identify the entity and describe the type of eligibility policies the local entity(ies) can set.

- [ ] Other.

Describe:

3. Payment rates are set by the:

- [x] State or territory
- [ ] Local entity (e.g., counties, workforce boards, early learning coalitions).

If checked, identify the entity and describe the type of eligibility policies the local entity(ies) can set.

- [ ] Other.

Describe:

4. Other. List and describe other program rules and policies and describe (e.g., quality rating and improvement systems [QRIS], payment practices):

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

a) Who conducts eligibility determinations?

- [x] CCDF Lead Agency
- [ ] Temporary Assistance for Needy Families (TANF) agency
- [ ] Other state or territory agency
- [ ] Local government agencies, such as county welfare or social services departments

- [ ] Child care resource and referral agencies
- [ ] Community-based organizations
- [ ] Other.

Describe

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

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

Describe

c) Who issues payments?

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

Describe

1.2.3 Describe the processes the Lead Agency uses to monitor CCDF administration and implementation responsibilities performed by other agencies as reported above in 1.2.2, including written agreements, monitoring and auditing procedures, and indicators or measures to assess performance of those agencies (98.16(b)). 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, tasks to be performed, schedule for completing tasks, budget which itemizes categorical expenditures in accordance with CCDF requirements, and indicators or measures to assess performance (98.11(a)(3)).

Lead Agency monitors compliance with written agreements through sharing information, data reports and activities. Monthly contact is maintained with agencies to ensure that Health Inspections and Immunization audits are completed.

1.2.4 Lead Agencies must assure that, to the extent practicable and appropriate, any code or software for child care information systems or information technology for which a Lead Agency or other agency expends CCDF funds to develop must be made available on request to other public agencies, including public agencies in other States, for their use in administering child care or related programs (98.15(a)(11)).

Assure by describing how the Lead Agency makes child care information systems available to public agencies in other states to the extent practicable and appropriate.

Child Care Services responds to all inquiries for data from the Child Care Monitoring, Administration and Safety System (CCMASS) and maintains confidentiality according to Lead Agency requirements.

1.2.5 Lead Agencies must have in effect policies to govern the use and disclosure of confidential and personally identifiable information about children and families receiving CCDF assistance and child care providers receiving CCDF funds (98.15(b)(13)).

Certify by describing the Lead Agency's policies related to the use and disclosure of confidential and personally identifiable information.

The Lead Agency maintains the confidentiality of all applications, information, and records concerning any applicant or recipient in accordance with the Oklahoma Social Security Act, the Federal Social Security Act, and Section 183 of Title 56 of the Oklahoma State Statutes.OAC 340:65-1-2; http://www.okdhs.org/library/policy/Pages/oac340065010002000.aspx

1.3 Consultation in the Development of the CCDF Plan

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

(1) Appropriate representatives of units of general purpose local government-(658D(b)(2); 98.10(c); 98.12(b); 98.14(b)). General purpose local governments are defined by the U.S. Census at https://www.census.gov/newsroom/cspan/govts/20120301_cspan_govts_def_3.pdf.

(2) The State Advisory Council (SAC) on Early Childhood Education and Care (pursuant to 642B(b)(I)(A)(i) of the Head Start Act) (658E(c)(2)(R); 98.15(b)(1)) or similar coordinating body pursuant to 98.14(a)(1)(vii).

(3) Indian tribe(s) or tribal organization(s) within the state. This consultation should be done in a timely manner and at the option of the Indian tribe(s) or tribal organization(s) (658D(b)(1)(E)).

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

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

a) Describe how the Lead Agency consulted with appropriate representatives of general purpose local governments.

Government officials have the opportunity to review drafts and provide input by completing the State Plan Survey, responding to posted draft of plan and by attending the state plan hearing.The State Plan hearing follows the Open Meeting Requirements for the State of Oklahoma with regards to notification, opportunity to submit input, and results of public surveys. The State Plan is forwarded to the Oklahoma Senate Pro Tempore, The Oklahoma Speaker of the House of Representatives, and the Governor of the State of Oklahoma. Lead Agency representatives meet with local officials to identify child care issues in local communities and municipalities.

b) Describe how the Lead Agency consulted with the State Advisory Council or similar coordinating body.

The Director of the Department of Human Services serves as a statutory board member, and the Child Care Services (CCS) Director serves as the Director's designee. A presentation on the reauthorization requirements of the CCDF was provided by Director, Lesli Blazer, at the Oklahoma Partnership for School Readiness(OPSR) Board Meeting on February 15, 2018. OPSR Board members and early childhood stakeholders are informed of child care services activities on an ongoing basis through board and workgroup meetings. In addition to the CCS Director serving on the OPSR Board, CCS staff participate on various workgroups that support the work of the board. OPSR Board Members were invited to participate in a program survey, attend the public hearing, and to review specific requirements. OPSR Board members are asked to review the State Plan draft document, and provide feedback. OPSR director or designee was invited to monthly meetings to discuss sections of the state plan. OPSR board and workgroups meet periodically and share information on State Plan funded programs and initiatives. Board members include representatives from government agencies, the community at large, health care organizations, local businesses, higher education, workforce development and non-profit organizations.

c) Describe, if applicable, how the Lead Agency consulted with Indian tribes(s) or tribal organizations(s) within the state. Note: The CCDF regulations recognize the need for States to conduct formal, structured consultation with Tribal governments, including Tribal leadership. Many States and Tribes have consultation policies and procedures in place.

The Oklahoma Tribal State Network meets quarterly. This group is made up of representatives from the Oklahoma Tribal Child Care Association (composed of the 39 federally recognized Indian Tribes who receive CCDF allocations) and representatives from Child Care Services, child care subsidy and the partner organizations that provide CCR&R services, professional development, contracted services and State Advisory Council (Oklahoma Partnership for School Readiness). The State Network meetings allow for members to be updated on tribal CCDF activities and activities of CCS such as licensing, quality initiatives and subsidy reimbursement programs. DHS contracts with Oklahoma Child Care Resource and Referral, who in turn, contracts with the Cherokee and Delaware Tribes as part of the state resource and referral network. DHS has cooperative licensing agreements with four tribes (Cherokee, Chickasaw, Choctaw, and Muscogee Creek). The cooperative agreement allows for coordination with the licensing units representing these four tribes for acceptance of agency monitoring reports. Tribal licensing specialists attend state sponsored training, and subsidy policy information is shared. A presentation on the CCDF State Plan 2019-2021, was given to the Oklahoma Tribal State Network/OK Tribal Child Care Association March 27, 2018 meeting. Members are kept informed and updated at quarterly meetings and have opportunities to provide input throughout development of the State Plan. Tribal participation in the Public Hearing and in the implementation of the CCDF reauthorization requirements was encouraged. DHS shares results of the market rate survey with tribes that may utilize the results to formulate tribal CCDF plans.

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

The Lead Agency consulted with State agencies and organizations in development of the State Plan. This included Oklahoma State Department of Health(OSDH), Oklahoma State Department of Mental Health Oklahoma State Department of Education(OSDE) and SoonerStart through State Department of Education. The OSDE is the lead agency for SoonerStart and provides all reporting to the USDE (OSEP).OSDE also provides program monitoring and service coordination (Resource Coordinators) for families. There

are 26 sites that are housed at OSDH facilities. OSDH is responsible for providing all services (excluding service coordination) to families (OT, PT, SLP, Child Development, Nurse, etc.). At the Oklahoma State Department of Health, Child Guidance, Child Care Warmline, SoonerStart, Child Abuse Prevention, Maternal and Child Health and Health Care Emergency Management were consulted a State Plan draft was shared interested and effected parties. The OSDE, director of federal programs and program managers met to discuss collaboration efforts with McKinney-Vento school district liaisons. Also included from the OSDE were divisions related to Early Childhood Care and Education. These divisions received the draft State Plan document and were invited to provide input. At the Department of Human Services, monthly Child Care Coordinating Committee meetings included representatives of Child Welfare, Child Care Subsidy, Office of Inspector General, Finance, Office of Background Investigations, and Child Care Services. These divisions are involved in providing services to families and provide feedback on the State Plan. The Lead Agency meets monthly with partner organizations, Oklahoma Child Care Resource and Referral (OCCRRA), Oklahoma State Regents for Higher Education, the University of Oklahoma Center for Early Childhood Professional Development, Oklahoma Career Technology, and OPSR on State Plan activities and initiatives. These organizations receive notification of the state plan, access to draft responses and were invited to provide feedback. Parents and Child Care Providers were involved in the development of the CCDF Plan by responding to the State Plan Surveys. The Child Care Advisory Committee for Child Care Services meets quarterly and is the official review/advisory committee for CCS. Members serving on the Child Care Advisory Committee represent Child Care Centers, Family Child Care Homes, Residential and Child Placing Agencies, State Fire Marshal's Office, State Department of Education, State Department of Health, State Department of Mental Health, Career Technology Child Care Centers, Early Childhood Professional Organizations, Youth Shelters, School-age Programs, private citizens, Oklahoma State Bureau of Investigation, Oklahoma Tribal Child Care Association, Office of Juvenile Affairs, Part-day Programs, Residential Treatment facilities, Head Start Association, and the Commission on Children and Youth. This Committee was provided information on the state plan, March 14, 2018 and encouraged to submit input to the Lead Agency.

1.3.2 Describe the statewide or territory-wide public hearing process held to provide the public with an opportunity to comment on the provision of child care services under this Plan (658D(b)(1)(C); 98.16(f)).

Reminder:

Lead Agencies are required to hold at least one public hearing in the state or territory, with sufficient statewide or territory-wide distribution of notice prior to such a hearing to enable the public to comment on the provision of child care services under the CCDF Plan. At a minimum, this description must include:

a) Date of the public hearing. 05/14/2018

Reminder: Must be no earlier than January 1, 2018, which is 9 months prior to the October 1, 2018, effective date of the Plan. If more than one public hearing was held, please enter one date (e.g. the date of the first hearing, the most recent hearing or any hearing date that demonstrates this requirement).

b) Date of notice of public hearing (date for the notice of public hearing identified in (a). 03/26/2018

Reminder: Must be at least 20 calendar days prior to the date of the public hearing. If more than one public hearing was held, enter one date of notice (e.g. the date of the first notice, the most recent notice or any date of notice that demonstrates this requirement).

c) How was the public notified about the public hearing? Please include specific website links if used to provide notice.

Notice of the public hearing was posted on the Lead Agency website beginning 3/26/18 http://www.okdhs.org/services/cc/Pages/ChildCare.aspx. The State Plan Draft Document was posted on this 508 compliant website. State Plan public hearing notices were mailed to child care providers, partner agencies, posted on DHS/Child Care Services website, sent to providers and agencies by email, and given to Child Care Resource & Referral for email and website distribution. Additional agencies and programs that distributed information regarding the hearing included the Oklahoma Scholars for Excellence in Child Care, Oklahoma State Department of Education, Special Education Services at the Department of Education, Department of Mental Health and Substance Abuse Services, State Department of Health, Child Care Inclusion Committee, the Child Care Advisory Committee, and Child Care Services staff. Social media also included notices of the surveys and public hearing. Individuals were able to call the Lead Agency and have the

information read to them.

d) Hearing site or method, including how geographic regions of the state or territory were addressed. Oklahoma's state plan hearing site, The Oklahoma History Center, is located in Oklahoma City, Okla. This is a centralized site for access to all of Oklahoma's 77 counties. The hearing has been at the same location for the last several years. The hearing time was scheduled for early afternoon allowing for travel both to the hearing and to return back to local communities after the hearing.

e) 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 draft of the CCDF plan was posted on the Lead Agency website, http://www.okdhs.org/services/cc/Pages/ChildCare.aspx . The draft of the plan was also available to partner organizations, tribes, provider organizations, state agencies, and advisory council members. These organizations, agencies and councils forward information to state networks. The services provided in the plan were included in a parent and provider survey. Responses to the survey were analyzed and information is provided regarding the survey results at the State Plan Hearing prior to receiving comments.

f) How was the information provided by the public taken into consideration regarding the provision of child care services under this Plan? The draft of the CCDF Plan was available on the Lead Agency website and the public was invited to provide written or verbal comments. At the state plan hearing verbal responses were recorded. These responses and other written responses received were reviewed by Child Care Services staff and analyzed. The draft was then updated on the website and through email distribution to reflect appropriate input.

1.3.3 Lead Agencies are required to make the submitted and final Plan, any Plan amendments, and any approved requests for temporary relief (i.e., waivers) publicly available on a website (98.14(d)). Please note that a Lead Agency must submit Plan amendments within 60 days of a substantial change in the Lead Agency's program. (Additional information may be found here: https://www.acf.hhs.gov/occ/resource/pi-2009-01)

a) Provide the website link to where the Plan, any Plan amendments, and/or waivers are available. Note: A Plan amendment is required if the website address where the Plan is posted is changed.

http://www.okdhs.org/services/cc/Pages/CCDevFund.aspx

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

☑ Working with advisory committees.

Describe:

Information and updates on the 2019-2021 State Plan are shared during quarterly meetings of the Child Care Advisory Committee. Notification of the website link to the state plan draft document and surveys were provided by email to advisory committee members.

☑ Working with child care resource and referral agencies.

Describe:

The 2019-2021 State Plan is shared with the executive director of the Oklahoma Child Care Resource and Referral Association, CCR&R staff across the state, and the advisory board of the Oklahoma Child Care Resource & Referral Association. Links related to the plan were also posted on the CCR&R websites. Staff of the CCR&R posted information on personal Facebook pages.

☑ Providing translation in other languages.

Describe:

The predominant second language in Oklahoma is Spanish. Spanish is the home language spoken in approximately 6.4% of Oklahoma households. The next language spoken is Vietnamese, with only .04% of households. The plan will be made available in additional languages as requested

☑ Sharing through social media (e.g., Twitter, Facebook, Instagram, email).

Describe:

The Lead Agency shared notification of the State Plan on the DHS Facebook page, listserv,and website. Social media was used to inform the public of the state plan content, surveys and state plan public hearing.

☑ Providing notification to stakeholders (e.g., provider groups, parent groups).

Describe:

The Lead Agency shared information through public meetings, website posts and through partner agencies and organizations involved in early childhood education. Websites, publications, public announcements, public service announcements, and email are other means of notifying stakeholders.

☐ Other.

Describe:

1.4 Coordination with Partners to Expand Accessibility and Continuity of Care

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

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

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

Include in the descriptions the goals of this coordination, such as:

extending the day or year of services for families;smoothing transitions for children between programs or as they age into school;enhancing and aligning the quality of services for infants

and toddlers through school-age children;linking comprehensive services to children in child care or school age settings; ordeveloping the supply of quality care for vulnerable populations (as defined by the Lead Agency) in child care and out-of-school time settingsCheck the agencies or programs the Lead Agency will coordinate with and describe all that apply.

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

Include in the descriptions the goals of this coordination, such as:

- extending the day or year of services for families;

- smoothing transitions for children between programs or as they age into school;

- enhancing and aligning the quality of services for infants and toddlers through school-age children;

- linking comprehensive services to children in child care or school age settings; or

- developing the supply of quality care for vulnerable populations (as defined by the Lead Agency) in child care and out-of-school time settings

Check the agencies or programs the Lead Agency will coordinate with and describe all that apply.

☑ (REQUIRED) Appropriate representatives of the general purpose local government, which can include counties, municipalities, or townships/towns.

Describe the coordination goals and process:

The Lead Agency shares information with local and state city/county government representatives through licensing staff, child care resource & referral staff, collaboration through working groups, and other family advocacy related to quality child care. The coordination process goal is to provide child care programs that are healthy, safe and accessible to families. Within the Department of Human Services, monthly cross-sector meetings are held with other divisions in order to inform interagency leaders of the work of Child Care Services through federal requirements.

☑ (REQUIRED) State Advisory Council on Early Childhood Education and Care (or similar coordinating body) (pursuant to 642B(b)(I)(A)(i) of the Head Start Act).

Describe the coordination goals and process:

The Oklahoma Partnership for School Readiness (OPSR) Board, (State Advisory Council) oversees state and local early childhood system coordination efforts, and seeks to engage key state-level child serving organizations and local early childhood programs in strategies to improve coordination, access and quality. While a formal system of local early childhood coalitions no longer exists, the OPSR has directed funding towards gathering input from families to better understand barriers faced in accessing services. That information is then used to inform system changes to improve access and availability of child care in their communities. Barriers that cannot be addressed at community level are presented to the OPSR Board to be addressed at the state level ensuring that children in vulnerable conditions are afforded quality early childhood experiences to increase school readiness is of particular interest to the State Advisory Council. The Lead Agency will continue to look at initiatives to increase the accessibility and continuity of care.

☑ Check here if the Lead Agency has official representation and a decision-making role in the State Advisory Council or similar coordinating body.

☑ (REQUIRED) Indian tribe(s) and/or tribal organization(s), at the option of individual tribes.

Describe the coordination goals and process, including which tribe(s) was consulted:

Lead Agency staff work cooperatively and meet regularly with the Oklahoma Tribal State Child Care Network to share information on licensing, quality initiatives and subsidy reimbursement programs.DHS contracts with tribal child care programs to expand accessibility and supply of state-subsidized child care. Tribal families may choose to receive state-subsidized child care even if the tribe has its own subsidy program. In addition, tribal families may receive state and tribal subsidy at the same time as long as services are not duplicated. This coordination expands accessibility to child care programs.

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

☑ (REQUIRED) State/territory agency(ies) responsible for programs for children with special needs, including early intervention programs authorized under the

Individuals with Disabilities Education Act (Part C for infants and toddlers and and Part B, Section 619 for preschool).

Describe the coordination goals and process:

Oklahoma State Department of Health, Oklahoma State Department of Mental Health, and SoonerStart through the Oklahoma State Department of Education participate in strategic planning committees supporting the importance of improving quality of care for young children and offering continuity of services. Sooner Start provides the most comprehensive transition services for children on an IFSP who may be leaving child care and entering Pre-K programs in the public schools. A Program Manager from the Lead Agency has been appointed to serve on the IDEA Part B Advisory Committee. The Lead Agency, the State Advisory Council, and the Head Start Collaboration Director participate in monthly partner meetings.

☑ (REQUIRED) State/territory office/director for Head Start state collaboration.

Describe the coordination goals and process:

The Lead Agency and the Head Start Collaboration Director work with Early Head Start/Child Care collaboration grantees to provide children with opportunities for wrap-around services. The grantees hold quarterly meetings with the Lead Agency. The Lead Agency partners with Early Head Start-Child Care Partnership (Early Head Start-CCP) grantees by layering funding so that children receiving subsidized child care can receive full day, full year services. Early Head Start-CCP grantees and the Lead Agency meet quarterly to report on progress and discuss any subsidy issues that need to be resolved. The State Head Start Collaboration Director is on numerous workgroups with staff from the Lead Agency.

☑ (REQUIRED) State agency responsible for public health, including the agency responsible for immunizations.

Describe the coordination goals and process:

Oklahoma State Department of Health offers the services of immunization field consultants to assist DHS Licensing Specialists in monitoring compliance with state immunization requirements. This coordination assists with improving the quality of care for children. Collaboration between the Lead Agency and the Department of Health provides Warmline services to child care providers related to care, health and safety, behavior and development, and make referrals to programs requesting Infant

and Early Childhood Mental Health Consultation

☑ (REQUIRED) State/territory agency responsible for employment services/workforce development.

Describe the coordination goals and process:

The Lead Agency provides services through the Adult and Family Services Division. The Adult and Family Services Director serves on the Governor's Workforce Development and can inform that taskforce of the importance of child care related to workforce development. The Lead Agency places kiosks in one stop centers around the state so that parents utilizing employment and workforce development services can apply for subsidized child care online. This will allow for greater accessibility to child care. The Lead Agency administers the TANF program. TANF recipients participating in a TANF work activity are eligible to receive subsidized child care. Transfer of TANF dollars to the subsidy program allows increased accessibility to child care, continuity of care, and potential for full day services.

☑ (REQUIRED) State/territory agency responsible for public education, including prekindergarten (preK).

Describe the coordination goals and process:

The Lead Agency works with theOklahoma State Department of Education (OSDE) Special Education Department and Early Childhood Department to provide resources and information regarding child care, such as the *Parent's Guide to Inclusive Child Care* and the *Provider's Guide to Inclusive Child Care* are available in English and Spanish, *Oklahoma's Core Competencies for Early Childhood Practitioners*, *Oklahoma's Core Competencies for Out-of-School Time Programs*, and the revision of *Oklahoma Early Learning Guidelines for Infants, Toddlers, Twos* and *Oklahoma Early Learning Guidelines for 3-5 year olds*. Child Care Services and OSDE collaborate on ways to improve access to quality early childhood care and education. As changes were made to the Oklahoma Academic Standards and Head Start Framework, the Early Learning Guidelines (ELG) were updated to reflect those changes and to coordinate expectations for Pre-K standards. The director of early childhood education participated in the ELG revision committee. These efforts support the continuity of care and program content guidelines.

☑ (REQUIRED) State/territory agency responsible for child care licensing.

Describe the coordination goals and process:

The Lead Agency is the agency responsible for licensing. Licensing staff work with Head Start/Early Head Start and early childhood care and education programs to determine obstacles and barriers to expansion of programs to improve accessibility and continuity of care.

☑ (REQUIRED) State/territory agency responsible for the Child and Adult Care Food Program (CACFP) and other relevant nutrition programs.

Describe the coordination goals and process:

The Lead Agency coordinates with the OklahomaState Department of Education to ensure facilities with subsidy contracts have access to CACFP so that balanced and nutritious meals are available to children who attend the facility. This coordination allows programs to expand accessibility to quality.

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

Describe the coordination goals and process:

Meetings havebeen held with the Oklahoma State Department of Education and the Head Start Collaboration office to gather information and resources that are available to programs serving homeless children and families. A publication was developed by the Lead Agency for use by anyone working with children and families experiencing homelessness across the state, including public schools. The publication is designed to inform families of services that might be available including child care subsidy, SNAP, WIC, Sooner Care (Medicaid) and TANF. The Lead Agency works to expand the availability of child care to homeless families through contact with CCR&R and other local and state public and non-profit agencies. Eligibility determination staff is out-stationed at several homeless shelters around the state to take applications and distribute informational materials regarding subsidized child care.

☑ (REQUIRED) State/territory agency responsible for the Temporary Assistance for Needy Families program.

Describe the coordination goals and process:

The Lead Agency administers the TANF program. TANF recipients participating in a

TANF work activity are eligible to receive subsidized child care. Transfer of TANF dollars to the subsidy program allows increased accessibility to child care, continuity of care, and potential for full day services.

☑ (REQUIRED) Agency responsible for Medicaid and the state Children's Health Insurance Program.

Describe the coordination goals and process:

The Lead Agency coordinates with the Oklahoma Health Care Authority (Medicaid Agency) to ensure EPSDT referrals are completed for children who are approved for Medicaid through the Lead Agency. Eligibility determination staff explains the importance of the EPSDT program to parents to expand accessibility to developmental screenings.

☑ (REQUIRED) State/territory agency responsible for mental health

Describe the coordination goals and process:

Lead Agency has representation on the Child Care Mental Health Consultant Advisory Committee and on the Children's State Advisory Workgroup. The State Department of Health collaborates with the Oklahoma State Department of Mental Health and Substance Abuse Services and offers services to child care providers, including behavioral and social/emotional support for young children and their caregivers. The Lead Agency collaborated with the Advisory Committee on the content of the expulsion policy and will work together on the Resource Guide to supplement the expulsion policy. The Lead Agency has a representative on of the IDEA B Behavior and Suspension Subcommittee. These efforts support continuity of care.

☑ (REQUIRED) Child care resource and referral agencies, child care consumer education organizations, and providers of early childhood education training and professional development.

Describe the coordination goals and process:

The Lead Agency works with child care resource and referral agencies to provide assistance to community organizations and businesses interested in expanding the availability of child care, provide consumer education assisting with choosing quality child care and increase quality of care through training and technical assistance.

☑ (REQUIRED) Statewide afterschool network or other coordinating entity for out-of-school time care (if applicable).

Describe the coordination goals and process:

Meetings have been held with the Oklahoma Partnership for Expanded Learning and the director of 21st Century After School programs. The goals are to collaborate on providing safe options for care of school age children. A workgroup created professional development opportunity addressing the incorporation of learning objectives for school-age children and youth in program planning. These efforts increase the availability of quality programs available for school-age children.

☑ (REQUIRED) Agency responsible for emergency management and response.

Describe the coordination goals and process:

Lead Agency has worked with the Oklahoma Children in Emergencies workgroup and made suggestions for communication between agencies related to reunification following a disaster. Agencies and organizations within the state have met and offered suggestions for collaboration between public and private entities to provide services needed before, during, and after an emergency so that children are cared for in safe, healthy facilities.

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

☑ State/territory/local agencies with Early Head Start - Child Care Partnership grants.

Describe

The Lead Agency and the Head Start Collaboration Director work with Early Head Start/Child Care collaboration grantees to provide children with opportunities for wrap-around services. The grantees hold quarterly meetings with the Lead Agency. The Lead Agency partners with Early Head Start-Child Care Partnership (Early Head Start-CCP) grantees by layering funding so that children receiving subsidized child care can receive full day, full year services. Early Head Start-CCP grantees and the Lead Agency meet quarterly to report on progress and discuss any subsidy issues that need to be resolved.

☑ State/territory institutions for higher education, including community colleges

Describe

The Lead Agency contracts with the Oklahoma State Regents for Higher Education to provide a scholarship program to increase accessibility of professional development, certificates and degrees in child development. Providing education supports leads to improving the quality of child care programs.

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

Describe

☑ State/territory agency responsible for implementing the Maternal and Child Home Visitation programs grant.

Describe

The Lead Agency supports Home Visitation programs as they provide for smoother transitions for children between home, child care programs and/or school. Collaboration agencies for these programs include Oklahoma State Department of Education, Oklahoma State Department of Health, Oklahoma Department of Mental Health and Substance Abuse Services, Oklahoma Commission on Children and Youth and the Oklahoma Health Care Authority. Home visitation programs provide comprehensive services to children in child care settings.

☑ Agency responsible for Early and Periodic Screening, Diagnostic, and Treatment.

Describe

The Lead Agency coordinates with the Oklahoma Health Care Authority (Medicaid Agency) to ensure EPSDT referrals are completed for children who are approved for Medicaid through the Lead Agency. Eligibility determination staff explains the importance of the EPSDT program to parents to expand accessibility to developmental screenings

☑ State/territory agency responsible for child welfare.

Describe

The Lead Agency is responsible for the child welfare program. Subsidized child care is

available for children in protective custody. Child Care policies allow foster parents to receive child care for work, school, training, or for exceptions as determined by foster care program staff. In addition, intact families who are on a safety plan can receive child care for protective or preventive reasons if the parent doesn't otherwise participate in a qualifying activity (work, school, or training). These policies encourage expanded accessibility and continuity of care for vulnerable children.

☐ State/territory liaison for military child care programs.

Describe

☑ Provider groups or associations.

Describe

Child Care AdvisoryCommittee subcommittees meet regularly to discuss issues related to centers, family child care homes, quality programs, residential care, etc. Child care providers hold positions on standing subcommittees. The Child Care Advisory Committee membership is made up of primarily child care program providers

☑ Parent groups or organizations.

Describe

Child Care AdvisoryCommittee subcommittees members include parents and meet regularly to discuss issues related to access to quality care and safety requirements for centers, family child care homes and out-of-school time programs.

☐ Other.

Describe

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

Optional Use of Combined Funds:
States and territories have the option to combine CCDF funds with any program identified as required in 1.4.1. These programs include those operating at the federal, state, and local levels

for children in preschool programs, tribal early childhood programs, and other early childhood programs, including those serving infants and toddlers with disabilities, children experiencing homelessness, and children in foster care (658E(c)(2)(O)(ii)). Combining funds could include blending multiple funding streams, pooling funds, or layering funds together from multiple funding streams to expand and/or enhance services for 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, state/territory agencies may use multiple funding sources to offer grants or contracts to programs to deliver services; a state/territory may allow a county/local government to use coordinated funding streams; or policies may be in place that allow local programs to layer CCDF funds with additional funding sources to pay for full-day, full-year child care that meets Early Head Start/Head Start Program Performance Standards or state/territory prekindergarten requirements in addition to state/territory child care licensing requirements.

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

https://www.acf.hhs.gov/sites/default/files/occ/acf_im_ohs_15_03.pdf
).

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

- [ ] No (If no, skip to question 1.5.2)
- [x] Yes. If yes, describe at a minimum:

a) How you define "combine"

Combined is utilizing funding from CCDF, TANF, Title XX, and State MOE and Matching and Pre-K to provide a comprehensive child care program that serves the needs of Oklahomans requiring child care.

b) Which funds you will combine

CCDF, TANF Direct, TANF Transfer, State Funding (MOE, Matching, State

appropriations), Pre-K and Title XX.

c) Your purpose and expected outcomes for combining funds, such as extending the day or year of services available (i.e., full-day, full-year programming for working families), smoothing transitions for children, enhancing and aligning quality of services, linking comprehensive services to children in child care or developing the supply of child care for vulnerable populations

Combining funds allows DHS to support all core services and activities associated withChild Care Services in Oklahoma: subsidy, licensing, professional development, EBT, eligibility, administration, background investigations, EHS/Child Care Collaboration, implementation of the required changes to subsidy eligibility and collaborations with partners and stakeholders. Pooled funding ensures the maximum amount of children are served in the Child Care Subsidy program.

d) How you will be combining multiple sets of funding, such as at the State/Territory level, local level, program level?

All funds are utilized and combined into the DHS CCDF/TANF Plan. Services are provided throughout the entire state.

e) How are the funds tracked and method of oversight

Funds are budgeted and allocated to the core services associated with Child Care. DHS Finance Unit tracks all subsidy payments via the EBT system.

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

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

Use of PreK for Maintenance of Effort: The CCDF final rule clarifies that public preK funds may also serve as maintenance-of-effort funds as long as the state/territory can describe how it will coordinate preK and child care services to expand the availability of child care while using

public preK funds as no more than 20 percent of the state's or territory's maintenance of effort or 30 percent of its matching funds in a single fiscal year (FY) (98.55(h)). If expenditures for preK services are used to meet the maintenance-of-effort requirement, the state/territory must certify that it has not reduced its level of effort in full-day/full-year child care services (98.55(h)(1); 98.15(a)(6)).

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

- ☐ N/A - The territory is not required to meet CCDF matching and MOE requirements
- ☑ Public funds are used to meet the CCDF matching fund requirement. Public funds may include any general revenue funds, county or other local public funds, state/territory-specific funds (tobacco tax, lottery), or any other public funds.

  -- If checked, identify the source of funds:

  General revenew funds.

  -- If known, identify the estimated amount of public funds that the Lead Agency will receive: $ 10.6 million
- ☐ Private donated funds are used to meet the CCDF matching funds requirement. Only private funds received by the designated entities or by the Lead Agency may be counted for match purposes (98.53(f)).

  -- If checked, are those funds:

  - ☐ donated directly to the State?
  - ☐ donated to a separate entity(ies) designated to receive private donated funds?

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

  -- If known, identify the estimated amount of private donated funds that the Lead Agency will receive: $
- ☑ State expenditures for preK programs are used to meet the CCDF matching funds requirement.

If checked, provide the estimated percentage of the matching fund requirement that will be met with preK expenditures (not to exceed 30 percent): 30%

-- If the percentage is more than 10 percent of the matching fund requirement, describe how the State will coordinate its preK and child care services:

Through joint committee participation, Child Care Services (CCS) and Oklahoma State Department of Education (OSDE) revised child care center requirements for Out-of-School time programs to assist in coordinating with Pre-K programs. CCS and OSDE coordinated Family Engagement technical assistance.

-- If known, identify the estimated amount of preK funds that the Lead Agency will receive for the matching funds requirement: $ 4,522,009.

-- Describe the Lead Agency efforts to ensure that preK programs meet the needs of working parents:

Child Care Services collaborated with the public schools in developing requirements to assist child care center programs in providing Pre-K classrooms at the facilities.Subsidy policy allows for payment of wrap around care. The definition of school age was changed to accommodate Pre-K availability.

☑ State expenditures for preK programs are used to meet the CCDF maintenance-of-effort requirements. If checked,

-- The Lead Agency assures that its level of effort in full-day/full-year child care services has not been reduced, pursuant to 98.55(h)(1) and 98.15(6).

☐ No

☑ Yes

-- Describe the Lead Agency efforts to ensure that preK programs meet the needs of working parents:

Child Care Services collaborated with the public schools in developing requirements to assist child care center programs in providing Pre-K classrooms at the facilities. Subsidy policy allows for payment of wrap around care. The definition of school age was changed to accommodate Pre-K availability.

-- Estimated percentage of the MOE Fund requirement that will be met with preK expenditures (not to exceed 20 percent): 20%

-- If the percentage is more than 10 percent of the MOE requirement, describe how the State will coordinate its preK and child care services to expand the availability of child care:

Child Care Services collaborated with the public schools in developing requirements to assist child care center programs in providing Pre-K classrooms at the facilities. Subsidy policy allows for payment

-- If known, identify the estimated amount of preK funds that the Lead Agency will receive for the MOE Fund requirement: $ 2,126,047

1.6 Public-Private Partnerships

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

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

The Oklahoma Partnership for School Readiness (OPSR) Act was passed in April 2003 during the 49th legislative session. The legislation created Oklahoma's first public-private early childhood partnership and formed two entities, the Oklahoma Partnership for School Readiness and its supporting foundation, the Oklahoma Partnership for School Readiness Board. The OPSR was designated in state legislation in 2010 as the State Early Childhood Advisory Council as defined in the Head Start Act. The Director of the Department of Human Services serves as a statutory board member and the Child Care Services (CCS) Director

serves as the Director's designee. The partnership combines state funds, federal grants and private funds to support early childhood system coordination. Through state level board and workgroup meetings, leveraging of existing service delivery systems for child care and development services will occur to facilitate increasing the supply and quality of child care services. As outlined at Section 1.4 the Lead Agency coordinates a significant portion of its work with other state agencies, county and local authorities.

The Lead Agency supports Head Start and Pre-K collaborations by providing wraparound care to increase accessibility to full day care for children receiving subsidy. In addition, the Lead Agency supports Early Head Start-Child Care Partnerships (EHS-CCP) by providing the base layer of funding so that full-day, full year participation in the program is possible for families receiving subsidized child care.

The Lead Agency partners with the Oklahoma State Department of Health, Maternal and Child Health Service, as part of their Early Childhood Comprehensive Systems Project to revise and distribute the "Good Health Handbook" to licensed child care providers and families. The handbook serves as a health, wellness and safety resource to providers and allows child care programs to have concise, easy to read information that they can share with parents and use to improve health and safety of their programs.

The Lead Agency partners with the Oklahoma Safe Kids Coalition to provide child passenger safety trainings. Center-based programs transporting children under six years of age are required to have one staff attend the training to help ensure children are transported safely. The specialized training results in consistent safety practices.

Lead Agency supports training that aligns with "Caring for Our Children" Performance Standards. Lead Agency is collaborating with the Oklahoma Association of Infant Mental Health (OK-AIMH) to incorporate the OK-AIMH endorsement into the Statewide Infant Toddler Specialist Network and in the professional development registry.

The Lead Agency supports the Oklahoma Early Childhood Program (OECP), the public/private partnership with the Oklahoma State Department of Education program, community action agencies, Educare, Early Head Start, technology center, tribal child care, family foundations, United Way and other community nonprofit organizations. The Tulsa Community Action Project manages the program. The OECP was created in 2006 to

improve the quality of early education and expand capacity to serve children from birth through age three. In FY 2015 approximately 2,500 children were served in 185 classrooms at 16 locations. Program requirements include working toward NAEYC accreditation, increased educational requirements and professional development for staff, family support specialist training, family engagement, and utilization of curriculum and assessments.

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

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

- If Lead Agencies use CCDF funds for local CCR&R organizations, the local or regional CCR&R organizations supported by those funds must, at the direction of the Lead Agency, provide parents in the State with consumer education information concerning the full range of child care options (including faith-based and community-based child care providers), analyzed by provider, including child care provided during non-traditional hours and through emergency child care centers, in their area.

- To the extent practicable, work directly with families who receive assistance to offer the families support and assistance to make an informed decision about which child care providers they will use to ensure that the families are enrolling their children in the most appropriate child care setting that suits their needs and one that is of high quality (as determined by the Lead Agency).

- Collect data and provide information on the coordination of services and supports, including services under Section 619 and Part C of the Individuals with Disabilities Education Act;

- Collect data and provide information on the supply of and demand for child care services in areas of the state and submit the information to the State;

- Work to establish partnerships with public agencies and private entities, including faith- based and community-based child care providers, to increase the supply and quality of child care

services in the state and, as appropriate, coordinate their activities with the activities of the state Lead Agency and local agencies that administer funds made available through CCDF (98.52(b)).

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

Note: Use 1.7.1 to address if a state/territory funds a CCR&R organization, what services are provided and how it is structured and use section 7.6.1 to address the indicators of progress met by CCR&R organizations if they are funded by quality set-aside funds.

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

☐ No. The state/territory does not fund a CCR&R organization(s) and has no plans to establish one.

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

a) What services are provided through the CCR&R organization?

The Lead Agency contracts for CCR&R services including child care program referrals, child care program training and technical assistance, recruitment of child care providers and child care information provided to communities. These services are provided across Oklahoma in all 77 counties. Training and technical assistance services are provided to improve individual program quality and program advancement in the Stars QRIS program.

b) How are CCR&R services organized, include how many agencies, if there is a statewide network and if the system is coordinated?

An organization is awarded the contract for CCR&R services for all 77 counties. The organization has a network of 8 regional subcontractors to provide services.The contractor provides families with consumer education and information on a full range of child care options. The contractor is expected to work with families to offer assistance in making an informed decision. Child care options are presented that suit the needs of the family and meet quality standards. Contractor collects data and provides information on supply and demand for child care services in local regions and state level. Contractor works in partnerships with public and private agencies and

entities to increase the supply of quality child care services.

1.8 Disaster Preparedness and Response Plan

Lead Agencies are required to establish a Statewide Child Care Disaster Plan (658E(c)(2)(U)). They must demonstrate how they will address the needs of children'including the need for safe child care, before, during, and after a state of emergency declared by the Governor or a major disaster or emergency (as defined by Section 102 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5122)'through a Statewide Disaster Plan that, for a State, is developed in collaboration with the State human services agency, the State emergency management agency, the State licensing agency, the State health department or public health department, local and State child care resource and referral agencies, and the State Advisory Council on Early Childhood Education and Care (designated or established pursuant to section 642B(b)(I)(A)(i) of the Head Start Act (42 U.S.C. 9837b(b)(1)(A)(i))) or similar coordinating body (98.16(aa)).

1.8.1 Describe how the Statewide Child Care Disaster Plan was developed in collaboration with the State human services agency, the State emergency management agency, the State licensing agency, the State health department or public health department, local and State child care resource and referral agencies, and the State Advisory Council on Early Childhood Education and Care or similar coordinating body:

Oklahoma Child Care Services Emergency Preparedness and Response Plan was developed and revised through a workgroup with members representing Oklahoma Emergency Management System, the Oklahoma State Department of Health and other partners through the Oklahoma Children in Emergencies Workgroup. Through discussions and federal input, the plan was revised to include additional information on reunification. A summit was held with the focus solely being on state level organizations working together to have a Reunification Plan outlining what each agency will be responsible for doing before, during, and after any emergency situations. The revised plan was sent to additional agencies for review and edits. Input was requested from the State Advisory Council (OPSR), Oklahoma Emergency Management Individual Assistance, Head Start/Early Head Start, Oklahoma State Department of Education, Child Care Resource and Referral Association, Scholars for Excellence in Child Care and the Center for Early Childhood Professional Development.

1.8.2 Describe how the Statewide Disaster Plan includes the Lead Agency's guidelines for the continuation of child care subsidies and child care services, which may include the provision of emergency and temporary child care services during a disaster and temporary operating standards for child care after a disaster:

The Lead Agency has plans for continuing CCDF assistance and child care services after a disaster. These plans include provision of temporary child care if needed, temporary operating standards if a requirement waiver is temporarily needed, and collaboration with state and federal emergency providers.

1.8.3 Describe Lead Agency procedures for the coordination of post-disaster recovery of child care services:

The Lead Agency collaborates with Oklahoma Emergency Management, Children in Disasters workgroup members and will follow State plans for post-recovery.

1.8.4 Describe how the Lead Agency ensures that providers who receive CCDF funds have the following procedures in place-evacuation; relocation; shelter-in-place; lockdown; communications with and reunification of families; continuity of operations; and accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions:

Emergency procedure plans are required for all licensed family child care home providers and child care centers that meet all procedures per State and Federal guidelines. Review of emergency procedure plans are part of the monitoring inspection which occur a minimum of 3 times per year

1.8.5 Describe how the Lead Agency ensures that providers who receive CCDF funds have the following procedures in place for child care staff and volunteers-emergency preparedness training and practice drills as required in 98.41(a)(1)(vii):

All child care staff and volunteers are required to follow licensing requirements that mandate emergency preparedness training and practice drills. Emergency procedure plans are required for all licensed family child care home providers and child care centers that meet all procedures per State and Federal guidelines. Review of emergency procedure plans is part of the monitoring inspection which occurs a minimum of 3 times per year.

1.8.6 Provide the link to the website where the statewide child care disaster plan is available:

http://www.okdhs.org/services/cc/Pages/OCCEmergencyPreparednessPlan.aspx

2 Promote Family Engagement through Outreach and Consumer Education

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

The target audience for the consumer education information includes three groups: parents receiving CCDF assistance, the general public, and when appropriate, child care providers. In this section, Lead Agencies will address how information is made available to families to assist

them in accessing high-quality child care and how information is shared on other financial assistance programs or supports for which a family might be eligible. In addition, Lead Agencies will certify that information on developmental screenings is provided and will describe how research and best practices concerning children's development, including their social-emotional development, is shared.

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

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

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

2.1.1 Check the strategies the Lead Agency or partners utilize to provide outreach and services to eligible families for whom English is not their first language. Check all that apply.

- [x] Application in other languages (application document, brochures, provider notices)
- [x] Informational materials in non-English languages
- [ ] Website in non-English languages
- [ ] Lead Agency accepts applications at local community-based locations
- [x] Bilingual caseworkers or translators available
- [ ] Bilingual outreach workers

- [x] Partnerships with community-based organizations
- [ ] Other.

  Describe:

2.1.2 Check the strategies the Lead Agency or partners utilize to provide outreach and services to eligible families with a person(s) with a disability. Check all that apply.

- [ ] Applications and public informational materials available in Braille and other communication formats for access by individuals with disabilities
- [x] Websites that are accessible (e.g. Section 508 of the Rehabilitation Act)
- [ ] Caseworkers with specialized training/experience in working with individuals with disabilities
- [x] Ensuring accessibility of environments and activities for all children
- [x] Partnerships with state and local programs and associations focused on disability-related topics and issues
- [ ] 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
- [x] Partnerships with state and local IDEA Part B, Section 619 and Part C providers and agencies
- [x] Availability and/or access to specialized services (e.g. mental health, behavioral specialists, therapists) to address the needs of all children
- [ ] Other.

  Describe:

2.2 Parental Complaint Process

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

2.2.1 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:

Child care provider complaints may be submitted anonymously.The process does not require the complainant to identify if they are a parent. Complaints are received in the Lead Agency state or county office by mail, email, fax, telephone, or online. All complaints are investigated to determine if they are substantiated or not. Information can be found at http://www.okdhs.org/services/cc/pages/licviewfilecomplaint.aspx . Public can make a complaint at https://surveys.okdhs.org/TakeSurvey.aspx?SurveyID=922H6n2# .

2.2.2 Describe the Lead Agency's process and timeline for screening, substantiating and responding to complaints regarding CCDF providers, including whether the process includes monitoring:

The Child Care Facilities Licensing Act (Act) [10 O.S. § 406] mandates the Oklahoma Department of Human Services (OKDHS) conduct a full investigation of a complaint alleging a violation against the Act or any licensing requirement. Licensing staff obtains as much relevant information as possible from the complainant. Complaints are investigated when they allege: (1) non-compliance with licensing requirements;(2) operation of an unlicensed facility in violation of the Act; or(3) abuse or neglect of a child in care. Risk levels are determined to ensure a timely investigation. Licensing staff conduct a full investigation, including monitoring the program to obtain sufficient information to make a finding. With supervisory approval, licensing staff may investigate a complaint by telephone only when: (1) the alleged non-compliance does not place children at risk of harm; (2) the facility has not had numerous, repeated, or serious non-compliance; and (3) a monitoring visit has been made in the last three months during which substantial compliance was documented. When a complaint alleging operation of an unlicensed facility is received, staff conduct a full monitoring visit no later than three facility business days to assess the necessity of a license. After the investigation is completed, the licensing staff, in consultation with the licensing supervisor as appropriate, makes a finding as to whether the complaint is substantiated,

unsubstantiated, or ruled out.

2.2.3 Describe the Lead Agency's process and timeline for screening, substantiating and responding to complaints for non-CCDF providers, including whether the process includes monitoring:

The Child Care Facilities Licensing Act (Act) [10 O.S. § 406] mandates the Oklahoma Department of Human Services (OKDHS) conduct a full investigation of a complaint alleging a violation against the Act or any licensing requirement. Licensing staff obtains as much relevant information as possible from the complainant. Complaints are investigated when they allege: (1) non-compliance with licensing requirements; (2) operation of an unlicensed facility in violation of the Act; or (3) abuse or neglect of a child in care. Risk levels are determined to ensure a timely investigation. Licensing staff conduct a full investigation, including monitoring the program to obtain sufficient information to make a finding. With supervisory approval, licensing staff may investigate a complaint by telephone only when: (1) the alleged non-compliance does not place children at risk of harm, (2) the facility has not had numerous, repeated, or serious non-compliance; and (3) a monitoring visit has been made in the last three months during which substantial compliance was documented. When a complaint alleging operation of an unlicensed facility is received staff conduct a full monitoring visit no later than three facility business days to assess the necessity of a license. After the investigation is completed, the licensing staff, in consultation with the licensing supervisor as appropriate, makes a finding as to whether the complaint is substantiated, unsubstantiated, or ruled out.

2.2.4 Certify by describing how the Lead Agency maintains a record of substantiated parental complaints:

Upon completion of the investigation, licensing staff: (1) documents the findings; (2) notifies the provider of the complaint allegations and findings by sending a complaint findings cover letter, Licensing Complaint Report Summary, and if applicable, Child Welfare Investigative

Summary Notification to Child Care Licensing Services; (3) enters the complaint information on the licensing database using complaint key words; and (4) tracks findings in database.

2.2.5 Certify by describing how the Lead Agency makes information about substantiated parental complaints available to the public; this information can include the consumer education website discussed in section 2.3:

Child care facilities are required to maintain an accessible file for monitoring reports, notices to comply, licensing complaints and unconfirmed Child Welfare Investigative Summaries for one year. These files are available onsite. Information obtained concerning a report of a violation of a licensing requirement is confidential pursuant to 10 O.S. SS 406 with the exception of a summary of allegations and findings of an investigation involving a child care facility that does not disclose identities but that permits parents to evaluate the facility. Public viewing of monitoring report summaries are available at http://204.87.68.21/childcarefind/ . Public viewing may also be scheduled in the county DHS office or a summary may be requested and mailed or faxed to an individual.

2.2.6 Provide the citation to the Lead Agency's policy and process related to parental complaints:

OAC 340:110-1-9.2.

2.3 Consumer Education Website

States and Territories are required to provide information to parents, the general public, and when applicable, child care providers through a State website, which is consumer-friendly and easily accessible (658E(c)(2)(E)(i)(III)). The website must include information to assist families

in understanding the policies and procedures for licensing child care providers. The website information must also include provider-specific information, monitoring and inspection reports for the provider, the quality of each provider (if such information is available for the provider), and the availability of the provider (658E(c)(2)(D); 98.33(a)). The website should also provide access to a yearly statewide report on deaths, serious injuries, and the number of cases of substantiated child abuse that have occurred in child care settings. To assist families with any additional questions, the website should provide contact information for local child care resource and referral organizations and any other agencies that can assist families in better understanding the information on the website.

To certify, respond to questions 2.3.1 through 2.3.10 by describing how the Lead Agency meets these requirements and provide the link in 2.3.11. If the Lead Agency has not fully implemented the Consumer Education website elements identified in Section 2.3, then respond to question 2.3.12. Please note that any changes made to the web links provided below in this section after the CCDF Plan is approved will require a CCDF Plan amendment.

2.3.1 Describe how the Lead Agency ensures that its website is consumer-friendly and easily accessible:

The Lead Agency website is 508 compliant and utilizes a format that easily identifies content areas of interest to families needing information, assistance and resources. The website tabs include: Parents and Families, Providers and Educators, and Partners and Public. There are connections to Quick Links to make it easy for consumers to find information on specific topics. There are also links to child care requirements, polices, publications, health and safety, child development and advisory committee information. http://www.okdhs.org/services/cc/Pages/ChildCare.aspx and http://www.okdhs.org/services/cc/pages/licviewfilecomplaint.aspx . Additional consumer friendly information supported by the Lead Agency is found on the Oklahoma Child Care Resource & Referral Association website https://www.oklahomachildcare.org/ .

2.3.2 Describe how the website ensures the widest possible access to services for families that speak languages other than English (98.33(a)):

The Lead Agency website includes a video "*A Parent's Guide to Selecting Quality Child Care"* in Spanish. The Lead Agency website also has resources in Spanish. The website

links to Oklahoma Child Care Resource & Referral Association https://www.oklahomachildcare.org/ available in Spanish.

2.3.3 Describe how the website ensures the widest possible access to services for persons with disabilities:

The Lead Agency posts information about available programs on the agency website. The Agency website is ADA compliant. Links are provided to Developmental Disability Services, Health and Medical Services, SNAP, Individuals with Disabilities Education Act (IDEA), OSDE website referencing Pre-K , Sooner Start and Head Start. "*Selecting Quality Inclusive Child Care"*, "*Providers Guide to Inclusive Child Care"*, "*Early Childhood Assessments"* are publications addressing access to services. Lead Agency printed materials go through a web content process to ensure readability for the intended audience. *"A Parent's Guide to Selecting Quality Child Care"* video is available on Resources for Parents. Flyers and booklets are distributed at CCR&R offices, through mail or email at the CCR&R Referral Call Center and at DHS county offices.

2.3.4 Lead Agency processes related to child care.

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

a) Provide the link to how the Lead Agency licenses child care providers, including the rationale for exempting certain providers from licensing requirements, as described in section 5.3.6:
http://www.okdhs.org/services/cc/Pages/ChildCareLicensing.aspx

b) Provide the link to the procedure for conducting monitoring and inspections of child care providers, as described in section 5.3.2:

The Child Care Locator and information related to Child Care Restricted Registry can be found at http://www.okdhs.org/services/cc/Pages/PEResources.aspx. This also is where to find information about monitoring and inspections of child care providers. Another link is http://www.okdhs.org/services/cc/Pages/PEFAQ.aspx .Licensing process and procedures can be found in this document, http://www.okdhs.org/OKDHS%20Publication%20Library/06-47.pdf .

c) Provide the link to the policies and procedures related to criminal background checks for staff members of child care providers and the offenses that prevent individuals from being employed by a child care provider or receiving CCDF funds, as described in sections 5.4.1 and 5.4.11:

http://www.okdhs.org/services/cc/Pages/ProvidersEducators.aspx

2.3.5 List of providers

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

a) Provide the website link to the searchable list of child care providers:

http://childcarefind.okdhs.org/childcarefind/

b) In addition to the licensed providers that are required to be included in your searchable list, which additional providers are included in the Lead Agency's searchable list of child care providers (please check all that apply):

- ☐ License-exempt center-based CCDF providers
- ☐ License-exempt family child care (FCC) CCDF providers
- ☐ License-exempt non-CCDF providers

- [ ] Relative CCDF child care providers
- [x] Other.

Describe

License-exempt centers, family child care providers are not eligible to receive CCDF funds.They are not listed on the Consumer Education website.

c) Identify what informational elements, if any, are available in the searchable results. Note: Quality information (if available) and monitoring results are required on the website but are not required to be a part of the search results.

Licensed Providers

- [x] Contact Information
- [x] Enrollment Capacity
- [ ] Years in Operation
- [ ] Provider Education and Training
- [ ] Languages Spoken
- [x] Quality Information
- [x] Monitoring Reports
- [x] Other.

Describe:

Other identifiers are available to sort by county, city, zip code, program operation hours and days, ages accepted, type of facility, transportation, subsidy accepted, and the individualprovider record includes the last 36 months of monitoring visits.

License-Exempt, non-CCDF Providers

- [ ] Contact Information
- [ ] Enrollment Capacity
- [ ] Years in Operation
- [ ] Provider Education and Training
- [ ] Languages Spoken
- [ ] Quality Information

- [ ] Monitoring Reports
- [x] Other.

Describe:

License-exempt centers and family child care providers are not listed on the website.

License-Exempt CCDF Center Based Providers

- [ ] Contact Information
- [ ] Enrollment Capacity
- [ ] Years in Operation
- [ ] Provider Education and Training
- [ ] Languages Spoken
- [ ] Quality Information
- [ ] Monitoring Reports
- [x] Other.

Describe:

License-exempt centers are not listed on the website. Programs are on Federal or Tribal land and enrollment is not open to the general public.

License-Exempt CCDF Family Child Care

- [ ] Contact Information
- [ ] Enrollment Capacity
- [ ] Years in Operation
- [ ] Provider Education and Training
- [ ] Languages Spoken
- [ ] Quality Information
- [ ] Monitoring Reports
- [x] Other.

Describe:

License-exempt family child care providers are not listed on the website. Programs are on Federal or Tribal land and enrollment is not open to the general public.

Relative CCDF Providers

- [ ] Contact Information
- [ ] Enrollment Capacity
- [ ] Years in Operation
- [ ] Provider Education and Training
- [ ] Languages Spoken
- [ ] Quality Information
- [ ] Monitoring Reports
- [x] Other.

  Describe:

  In-home providers are relatives that care for children in the child's own home and are not licensed.

Other.

Describe:

- [ ] Contact Information
- [ ] Enrollment Capacity
- [ ] Years in Operation
- [ ] Provider Education and Training
- [ ] Languages Spoken
- [ ] Quality Information
- [ ] Monitoring Reports
- [ ] Other.

  Describe:

2.3.6 Lead Agencies must also identify specific quality information on each child care provider for whom they have this information. The type of information provided is determined by the Lead Agency, and it should help families easily understand whether a

provider offers services that meet Lead Agency-specific best practices and standards or a nationally recognized, research-based set of criteria. Provider-specific quality information must only be posted on the consumer website if it is available for the individual provider.

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

- [x] Quality rating and improvement system
- [ ] National accreditation
- [ ] Enhanced licensing system
- [ ] Meeting Head Start/Early Head Start requirements
- [ ] Meeting prekindergarten quality requirements
- [ ] School-age standards, where applicable
- [ ] Other.

Describe

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

- [x] Licensed CCDF providers.

Describe the quality information:

QRIS Reaching for the Stars Criteria include national accreditation, administrative practices, increased professional development, enhanced learning environment, additional family engagement and program evaluation. Information on criteria is found at http://www.okdhs.org/services/cc/Pages/STARS.aspx.

- [x] Licensed non-CCDF providers.

Describe the quality information:

QRIS Reaching for the Stars Criteria include national accreditation, administrative practices, increased professional development, enhanced learning environment, additional family engagement and program evaluation. Information on criteria is found at http://www.okdhs.org/services/cc/Pages/STARS.aspx.

- [x] License-exempt center-based CCDF providers.

Describe the quality information:

Programs identified as military or tribal are license-exempt butare eligible to participate in QRIS. QRIS Reaching for the Stars Criteria include national accreditation, administrative practices, increased professional development, enhanced learning environment, additional family engagement and program evaluation. Information on criteria is found at http://www.okdhs.org/services/cc/Pages/STARS.aspx .

☐ License-exempt FCC CCDF providers.

Describe the quality information:

☐ License-exempt non-CCDF providers.

Describe the quality information:

☐ Relative child care providers.

Describe the quality information:

☐ Other.

Describe

2.3.7 Lead Agencies are required to post monitoring and inspection reports on the consumer education website for each licensed provider and for each non-relative provider eligible to provide CCDF services on the consumer education website. These reports must include results of required annual monitoring visits and visits due to major substantiated complaints about a provider's failure to comply with health and safety requirements and child care policies. The reports must be in plain language and be timely to ensure that the results of the reports are available and easily understood by parents when they are deciding on a child care provider. Lead Agencies must post at least 3 years of reports when available, going forward (not retrospectively), beginning October 1, 2018.

Certify by responding to the questions below:

a) What is the Lead Agency's definition of plain language and describe the process for receiving feedback from parents and the public about readability of reports.

Lead Agency considers plain language as that which can be read and understood by the general public. Parents may contact Licensing staff to provide feedback about the readability of the reports. Monitoring reports on website come directly from the Child Care Monitoring Administration and Safety System (CCMASS) database. A simple chart including general information, date of visit, regulation non-compliance observed, plan of correction, date to correct and indicator of whether or not non-compliance is numerous, repeated and/or serious.

b) Are monitoring and inspection reports in plain language?

☑ If yes,

include a website link to a sample monitoring report.

http://childcarefind.okdhs.org/childcarefind/

☐ If no,

describe how plain language summaries are used to meet the regulatory requirements and include a link to a sample summary.

c) Check to certify what the monitoring and inspection reports and/or their plain language summaries include:

☑ Date of inspection

☑ Health and safety violations, including those violations that resulted in fatalities or serious injuries.

Describe how these health and safety violations are prominently displayed.

Monitoring reports posted on the website clearly list the non-compliance regulation observed during a visit, the plan to correct and the correction date. The indicator for numerous, repeated or serious on the report allows viewer to note violations.

☑ Corrective action plans taken by the State and/or child care provider.

Describe

Reports posted on the website clearly list the non-compliance regulation observed during a visit with the plan to correct and the correction date.

d) The process for correcting inaccuracies in reports.

The licensing staff in consultation with the supervisor determines if there is an inaccuracy. If needed, the program is notified, a report documenting the inaccuracy is included in the case and the online monitoring report is corrected.

e) The process for providers to appeal the findings in reports, including the time requirements, timeframes for filing the appeal, for the investigation, and for removal of any violations from the website determined on appeal to be unfounded.

The owner or director of a licensed program may file a grievance regarding the application of any written or unwritten policy, rule, or regulation of Child Care Services (CCS) or decision by a CCS employee affecting the program. Grievances must be requested within 30-calendar days of the documented non-compliance, violation of Star criteria, or substantiated complaint allegation. The item being grieved is removed from the website until a decision is made.

f) How reports are posted in a timely manner. Specifically, provide the Lead Agency's definition of 'timely' and describe how it ensures that reports are posted within its timeframe. Note: While Lead Agencies define 'timely,' we recommend Lead Agencies update results as soon as possible and no later than 90 days after an inspection or corrective action is taken

Licensing staff complete monitoring visits daily and are required to sync tablets prior to the start of the day and at the end of the day. This insures updated information is entered into CCMASS (Child Care Monitoring and Administration Safety System). CCMASS and Public View are updated within 2 hours of a licensing specialist completing the sync process from the monitoring app on their tablet.

g) Describe the process for maintaining monitoring reports on the website. Specifically, provide the minimum number of years reports are posted and the policy for removing reports (98.33(a)(4)(iv)).

Monitoring reports are updated within 2 hours of the sync and are maintained on the locator for 36 months, unless a provider grieves a non-compliance or a substantiated complaint, in which we have a policy and procedure in place to remove the item during the grievance and either return it if upheld or permanently remove it if overturned. Rolling 36 months are posted on the website.

h) Any additional providers on which the Lead Agency chooses to include reports. Note - Licensed providers and CCDF providers must have monitoring and inspection reports posted on their consumer education website.

- [ ] License-exempt non-CCDF providers
- [ ] Relative child care providers
- [x] Other.

Describe

License-exempt providers monitoring visits are reviewed on-site during QRIS monitoring. Military programsdo not provide monitoring visits for posting on website.

2.3.8 Aggregate data on serious injuries, deaths, and substantiated cases of child abuse that have occurred in child care settings each year must be posted on the consumer education website. This aggregate information on serious injuries and deaths must be organized by category of care (e.g., center, FCC, etc.) and licensing status for all eligible CCDF provider categories in the state. The information on instances of substantiated child abuse does not have to be organized by category of care or licensing status. The aggregate report should not list individual provider-specific information or names.

Certify by providing:

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

The Lead Agency is the designated entity to which child care providers must submit reports of any serious injuries or deaths occurring in child care. Child care programs are required to report to Licensing by the next business daya child death occurring while in care and or/when a child injury requiring emergency medical attention occurs. Family Child Care Home primary caregiver is required to notify Licensing within 24 hours of a death of a child in care or injury requiring emergency medical attention.

b) The definition of "substantiated child abuse" used by the Lead Agency for this requirement.

Substantiated means that after an investigation of a report of child abuse or neglect and based upon credible evidence, there has been determination that child abuse or neglect occurred. Abuse is defined as harm or threatened harm or failure to protect from harm or threatened harm to the health, safety, or welfare of a child.

c) The definition of "serious injury" used by the Lead Agency for this requirement.

Serious injury is one that requires emergency medical attention.

d) The website link to the page where the aggregate number of serious injuries, deaths, and substantiated instances of child abuse are posted.

http://www.okdhs.org/services/cc/Pages/ChildCareLicensing.aspx

2.3.9 The consumer education website should include contact information on referrals to local child care resource and referral organizations. How does the Lead Agency provide referrals to local CCR&R agencies through the consumer education website? Describe and include a website link to this information:

The Lead Agency website provides a link to the Oklahoma Child Care Resource and Referral website. http://www.okdhs.org/services/cc/Pages/OKRR.aspx.

2.3.10 The consumer education website should include information on how parents can contact the Lead Agency, or its designee, or other programs that can help the parent understand information included on the website. Describe and include a website link to this information:

The Lead Agency website includes a “contact us” link on the main page. Specific information is included for licensing specialists, reporting child abuse and neglect, Child Care Locator, social services, child care subsidy, etc.

http://www.okdhs.org/services/cc/Pages/ChildCare.aspx .

2.3.11 Provide the website link to the Lead Agency's consumer education website. Note: An amendment is required if this website changes.

http://www.okdhs.org/services/cc/Pages/ChildCare.aspx

2.3.12 Other. Identify and describe the components that are still pending per the instructions on
CCDF Plan Response Options for Areas where Implementation is Still in Progress
in the Introduction.

The Lead Agency has applied for Consumber Education Intensive Technical Assistance to identfy sources of support to provide website in Spanish.

2.4 Additional Consumer and Provider Education

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

In questions 2.4.1 through 2.4.5, certify by describing:

2.4.1 How the Lead Agency shares information with eligible parents, the general public, and where applicable, child care providers about the availability of child care services provided through CCDF and other programs for which the family may be eligible, such as state preK, as well as the availability of financial assistance to obtain child care services. At a minimum, describe what is provided (e.g., such methods as written materials, the website, and direct communications) and how information is tailored for these audiences.

The Lead Agency maintains a public website at http://www.okdhs.org/Pages/default.aspx which includes general information about subsidized child care, where and how to apply for services, and frequently asked questions. Local DHS offices provide outreach to their communities through public engagement campaigns and other locations in the community. The Lead Agency also uses social media to provide information about assistance programs to the public. Specific information on child care and other resources for families may be found at http://www.okdhs.org/services/cc/Pages/ChildCare.aspx .

2.4.2 The partnerships formed to make information about the availability of child care services available to families.

Child Care Resource and Referral, Child Welfare, Homeless Coalition, Early Childhood Curriculum and Instruction Director at the OSDE, Head Start Collaboration Office, child care providers, medical clinics for low income families, Homeless Alliance, 211, and other community partners help with outreach.

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

☑ Temporary Assistance for Needy Families program:

Parents, providers and public may use the Lead Agency website to locate information on how to apply for benefits and other resources to assist families with education and skills for workforce development.

☑ Head Start and Early Head Start programs:

Parents, providers and publicare able to use the Lead Agency website to locate information on early care and education programs to assist families.

☑ Low Income Home Energy Assistance Program (LIHEAP):

Parents, providers and publicare able to use the Lead Agency website to locate information on resources available to assist families.

☑ Supplemental Nutrition Assistance Programs (SNAP) Program:

Parents, providers and publicare able to use the Lead Agency website to locate information on SNAP program to assist families.

☑ Women, Infants, and Children Program (WIC) program:

Parents, providers and publicare able to use the Lead Agency website to locate information on WIC program to assist families.

☑ Child and Adult Care Food Program(CACFP):

Providers are able to find out information on program from link to Oklahoma State Department of Education, the agency that administers the CACFP. CCR&R and licensing provide information about CACFP to licensed homes and centers.

☑ Medicaid and Children's Health Insurance Program (CHIP):

Parents, providers and public may use the Lead Agency website to locate information on how to apply for benefits, information on children's health insurance to assist families, and other resources to assist families. Parents may apply for Sooner Care on the Oklahoma Health Care Authority website.

☑ Programs carried out under IDEA Part B, Section 619 and Part C:

Parents, providers and publicare able to use the Lead Agency website to locate information on children's health insurance to assist families. The Lead Agency website also has links to the State Department of Education, the State Department of Health and the State Department of Mental Health and Substance Abuse and lists information related to Sooner Start, Sooner Success and Child Guidance. These agencies provide services to children with disabilities.

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

The Lead Agency website, Child Care Services home page, has separated information into categories including Division Information; Parents and Families; Providers and Educators; and Partners and Public. Each section contains resources for that particular audience. Resources for parents and families include health, nutrition and physical activity information, child development and child guidance, positive parenting, and social services contacts. Provider and educator resources include program licensing information, subsidy contract eligibility, Reaching for the Stars guidelines, professional development requirements, program supports for child development; social and emotional learning; health, nutrition and safety; and social services contacts. Partners and Public information may duplicate information from other categories and includes specific information that would be of interest to Lead Agency partners and the general public.

2.4.5 Describe how information on the Lead Agency's policies regarding the social-emotional and behavioral issues and early childhood mental health of young children, including positive behavioral intervention and support models based on research and best practices for those from birth to school age, are shared with families, providers, and

the general public. At a minimum, include what information is provided, how the information is provided, and how information is tailored to a variety of audiences and include any partners in providing this information.

The Lead Agency encourages each child care facility to develop policies regarding behavioral issues, to engage in professional development that addresses social-emotional development and behavioral issues, and to utilize child care consultation and assistance with child guidance through the Warmline. Information on social-emotional development and relatedsupports are available on the Lead Agency website. Each section on the website, Parents and Families, Providers and Educators, and Partners and Public contains resources for that particular audience.

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

The Oklahoma Expulsion Prevention Policy is posted on the Lead Agency website at http://www.okdhs.org/services/cc/Pages/OklahomaExpulsionPreventionPolicy.aspx for the general public to assist child care programs with guiding principles and program recommendations. Licensing Requirements for Child Care Programs require programs have expulsion policies that are shared with parents upon enrollment. When policy revisions are made they are shared with parents and staff and new staff are informed of the policy at the time of employment. Programs are encouraged to attend professional development on child behavior, child interactions and guiding children's behavior. Professional development is available for adults working with infants and toddlers, preschool children and guiding children who are attending out of school time programs.

2.5 Procedures for Providing Information on Developmental Screenings

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

2.5.1 Certify by describing:

a) How the Lead Agency collects and disseminates information on existing resources and services available for conducting developmental screenings to CCDF parents, the general public, and where applicable, child care providers (98.15(b)(3)).

The Lead Agency has information on the Oklahoma Child Care Services Consumer Education website related to screenings. Applicants for services are referred to the state's Medicaid Agency (Oklahoma Health Care Authority) for EPSDT, and the State Department of Education for information on SoonerStart, the state's IDEA program. In addition, CCDF parents, child care providers, and the general public can access information on EPSDT and SoonerStart through the Oklahoma Child Care Services Consumer Education website.

b) The procedures for providing information on and referring families and child care providers to the Early and Periodic Screening, Diagnosis, and Treatment program under the Medicaid program - carried out under Title XIX of the Social Security Act (42 U.S.C. 1396 et seq.) - and developmental screening services available under Section 619 and Part C of the Individuals with Disabilities Education Act (20 U.S.C. 1419, 1431 et seq.).

As part of the application process, the Lead Agency eligibility determination staff discusses developmental screenings with applicants and refers to the state's Medicaid Agency (Oklahoma Health Care Authority) for EPSDT, and the State Department of Education for information on SoonerStart, the state's IDEA program. In addition, CCDF parents, child care providers, and the general public can access information on EPSDT and SoonerStart through the Oklahoma Child Care Services Consumer Education website.

c) How the Lead Agency gives information on developmental screenings to parents receiving a subsidy as part of the intake process. Include the information provided, ways it is provided, and any partners in this work.

During the required interview, the eligibility worker explains the importance of the EPSDT and SoonerStart programs to parents to expand accessibility to developmental screenings. Brochures are available at the local eligibility office and are offered to parents. The Lead Agency coordinates with the Oklahoma Health Care Authority (Medicaid Agency) to ensure EPSDT referrals are completed for children who are approved for Medicaid through the Lead Agency.

d) How CCDF families or child care providers receiving CCDF can use the available resources and services to obtain developmental screenings for CCDF children at risk for cognitive or other developmental delays.

A publication has been developed to inform child care providers and families about resources and services that are available for young children. The publication, *Guide to Early Childhood Assessments and Screenings* is available in English and Spanish. Parents and Providers can locate information on the Lead Agency's Consumer Education website to obtain additional information related to development screenings.

e) How child care providers receive this information through training and professional development.

Professional development opportunitieson early intervention are available on the https://okregistry.org website. SoonerStart www.ok.gov/sde/soonerstart can be contacted for a screening.

f) Provide the citation for this policy and procedure related to providing information on developmental screenings.

Information regarding development screenings for children who receive CCDF is not cited in policy. It is a procedure used during the application process.

2.6 Consumer Statement for Parents Receiving CCDF Funds

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

2.6.1 Certify by describing:

a) How the Lead Agency provides parents receiving CCDF funds with a consumer statement.

All licensed CCDF programs are in the Child Care Locator database. Each program has a summary of program monitoring reports for the last 36 months. Eligibility staff directs parents to Child Care Locator database.Â Â

b) What is included in the statement, including when the consumer statement is provided to families.

Monitoring reports on the Locator website come directly from the Child Care Monitoring, Administration and Safety System (CCMASS) database.Â A simple chart including general information, date of visit, regulation non-compliance observed, plan of correction, date to correct and indicator of whether or not non-compliance is numerous, repeated and/or serious. Additional information on Licensing Requirements, description of

monitoring, choosing a child care program, frequently asked questions for parents and providers are also included on the website.

c) Provide a link to a sample consumer statement or a description if a link is not available.
http://www.okdhs.org/services/cc/Pages/PFAssessing.aspx Â andÂ Â
http://childcarefind.okdhs.org/childcarefind/

3 Provide Stable Child Care Financial Assistance to Families

In providing child care assistance to families, Lead Agencies are required to implement these policies and procedures: a minimum 12-month eligibility and redetermination periods, a process to account for irregular fluctuations in earnings, a policy ensuring that families' work schedules are not disrupted by program requirements, policies to provide for a job search of not fewer than 3 months if the Lead Agency exercises the option to discontinue assistance, and policies for the graduated phase-out of assistance. Also, procedures for the enrollment of homeless children and children in foster care, if served, pending the completion of documentation, are required.

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

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

3.1 Eligible Children and Families

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

3.1.1 Eligibility criteria based on a child's age

a) The CCDF program serves children

from 0

(weeks/months/years)

through 12

years (under age 13). . Note: Do not include children incapable of self-care or under court supervision, who are reported below in (b) and (c).

b) Does the Lead Agency allow CCDF-funded child care for children age 13 and above but below age 19 years who are physically and/or mentally incapable of self-care?(658E(c)(3)(B), 658P(3))

☐ No

☑ Yes,

and the upper age is 18

(may not equal or exceed age 19).

If yes, Provide the Lead Agency definition of physical and/or mental incapacity: A child with disabilities is defined as a child receiving supplemental security income (SSI), SoonerStart Early Intervention Services, or special education services provided in accordance with an IEP by the local school district. This definition includes a child who meets the medical definition of disability as determined by the Social Security

Administration but does not meet the financial criteria to receive SSI benefits.

c) Does the Lead Agency allow CCDF-funded child care for children age 13 and above but below age 19 years who are under court supervision? (658P(3), 658E(c)(3)(B))

☐ No.

☑ Yes

and the upper age is 18

(may not equal or exceed age 19)

d) How does the Lead Agency define the following eligibility terms?

"residing with":

The natural or adoptive parent(s) of the children living in the home and for whom child care is needed; the caretaker(s) of the minor child(ren) who needs care whether or not that caretaker is legally and financially responsible for the child(ren); all minor children in the home for whom the payee is financially responsible; the step-parent of the minor child(ren)who is living in the home and for whom care is needed; any adult non-relative individual acting in the role of a spouse and living in the home with the natural or adoptive parent; any children of the adult non-relative individual living in the home with the natural or adoptive parent.

"in loco parentis":

A person acting in the place of a parent without going through legal proceedings. He or she is expected to pursue child support from the natural or adoptive parents of the child(ren).

3.1.2 Eligibility criteria based on reason for care

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

"Working":

Employment, including self-employment, is defined as wages earned for work performed if the adult is part of the household for income purposes. Travel time to and

from employment is included in the definition of working. There is no minimum number of hours required for eligibility; however, the parent must make at least minimum wage for the number of hours he or she works. Sleep time also meets the definition of employment when the client works nights and has an alternative care provider during work hours and needs child care to sleep during the day.

"Job training":

A training program is defined as a course of study that when completed qualifies a person to meet requirements for a job the client could not have obtained without the certificate of completion, accreditation, or licensure. In order for a training program to meet the definition, the program must qualify for federal financial aid from the United States Department of Education or other federal or state education fund. Child care is limited to time the client participates in actual classroom attendance including travel time, as well as any activities required to complete a course or maintain a scholarship. For a TANF recipient, any activity that is approved on their TANF Work plan is allowed.

"Education":

An education program may include:1) high school, 2) GED, literacy, or adult basic education classes, 3) English as a second language classes, or 4) a formal education program which is defined as a course of study that leads to the attainment of an associate or bachelor's degree. In order for an education program to meet the definition, the program must qualify for federal financial aid from the United States Department of Education or other federal or state education funds. Child care is limited to time the client participates in actual classroom attendance including travel time, as well as any activities required to complete a course or maintain a scholarship. For a TANF recipient, any activity that is approved on their TANF Work plan is allowed.

"Attending job training or education" (e.g. number of hours, travel time):

No minimum number of hours. Reasonable travel time is allowed.

3.1.2 Eligibility criteria based on reason for care

b) Does the Lead Agency allow parents to qualify for CCDF assistance on the basis of education and training participation alone (without additional minimum work requirements)?

☐ No.

If no, describe the additional work requirements:

☑ Yes.

If yes, describe the policy or procedure:

The parent may continue to receive assistance for the remainder of the 12 month period with the loss of an eligible activity.

3.1.2 Eligibility criteria based on reason for care

c) Does the Lead Agency consider seeking employment (engaging in a job search) an eligible activity at initial eligibility determination (at application) and at the 12-month eligibility redetermination? (Note: If yes, Lead Agencies must provide a minimum of three months of job search)

☑ No.

☐ Yes.

If yes, describe the policy or procedure. (including any differences in eligibility at initial eligibility determination vs. redetermination of eligibility):

3.1.2 Eligibility criteria based on reason for care

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

☐ No.

☑ Yes. If yes:

i. Please provide the Lead Agency's definition of "protective services":

Protective or preventive child care services are used as an early intervention strategy in certain critical situations to help in preventing neglect, abuse, or exploitation. Child care can be approved in these situations to help stabilize the family situation or to enhance family functioning. Children in State Child Welfare custody, including those in foster care, are considered in protective services and may receive child care in certain situations when the foster parent is not working or involved in an education or training program. Families not involved in the Child

Welfare system may also receive protective services in certain situations when the parent is not working or involved in an education or training program.

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

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

- [ ] No
- [x] Yes

iii. Does the Lead Agency waive the income eligibility requirements for cases in which children receive, or need to receive, protective services on a case-by-case basis (658E(c)(5))?

- [ ] No
- [x] Yes

iv. Does the Lead Agency provide respite care to custodial parents of children in protective services?

- [ ] No
- [x] Yes

3.1.3 Eligibility criteria based on family income. Note: The question in 3.1.3 relates to initial determination. Redetermination is addressed in 3.1.7.

a) How does the Lead Agency define "income" for the purposes of eligibility at the point of determination?

Earned income means total money earned by a person through the receipt of wages salary, commission, or profit from activities in which the person is engaged as self-employed or as an employee. Unearned income is income a person receives for which the person does not put forth any daily, physical labor. For eligibility determination, the Lead Agency uses adjusted monthly income, which is defined as gross earned plus unearned income, minus legally-binding child support paid, rounded to the nearest dollar.

b) Provide the CCDF income eligibility limits in the table below at the time of initial determination. Complete columns (a) and (b) based on maximum eligibility at initial entry into CCDF. Complete columns (c) and (d) *only if* the Lead Agency is using income eligibility limits lower than 85 percent of the current state median income (SMI) at the initial eligibility determination point. Fill in the chart based on the most populous area of the state (the area serving the highest number of CCDF children). If the income eligibility limits are not statewide, please respond to c) below the table.

	(a)	(b)	(c)	(d)
Family Size	100% of SMI($/Month)	85% of SMI ($/Month) [Multiply (a) by 0.85]	(IF APPLICABLE) ($/Month) Maximum Initial or First Tier Income Limit (or Threshold) if Lower Than 85% of Current SMI	IF APPLICABLE) (% of SMI) [Divide (c) by (a), multiply by 100] Income Level if Lower Than 85% of Current SMI
1	$2,895	$2,461	N/A	N/A
2	$3,786	$3,218	$2,425	64%
3	$4,677	$3,976	$2,925	63%
4	$5,568	$4,733	$3,625	65%
5	$6,459	$5,490	$3,625	56%

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

N/A

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

d) SMI source and year. Census Bureau FFY 2018

e) Identify the most populous area of the State used to complete the chart above.

Income eligibility limits are statewide.

f) What was the date (mm/dd/yyyy) that these eligibility limits in column (c) became effective? 07/01/2007

g) Provide the citation or link, if available, for the income eligibility limits.
http://www.okdhs.org/OKDHS Form Library/C-4.pdf#search=c%2D4

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

a) Describe how the family member certifies that family assets do not exceed $1,000,000 (e.g., a checkoff on the CCDF application).

For initial applications, the eligibility worker asks the question at the interview and checks a box on the application. For annual renewals, which do not require an interview, the family member checks a box on the renewal form.

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?

- [x] No.
- [ ] Yes.

If yes, describe the policy or procedure and provide citation:

3.1.5 Describe any additional eligibility conditions or priority rules applied by the Lead Agency during eligibility determination or redetermination (98.20(b)).

No additional eligibility rules.

3.1.6 Lead Agencies are required to take into consideration children's development and promote continuity of care when authorizing child care services (98.21(f); 98.16(h)(6)). Check the approaches, if applicable, that the Lead Agency uses when considering

children's development and promoting continuity of care when authorizing child care services.

- [x] Coordinating with Head Start, prekindergarten, or other early learning programs to create a package of arrangements that accommodates parents' work schedules
- [x] Inquiring about whether the child has an Individualized Education Program (IEP) or Individual Family Services Plan (IFSP)
- [ ] Establishing minimum eligibility periods greater than 12 months
- [x] Using cross-enrollment or referrals to other public benefits
- [x] Working with IDEA Part B, Section 619 and Part C staff to explore how services included in a child's IEP or IFSP can be supported and/or provided onsite and in collaboration with child care services
- [ ] Providing more intensive case management for families with children with multiple risk factors;
- [ ] Implementing policies and procedures that promote universal design to ensure that activities and environments are accessible to all children, including children with sensory, physical, or other disabilities
- [x] Other.

Describe:

The Lead Agency supports the Early Head Start-Child Care Partnership (EHS-CCP) grants by providing subsidies during Early Head Start hours. Families participating in EHS-CCP also benefit by receiving waived copayments and full time care regardless of the parent's need as long as a need factor is met during some of the Early Head Start hours.

3.1.7 Policies and processes for graduated phase-out of assistance at redetermination.

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

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

i. 85 percent of SMI for a family of the same size
ii. An amount lower than 85 percent of SMI for a family of the same size but above the Lead Agency's i
eligibility threshold that:
(A) Takes into account the typical household budget of a low-income family
(B) Provides justification that the second eligibility threshold is:
(1) Sufficient to accommodate increases in family income over time that are typical for low-
workers and that promote and support family economic stability
(2) Reasonably allows a family to continue accessing child care services without unnecess
disruption.

At redetermination, a child shall be considered eligible if his or her parents are working or attending a job training or educational program even if their income exceeds the Lead Agency's income limit to initially qualify for assistance as long as their income does not exceed the second tier of eligibility (98.21(a); 98.21(b)(1)). Note that once deemed eligible, the family shall be considered eligible for a full minimum 12-month eligibility period, even if their income exceeds the second tier of eligibility during the eligibility period, as long as it does not exceed 85 percent of SMI.

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

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

- [ ] N/A - The Lead Agency sets its initial eligibility threshold at 85 percent of SMI and, therefore, is not required to provide a graduated phase-out period.
- [ ] N/A - The Lead Agency sets its exit eligibility threshold at 85 percent of SMI and, therefore, is not required to provide a graduated phase-out period.
- [x] The Lead Agency sets the second tier of eligibility at 85 percent of SMI.

Describe the policies and procedures.

When family income exceeds the state's initial threshold at the 12 month redetermination but remains below 85% of SMI, the family qualifies for another 12 months of subsidized child care. The copayment is increased per the DHS

Appendix C-4, Child Care Eligibility/Copayment Chart for the graduated phase out period.

Provide the citation for this policy or procedure.

OAC 340:40-9-1

☐ 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.

Provide the second tier of eligibility for a family of three.

Describe how the second eligibility threshold:

i. Takes into account the typical household budget of a low-income family:

ii. Is sufficient to accommodate increases in family income over time that are typical for low-income workers and that promote and support family economic stability:

iii. Reasonably allows a family to continue accessing child care services without unnecessary disruption:

iv. Provide the citation for this policy or procedure:

☐ Other.

Identify and describe the components that are still pending per the instructions on *CCDF Plan Response Options for Areas where Implementation is Still in Progress* in the Introduction.

3.1.7 b) To help families transition from assistance, does the Lead Agency gradually adjust copays for families eligible under the graduated phase-out period?

☐ No

☑ Yes

i. If yes, describe how the Lead Agency gradually adjusts copays for families under a graduated phase-out.

At the beginning of the graduated phase out period, the family share copayment is increased by $50 per child in subsidized care above the maximum copayment amount for the family size and number of children in care on the DHS Appendix C-4, Child Care Eligibility/Copayment Chart. The copayment is not increased throughout the remainder of the 12 month eligibility period.

ii. If yes, does the Lead Agency require additional reporting requirements during the graduated phase-out period? *(Note: Additional reporting requirements are also discussed in section 3.3.3 of the plan.)*

☑ No.

☐ Yes.

Describe:

3.1.8 Fluctuation in earnings.

Lead Agencies are required to demonstrate how their processes for initial determination and redetermination take into account irregular fluctuations in earnings (658E(c)(2)(N)(i)(II)). The Lead Agency must put in place policies that ensure that temporary increases in income, including temporary increases that can result in a monthly income exceeding 85 percent of SMI (calculated on a monthly basis) from seasonal employment or other temporary work schedules, do not affect eligibility or family copayments (98.21(c)). Check the processes, if applicable, that the Lead Agency uses to take into account irregular fluctuations in earnings and describe, at a minimum, how temporary increases that result in a monthly income exceeding 85 percent of SMI (calculated on a monthly basis) do not affect eligibility or family copayments.

☑ Average the family's earnings over a period of time (i.e. 12 months).

Describe:

For regular employment, subsidized child care requires a minimum of 30 days of representative income. When ongoing income fluctuates to the extent that the most recent 30 calendar day period cannot accurately anticipate earnings, a longer period is requested and used to determine representative income. For self-employment, income is annualized (averaged over 12 months). If a change in the nature of the self-

employment business occurs, only income received after the change is considered.

☑ Request earning statements that are most representative of the family's monthly income.

Describe:

The eligibility worker reviews the requested earnings statements and discusses any fluctuations with the client. Any earnings that are not representative of future pay are excluded when determining eligibility.

☑ Deduct temporary or irregular increases in wages from the family's standard income level.

Describe:

Pay information that is temporary or irregular and not representative of future earnings are excluded. In situations where the client receives bonuses, commission, or other sporadic increases in pay, a longer period of time is averaged to more accurately reflect monthly earnings. Temporary increases which put the family over 85% of SMI for a given month are handled in this manner, preventing the loss of eligibility or increases in copayment.

☐ Other.

Describe:

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

☑ Applicant identity.

Describe:

Any document that reasonably establishes the applicant's identity is accepted. Examples include Driver's License, work or school ID, ID for health benefits or social service program, voter registration card, wage stub or birth certificate. Applicant

identity is verified at initial application.

☑ Applicant's relationship to the child.

Describe:

Client's statement is accepted and the application is documentation. Applicant's relationship to the child is declared at initial application.

☑ Child's information for determining eligibility (e.g., identity, age, citizen/immigration status).

Describe:

Client's statement is accepted and the application is documentation. Child's information is declared at initial application.

☑ Work.

Describe:

When employed, the parent or caretaker may declare his or her work schedule as long as the declared work hours are supported by pay information provided. Work schedule is declared at initial application and renewal.

☑ Job training or educational program.

Describe:

Training or school schedule must be provided. Workers are encouraged to contact the training program or school by phone to clear up discrepancies. Training or school schedule is verified at initial application and renewal.

☑ Family income.

Describe:

Pay receipts, collateral statements, data exchange system screens, public record stubs, employer statement. Family income is verified at initial application and renewal.

☑ Household composition.

Describe:

Client's statement is accepted and the application is documentation. Household composition is declared at initial application and renewal.

☑ Applicant residence.

Describe:

Client's statement is accepted and the application is documentation. Residence is declared at initial application and renewal.

☑ Other.

Describe:

For Protective/Preventive requests due to incapacitation of a parent or caretaker, a doctor's statement is required at initial application and renewal.

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

☑ Time limit for making eligibility determinations

Describe length of time:

When a request for child care is dropped off in the county office or received via mail, fax, or online at www.okdhslive.org , the worker attempts to contact the applicant by phone for an interview that day if possible. If the worker is unsuccessful in reaching the applicant over the phone, a letter is mailed scheduling an interview in the county office. The application is considered complete once an interview has been completed and all verifications have been received. Verifications may be submitted in person at the local county office or via mail, fax, or uploaded at www.okdhslive.org . The worker is required by policy to determine eligibility within two working days of receiving all necessary verification. If the applicant does not provide requested verification, the worker denies the request within 30 calendar days of the date of the request.

☑ Track and monitor the eligibility determination process

☐ Other.

Describe:

☐ None

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

Lead Agencies are required to inform parents who receive TANF benefits about the exception to the individual penalties associated with the work requirement for any single custodial parent who has a demonstrated inability to obtain needed child care for a child younger than age 6 (98.16(v); 98.33(f)).

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

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

Note: The TANF agency, not the CCDF Lead Agency, is responsible for establishing the following criteria or definitions. These criteria or definitions are offered in this Plan as a matter of public record.

a) Identify the TANF agency that established these criteria or definitions: Department of Human Services

b) Provide the following definitions established by the TANF agency:

"Appropriate child care":

Appropriate child care is care provided by a licensed contracted child care facility; an approved in-home child care facility; a dependable relative who is able and willing to assume responsibility for care and supervision of the child(ren) for a part of the day; a free lower cost facility, such as a day care, pre-school, or Head Start program operated by a community action agency; or informal arrangements made by the parent with a neighbor or friend for occasional care.

"Reasonable distance":

A reasonable distance is a distance determined and agreed upon by the parent and the worker and is dependent upon the individual needs of the parent and child(ren).

"Unsuitability of informal child care":

Unsuitability of informal child care is an arrangement that does not afford the child(ren) adequate care and supervision. Supervision of a child means the function of observing, overseeing and guiding a child. Unsuitability is an arrangement that does not encourage a child's social development or stimulate the child(ren)'s mental capabilities and afford the child(ren) a safe and stable environment that provides for learning opportunities.

"Affordable child care arrangements":

Affordable child care is defined as not exceeding the maximum child care cost as indicated on DHS Appendix C-4, Child Care Eligibility/Copayment Chart.

c) How are parents who receive TANF benefits informed about the exception to the individual penalties associated with the TANF work requirements?

- [x] In writing
- [x] Verbally
- [ ] Other.

Describe:

d) Provide the citation for the TANF policy or procedure:

The sanction policy can be found at

http://www.okdhs.org/library/policy/pages/oac340040070001000.aspx

3.2 Increasing Access for Vulnerable Children and Families

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

Note:

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

3.2.1 Describe how the Lead Agency defines:

a) "Children with special needs":

A child with special needs is defined as a child receiving supplemental security income (SSI), SoonerStart early intervention services, or special education services provided in accordance with an IEP by the local school district. This definition includes a child who meets the medical definition of disability as determined by the Social Security Administration but does not meet the financial criteria to receive SSI benefits.

b) "Families with very low incomes":

Families with very low incomes are defined as TANF families. They are prioritized with a zero copayment and are eligible based on participation in an assigned work activity which may not meet a traditional need factor required of non-TANF families.

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

a) Identify how services are prioritized for children with special needs. Check all that apply:

- [ ] Prioritize for enrollment
- [ ] Serve without placing these populations on waiting lists
- [ ] Waive copayments
- [x] Pay higher rates for access to higher-quality care
- [ ] Use grants or contracts to reserve slots for priority populations
- [x] Other.

Describe:

There are no waiting lists for subsidized child care. All eligible families are served.

b) Identify how services are prioritized for families with very low incomes. Check all that apply:

- [ ] Prioritize for enrollment
- [ ] Serve without placing these populations on waiting lists
- [x] Waive copayments
- [ ] Pay higher rates for access to higher-quality care
- [ ] Use grants or contracts to reserve slots for priority populations
- [x] Other.

Describe:

There are no waiting lists for subsidized child care. All eligible families are served.

c) Identify how services are prioritized for children experiencing homelessness, as defined by the CCDF. Check all that apply:

- [ ] Prioritize for enrollment
- [ ] Serve without placing these populations on waiting lists
- [ ] Waive copayments
- [ ] Pay higher rates for access to higher-quality care
- [ ] Use grants or contracts to reserve slots for priority populations
- [x] Other.

Describe:

Homeless families may receive assistance under the protective need factor when not participating in work or school to help stabilize the family's living arrangements. Copayments are waived in certain situations. There are no waiting lists for subsidized child care. All eligible families are served.

d) Identify how services are prioritized, if applicable, for families receiving TANF program funds, those attempting to transition off TANF through work activities, and those at risk of becoming dependent on TANF (98.16(i)(4)). Check all that apply:

- [ ] Prioritize for enrollment
- [ ] Serve without placing these populations on waiting lists
- [x] Waive copayments

- [ ] Pay higher rates for access to higher-quality care
- [ ] Use grants or contracts to reserve slots for priority populations
- [x] Other.

Describe:

TANF families are eligible based on participation in an assigned work activity which may not meet a traditional need factor required of non-TANF families. There are no waiting lists for subsidized child care. All eligible families are served.

3.2.3 List and define any other priority groups established by the Lead Agency.

N/A

3.2.4 Describe how the Lead Agency prioritizes services for the additional priority groups identified in 3.2.3.

N/A

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

a) Describe the procedures to permit the enrollment of children experiencing homelessness while required documentation is obtained.

Oklahoma allows a grace period of at least 30 days for homeless families to comply with immunization and health and safety requirements. In addition, homeless families may initially qualify for 30 days of protective/preventive care with waived verifications to help

stabilize living arrangements. When verifications are provided, a full eligibility determination is made and care is extended for the remainder of the 12 month eligibility period.

b) Check, where applicable, the procedures used to conduct outreach for children experiencing homelessness (as defined by CCDF Rule) and their families.

- [x] Lead Agency accepts applications at local community-based locations
- [ ] Partnerships with community-based organizations
- [x] Partnering with homeless service providers, McKinney-Vento liaisons, and others who work with families experiencing homelessness to provide referrals to child care
- [x] Other

A workgroup comprised of staff from several agencies including the State Department of Education and the State Head Start Collaboration office was formed to explore possible ways to meet the needs of children experiencing homelessness and to increase access to child care. Oklahoma took the objective from two points: 1) Getting information to homeless families who might qualify for subsidized child care via agencies/organizations who work with these families; and 2) increasing professional development opportunities for child care providers on identifying and working with families experiencing homelessness. As a result of this workgroup the Lead Agency produced a bookmark type publication that schools, shelters, agencies, etc. may give to families who meet McKinney Vento qualifications. The purpose of the publication was to improve awareness of child care services and conduct outreach to families with young children who may be experiencing homelessness. The bookmarks have been distributed across the state and are available by request. Child Care provider professional development is available at The Center for Early Childhood Professional Development, a contractor of DHS Child Care Services, at www.cecpd.org . Courses include: *It Takes a Village: Providing Education and Services for Homeless Children* and *Helping Children Heal from Trauma of Being Homeless*. *Bridges Out of Poverty* training was offered to DHS staff and community members at no cost. The Lead Agency will work with the Homeless Alliance and other community partners to conduct outreach to families by distributing application forms, brochures, and other information materials to these locations. In addition, DHS staff is out-stationed at several

homeless shelters around the state to take applications and distribute informational materials regarding subsidized child care.

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

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

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

a) Describe procedures to provide a grace period to comply with immunization and other health and safety requirements, including how the length of the grace period was established in consultation with the state, territorial, or tribal health agency for:

Children experiencing homelessness (as defined by Lead Agency's CCDF)

Oklahoma waives immunization and health and safety requirements for homeless children for at least 30 days to allow for expedited enrollment in child care.

Provide the citation for this policy and procedure.

Licensing Requirements: OAC 340:110-3-281.4 and Oklahoma State Health Department: Section 411 of Title 10 of the Oklahoma Statutes.

Children who are in foster care.

Oklahoma waives immunization and health and safety requirements for foster children for at least 30 days to allow for expedited enrollment in child care.

Provide the citation for this policy and procedure.

Licensing Requirements: OAC 340:110-3-281.4 and Oklahoma State Health Department: Section 411 of Title 10 of the Oklahoma Statutes.

b) Describe how the Lead Agency coordinates with licensing agencies and other relevant state, territorial, tribal, and local agencies to provide referrals and support to help families with children receiving services during a grace period comply with immunization and other health and safety requirements (98.41(a)(1)(i)(C)(4)).

The Lead Agency is the state's licensing agency and works with the State Department of Health to ensure families attending licensed child care have a grace period of at least 30 days to comply with immunization requirements. Families are directed to County Health Departments,Oklahoma Health Care Authority, and community clinics for health services. Additional assistance for other services is available at the local Department of Human Services office.

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

- [ ] No.
- [x] Yes.

Describe:

Oklahoma waives immunization and health and safety requirements for all children for at least 30 days to allow for expedited enrollment in child care.

3.3 Protection for Working Families

3.3.1 12-Month eligibility.

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

This change means that a Lead Agency may not terminate CCDF assistance during the 12-month period if a family has an increase in income that exceeds the state's income eligibility threshold, but not the federal threshold of 85 percent of SMI. The Lead Agency may not terminate assistance prior to the end of the 12-month period if a family experiences a temporary job loss or a temporary change in participation in a training or educational activity. A temporary change in eligible activity includes, at a minimum, any time-limited absence from work for an employed parent due to such reasons as the need to care for a family member or an illness; any interruption in work for a seasonal worker who is not working; any student holiday or break for a parent participating in a training or educational program; any reduction in work, training, or education hours, as long as the parent is still working or attending a training or educational program; any other cessation of work or attendance at a training or educational program that does not exceed 3 months or a longer period of time established by the Lead Agency; a child turning 13 years old during the 12-month eligibility period (except as described in 3.1.1); and any changes in residency within the state, territory, or tribal service area.

a) Describe the Lead Agency's policies and procedures in implementing the minimum 12-month eligibility and redetermination requirements, including when a family experiences a temporary change in activity.

Once a full eligibility determination (or redetermination) has been made the family qualifies for a 12 month eligibility period regardless of temporary or permanent loss of need. The only exception to this rule applies to TANF or SNAP Education and Training recipients who permanently lose their need factor. These households are given a 3 month period of continued assistance to allow the parent to engage in job search or resume an education or training program.

b) How does the Lead Agency define "temporary change?'

Lead Agency does not define "temporary change" because care is continued for the 12 month eligibility period regardless of a temporary or permanent loss of need.

c) Provide the citation for this policy and/or procedure.

OAC 340:40-9-2

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

Lead Agencies have the option, but are not required, to discontinue assistance during the 12-month eligibility period due to a parent's non-temporary loss of work or cessation of attendance

at a job training or educational program, otherwise known as a parent's eligible activity (i.e., if the parent experiences a temporary change in his or her status as working or participating in a training or educational program, as described in section 3.3.1 of the plan).

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

a) Does the Lead Agency choose to discontinue assistance during the 12-month eligibility period due to a parent's non-temporary loss or cessation of eligible activity and offer a minimum 3-month period to allow parents to engage in a job search and to resume participation in an eligible activity?

- [ ] No, the state/territory does not allow this option to discontinue assistance during the 12-month eligibility period due to a parent's non-temporary loss of work or cessation of attendance at a job training or educational program.
- [x] Yes, the Lead Agency discontinues assistance during the 12-month eligibility period due to a parent's non-temporary loss of work or cessation of eligible activity and provides a minimum 3-month period of job search. If yes:

i. Provide a summary describing the Lead Agency's policies and procedures for discontinuing assistance due to a parent's non-temporary change:

Discontinuation of assistance after a non-temporary loss of need only applies to families participating in the TANF and SNAP Education and Training programs. All other families receive the full 12 month eligibility period.

ii. Describe what specific actions/changes trigger the job-search period.

Non-temporary loss of need for TANF and SNAP Education and Training households triggers the job-search period.

iii. How long is the job-search period (must be at least 3 months)?

Three months

iv. Provide the citation for this policy or procedure.

OAC 340:40-9-2

b) The Lead Agency may discontinue assistance prior to the next 12-month redetermination in the following limited circumstances. Check and describe any circumstances in which the Lead Agency chooses to discontinue assistance prior to the next 12-month redetermination. Check all that apply.

☐ Not applicable.

☐ Excessive unexplained absences despite multiple attempts by the Lead Agency or designated entity to contact the family and provider, including the prior notification of a possible discontinuation of assistance.

i. Define the number of unexplained absences identified as excessive:

ii. Provide the citation for this policy or procedure:

☑ A change in residency outside of the state, territory, or tribal service area.

Provide the citation for this policy or procedure:

OAC 340:40-9-2

☑ Substantiated fraud or intentional program violations that invalidate prior determinations of eligibility.

Describe the violations that lead to discontinued assistance and provide the citation for this policy or procedure.

OAC 340:40-9-2

3.3.3 Change reporting during the 12-month eligibility period.

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

Note: Responses should exclude reporting requirements for a graduated phase-out, which were

described in question 3.1.7(b).

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

a) Does the Lead Agency require families to report a non-temporary change in a parent's eligible activity?

- [x] No
- [ ] Yes

b) Any additional reporting requirements during the 12-month eligibility period must be limited to items that impact a family's eligibility (e.g., income changes over 85 percent of SMI or that impact the Lead Agency's ability to contact the family or pay the child care providers (e.g., a family's change of address, a change in the parent's choice of child care provider).

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

- [x] Additional changes that may impact a family's eligibility during the 12-month period.

  Describe:

  Changes in custody, only child receiving subsidized child care leaves the home.

- [ ] Changes that impact the Lead Agency's ability to contact the family.

  Describe:

- [x] Changes that impact the Lead Agency's ability to pay child care providers.

  Describe:

  Change in child care provider

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

accommodate families.

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

- [x] Phone
- [x] Email
- [ ] Online forms
- [ ] Extended submission hours
- [x] Postal Mail
- [x] FAX
- [x] In-person submission
- [ ] Other.

Describe:

d) Families must have the option to voluntarily report changes on an ongoing basis during the 12-month eligibility period. Lead Agencies are required to act on information reported by the family if it will reduce the family's co-payment or increase the family's subsidy. Lead Agencies are prohibited from acting on information reported by the family that would reduce the family's subsidy unless the information reported indicates that the family's income exceeds 85 percent of SMI after considering irregular fluctuations in income or, at the option of the Lead Agency, the family has experienced a non-temporary change in eligible activity.

i. Describe any other changes that the Lead Agency allows families to report.

Families may report changes that increase the amount of care authorized, such as an increase in work hours. They may also report changes that decrease the copayment, such as a job loss.Other reported changes which may increase the amount of care authorized or decrease the copayment include changes to household composition such as the addition or removal of a child in subsidized care.

ii. Provide the citation for this policy or procedure.

OAC 340:40-9-2

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

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

Examples include developing strategies to inform families and their providers of an upcoming redetermination and 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, states and territories 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, etc.).

a) Identify, where applicable, the Lead Agency's procedures and policies to ensure that parents (especially parents receiving TANF program funds) do not have their employment, education, or job training unduly disrupted to comply with the state/territory's or designated local entity's requirements for the redetermination of eligibility.

- [x] Advance notice to parents of pending redetermination
- [ ] Advance notice to providers of pending redetermination
- [ ] Pre-populated subsidy renewal form
- [x] Online documentation submission
- [x] Cross-program redeterminations
- [ ] Extended office hours (evenings and/or weekends)
- [x] Other.

Describe:

A notice is sent to the family when the redetermination is due instructing the family to complete the redetermination online at www.okdhslive.org. Families can also submit a paper redetermination form via fax, email, mail, or in person. An interview is not required at redetermination.

b) How are families allowed to submit documentation, described in 3.1.9, for redetermination? Check all that apply.

- [x] Postal Mail
- [x] Email
- [x] Online forms
- [x] FAX
- [x] In-person submission
- [ ] Extended submission hours
- [x] Other.

Describe:

Families can upload documentation to the www.okdhslive.org website when completing their redetermination online. A mobile enhanced version of www.okdhslive.org is also available so that parents can complete their redeterminations and upload documentation using their mobile phones.

3.4 Family Contribution to Payments

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

Note: To help families transition off of child care assistance, Lead Agencies may gradually adjust co-pay amounts for families determined to be eligible under a graduated phase-out. However, section 3.4 applies only to families in their initial/entry eligibility period. See section 3.1.7 Graduated Phase-Out regarding co-pays during the graduated phase-out period.

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

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

	(a)	(b)	(c)	(d)	(e)	(f)
Family Size	**Lowest Initial or First Tier Income Level Where Family Is First Charged Co-Pay (Greater Than $0)**	**What Is the Monthly Co-Payment for a Family of This Size Based on the Income Level in (a)?**	**The Co-Payment in Column (b) is What Percentage of the Income in Column (a)?**	**Highest Initial or First Tier Income Level Before a Family Is No Longer Eligible**	**What Is the Monthly Co-Payment for a Family of This Size Based on the Income Level in (d)?**	**The Co-Payment in Column (e) is What Percentage of the Income in Column (d)?**
1	N/A	N/A	N/A	N/A	N/A	N/A
2	$851	$6	0.07%	$2,425	$189	7.79%
3	$851	$12	1.41%	$2,925	$263	8.99%
4	$851	$18	2.11%	$3,625	$366	10.1%
5	$851	$24	2.82%	$3,625	$410	11.31%

b) What is the effective date of the sliding-fee scale(s)? 10/01/2017

c) Identify the most populous area of the state used to complete the chart above.

Copayments are the same statewide.

d) Provide the link to the sliding-fee scale:

http://www.okdhs.org/OKDHS%20Form%20Library/C-4.pdf#search=c%2D4

e) If the sliding-fee scale is not statewide, describe how many jurisdictions set their own sliding-fee scale (98.16(i)(3)).

N/A

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

☑ The fee is a dollar amount and:

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

  Describe:

- [ ] Other.

  Describe:

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

    Describe:

  - [ ] Other.

    Describe:

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

☐ No.

☑ Yes, check and describe those additional factors below.

☐ Number of hours the child is in care.

Describe:

☐ Lower co-payments for a higher quality of care, as defined by the state/territory.

Describe:

☑ Other.

Describe:

Number of children in care.

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

☐ No, the Lead Agency does not waive family contributions/co-payments.

☐ Yes, the Lead Agency waives family contributions/co-payments for families with an income at or below the poverty level for families of the same size.

☑ Yes, the Lead Agency waives family contributions/co-payments for families who are receiving or needing to receive protective services, as determined by the Lead Agency for purposes of CCDF eligibility.

Describe the policy and provide the policy citation.

Children in Child Welfare custody are considered under protective services and have a zero copayment. In addition, certain families who are considered under protective services but not involved in the Child Welfare system may have copayments waived. OAC 340:40-7-8.

☑ Yes, the Lead Agency waives family contributions/co-payments for other criteria established by the Lead Agency.

Describe the policy and provide the policy citation.

In thefollowing situations the family contributions/copayments have been waived: Families with less than $851 per month income, TANF families, children who receive SSI, children under 6 years of age adopted through DHS foster care, families with a child attending an Early Head Start-Child Care Partnership (EHS-CCP) grant program, children living with a caretaker who is not legally or financially responsible for the child. OAC 340:40-7-12; OAC: 340:40-7-1; OAC: 340:40-7-6.

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

A core purpose of CCDF is to promote parental choice and to empower working parents to make their own decisions regarding the child care services that best suit their family's needs. Parents have the option to choose from center-based care, family child care or care provided in the child's own home In supporting parental choice, the Lead Agencies must ensure that families receiving CCDF funding have the opportunity to choose from the full range of eligible child care settings and must provide families with equal access to child care that is comparable to that of non-CCDF families. Lead Agencies must employ strategies to increase the supply and to improve the quality of child care services, especially in underserved areas. This section addresses strategies that the Lead Agency uses to promote parental choice, ensure equal access, and increase the supply of child care. Note: In responding to questions in this section, the Office of Child Care (OCC) recognizes that each State/Territory identifies and defines its own categories and types of care. The OCC does not expect States/Territories 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 Parental Choice in Relation to Certificates, Grants, or Contracts

The parent(s) of each eligible child who receive(s) or is offered financial assistance for child care services has the option of either receiving a child care certificate or, if available, enrolling his or her child with a provider that has a grant or contract for providing child care services (658E(c)(2)(A); 98.30(a)). Even if a parent chooses to enroll his or her child with a provider who

has a grant or contract, the parent will select the provider, to the extent practicable. If a parent chooses to use a certificate, the Lead Agency shall provide information to the parent on the range of provider options, including care by sectarian providers and relatives. Lead Agencies must require providers chosen by families to meet health and safety standards and has the option to require higher standards of quality. Lead agencies are reminded that any policies and procedures should not restrict parental access to any type of care or provider (e.g. center care, home care, in-home care, for-profit provider, non-profit provider or faith-based provider, etc.) (98.15 (a)(5)).

4.1.1 Describe the child care certificate, including when it is issued to parents (before or after the parent has selected a provider) and what information is included on the certificate (98.16 (q)).

At the initial interview, case workers provide resources to search the Child Care Locator website or to contact CCR&R for assistance in choosing a provider that is licensed and contracted with DHS to provide subsidized care. After parents choose a provider, care is authorized in the system which generates the certificate/notice to the parent. The certificate includes the name of the provider, names of the children authorized for care, the beginning date of the authorizations, the amount of care authorized, and the amount of the copayment.

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

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

☐ Community outreach, workshops, or other in-person activities

☑ Other.

Describe:

At the initial interview, parents are advised of the Child Care Locator which is an online tool that allows the parent to input desired child care criteria to return a search result of licensed/contracted facilities. The parent is also given information on how to contact Oklahoma Child Care Resource and Referral for a searchable database, information on all programs including program characteristics and elements of quality licensed programs that contract with the Lead Agency to provide care.

4.1.3 Child care services available through grants or contracts.

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

☑ No. If no, skip to 4.1.4.

☐ Yes, in some jurisdictions but not statewide.

If yes, describe how many jurisdictions use grants or contracts for child care slots.

☐ Yes, statewide. If yes, describe:

i. How the Lead Agency ensures that parents who enroll with a provider who has a grant or contract have choices when selecting a provider:

ii. The type(s) of child care services available through grants or contracts:

iii. The entities that receive contracts (e.g., shared services alliances, CCR&R agencies, FCC networks, community-based agencies, child care providers):

iv. The process for accessing grants or contracts:

v. How rates for contracted slots are set through grants and contracts:

vi. How the Lead Agency determines which entities to contract with for increasing supply and/or improving quality:

vii. If contracts are offered statewide and/or locally:

4.1.3 Child care services available through grants or contracts.

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

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

Describe

N/A

4.1.3 Child care services available through grants or contracts.

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

- ☐ Programs to serve children with disabilities
- ☐ Programs to serve infants and toddlers
- ☐ Programs to serve school-age children
- ☐ Programs to serve children needing non-traditional hour care
- ☐ Programs to serve homeless children

- [ ] Programs to serve children in underserved areas
- [ ] Programs that serve children with diverse linguistic or cultural backgrounds
- [ ] Programs that serve specific geographic areas
  - [ ] Urban
  - [ ] Rural
- [x] Other

Describe

N/A

4.1.4 Certify by describing the Lead Agency's procedures for ensuring that parents have unlimited access to their children whenever their children are in the care of a provider who receives CCDF funds (658E(c)(2)(B); 98.16(t)).

Licensing Requirements for Child Care Programs: "The parents of enrolled children are permitted reasonable access to all parts of the child care center during hours of operation." Licensing Requirements for Family Child Care Homes: "Parents are provided access to all areas of the home used for child care during the hours that children are in care". Provider's subsidy contract also requires the provider to allow unlimited access to parents.

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

- [ ] No.
- [x] Yes. If checked, what limits will the Lead Agency set on the use of in-home care? Check all that apply.
  - [ ] Restricted based on minimum the number of children in the care of the provider to meet the Fair Labor Standards Act (minimum wage) requirements.

Describe:

☑ Restricted based on the provider meeting a minimum age requirement. (A relative provider must be at least 18 years of age based on the definition of eligible child care provider (98.2).

Describe:

In-home providers must be at least 18 years of age.

☐ Restricted based on the hours of care (i.e., certain number of hours, non-traditional work hours).

Describe:

☑ Restricted to care by relatives.

Describe:

Relative is defined as aunt, uncle, grandparent, great grandparent, or sibling not living in the home.

☐ Restricted to care for children with special needs or a medical condition.

Describe:

☑ Restricted to in-home providers that meet additional health and safety requirements beyond those required by CCDF.

Describe:

Prior to approval, in-home providers must complete various background checks including a child welfare and criminal history check. Persons convicted of or entering a plea of guilty for (1) violence against a person, (2) child abuse or neglect, (3) possession, sale or distribution of illegal drugs, (4) sexual misconduct, or (5) gross irresponsibility or disregard for the safety of others are not approved as in-home providers. The in-home provider must also complete first aid and CPR training prior to approval. Once approved, the in-home provider must complete basic health and safety training and provide a self-certification within 90 days of approval. After the first year, the in-home provider must complete a minimum of 6 hours of training annually. If caring for a special needs child, the in-home provider must complete an additional 6 hours of training related to caring for a child with disabilities within 6 months of approval.

☑ Other.

Describe:

The provider may not be a member of the child's household and can only care for the child of one family at a time.

4.2 Assessing Market Rates and Child Care Costs

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

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

- Provide an overview of the Lead Agency's proposed approach (e.g., cost estimation model, cost study/survey, etc.), including a description of data sources.

- Describe how the Lead Agency will consult with the State's Early Childhood Advisory Council or similar coordinating body, local child care program administrators, local child care resource and referral agencies, organizations representing child care caregivers, teachers and directors, and other appropriate entities prior to conducting the identified alternative methodology.

- Describe how the alternative methodology will use methods that are statistically valid and reliable and will yield accurate results. For example, if using a survey, describe how the Lead Agency will ensure a representative sample and promote an adequate response rate. If using a cost estimation model, describe how the Lead Agency will validate the assumptions in the

model.

- If the proposed alternative methodology includes an analysis of costs (e.g., cost estimation model or cost study/survey), describe how the alternative methodology will account for key factors that impact the cost of providing care'such as: staff salaries and benefits, training and professional development, curricula and supplies, group size and ratios, enrollment levels, licensing requirements, quality level, facility size, and other factors.

- Describe how the alternative methodology will provide complete information that captures the universe of providers in the child care market.

- Describe how the alternative methodology will reflect variations by provider type, age of children, geographic location and quality.

- Describe how the alternative methodology will use current, up to date data.

- Describe the estimated reporting burden and cost to conduct the approach.

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

- [x] MRS
- [ ] Alternative methodology.

  Describe:

- [ ] Both.

  Describe:

4.2.2 Prior to developing and conducting the MRS or alternative methodology, the Lead Agency is required to consult with the (1) State Advisory Council or similar coordinating body, local child care program administrators, local child care resource and referral agencies, and other appropriate entities and (2) organizations representing caregivers, teachers, and directors (98.45 (e)).

Describe how the Lead Agency consulted with the:

a) State Advisory Council or similar coordinating body:

The Lead Agency provided a presentation on the CCDF 2019-21 requirements to the State Advisory Council (SAC), updated the Council on the recent Market Rate Study (MRS)and invited SAC members to provide input on the content of the State Plan. A link to the preprint was forward out to SAC members and a completed draft of the State Plan was available on the website. Members of the SAC attended the State Plan public hearing and were invited to provide input at every step of the state plan development.

b) Local child care program administrators:

Notification wassent to child care programs regarding the MRS. The notification included Information on the survey questions and the purpose of the MRS. All providers accepting private pay children were given the opportunity to participate in the MRS. Each facility was contacted by phone to record their rates. At least three attempts were made to contact every facility.

c) Local child care resource and referral agencies:

Notification on the Market Rate Survey was sent to Oklahoma Child Care Resource and Referral Association to distribute to the regional organizations.

d) Organizations representing caregivers, teachers, and directors:

Notification was sent to child care programs and members of the Child Care Advisory Committee regarding the MRS and the survey questions. The State Advisory Council was notified that DHS Child Care Services had a MRS planned for September 2017. Based on suggestions, the question concerning registration fees was also included.

e) Other. Describe:

Public hearings are held prior to increases in child care subsidy. DHS regularly consults with cross-agency bodies through the Child Care Advisory, State Advisory Council, and Partners meetings.

4.2.3 Describe how the market rate survey is statistically valid and reliable. To be considered valid and reliable, the MRS must represent the child care market, provide complete and current data, use rigorous data collection procedures, reflect geographic variations, and analyze data in a manner that captures other relevant differences. For example, market rate surveys can use administrative data, such as child care resource and referral data, if they are representative of the market. If an alternative methodology, such as cost modeling, is used, demonstrate that the methodology used reliable methods.

A total of 2,937 facilities were included in the target population. Of the 2,937 facilities, 248 could not participate because they were no longer in business, had a disconnected or wrong telephone number. There were 363 facilities refusing to participate or terminating the interview and 542 could not be contacted. At the end of the data collection period, 1,784 interviews were completed for a response rate of 66.3%. On September 18, 2017, a notice was mailed to child care programs announcing the survey and communicating CCS authorized the survey. In order to minimize the response time for programs, the notice contained a list of the questions. A notice about the MRS was sent out via Listserv. Interviewers were provided a pre-printed data response sheet specific to each facility with the name, provider reference number, and telephone number. Preliminary data collection began September 29, 2017 and ended October 27, 2017 for a total of twenty business days of telephone interviewing. Interviews were conducted Monday through Friday, generally between the hours of 8:00 AM and 5:00 PM. Upon request, a limited number of interviews were conducted after standard business hours.

The following script was used to collect data by Star level, age and geographic region.
"Hello, my name is and I'm calling about the child care market rate survey. Can I speak to someone who can provide current rate and enrollment information?" < If not available or busy, schedule a day and time for you to call >

"As you know, DHS is required to complete a Market Rate Survey to receive federal child care funding and your participation assists DHS in determining the rates paid by families throughout Oklahoma. You can decline to participate or stop at any time. All rate information is combined so that no child care program is specifically identified.
I'll ask about any registration or enrollment fees, the number of full-time private pay children

currently enrolled, and how much families pay per week. Please DO NOT include children paid for by DHS or tribal subsidy programs. Full time care is defined as children in care for a total of 4 or more hours per day and only include children in before and after care if they are in care for at least 4 hours per day.

•How many private pay children currently enrolled are UNDER AGE ONE ?
•How much is the full-time weekly rate for children UNDER AGE ONE ?
•How many private pay children currently enrolled are ONE YEAR OLD ?
•How much is the full-time weekly rate for ONE YEAR OLDS ?
•How many private pay children currently enrolled are TWO YEARS OLD ?
•How much is the full-time weekly rate for TWO YEAR OLDS ?
•How many private pay children currently enrolled are THREE YEARS OLD ?
•How much is the full-time weekly rate for THREE YEAR OLDS ?
•How many private pay children currently enrolled are FOUR YEARS OLD ?
•How much is the full-time weekly rate for FOUR YEAR OLDS ?
•How many private pay children currently enrolled are FIVE YEARS OLD ?
•How much is the full-time weekly rate for FIVE YEAR OLDS ?
•How many private pay children currently enrolled are SIX YEARS OLD OR OLDER ?
•How much is the full-time weekly rate for children SIX YEARS OR OLDER ?

Does the facility charge a registration fee? If yes (amount). This concludes the survey, thank you for participating. "

Of the 21% of providers that collect a registration fee, the combined average fee was $60.

The data collected on the MRS is organized and analyzed by Gnosis and conducted through the University of Oklahoma.

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

a) Geographic area (e.g., statewide or local markets). Describe:

All child care Market Rate Survey data was collected by age, facility type, geographic region and Star rating. Child care centers in enhanced rate counties have the highest overall weighted market rate at $29.75 per day, or $148.75 per week. This is significantly greater than child care centers in the standard counties at $22.91 per day or $114.55 per week. The overall weighted market rate of child care in an enhanced rate home is $26.17 per day, or $130.85 per week. This is significantly greater than child care homes in standard counties at $21.73 per day, or $108.65 per week.

b) Type of provider. Describe:

All child care Market Rate Survey data was collected by age, facility type, geographic region and is segregated by the Star rating.

c) Age of child. Describe:

All child care Market Rate Survey data was collected by age, facility type, geographic region and is segregated by the Star rating.

d) Describe any other key variations examined by the market rate survey or alternative methodology, such as quality level.

The MRS data is collected and analyzed by Star level. DHS categorizes rates by the Star rating of the provider. Differential rates are offered for ratings of 1 Star, 1 Star Plus, 2 Star and 3 Star. The private pay data reflected rates charged coincided with the subsidy payment structure of QRIS.

4.2.5 After conducting the market rate survey or alternative methodology, the Lead Agency must prepare a detailed report containing the results of the MRS or alternative methodology. The detailed report must also include the estimated cost of care (including any relevant variation by geographic location, category of provider, or age of child) necessary to support (1) child care providers' implementation of the health, safety, quality, and staffing requirements and (2) higher quality care, as defined by the Lead Agency using a quality rating and improvement system or other system of quality indicators, at each level of quality. For States without a QRIS, the States may use other quality indicators (e.g. provider status related to accreditation, pre-K standards, Head

Start performance standards, or State defined quality measures.)

Describe how the Lead Agency made the results of the market rate survey or alternative methodology report widely available to the public (98.45(f)(1)). by responding to the questions below.

a) Date of completion of the market rate survey or alternative methodology (must be no earlier than July 1, 2016, and no later than July 1, 2018). 12/21/2017

b) Date the report containing results was made widely available - no later than 30 days after the completion of the report. 01/02/2018

c) Describe how the Lead Agency made the detailed report containing results widely available and provide the link where the report is posted.

DHS shared the MRS results through website posts, partner agencies and organizations involved in early childhood education. DHS shared results of the Market Rate Survey with the Oklahoma Tribal Child Care Associationso they may utilize the results to formulate tribal CCDF plans. http://www.okdhs.org/services/cc/Pages/ChildCare.aspx

d) Describe how the Lead Agency considered stakeholder views and comments in the detailed report.

The MRS was discussed at Partners meeting, the Oklahoma Tribal Child Care Association, and the State Advisory Council. To assure accuracy of the MRS, Child Care Services conducted an analytical comparison of the rate data collected by The Oklahoma Child Care Resource and Referral Association and the MRS. There was no substantial variation.

4.3 Setting Payment Rates

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

4.3.1 Provide the base payment rates and percentiles (based on the most recent MRS) for the following categories below. Percentiles are not required if the Lead Agency conducted an alternative methodology only (with pre-approval from ACF), but must be reported if the Lead Agency conducted an MRS alone or in combination with an alternative methodology. The ages and types of care listed below are meant to provide a snapshot of the categories on which rates can be based and are not intended to be comprehensive of all categories that might exist or to reflect the terms used by the Lead Agency for particular ages. Please use the most populous geographic region (area serving highest number of CCDF children) to report base payment rates below, if they are not statewide. Note: If the Lead Agency obtained approval to conduct an alternative methodology, then reporting of percentiles is not required.

a) Infant (6 months), full-time licensed center care in the most populous geographic region
Rate $ 38.00 per day unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 65%

b) Infant (6 months), full-time licensed FCC home in the most populous geographic region
Rate $ 28.60 per day unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 65%

c) Toddler (18 months), full-time licensed center care in the most populous geographic region
Rate $ 33.60 per day unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 65%

d) Toddler (18 months), full-time licensed FCC care in the most populous geographic region
Rate $ 28.60 per day unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 65%

e) Preschooler (4 years), full-time licensed center care in the most populous geographic region
Rate $ 22.80 per day unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 50%

f) Preschooler (4 years), full-time licensed FCC care in the most populous geographic region
Rate $ 22.80 per day unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 50%

g) School-age child (6 years), full-time licensed center care in most populous geographic region
Rate $ 18.80 per day unit of time (e.g., daily, weekly, monthly, etc.)

Percentile of most recent MRS: 65%

h) School-age child (6 years), full-time licensed FCC care in the most populous geographic region
Rate $ 18.20 per day unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 65%

i) Describe how part-time and full-time care were defined and calculated.

Full time care is over four hours. Parents who need full time care may qualify for the weekly rate which pays for up to 7 absent days as long as the child attends a minimum number of days each month. A part-time rate is approved when the child needs four or fewer hoursper day. A full-time rate is approved when the child needs more than four hours but less than 24 hours per day. Oklahoma also approves a blended rate for school age children who need part time care on school days and full time care on school holidays. The blended rate pays more than a part time rate but less than a full time rate.

j) Provide the effective date of the current payment rates (i.e., date of last update based on most recent MRS). 08/01/2018

k) Identify the most populous area of the state used to complete the responses above.

Effective August 1, 2018, Oklahoma will implement statewide rates based on the results of the Enhanced Area MRS.

l) Provide the citation or link, if available, to the payment rates.
http://www.okdhs.org/OKDHS%20Form%20Library/C-4-B.pdf

m) If the payment rates are not set by the Lead Agency for the entire state/territory, describe how many jurisdictions set their own payment rates (98.16(i)(3)).

N/A

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

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

☐ Differential rate for *non-traditional hours*.

Describe:

☑ Differential rate for *children with special needs*, as defined by the state/territory.

Describe:

To qualify for a special needs rate, the child must meet the DHS definition of a child with disabilities per OAC 340:40-7-3.1 In addition the child and provider must meet certification requirements indicating the child meets a certain level of care and the provider is capable of providing that level of care. A special needs rate, when approved, is paid in addition to the rate paid for a typically developing child of the same age. The special needs rate was developed by the Lead Agency using a Dephi method including a panel of experts. The Lead Agency employed an add-on rate so that the overall rates (including the base rate and special needs rate) would increase in response to changes in the market rate.

☑ 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:

Age breakdowns are different for child care centers and homes. Age-driven rate changes are made effective the first of the month following the child's birth date.

☐ 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:

☑ Differential rate for higher quality, as defined by the state/territory.

Describe:

Oklahoma pays higher subsidy rates for higher quality. Oklahoma uses a tiered reimbursement program designed to improve child care beyond the basic licensing criteria. To further encourage quality in underserved rural areas, a statewide rates were established.

☐ Other differential rates or tiered rates.

Describe:

☐ Tiered or differential rates are not implemented.

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

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

a) Describe how a choice of the full range of providers eligible to receive CCDF is made available; the extent to which eligible child care providers participate in the CCDF system; and any barriers to participation, including barriers related to payment rates and practices.

DHS implemented a rate increase effective 8-1-2018. The rate increase creates unified statewide rates for all facilities. For children birth through three years old, child care subsidy rates are increased to the 65th percentile of the former Enhanced Area as determined by the 2017 Market Rate Survey. Oklahoma does not have a waiting list. All eligible families that apply receive child care subsidy and choice of contracted facilities. Currently, approximately 57% of licensed programs accept children who receive subsidies.

b) Describe how payment rates are adequate and have been established based on the **most recent MRS or alternative methodology** . Note: Per the preamble (81 FR 67512), in instances where a MRS or alternative methodology indicates that prices or costs have increased, Lead Agencies must raise their rates as a result.

The 2017 Market Rate Survey (MRS) is the basis for identifying child care rates at the targeted percentile of full-time child care subsidy rates. The term "market rate" is defined as the agreed upon pricing point in an open market between a child care provider and a private pay family for child care services. The agreed upon price is evidenced by actual enrollment at the pricing point. Based on the 2017 Market Rate Survey, DHS implemented a rate increase effective 8-1-2018. The rate increase creates unified statewide rates for all facilities. For children birth through three years old, child care subsidy rates are increased to the 65th percentile as determined by the 2017 MRS. The Two Star increase will be applied first to the enhanced area rates then to the corresponding standard rate area to develop the new unified statewide rate. A statewide rate was already in place for Three Star facilities. The 65th percentile was based on the higher rates charged in the Enhanced Area. This will provide a substantial subsidy rate increase in the underserved rural areas of the state. The public Subsidy Rate Hearing was attended by partners and child care providers. Feedback has been positive and supportive of the rate increase. Community associations and partners have advocated for a statewide rate to ensure quality child care for all children. The projected cost is approximately $23 million. All eligible families that apply receive child care subsidy and choice of contracted facilities.

c) Describe how base payment rates enable providers to meet health, safety, quality, and staffing requirements under CCDF.

For child care centers to have a subsidy contract, they are required to meet the higher quality standards for 2 Star facilities.

d) Describe how the Lead Agency took the cost of higher quality into account, including how payment rates for higher-quality care, as defined by the Lead Agency using a QRIS or other system of quality indicators, relate to the estimated cost of care at each level of quality. Note: For States without a QRIS, the States may use other quality indicators (e.g. provider status related to accreditation, Pre-K standards, Head Start performance standards, or State defined quality measures).

The copayment amounts on the sliding fee scale have not been updated since 2004. At that time, copayments were figured so that they did not exceed 10% of family income. With the increase in CCDF funding due to passage of the Omnibus Spending Bill of 2018, the Lead Agency will submit a proposal to revise the sliding fee scale taking into account federal recommendations.

e) How will the Lead Agency ensure that the family contribution/co-payment, based on a sliding-fee scale, is affordable and is not a barrier to families receiving CCDF funds (98.16 (k))? Check all that apply.

- [x] Limit the maximum co-payment per family.

  Describe: .

  Oklahoma uses a family copayment structure as opposed to a copayment per child. The maximum family copayments are listed on the DHS Appendix C-4, Child Care Eligibility/Copayment Chart.

- [ ] Limit the combined amount of co-payment for all children to a percentage of family income. List the percentage of the co-payment limit and

- [x] Minimize the abrupt termination of assistance before a family can afford the full cost of care ('the cliff effect') as part of the graduated phase-out of assistance discussed in 3.1.7.

  Oklahoma uses 85% of SMI as the exit threshold for child care assistance during the initial 12 month eligibility period and during the graduated phase out. During the graduated phase out, the family copayment is increased per the DHS Appendix C-

4, Child Care Eligibility/Copayment Chart. When family income exceeds the state's initial threshold at the 12 month redetermination but remains below 85% of SMI, the family qualifies for another 12 months of subsidized child care. The copayment is increased per the DHS Appendix C-4, Child Care Eligibility/Copayment Chart for the graduated phase out period. At the beginning of the graduated phase out period, the family share copayment is increased by $50 per child in subsidized care above the maximum copayment amount for the family size and number of children in care on the DHS Appendix C-4, Child Care Eligibility/Copayment Chart. The copayment is not increased throughout the remainder of the 12 month eligibility period. OAC 340:40-9-1

☑ Other.

Describe:

Copayments are locked in at certification and cannot be increased during the 12 month eligibility period.

f) To support parental choice and equal access to the full range of child care options, does the Lead Agency choose the option to allow providers to charge families additional amounts above the required co-payment in instances where the provider's price exceeds the subsidy payment (98.45(b)(5))?

☑ No

☐ Yes. If yes:

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 promotes affordability and access for families.

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.

iii. Describe the Lead Agency's analysis of the interaction between the additional amounts charged to families with the required family co-payment, and the ability of current subsidy payment rates to provide access to care without additional fees.

g) Describe how Lead Agencies' payment practices described in 4.5 support equal access to a range of providers.

DHS payment practices rates for care are uniform across the state so that families have access to the range of providers. DHS does not have a waiting list and all eligible families requesting subsidy are assisted in locating licensed child care.

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

- [x] Geographic area.

  Describe:

  The rate increase effective 8/1/18 creates unified statewide rates for all facilities.

- [x] Type of provider.

  Describe:

  Centers are paid at a higher rate than homes.

- [x] Age of child.

  Describe:

  Age breakdowns are different for child care centers and homes. Age driven rate changes are made effective the first of the month following the child's birth date. The highest rates are paid for infants and cascades lower as the child age increases.

- [x] Quality level.

  Describe:

  The star status of a facility is determined by Child Care Services Licensing staff based on meeting certain quality indicators. The higher the Star status the higher the reimbursement rate.

- [ ] Other.

  Describe:

i) Describe any additional facts that the Lead Agency considered in determining its

payment rates to ensure equal access. Check all that apply and describe:

- [ ] Payment rates are set at the 75th percentile benchmark or higher of the most recent MRS.

  Describe:

- [ ] Based on the approved alternative methodology, payments rates ensure equal access.

  Describe:

- [ ] Feedback from parents, including parent surveys or parental complaints.

  Describe:

- [x] Other.

  Describe:

  Oklahoma does not have a waitinglist for subsidy. Payment rates are the same statewide and will ensure eligible families have equal access to child care services.

4.5 Payment Practices and the Timeliness of Payments

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

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

part-time or full-time rates rather than paying for hours of service or smaller increments of time and (2) pay for reasonable, mandatory registration fees that the provider charges to private-paying parents (658E(c)(2)(S); 98.45(l)(3)).

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

4.5.1 Certify by identifying and describing the payment practices below that the Lead Agency has implemented for all CCDF child care providers.

a) Ensure the timeliness of payments by either (Lead Agency to implement at least one of the following):

☐ Paying prospectively prior to the delivery of services.

Describe the policy or procedure.

N/A

☑ Paying within no more than 21 calendar days of the receipt of a complete invoice for services.

Describe the policy or procedure.

The Lead Agency uses an electronic benefits transfer (EBT) system statewide. Payment for service is based on the time and attendance information that the parent documents by swipinghis or her EBT card through the point of service (POS) machine on a daily basis. Weekly payments are direct deposited into the provider's bank account for attendance two weeks in arrears, which allows the client 10 days to complete or correct swipes.

b) To the extent practicable, support the fixed costs of providing child care services by delinking provider payments from a child's occasional absences by: (Note: The Lead Agency is to choose at least one of the following):

☐ Paying based on a child's enrollment rather than attendance.

Describe the policy or procedure.

N/A

☐ Providing full payment if a child attends at least 85 percent of the authorized time.

Describe the policy or procedure.

N/A

☑ Providing full payment if a child is absent for five or fewer days in a month.

Describe the policy or procedure.

Parents who need full time care may qualify for the weekly rate which pays for up to 7 absent days as long as the child attends a minimum number of days each month.

☐ Use an alternative approach for which the Lead Agency provides a justification in its Plan.

If chosen, please describe the policy or procedure and the Lead Agency's justification for this approach.

N/A

c) The Lead Agency's payment practices reflect generally accepted payment practices of child care providers who serve children who do not receive CCDF subsidies. These payment practices must include the following two practices unless the Lead Agency provides evidence that such practices are not generally accepted in its state (658E(c)(2)(S); 98.45(l)(3)).

i. Paying on a part-time or full-time basis (rather than paying for hours of service or smaller increments of time).

Describe the policy or procedure and include a definition of the time increments (e.g., part time, full-time).

A part-time rate is approved when the child needs four hours or fewer per day. A full-time rate is approved when the child needs more than four hours but less than 24 hours per day. Oklahoma also approves a blended rate for school age children who need part time care on school days and full time care on school holidays. The blended

rate pays more than a part time rate but less than a full time rate.

ii. Paying for reasonable mandatory registration fees that the provider charges to private-paying parents.

Describe the policy or procedure.

As indicated by provider responses to the 2017 Market Rate Survey, the charging of mandatory registration fees is not a generally accepted practice in Oklahoma.

d) The Lead Agency ensures that providers are paid in accordance with a written payment agreement or an authorization for services that includes, at a minimum, information regarding provider payment policies, including rates, schedules, any fees charged to providers, and the dispute-resolution process. Describe:

Providers enter into a written payment agreement with the Lead Agency's EBT contractor which includes payment policies and any fees. In addition, providers enter into a subsidy contract with the Lead Agency which details the responsibilities and references rates and schedules located on the Lead Agency's website at www.okdhs.org .

e) The Lead Agency provides prompt notice to providers regarding any changes to the family's eligibility status that could impact payments, and such a notice is sent no later than the day that the Lead Agency becomes aware that such a change will occur. Describe:

Computer-generated notice is mailed to providers for all approvals, closures, and changes to child care authorizations. In addition, providers can access the Provider Web for real time information about authorizations of children in their care.

f) The Lead Agency has a timely appeal and resolution process for payment inaccuracies and disputes. Describe:

Upon notification of a payment inaccuracy or dispute, the Lead Agency finance division reviews the problem and attempts to resolve all payment issues as soon as possible, usually within a week.

g) Other. Describe:

N/A

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

- [x] No, the practices do not vary across areas.
- [ ] Yes, the practices vary across areas.

Describe:

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

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

4.6.1 Lead Agencies must identify shortages in the supply of high-quality child care providers. List the data sources used to identify shortages, and describe the method of tracking progress to support equal access and parental choice.

- [ ] In licensed family child care.
- [ ] In licensed child care centers.
- [x] Other.

Oklahoma School Readiness Reach-by-Risk report was utilized to identify shortages of child care in areas. A Community Assessment Parent Survey of 10 counties conducted by Oklahoma Partnership for School Readiness was also consulted. The Lead Agency will track progress in expanding access and parental choice by examining reports on supply and demand from the Child Care Resource and Referral Association.

4.6.2 Describe what method(s) is used to increase supply and to improve quality for the following.

a) Children in underserved areas. Check and describe all that apply.

☐ Grants and contracts (as discussed in 4.1.3).

Describe:

☐ Family child care networks.

Describe:

☐ Start-up funding.

Describe:

☑ Technical assistance support.

Describe:

Child Care Resource and Referral Specialist are available to provide support to child care facilities that are starting up and those working to improve quality.

☑ Recruitment of providers.

Describe:

Child Care Resource and Referral Agencies conduct provider and program recruitment activities quarterly.

☑ Tiered payment rates (as discussed in 4.3.2).

Describe:

Subsidy rates for child care programs vary according to Quality Rating and Improvement System determination.

☑ Support for improving business practices, such as management training, paid sick leave, and shared services.

Describe:

Administration and management training is available to child care directors and

family child care home providers.

☐ Accreditation supports.

Describe:

☐ Child Care Health Consultation.

Describe:

☑ Mental Health Consultation.

Describe:

The Lead Agency contracts with the Oklahoma State Department of Health for child care consultant services and for the Child Care Warmline that provides information and resources on child development and physical and behavioral health.

☑ Other.

Describe:

Revised the child care eligibility requirements so that more families can utilize child care subsidy and lower the family copay rate. This will benefit families and provide financial stability to child care providers. With increased statewide rates, expanded eligibility and reduced parent copay,additional quality child care programs will be incentivized and will financially stabilize existing child care providers.

4.6.2 Describe what method(s) is used to increase supply and to improve quality for the following.

b) Infants and toddlers. Check and describe all that apply.

☐ Grants and contracts (as discussed in 4.1.3).

Describe:

☐ Family child care networks.

Describe:

☐ Start-up funding.

Describe:

☑ Technical assistance support.

Describe:

Oklahoma Right Start Infant and Toddler Specialist Network will also be available to work with individual programs to improve care provided to infants and toddlers.

☑ Recruitment of providers.

Describe:

Child Care Resource and Referral Agencies conduct provider and program recruitment activities quarterly.

☑ Tiered payment rates (as discussed in 4.3.2) .

Describe:

Subsidy reimbursement rates for infant and toddler quality programs participating in the QRIS program increase with Star levels.

☐ Support for improving business practices, such as management training, paid sick leave, and shared services.

Describe:

☐ Accreditation supports.

Describe:

☐ Child Care Health Consultation.

Describe:

☑ Mental Health Consultation.

Describe:

The Lead Agency contracts with the Oklahoma State Department of Health for child care consultant services and the Child Care Warmlineprovides information and resources on child development and physical and behavioral health.

☑ Other.

Describe:

Oklahoma Right Start Infant/Toddler Certificate of Achievement Stipend will support the infant/toddler workforce therefore improving the quality of programs.

4.6.2 Describe what method(s) is used to increase supply and to improve quality for the following.

c) Children with disabilities. Check and describe all that apply.

☐ Grants and contracts (as discussed in 4.1.3).

Describe:

☐ Family child care networks.

Describe:

☐ Start-up funding.

Describe:

☐ Technical assistance support.

Describe:

☐ Recruitment of providers.

Describe:

☑ Tiered payment rates (as discussed in 4.3.2).

Describe:

To increase the availability ofchild care programs serving children with disabilities, there is a special needs subsidy rate if approved that is paid in addition to the subsidy rate paid for a typical child.

☐ Support for improving business practices, such as management training, paid sick leave, and shared services.

Describe:

☐ Accreditation supports.

Describe:

☐ Child Care Health Consultation.

Describe:

☑ Mental Health Consultation.

Describe:

The Lead Agency contracts with the Oklahoma State Department of Health for child care consultant services and for Child Care Warmline that provides information and resources on child development and physical and behavioral health.

☑ Other.

Describe:

Children with disabilities is a professional development topic that is available to child care providers and can be found on the statewide training calendar.

4.6.2 Describe what method(s) is used to increase supply and to improve quality for the following.

d) Children who receive care during non-traditional hours.Check and describe all that apply

☐ Grants and contracts (as discussed in 4.1.3).

Describe:

☐ Family child care networks.

Describe:

☐ Start-up funding.

Describe:

☐ Technical assistance support.

Describe:

☐ Recruitment of providers.

Describe:

☑ Tiered payment rates (as discussed in 4.3.2) .

Describe:

To increase the availability of child care programs offering care during non-traditional hours, an additional subsidy rate will be paid in addition to the subsidy rate paid during traditional care hours. The effective date is not yet determined.

☐ Support for improving business practices, such as management training, paid sick leave, and shared services.

Describe:

☐ Accreditation supports.

Describe:

☐ Child Care Health Consultation.

Describe:

☐ Mental Health Consultation.

Describe:

☐ Other.

Describe:

4.6.2 Describe what method(s) is used to increase supply and to improve quality for the following.

e) Other. Check and describe all that apply:

☐ Grants and contracts (as discussed in 4.1.3).

Describe:

N/A

☐ Family child care networks.

Describe:

N/A

☐ Start-up funding.

Describe:

N/A

☐ Technical assistance support.

Describe:

N/A

☐ Recruitment of providers.

Describe:

N/A

☐ Tiered payment rates (as discussed in 4.3.2).

Describe:

N/A

☐ Support for improving business practices, such as management training, paid sick leave, and shared services.

Describe:

N/A

☐ Accreditation supports.

Describe:

N/A

☐ Child Care Health Consultation.

Describe:

N/A

☐ Mental Health Consultation.

Describe:

N/A

☐ Other.

Describe:

N/A

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

a) How does the Lead Agency define areas with significant concentrations of poverty and unemployment?

The Lead Agency utilizes Oklahoma School Readiness Reach-By-Risk Report 2015 to identify areas of high risk and low reach for early childhood programs and services. CCR&R conducts regional supply and demand studies.

b) Describe how the Lead Agency prioritizes increasing access to high-quality child care and development services for children of families in areas that have significant concentrations of poverty and unemployment and that do not have high-quality programs

The Lead Agency focuses on serving all families in need of services. Each county has eligibility staff to assist families with choosing quality child care. Children whose care is subsidized are required to attend a program that participates in the Stars program (QRIS). 95% of children in the state are in 2 and 3 Star programs. CCR&R services are available to families in every county. The Lead Agency does not have a waiting list for those families who meet program qualifications. The Lead Agency supports Early Head Start-Child Care Partnerships by providing the base layer of funding.

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

Lead Agencies are required to certify that there are in effect licensing requirements applicable to all child care services in the state/territory, which supports the health and safety of all children in child care. States and territories may allow licensing exemptions. Lead Agencies must describe how such licensing exemptions do not endanger the health, safety, and development of CCDF children in license-exempt care (98.16 (u)).

Lead Agencies also must certify that there are in effect health and safety standards and training requirements applicable to providers serving CCDF children, whether they are licensed or license-exempt. These health and safety requirements must be appropriate to the provider setting and age of the children served, must include specific topics and training on those topics, and are subject to monitoring and enforcement procedures.

The organization of this section begins with a description of the licensing system for providers of child care in a state or territory and then moves to focus in on CCDF providers who may be licensed, exempt from licensing, or relative providers. The section then covers the health and safety requirements and training, and monitoring and enforcement procedures to ensure that CCDF child care providers comply with licensing and health and safety requirements (98.16(n)). Lead Agencies are also asked to describe any exemptions for relative providers (98.16(l)). This section also addresses group size limits; child-staff ratios; and required qualifications for caregivers, teachers, and directors (98.16(m)) serving CCDF children.

Note: When responding to questions in this section, the OCC recognizes that each State/Territory identifies and defines its own categories of care. The OCC does not expect States/Territories to change their definitions to fit the CCDF-defined categories of care. For these questions, provide responses that closely match the CCDF categories of care.

Criminal background check requirements are included in this section (98.16(o)). It is important to note that these requirements are in effect for all child care staff members that are licensed, regulated or registered under state/territory law and all other providers eligible to deliver CCDF services.

5.1 Licensing Requirements

Each state/territory must certify it has in effect licensing requirements applicable to all child care services provided within the state/territory (not restricted to providers receiving CCDF funds) and provide a detailed description of these requirements and how the requirements are effectively enforced (658E(c)(2)(F)). If any types of providers are exempt from licensing requirements, the state/territory must describe those exemptions and describe how these exemptions do not endanger the health, safety, or development of children. The descriptions must also include any exemptions based on provider category, type, or setting; length of day; and providers not subject to licensing because the number of children served falls below a Lead Agency-defined threshold and any other exemption to licensing requirements (658E(c)(2)(F); 98.16(u); 98.40(a)(2)(iv)).

5.1.1 To certify, describe the licensing requirements applicable to child care services provided within the state/territory by identifying the providers in your state/territory that are subject to licensing using the CCDF categories listed below? Check all that apply and provide a citation to the licensing rule.

☑ Center-based child care.

Describe and Provide the citation:

The following programs are licensed: (1) Child care centers-programs that operate 30 or more hours per week. (2) Day camps-programs that operate during school breaks for 12 hours or less per day, serve children 5-year-olds and older who are attending, or have completed kindergarten or above, and use the outdoors as a major program component for at least 50 percent of the daily hours of operation. (3) Drop-in Program-programs that operate 30 or more hours per week with individual children attending six hours or less per day and 24 hours or less per week, with an allowance for three extra six-hour days per 12 months per child. (4) Out-of-school time programs-means programs that operate when school is not in session, such as before- and after-school and school breaks, and serve 3-year-olds and older who are attending or have completed Pre-Kindergarten or above. (5) Part-day programs-programs that operate for more than 15, but less than 30 hours per week. (6) Programs for sick children-programs that serve children with illnesses or symptoms preventing them from comfortable participation in activities in a program caring for children who are well. The children require more care than personnel

in a program caring for children who are well can provide without compromising the health and safety of other children in care. Oklahoma Administrative Code (OAC)340:110-3-275

☑ Family child care.

Describe and Provide the citation:

Family child care home-a family home that provides care and supervision for seven or fewer children for part of the 24-hour day. Large family child care home-a residential family home that provides care and supervision for eight to 12 children for part of the 24-hour day. OAC 340:110-1-8

☐ In-home care (care in the child's own home).

Describe and provide the citation (if applicable):

5.1.2 Describe if any providers are exempted from licensing requirements and how such exemptions do not endanger the health, safety, and development of children (658E (c)(2)(F); 98.40(a)(2)).

Note: Additional information about exemptions related to CCDF providers is required in 5.1.3.

The provisions of the Oklahoma Child Care Facilities Licensing Act shall not apply to: (1) Care provided in a child's own home or by relatives; (2) Informal arrangements which parents make with friends or neighbors for the occasional care of their children; (3) Programs in which school-aged children three (3) years of age and older are participating in home-schooling; (4) Programs that serve children three (3) years of age and older and that are operated during typical school hours by a public school district; (5) Programs that serve children three (3) years of age and older and that are operated during typical school hours by a private school that offers elementary education in grades kindergarten through third grade; (6) Programs in which children attend on a drop-in basis and parents are on the premises and readily accessible; (7) A program of specialized activity or instruction for children that is not designed or intended for child care purposes including, but not limited to, scouts, 4-H clubs and summer resident youth camps, programs that limit children from enrolling in multiple sessions because of the type of activity or ages accepted, and single-activity programs such as academics, athletics, gymnastics, hobbies, art, music, dance and craft

instruction; (8) Any child care facility that: a. provides care and supervision for fifteen (15) or fewer hours per week, b. operates less than ten (10) weeks annually, or c. operates in the summer for less than eight (8) hours per day; d. provides care and supervision for school-aged children only in a center-based program for twenty-one (21) or fewer hours a week and is located in a county with a population of less than one hundred thousand (100,000) according to the latest Federal Decennial Census; (9) Facilities whose primary purpose is medical treatment; (10) A program where children are not enrolled by the parents and are free to come and go; (11) A program in tribal land as defined at 25 U.S.C.A. 1903 (10); and 12. A program on a military base or federal property. The Oklahoma Licensing Act exempts programs that limit the time children attend; do not meet the intent of child care; or are accredited through national organizations or federal agencies that have health and safety requirements.

5.1.3 Check and describe any CCDF providers in your state/territory who are exempt from licensing (98.40(2)(i) through (iv))? Describe 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

☑ Center-based child care.

If checked, describe the exemptions.

Programs on a military base, Tribal or federal property are exempt from licensing because those programs are licensedby another entity.

☑ Family child care.

If checked, describe the exemptions.

Programs on a military base, Tribal or federal property are exempt from licensing because those programs are licensedby another entity.

☑ In-home care.

If checked, describe the exemptions.

Care provided in a child's own home by a relative is exempt from licensing.

5.2 Health and Safety Standards and Requirements for CCDF Providers

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

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

a) Licensed CCDF center-based care

1. Infant

-- How does the State/territory define infant (age range):

Birth up to 12 months.

-- Ratio:

Oneteaching personnel for 4 infants.

-- Group size:

Maximum of8 infants.

-- Teacher/caregiver qualifications:

Teaching personnel are at least 18 years of age, have at least a high school diploma/GED/or a licensing approved equivalent or completed 10th grade and are in process of obtaining a GED for a period not to exceed 12 months from employment. Assistant teacher qualifications are at least 16 years of age, currently enrolled in high school or an equivalent or have at least a high school diploma/GED or Licensing approved equivalent or have completed 10th grade and are in process of obtaining a GED for a period not to exceed 36 months from employment.

2. Toddler

-- How does the State/territory define toddler (age range):

1- 2-year-olds.

-- Ratio:

Oneteaching personnel for 6 one-year-olds; and 1 teaching personnel for 8 two-year-olds.

-- Group size:

Maximum of 12 one-year-olds; and 16 two-year-olds.

-- Teacher/caregiver qualifications:

Teaching personnel are at least 18 years of age, have at least a high school diploma/GED, or a licensing approved equivalent or completed 10th grade and are in process of obtaining a GED for a period not to exceed 12 months from employment. Assistant teacher qualifications are at least 16 years of age, currently enrolled in high school or an equivalent or have at least a high school diploma/GED or Licensing approved equivalent or have completed 10th grade and are in process of obtaining a GED for a period not to exceed 36 months from employment.

3. Preschool

-- How does the State/territory define preschool (age range):

3- 5 year-olds.

-- Ratio:

One teaching personnel for12 three-year-olds; one teaching personnel for 15 four- and five-year-olds.

-- Group size:

24 forthree-year-olds; 30 for four- and five-year-olds.

-- Teacher/caregiver qualifications:

Teaching personnel are at least 18 years of age, have at least a high school

diploma/GED, or a licensing approved equivalent or completed 10th grade and are in process of obtaining a GED for a period not to exceed 12 months from employment. Assistant teacher qualifications are at least 16 years of age, currently enrolled in high school or an equivalent or have at least a high school diploma/GED or Licensing approved equivalent or have completed 10th grade and are in process of obtaining a GED for a period not to exceed 36 months from employment.

4. School-age

-- How does the State/territory define school-age (age range):

6 -12 years-old.

-- Ratio:

One teaching personnel for 20 children.

-- Group size:

Maximum of 40.

-- Teacher/caregiver qualifications:

Teaching personnel are at least 18 years of age, have at least a high school diploma/GED, or a licensing approved equivalent or completed 10th grade and are in process of obtaining a GED for a period not to exceed 12 months from employment. Assistant teacher qualifications are at least 16 years of age, currently enrolled in high school or an equivalent or have at least a high school diploma/GED or Licensing approved equivalent or have completed 10th grade and are in process of obtaining a GED for a period not to exceed 36 months from employment.

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

Providers that are exempt are not required to meet licensing ratios regarding child ages and group sizes.

6. Describe, if applicable, ratios, group sizes, and qualifications for classrooms with mixed age groups.

Infants, 1 year-olds, and 2-year-olds, 1:6 ratio with no more than two infants per

teaching personnel and a maximum group size of 12. Infants and older 1:8 ratio with no more than two under 2 years of age per teaching personnel and a , 1:12 ratio with no more than four 2-year-olds per teaching personnel and a maximum group size of 24. 3-year-olds and older, 1:15 ratio with no more than six 3-year-olds per teaching personnel and a maximum group size of 30. 4 and 5-year-olds, 1:15 ratio and a maximum group size of 30. 4-year-olds and older, 1:18 ratio with no more than eight 4-year-olds per teaching personnel and a maximum group size of 36. 5-year-olds and older, 1:18 ratio with no more than ten 5-year-olds per teaching personnel and a maximum group size of 36. 6-year-olds and older, 1:20 ratio and a maximum group size of 40.

7. Describe the director qualifications for licensed CCDF center-based care, including any variations based on the ages of children in care.

Directors of child care centers are required to be at least 21 years of age and have a high school diploma or GED and have a current Oklahoma's Director Credential. At a minimum, directors have 6 Early ChildhoodEducation/Child Development/School Age credit hours or a Child Development Associates/Child Care Professional or Oklahoma Competency Certificate in Early Childhood Education. Directors have administrative management knowledge and skills determined by completing a minimum of 3 administration/management credit hours or approved administration/management credential or 40 administration/management clock-hours with 12 months experience and 20 hours of job related training.

b) Licensed CCDF family child care provider

1. Infant

-- How does the State/territory define infant (age range):

Birth up to 12 months.

-- Ratio:

A family child care home with one caregiver may care for up to 5 infants.

-- Group size:

A family child care home with one caregiver may care for up to 5 children; two

caregivers must be present when 7 children are in care and more than 2 children are younger than 2 years; two caregivers must be present when 6 children are in care and more than 3 children are younger than 2 years of age.
A large family child care home with one caregiver may care for up to 5 children of any age; up to 6 children with no more than 3 children younger than 2 years of age; up to 7 children with no more than 2 children younger than 2 years of age. Two caregivers may care for up to 8 children younger than 2 years of age; or 12 children with no more than 6 children younger than two-years of age. Three caregivers may care for up to 12 children with no more than 8 children younger than 2 years of age.

-- Teacher/caregiver qualifications:

The primary caregiver must be at least 21 years of age, have obtained a high school diploma or GED. In Large Family Child Care Homes, the primary caregiver must be at least 21 years of age, have at least 6 months of satisfactory experience as a primary caregiver in a licensed family child care home in Oklahoma and meet one of the requirements: a high school diploma/GED and 12 college credit hours in child development or early childhood education, a vo-tech occupational child care program diploma, a Child Development Associate (CDA) credential; or an associate or bachelor's degree in child development or early childhood education.

2. Toddler

-- How does the State/territory define toddler (age range):

1 - 2-years-old.

-- Ratio:

A family child care home with one caregiver may care for up tofive 1-2-year-olds.

-- Group size:

A family child care home with one caregiver may care for up to 5 children; two caregivers must be present when 7 children are in care and more than 2 children are younger than 2 years; two caregivers must be present when 6 children are in care and more than 3 children are younger than 2 years of age.
A large family child care home with one caregiver may care for up to 5 children of

any age; up to 6 children with no more than 3 children younger than 2-years of age; up to 7 children with no more than 2 children younger than 2-years of age. Two caregivers may care for up to 8 children younger than 2 years of age; or 12 children with no more than 6 children younger than two years of age. Three caregivers may care for up to 12 children with no more than 8 children younger than 2 years of age.

-- Teacher/caregiver qualifications:

The primary caregiver must be at least 21 years of age, have obtained a high school diploma or GED. In Large Family Child Care Homes, the primary caregiver must be at least 21 years of age, have at least 6 months of satisfactory experience as a primary caregiver in a licensed family child care home in Oklahoma and meet one of the requirements: a high school diploma/GED and 12 college credit hours in child development or early childhood education, a vo-tech occupational child care program diploma, a Child Development Associate (CDA) credential; or an associate or bachelor's degree in child development or early childhood education.

3. Preschool

-- How does the State/territory define preschool (age range):

3- 5-years-old.

-- Ratio:

One caregiver may care for up to 7 children ages 3 and older.

-- Group size:

A family child care home with one caregiver may care for up to 7 children if all children are ages 3 and older. A large family child care home with one caregiver may care for up to 8 children when children are 3 years of age and older; up to 10 children when the children are 4 years of age and older; and up to 12 children when the children are 5 years of age and older.

-- Teacher/caregiver qualifications:

The primary caregiver must be at least 21 years of age, have obtained a high

school diploma or GED. In Large Family Child Care Homes, the primary caregiver must be at least 21 years of age, have at least 6 months of satisfactory experience as a primary caregiver in a licensed family child care home in Oklahoma and meet one of the requirements: a high school diploma/GED and 12 college credit hours in child development or early childhood education, a vo-tech occupational child care program diploma, a Child Development Associate (CDA) credential; or an associate or bachelor's degree in child development or early childhood education.

4. School-age

-- How does the State/territory define school-age (age range):

6-12-years-old

-- Ratio:

A family child care home with one caregiver may care for up to 7 children. A large family child care home with one caregiver may care for up to 12 children when the children are 5 years of age and older

-- Group size:

A family child care home with one caregiver may care for up to 7 children if all are ages 3 and older. A large family child care home with one caregiver may care for up to 8 children when children are 3 years of age and older; up to 10 children when the children are 4 years of age and older; and up to 12 children when the children are 5 years of age and older.

-- Teacher/caregiver qualifications:

The primary caregiver must be at least 21 years of age, have obtained a high school diploma or GED. In Large Family Child Care Homes, the primary caregiver must be at least 21 years of age, have at least 6 months of satisfactory experience as a primary caregiver in a licensed family child care home in Oklahoma and meet one of the requirements: a high school diploma/GED and 12 college credit hours in child development or early childhood education, a vo-tech occupational child care program diploma, a Child Development Associate (CDA) credential; or an associate or bachelor's degree in child development or early childhood education.

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

N/A

c) In-home CCDF providers:

1. Describe the ratios

N/A

2. Describe the group size

N/A

3. Describe the maximum number of children that are allowed in the home at any one time.

N/A

4. Describe if the state/territory requires related children to be included in the child-to-provider ratio or group size

N/A

5. Describe any limits on infants and toddlers or additional school-age children that are allowed for part of the day

N/A

5.2 Health and Safety Standards and Requirements for CCDF Providers

5.2.2 Health and safety standards for CCDF providers.

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

the option of exempting relatives from some or all CCDF health and safety requirements (98.42(c)).

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

1. Prevention and control of infectious diseases (including immunization)

   -- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

   Child Care Program and Family Child Care Home standardsaddress hand hygiene, requiring immunizations, health monitoring, practices for control of illness and infestations, and separation of ill children.

   -- List all citations for these requirements, including those for licensed and license-exempt programs

   Child Care Programs: OAC 340:110-3-294. Family Child Care Homes: OAC 340:110-3-90.

   -- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

   There are no variations.

   -- Describe any variations based on the age of the children in care

   There are no variations.

   -- Describe if relatives are exempt from this requirement

   Relatives are not exempt.

2. Prevention of sudden infant death syndrome and the use of safe-sleep practices

   -- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

   Child Care Program and Family Child Care Home standardsaddress appropriate sleep

environments and rest equipment including sleep positioning, swaddling with written request of parents and restrictions of specific items in rest equipment.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Child Care Programs: OAC 340:110-3-296; OAC: 340:110-3-302. Family Child Care Homes: OAC 340:110-3-91.1.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

Child Care Programs: play yards are prohibited in programs licensed on or after January, 1, 2016. Programs licensed prior to January 1, 2016 may not replace existing rest equipment with a play yard.

-- Describe any variations based on the age of the children in care

Only required when caring for infants.

-- Describe if relatives are exempt from this requirement

Relatives are not exempt.

3. Administration of medication, consistent with standards for parental consent

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Child Care Program and Family Child Care Homestandards address program policy for administration of medication, parent permission, and labeling and storing medication.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Child Care Programs: OAC 340:110-3-295. Family Child Care Homes: OAC 340:110-3-90.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

There are no variations.

-- Describe any variations based on the age of the children in care

There are no variations.

-- Describe if relatives are exempt from this requirement

Relatives are not exempt.

4. Prevention of and response to emergencies due to food and allergic reactions

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Child Care Program and Family Child Care Home standards require parents to provide child health information upon enrollment that includes allergy information. Programs required to have access to life-threatening condition medication.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Child Care Programs:OAC 340:110-3-295; OAC 340:110-3-281.1. Family Child Care Homes: OAC 340:110-3-88; OAC 340:110-3-85.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

Child Care Programs are required to post known child allergies.

-- Describe any variations based on the age of the children in care

There are no variations.

-- Describe if relatives are exempt from this requirement

Relatives are not exempt.

5. Building and physical premises safety, including the identification of and protection from hazards that can cause bodily injury, such as electrical hazards, bodies of water, and vehicular traffic

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Child Care Program and Family Child Care Home standards require the facility is in a good state of repair and maintained in a clean and sanitary condition including being compliant with building and fire codes. The outdoor play area is enclosed by a fence, hazard free, and water dangers are inaccessible to children.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Child Care Programs: OAC 340:110-3-300; OAC 340:110-3-301. Family Child Care Homes: OAC 340:110-3-86.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

There are no variations.

-- Describe any variations based on the age of the children in care

There are no variations.

-- Describe if relatives are exempt from this requirement

Relatives are not exempt.

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

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Child Care Program and Family Child Care Homestandards prohibit a teacher/caregiver from shaking any child in care.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Child Care Programs:OAC 340:110-3-288. Family Child Care Homes: OAC 340:110-3-92.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

There are no variations.

-- Describe any variations based on the age of the children in care

There are no variations.

-- Describe if relatives are exempt from this requirement

Relatives are not exempt.

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

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Child Care Program and Family Child Care Home standards require policies for emergency plans and procedures for various situations, emergency contacts, first aid supplies, addressing children's needs, reunification andemergency preparedness drills including lock down, shelter in place, relocation, fire, and tornado. Plans and procedures are reviewed annually.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Child Care Programs: OAC 340:110-3-279. Family Child Care Homes: OAC 340:110-3-86.1 .

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

There are no variations.

-- Describe any variations based on the age of the children in care

There are no variations.

-- Describe if relatives are exempt from this requirement

Relatives are not exempt.

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

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Child Care Program and Family Child Care Home standards require premises to be free of hazards indoors and out; including medication, weapons, tobacco, cleaning products and toxic materials.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Child Care Programs: OAC 340:110-3-303; OAC 340:110-3-304. Family Child Care Homes: OAC 340:110-3-86

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

There are no variations.

-- Describe any variations based on the age of the children in care

There are no variations.

-- Describe if relatives are exempt from this requirement

Relatives are not exempt.

9. Precautions in transporting children (if applicable)

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Child Care Program and Family Child Care Home standards require that whenchildren are transported they are restrained according to Oklahoma State Statute. When transporting, parent permission is needed and appropriate ratios and supervision of children is maintained at all times. Driver meets qualifications and vehicles are in safe operating condition.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Child Care Programs: OAC 340:110-3-305. Family Child Care Homes: OAC 340:110-3-87.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

There are no variations.

-- Describe any variations based on the age of the children in care

Child passenger restraint training only required when programs transport children five years old or younger.

-- Describe if relatives are exempt from this requirement

Relatives are not exempt.

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

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Child Care Program and Family Child Care Home standards require CPR and first aid certification for all caregivers. Certifications must be kept current and training received from an approved source.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Child Care Programs: OAC 340:110-3-284. Family Child Care Homes OAC: 340:110-3-85.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

There are no variations.

-- Describe any variations based on the age of the children in care

Certifications are appropriate to the age of the children in care.

-- Describe if relatives are exempt from this requirement

Relatives are not exempt.

11. Recognition and reporting of child abuse and neglect

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Child Care Program and Family Child Care Home standards requireall personnel report suspected child abuse or neglect to the DHS Child Abuse and Neglect Hotline. Standards include punishment for failure to report.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Child Care Programs: OAC 340:110-3-280. Family Child Care Homes: OAC 340:110-3-85.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

There are no variations.

-- Describe any variations based on the age of the children in care

There are no variations.

-- Describe if relatives are exempt from this requirement

Relatives are not exempt.

b) Does the Lead Agency include any of the following optional standards?

☐ No, if no, skip to 5.2.3.

☑ Yes, if yes provide the information related to the optional standards addressed.

1. Nutrition

--Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Child Care Program and Family Child Care Home standards require meals and snacks meet the current Child and Adult Care Food Program.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Child Care Programs: OAC 340:110-3-298. Family Child Care Homes: OAC 340:110-3-94.

--Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

There are no variations.

-- Describe any variations based on the age of the children in care.

Child Care Program standards do not require programs to follow Child and Adult Care Food Program guidelines for infant nutrition.

--Describe if relatives are exempt from this requirement

Relatives are not exempt.

2. Access to physical activity

--Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Child Care Program and Family Child Care Home standards requirethe provision of a

balance of quiet and active play, both indoors and outdoors.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Child Care Centers: OAC 340:110-3-289. Family Child Care Homes: OAC 340:110-3-91

-Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

Child Care Programs standardslimit screen time.

-- Describe any variations based on the age of the children in care.

There are no variations

--Describe if relatives are exempt from this requirement

Relatives are not exempt.

3. Caring for children with special needs

--Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Child Care Program and Family Child Care Home standards require caregivers meet specific needs of all children in care including children with disabilities and/or chronic medical conditions.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Child Care Centers: OAC 340:110-3-286 ; OAC 340:110-3-279; OAC 340:110-3-289. OAC 340:110-3-86.1 Family Child Care Homes: OAC 340:85-a-7; OAC 340:110-3-91

--Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

Family Child Care Home -caregiver demonstrates a capacity for setting realistic expectations for behavior and performance based on the age, abilities, and special needs of the children.

-- Describe any variations based on the age of the children in care.

There are no variations.

--Describe if relatives are exempt from this requirement

Relatives are not exempt.

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

Describe:

Child Care Program and Family Child Care Home standards require educational knowledge in child development.

--Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Child Care Program and Family Child Care Home standards require indoor and outdoor learning activities and experiences that are developmentally appropriate and meet children's individual needs in the areas of social, emotional, cognitive, language, creative expression and physical development.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Child Care Programs: OAC 340:110-3- 289. Family Child Care Homes: OAC 340:110-85.

--Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

There are no variations.

-- Describe any variations based on the age of the children in care.

There are no variations.

--Describe if relatives are exempt from this requirement

Relatives are not exempt.

5.2.3 Health and safety training for CCDF providers on required topics.

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

Pre-Service or Orientation Training Requirements

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

1. Licensed child care centers:

   Within one week of employment and prior to having sole responsibility for a group of children, personnel obtain orientation (minimum of 3.5 hours). Prior to, or within 90 calendar days of employment, teaching personnel complete an approved entry-level training; (approximately 20 hours); CPR/First Aid certification that is appropriate to age of children in care (8 hours); prior to caring for infants receive formal professional development in safe sleep practices (2 hours); and infection control training (included in orientation).

2. Licensed FCC homes:

   The primary caregiver must have health and safety training (minimum of 3 hours) including CPR and first aid certification (8 hours) prior to permission to operate or issuance of the initial permit or caring for children; prior to caring for infants receive formal professional development in safe sleep practices (minimum of 2 hours) per Family Child Care Home Requirements.

3. In-home care:

The caregiver must have CPR and first aid certification (8 hours) prior to permission to care for children.

4. Variations for exempt provider settings:

There are no variations.

b) Provide the length of time that providers have to complete trainings subsequent to being hired (must be 3 months or fewer)

Child Care Programs-Require orientation to be completed within one week of employment. Prior to, or within 90 calendar days of employment, teaching personnel complete an approved entry-level training. Family Child Care Homes-Require providers complete health and safety trainings prior to caring for children. In-home providers must review "The Good Health Handbook- A guide for Those Caring for Children" within 90-calendar days of employment.

c) Explain any differences in pre-service or orientation training requirements based on the ages of the children served

Child Care Programs: a) prior to caring for infants, personnel obtain safe sleep training; b) when transporting children five year olds or younger, an individual at the program obtains child passenger safety training. Family Child Care Homes: prior to caring for infants, the primary caregiver and individuals caring for infants alone, obtain safe sleep training.

d) Describe how the training is offered, including any variations in delivery (e.g. across standards, in rural areas, etc.) Note: There is no federal requirement on how a training must be delivered

Pre-service or Orientation training may be acquired in a variety of ways as determined by the child care program. Each program is required to provide specific information on policies, procedures and practices in orientation including health and safety topics. DVDs reviewing health and safety topics are provided to child care centers and homes for orientation purposes. Approved online and classroom professional development can also be utilized for orientation purposes as long as they include required health and safety topics.

e) Identify below the pre-service or orientation training requirements for each topic (98.41(a)(1)(i through xi)).

1. Prevention and control of infectious diseases (including immunizations)

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Child Care Programs: OAC 340:110-3-284. Family Child Care Home: OAC 340:110-3-85.

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

- [x] Yes
- [ ] No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

- [ ] Yes
- [x] No

Describe if relatives are exempt from this requirement

Relatives are not exempt.

5.2.3e 2. Prevention of sudden infant death syndrome and the use of safe-sleep practices

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Child Care Programs: OAC 340:110-3-284. Family Child Care Home: OAC 340:110-3-85.

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF are allowed to care for children unsupervised?

☑ Yes

☐ No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

☐ Yes

☑ No

Describe if relatives are exempt from this requirement

Relatives are not exempt.

5.2.3e 3. Administration of medication, consistent with standards for parental consent

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Child Care Programs: OAC 340:110-3-284. Family Child Care Homes: OAC 340:110-3-85.

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

☑ Yes

☐ No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

☐ Yes

☑ No

Describe if relatives are exempt from this requirement

Relatives are not exempt.

5.2.3e 4. Prevention and response to emergencies due to food and allergic reactions

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Child Care Programs:OAC 340:110-3- 284. Family Child Care Homes: OAC 340:110-3-85 .

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

- [x] Yes
- [ ] No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

- [ ] Yes
- [x] No

Describe if relatives are exempt from this requirement

Relatives are not exempt.

5.2.3e 5. Building and physical premises safety, including the identification of and protection from hazards, bodies of water, and vehicular traffic

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Child Care Programs: OAC 340:110-3 284. Family Child Care Homes: OAC 340:110-3-85.

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

- [x] Yes
- [ ] No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

- [ ] Yes

☑ No

Describe if relatives are exempt from this requirement

Relatives are not exempt.

5.2.3e 6. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Child Care Programs: OAC 340:110-3-284. Family Child Care Home: OAC 340:110-85.

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

☑ Yes

☐ No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

☐ Yes

☑ No

Describe if relatives are exempt from this requirement

Relatives are not exempt.

5.2.3e 7. Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Child Care Programs: OAC 340:110-3-284. Family Child Care Homes: OAC 340:110-3-85.

Does the state/territory require that this training topic be completed before

caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

- [x] Yes
- [ ] No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

- [ ] Yes
- [x] No

Describe if relatives are exempt from this requirement

Relatives are not exempt.

5.2.3e 8. Handling and storage of hazardous materials and the appropriate disposal of bio contaminants

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Child Care Programs: OAC 340:110- 3-284. Family Child Care Homes: OAC 340:110-3- 85.

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

- [x] Yes
- [ ] No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

- [ ] Yes
- [x] No

Describe if relatives are exempt from this requirement

Relatives are not exempt.

5.2.3e 9. Appropriate precautions in transporting children (if applicable)

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Child Care Programs: OAC 340:110-3- 284. Family Child Care Homes: OAC 340:110-3-85.

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

- [x] Yes
- [ ] No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

- [ ] Yes
- [x] No

Describe if relatives are exempt from this requirement

Relatives are not exempt.

5.2.3e 10. Pediatric first aid and CPR certification

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Child Care Programs: OAC 340:110-3-284. Family Child Care Homes OAC 340:110-3-85.

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

- [x] Yes
- [ ] No

Does the state/territory require that this training topic be completed before

caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

- [ ] Yes
- [x] No

Describe if relatives are exempt from this requirement

Relatives are not exempt.

5.2.3e 11. Recognition and reporting of child abuse and neglect

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Child Care Programs: OAC 340:110-3-284. Family Child Care Homes: OAC 340:110-3-85.

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

- [x] Yes
- [ ] No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

- [ ] Yes
- [x] No

Describe if relatives are exempt from this requirement

Relatives are not exempt.

5.2.3e 12. Child development (98.44(b)(1)(iii))

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Child Care Programs Requirements: OAC 340:110-3-284. Family Child Care Home OAC 340:110-3-85.

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

- [x] Yes
- [ ] No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

- [ ] Yes
- [x] No

Describe if relatives are exempt from this requirement

Relatives are not exempt.

5.2.3e 13.

Describe other training requirements, such as nutrition, physical activities, caring for children with special needs, etc..

Specific training related to food service requirements and child passenger safety training may be required based on responsibilities of personnel.

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Child Care Programs: OAC 340:110-3-284. Family Child Care Homes: OAC: 340:110-87; OAC: 340: 110-90.

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

- [ ] Yes
- [x] No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

☐ Yes

☑ No

Describe if relatives are exempt from this requirement

Relatives are not exempt.

Ongoing Training Requirements

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

a) Licensed child care centers:

A minimum of 20 hours of job relatedprofessional development is required annually for Directors of Child Care Programs; for professional staff a minimum of 12 hours is required annually.

b) Licensed FCC homes:

The primary caregiver is required to complete 12 clock-hours of training annually. In a Large Family Child Care Home the primary caregiver is required to complete 15 clock-hours of professional development annually and the assistant caregiver is required to complete 12-clock hours of professional development annually.

c) In-home care:

6 hours annually.

d) Variations for exempt provider settings:

There are no variations.

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

1. Prevention and control of infectious diseases (including immunizations)

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Child Care Programs: OAC 340:110-3-284. Family Child Care Home OAC 340:110-3-85

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

- [x] Annually
- [ ] Other

Describe:

Child care program personnel obtain infection controlprofesssional development at least every 12 months. Family child care home providers have training prior to caring for children in prevention and control of infectious disease and injury prevention measures.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

- [ ] Annually
- [x] Other

Describe:

License-exempt CCDF programs meet Tribal or Department of Defense training requirements. Relative in-home providers are not required to meet ongoing training requirements.

2. Prevention of sudden infant death syndrome and the use of safe-sleep practices

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Child Care Programs: OAC 340:110-3-284. Family Child Care Homes: OAC 340:110-3-85

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

- [ ] Annually
- [x] Other

Describe:

Program is able to determine what professional development is needed according to individual needs of personnel. If monitoring visits indicate a need for specific training, a plan of correction will include specific professional development

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

- [ ] Annually
- [x] Other

Describe:

License-exempt CCDF programs meet Tribal or Department of Defense training requirements. Relative in-home providers are not required to meet ongoing training requirements.

3. Administration of medication, consistent with standards for parental consent

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Child Care Programs: OAC 340:110-3-284. Family Child Care Homes: OAC 340:110-3-85

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

- [ ] Annually
- [x] Other

Describe:

Program is able to determine what professional development is needed according to individual needs of personnel. If monitoring visits indicate a need for specific training a plan of correction will include specific professional development.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

- [ ] Annually
- [x] Other

Describe:

License-exempt CCDF programs meet Tribal or Department of Defense training requirements. Relative in-home providers are not required to meet ongoing training requirements.

4. Prevention and response to emergencies due to food and allergic reactions

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Child Care Programs: OAC 340:110-3-284. Family Child Care Homes: OAC 340:110-3-85.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

- [ ] Annually
- [x] Other

Describe:

Program is able to determine what professional development is needed according to individual needs of personnel. If monitoring visits indicate a need for specific training, a plan of correction will include specific professional development.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

- [ ] Annually
- [x] Other

Describe:

License-exempt CCDF programs meet Tribal or Department of Defense training requirements. Relative in-home providers are not required to meet ongoing training

requirements.

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

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Child Care Programs: OAC 340:110-3-284. Family Child Care Homes: OAC 340:110-3-85.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

- [ ] Annually
- [x] Other

Describe:

Program is able to determine what professional development is needed according to individual needs of personnel. If monitoring visits indicate a need for specific training, a plan of correction will include specific professional development.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

- [ ] Annually
- [x] Other

Describe:

License-exempt CCDF programs meet Tribal or Department of Defense training requirements. Relative in-home providers are not required to meet ongoing training requirements.

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

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Child Care Programs: OAC 340:110-3-284. Family Child Care Homes: OAC 340:110-3-85.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

- [ ] Annually
- [x] Other

Describe:

Program is able to determine what professional development is needed according to individual needs of personnel. If monitoring visits indicate a need for specific training, a plan of correction will include specific professional development.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

- [ ] Annually
- [x] Other

Describe:

License-exempt CCDF programs meet Tribal or Department of Defense training requirements. Relative in-home providers are not required to meet ongoing training requirements.

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

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Child Care Programs: OAC 340:110-3-284. Family Child Care Homes: OAC 340:110-3-85.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

- [ ] Annually
- [x] Other

Describe:

Program is able to determine what professional development is needed according

to individual needs of personnel. If monitoring visits indicate a need for specific training, a plan of correction will include specific professional development.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

- [ ] Annually
- [x] Other

Describe:

License-exempt CCDF programs meet Tribal or Department of Defense training requirements. Relative in-home providers are not required to meet ongoing training requirements.

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

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Child Care Programs:OAC 340:110-3-284. Family Child Care Homes: OAC 340:110-3-85.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

- [ ] Annually
- [x] Other

Describe:

Program is able to determine what professional development is needed according to individual needs of personnel. If monitoring visits indicate a need for specific training, a plan of correction will include specific professional development.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

- [ ] Annually

☑ Other

Describe:

License-exempt CCDF programs meet Tribal or Department of Defense training requirements. Relative in-home providers are not required to meet ongoing training requirements.

9. Appropriate precautions in transporting children (if applicable)

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Child Care Programs: OAC 340:110-3-284. Family Child Care Homes: OAC 340:110-3-85.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

☐ Annually

☑ Other

Describe:

Program is able to determine what professional development is needed according to individual needs of personnel. If monitoring visits indicate a need for specific training, a plan of correction will include specific professional development.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

☐ Annually

☑ Other

Describe:

License-exempt CCDF programs meet Tribal or Department of Defense training requirements. Relative in-home providers are not required to meet ongoing training requirements.

10. Pediatric first aid and CPR certification

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Child Care Programs: OAC 340:110-3-284. Family Child Care Homes: OAC 340:110-3-85

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

- [ ] Annually
- [x] Other

Describe:

Certification must be kept current.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

- [ ] Annually
- [x] Other

Describe:

License-exempt CCDF programs meet Tribal or Department of Defense training requirements. Relative in-home providers are not required to meet ongoing training requirements

11. Recognition and reporting of child abuse and neglect

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Child Care Programs: OAC 340:110-3-284. Family Child Care Homes: OAC 340:110-3-85.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

- [ ] Annually
- [x] Other

Describe:

Program is able to determine what professional development is needed according to individual needs of personnel. If monitoring visits indicate a need for specific training, a plan of correction will include specific professional development.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

- [ ] Annually
- [x] Other

Describe:

License-exempt CCDF programs meet Tribal or Department of Defense training requirements. Relative in-home providers are not required to meet ongoing training requirements.

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

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Child Care Programs: OAC 340:110-3-284. Family Child Care Homes: OAC 340:110-85.

How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

- [ ] Annually
- [x] Other

Describe:

Program is able to determine what professional development is needed according to individual needs of personnel. If monitoring visits indicate a need for specific training, a plan of correction will include specific professional development.

How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

☐ Annually

☑ Other

Describe:

License-exempt CCDF programs meet Tribal or Department of Defense training requirements. Relative in-home providers are not required to meet ongoing training requirements.

13. Describe other requirements such as nutrition, physical activities, caring for children with special needs, etc..

Prior to or within three months of assuming primary responsibilities for food preparation, food service personnel obtain food service training from an approved source.

Provide the citation for other training requirements, including citations for both licensed and license-exempt providers

Child Care Programs: OAC 340:110-3-284.3.

How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

☐ Annually

☑ Other

Describe:

Program is able to determine what professional development is needed according to individual needs of personnel. If monitoring visits indicate a need for specific training a plan of correction will include specific professional development.

How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

☐ Annually

☑ Other

Describe:

License-exempt CCDF programs meet Tribal or Department of Defense training requirements. Relative in-home providers are not required to meet ongoing training

requirements .

5.3 Monitoring and Enforcement Policies and Practices for CCDF Providers

5.3.1 Enforcement of licensing and health and safety requirements

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

To certify, describe the procedures to ensure that CCDF providers comply with all applicable State and local health and safety requirements

Licensing monitoring is the authorization to operate maintained on the basis of the program complying with licensing requirements for either Child Care Programs or Family Child Care Homes. Child Care Programs: Fire Inspections are conducted at least every two years by the local or state fire governmental authority having jurisdiction. Health Inspections are conducted at least every two years by Oklahoma State Department of Health. For Child Care Programs and Family Child Care Homes monitoring is also conduceted for 1) professional development using Oklahoma Professional Development Registry to review professional development records of child care programs and family child care programs participating in QRIS. 2) Office of Background Investigations is responsible for the criminal history review process for child care program owners, operators, directors, primary caregivers and personnel. Licensing staff have access to the Background Investigation Data System (BIDS) database. 3) Oklahoma Restricted Registry is monitored to identify if personnel is restricted from working in child care. 4) Secretary of State website to monitor ownership of child care programs. 5) Oklahoma State Courts Network to monitor criminal history for owners. 6) KIDS, a Child Welfare database, to monitor for child welfare history and ongoing investigations.

5.3.2 Inspections for licensed CCDF providers.

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

a) Licensed CCDF center-based child care

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

An inquiry regarding licensing of a child care facility is referred to the licensing staff in whose geographical area the inquirer is located. Upon receipt of an inquiry, the licensing staff provides the inquirer with a copy of the applicable requirements and, when appropriate, refers facilities to other agencies involved in regulating child care facilities, such as the fire department, health department, and local city regulatoryoffices. Licensing informs the inquirer they are not to provide care of children without permission to operate from Child Care Services (CCS). When the inquirer indicates an interest in becoming licensed, the licensing staff: determines the necessity for a license according to Oklahoma Statutes, reviews the requirements with the inquirer to help decide whether requirements can be met; ascertains the qualifications of the inquirer to operate a facility; and provides consultation to assist in the development of a child care facility that provides quality care. Licensing staff completes monitoring visit to facility and confirms that the facility is in compliance with health and safety requirements without serious non-compliances; has submitted a completed application; provided all required background information; and has staff

present who meet the following licensing requirements; documented current cardio-pulmonary resuscitation and first aid certification; required health and safety training completed; and minimum educational qualifications for the position held. At this time permission to operate a child care facility may be granted.

2. Describe your state/territory's requirements for annual, unannounced inspections of licensed CCDF child care center providers

Child Care Services (CCS) licensing staff makes a minimum of three unannounced monitoring visits to facilities that operate a full-year program and two unannounced monitoring visits annually to facilities that operate less than a full year.

3. Identify the frequency of unannounced inspections:

- ☐ Once a year
- ☑ More than once a year

Describe:

A minimum of three unannounced monitoring visits are conducted annually.

4. Describe the monitoring procedures (including differential monitoring, if applicable) and how the inspections ensure that child care center providers comply with the applicable licensing standards, including health, safety, and fire standards.

Child Care Services (CCS) licensing staff makes a minimum of three unannounced comprehensive monitoring visits to facilities that operate a full-year program and two unannounced monitoring visits annually to facilities that operate less than a full year. Additional visits are made when programs have numerous, serious, and repeated non-compliances or if a complaint alleging a violation of child care licensing requirements is received. The additional visits are utilized to assist programs in establishing patterns of compliance or to investigate complaints.

5. List the citation(s) for your state/territory's policies regarding inspections for licensed CCDF center providers

OAC 340:110-1-9.

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

An inquiry regarding licensing child care facilities is referred to the licensing staff in whose geographical area the inquirer is located. Upon receipt of an inquiry, the licensing staff provides the inquirer with a copy of the applicable requirements and, when appropriate, refers facilities to other agencies involved in regulating child care facilities, such as the fire department, health department, and local city regulatory offices. Licensing informs the inquirer they are not to provide care of children without permission to operate from Child Care Services (CCS). When the inquirer indicates an interest in becoming licensed, the licensing staff: determines the necessity for a license according to Oklahoma Statutes, reviews the requirements with the inquirer to help decide whether requirements can be met; ascertains the qualifications of the inquirer to operate a facility; and provides consultation to assist in the development of a child care facility that provides quality care. Licensing staff completes monitoring visit to facility and confirms that the facility is in compliance with health and safety requirements without serious non-compliances; has submitted a completed application; provided all required background information; and has staff present who meet the following licensing requirements; documented current cardio-pulmonary resuscitation and first aid certification; required health and safety training completed; and minimum educational qualifications for the position held. At this time permission to operate a child care facility may be granted.

2. Describe your state/territory's requirements for annual, unannounced inspections of licensed CCDF child care center providers

The Child Care Services (CCS) licensing staff makes a minimum of three unannounced monitoring visits to facilities that operate a full-year program and two unannounced monitoring visits annually to facilities that operate less than a full year.

3. Identify the frequency of unannounced inspections:

- [ ] Once a year
- [x] More than once a year

Describe:

A minimum of three unannounced monitoring visits are conducted annually.

4. Describe the monitoring procedures (including differential monitoring, if applicable) and how the inspections ensure that child care center providers comply with the

applicable licensing standards, including health, safety, and fire standards.

Child Care Services (CCS) licensing staff makes a minimum of three unannounced comprehensive monitoring visits to facilities that operate a full-year program and two unannounced monitoring visits annually to facilities that operate less than a full year. Additional visits are made when programs have numerous, serious, and repeated non-compliances or if a complaint alleging a violation of child care licensing requirements is received. The additional visits are utilized to assist programs in establishing patterns of compliance or to investigate complaints.

5. List the citation(s) for your state/territory's policies regarding inspections for licensed CCDF center providers

OAC 340:110-1-9.

☑ N/A. In-home CCDF child care (care in the child's own home) is not licensed in the State/Territory. Skip to 5.3.2 (d).

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

2. Describe your state/territory's requirements for annual, unannounced inspections of licensed CCDF child care center providers

3. Identify the frequency of unannounced inspections:

☐ Once a year

☐ More than once a year

Describe:

4. Describe the monitoring procedures (including differential monitoring, if applicable) and how the inspections ensure that child care center providers comply with the applicable licensing standards, including health, safety, and fire standards.

5. List the citation(s) for your state/territory's policies regarding inspections for licensed CCDF center providers

5.3.3 Inspections for license-exempt CCDF providers

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

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

Exempt programs receiving CCDF are military and tribal child care programs located on federal property. Monitoring is completed by military or tribal entity. Lead agency monitors compliance with QRIS annually during announced visit including a review of military or tribal monitoring.

Provide the citation(s) for this policy or procedure

OAC 340:110-1-8.4.

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

Exempt programs receiving CCDF are military and tribal child care programs located on federal property. Monitoring is completed by military or tribal entity. Lead agency monitors compliance with QRIS annually during announced visit including a review of military or tribal monitoring.

Provide the citation(s) for this policy or procedure

OAC 340:110-1-8.4

c) License-exempt in-home CCDF providers, including if monitoring is announced or unannounced, occurs more frequently than once per year, if relative care is exempt from

monitoring, and if differential monitoring is used

In-home providers must be related to the child and are not subject to monitoring.

Provide the citation(s) for this policy or procedure

OAC 340:40-13-2.

d) Lead Agencies have the option to develop alternate monitoring requirements for care provided in the child's home (98.42(b)(2)(iv)(B)). Does your state use alternate monitoring procedures for monitoring in-home care?

- [x] No
- [ ] Yes. If yes,

decsibe:

e) List the entity(ies) in your state/territory that are responsible for conducting inspections of license-exempt CCDF providers

In-home providers are not monitored. For license-exempt CCDF programs,monitoring is completed by the military or Tribal program.The Lead agency monitors compliance with QRIS annually during announced visit including a review of military or tribal monitoring

5.3.4 Licensing inspectors.

Lead Agencies will have policies and practices that 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. Training shall include, but is not limited to, those requirements described in 98.41(a)(1) and all aspects of the State's licensure requirements (658E(c)(2)(K)(i)(I); 98.42(b)(1-2)).

a) To certify, describe how the Lead Agency ensures that licensing inspectors (or qualified monitors designated by the Lead Agency) are qualified to inspect child care facilities and providers and that those inspectors have received training on health and safety requirements that are appropriate to the age of the children in care and the type of provider setting (98.42(b)(1-2)).

Individuals hired to monitor child care facilities are classified as child care licensing

specialists. These individuals must meet the following minimum qualifications: Education and experience requirements at this level consist of a master's degree in early childhood education, child development or social work; or a bachelor's degree in early childhood education, child development or social work and one year of professional level experience in child care licensing, early childhood education or social work; or a bachelor's degree and two years of professional experience in child care licensing, early childhood education, social work, or in a licensed child care or formal early childhood setting. Staff complete mandatory training for DHS employees and specific training for licensing specialist that address cultural diversity of the providers, health and safety licensing requirements and unique early childhood program characteristics.

b) Provide the citation(s) for this policy or procedure

OAC 340:110-1-20.

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

a) To certify, describe the state/territory policies and practices regarding the ratio of licensing inspectors to child care providers (i.e. number of 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.

Licensing agency standard practice is the equal distribution of providers and programs among licensing staff throughout the state to comply with the state practice of a minimum of three unannounced monitoring visits annually. The ratio of programs to licensing specialist is approximately 40 cases per licensing specialist.

b) Provide the policy citation and state/territory ratio of licensing inspectors

The ratio of licensing inspectors to child care programs is not cited in policy.

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

☑ Yes, relatives are exempt from all inspection requirements.

If the state/territory exempts relatives from all inspection requirements, describe how the state ensures the health and safety of children in relative care.

Relative care in the child's home is not licensed.

☐ Yes, relatives are exempt from some inspection requirements.

If the state/territory exempts relatives from the inspection requirements, describe which inspection requirements do not apply to relative providers (including which relatives may be exempt) and how the State ensures the health and safety of children in relative care.

☐ No, relatives are not exempt from inspection requirements.

5.4 Criminal Background Checks

The CCDBG Act requires states and territories to have in effect requirements, policies and procedures to conduct criminal background checks for all child care staff members (including prospective staff members) of all child care programs that are 1) licensed, regulated, or registered under state/territory law; or, 2) all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers) (98.43(a)(1)(i)). Background check requirements apply to any staff member who is employed by a child care provider for compensation, including contract employees and self-employed individuals; whose activities involve the care or supervision of children; or who has unsupervised access to children (98.43(2)). For FCC homes, this requirement includes the caregiver and any other adults residing in the family child care home who are age 18 or older (98.43(2)(ii)(C)). This requirement does not apply to individuals who are related to all children for whom child care services are provided (98.43(2)(B)(ii)).

A criminal background check must include 8 specific components (98.43(2)(b)), which encompass 3 in-state checks, 2 national checks, and 3 inter-state checks

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

In recognition of the significant challenges to implementing the Child Care and Development Fund (CCDF) background check require+J514ments, all States applied for and received extensions through September 30, 2018. The Office of Child Care (OCC)/Administration for Children and Families (ACF)/U. S. Department of Health and Human Services (HHS) is committed to granting additional waivers of up to 2 years, in one year increments (i.e., potentially through September 30, 2020) if significant milestones for background check requirements are met.

In order to receive these time-limited waivers, states and territories will demonstrate that the milestones are met by responding to questions 5.4.1 through 5.4.4 and then apply for the time-limited waiver by completing the questions in Appendix A: Background Check Waiver Request Form. By September 30, 2018, states and territories must have requirements, policies and procedures for four specific background check components, and must be conducting those checks for all new (prospective) child care staff, in accordance with 98.43 and 98.16(o):

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

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

Components	New (Prospective) Staff	Existing Staff
1. Criminal registry or repository using	Milestone/Prerequisite	Possible Time Limited

fingerprints in the current state of residency	for Waiver	Waiver for current (existing) staff
2. Sex offender registry or repository check in the current state of residency	Milestone/Prerequisite for Waiver	Possible Time Limited Waiver for current (existing) staff
3. Child abuse and neglect registry and database check in the current state of residency	Milestone/Prerequisite for Waiver	Possible Time Limited Waiver for current (existing) staff
4. FBI fingerprint check	Milestone/Prerequisite for Waiver	Possible Time Limited Waiver for current (existing) staff
5. National Crime Information Center (NCIC) National Sex Offender Registry (NSOR)	Possible Time Limited Waiver for: --Establishing requirements and procedures and/or --Conducting checks on all new (prospective) staff and/or --Conducting checks on current (existing) staff	
6. Criminal registry or repository in any other state where the individual has resided in the past 5 years, with the use of fingerprints being optional	Possible Time Limited Waiver for: --Establishing requirements and procedures and/or --Conducting checks on all new (prospective) staff and/or --Conducting checks on current (existing) staff	
7. Sex offender registry or repository in any other state where the individual has resided in the past 5 years	Possible Time Limited Waiver for: --Establishing requirements and procedures and/or --Conducting checks on all new (prospective) staff and/or --Conducting checks on current (existing) staff	
8. Child abuse and neglect registry and database in any other state where the individual has resided in the past 5 years	Possible Time Limited Waiver for: --Establishing requirements and procedures and/or --Conducting checks on all new (prospective) staff and/or --Conducting checks on current (existing) staff	

Use the questions below to describe the status of the requirements, policies and procedures for background check requirements. These descriptions must provide sufficient information to demonstrate how the milestone prerequisites are being met and the status of the other components that are not part of the milestone. Lead Agencies have the opportunity to submit a waiver request in Appendix A: Background Check Waiver Request Form, for components not included in the milestones. Approval of these waiver requests will be subject to verification that the milestone components have been met as part of the CCDF Plan review and approval process.

In-state Background Check Requirements

5.4.1 In-State Criminal Registry or Repository Checks with Fingerprints Requirements (98.43(b)(3)(i)).

Note: A search of a general public facing judicial website does not satisfy this requirement. This check is required in addition to the national FBI criminal history check (5.4.4 below) to mitigate any gaps that may exist between the two sources.

a) Milestone #1 Prerequisite for New (Prospective) Child Care Staff: Describe the requirements, policies and procedures for the search of the in-state criminal registry or repository, with the use of fingerprints required in the state where the staff member resides.

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

The individual gets fingerprinted through the livescan vendor, the vendor submits the fingerprints electronically to the Oklahoma State Bureau of Investigation (OSBI) once processed by OSBI, the fingerprint results are returned electronically to Department of Human Services (DHS) Office of Background Investigations (OBI). OBI reviews the national fingerprint results which include a search of the Oklahoma state repository database as well as reviews additional searches as required by state and federal statute.

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

All licensed child care programs within the state of Oklahoma are required to submit a request for a comprehensive background check to include a search of the OSBI, to OBI for owners/operators, all employees and all adults residing in the child care program. All licensed child care programs are required to comply with the background check policies regardless of receipt of CCDF services. OAC 340:110-1-8.1.

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

☑ Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

There are no differences in the process for existing staff than new staff. OAC 340:2-46-5(b).

☐ No. (Waiver request allowed. See Appendix A). Describe the status of conducting the search of the state criminal registry or repository, using fingerprints for current (existing) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

5.4.2 In-State Sex Offender Registry Requirements (98.43(b)(3)(B)(ii))..

Note: This check must be completed in addition to the national NCIC sex offender registry check (5.4.5 below) to mitigate any gaps that may exist between the two sources. Use of fingerprints is optional to conduct this check.

a) Milestone #2 Prerequisite for New (Prospective) Child Care Staff: Describe the requirements, policies and procedures for the search of the in-state sex offender registry.

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

OBI conducts a search of the Oklahoma sex offender registry on all individuals when a

Background Check Request has been received from a licensed child care program. All licensed child care programs within the state of Oklahoma are required to submit a request for a comprehensive background check to include a search of the Oklahoma sex offender registry, to OBI for owners/operators, all employees and all adults residing in the child care program. OAC 340:110-1-8.1.

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

All licensed child care programs are required to comply with the background check policies regardless of receipt of CCDF services. OAC 340:110-1-8.1.

b) Has the search of the in-state sex offender registry been conducted for all current (existing) child care staff?

☑ Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

There are no differences in the process for existing staff than new staff. OAC 340:110-1-8.1.

☐ No. (Waiver request allowed. See Appendix A). Describe the status of conducting the search of the state criminal registry or repository, using fingerprints for current (existing) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

5.4.3 In-State Child Abuse and Neglect Registry Requirements (98.43(b)(3)(B)(iii)).

Note: This is a name-based search.

a) Milestone #3 Prerequisite for New (Prospective) Child Care Staff: Describe the requirements, policies and procedures for the search of the in-state child abuse and neglect registry.

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

OBI conducts a search of the Restricted Registry which contains names of individuals restricted from child care for child abuse or neglect. OAC 340:110-1-10.1. In addition, Licensing staff conduct a DHS computer check, including a search of the child welfare data base, on all adults who sign a request for license, including owners and household members. OAC 340:110-1-8.1

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

All licensed child care programs are required to comply with the background check policies regardless of receipt of CCDF services. OAC 340:110-1-8.1

b) Has the search of the in-state child abuse and neglect registry been conducted for all current (existing) child care staff?

☑ Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

There are no differences in the process for existing staff than new staff. OAC 340:110-1-8.1

☐ No. (Waiver request allowed. See Appendix A). Describe the status of conducting the search of the state child abuse and neglect registry for current

(existing) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

National Background Check Requirements

5.4.4 National FBI Criminal Fingerprint Search Requirements (98.43(b)(1)).

Note: The in-state (5.4.1 above) and the inter-state (5.4.6 below) criminal history check must be completed in addition to the FBI fingerprint check because there could be state crimes that do not appear in the national repository. Also note, that an FBI fingerprint check satisfies the requirement to perform an interstate check of another State's criminal history records repository if the responding state (where the child care staff member has resided within the past five years) participates in the National Fingerprint File program (CCDF-ACF-PIQ-2017-01).

a) Milestone #4 Prerequisite for New (Prospective) Child Care Staff. Describe the requirements, policies and procedures for the search of the National FBI fingerprint check.

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

The individual gets fingerprinted through the livescan vendor, the vendor submits the fingerprints electronically to the OSBI. Once processed by OSBI, the fingerprints are submitted to the FBI, the FBI sends the results back to OSBI electronically, OSBI then electronically returns the fingerprint results to OBI. OBI reviews the national fingerprint results which include a search of the Oklahoma state repository database as well as reviews additional searches as required by state and federal statute. OAC 340:110-1-8.1

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ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

All licensed child care programs within the state of Oklahoma are required to submit a request for a comprehensive background check to include a search of the OSBI and FBI database, andto OBI for owners/operators, all employees and all adults residing in the child care program. OAC 340:110-1-8.1

b) For all current (existing) child care staff, has the FBI criminal fingerprint check been conducted?

☑ Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

There are no differences in the process for existing staff than new staff. OAC 340:110-1-8.1.

☐ No. (Waiver request allowed. See Appendix A). Describe the status of conducting the FBI fingerprint check for current (existing) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

National Background Check Requirements

5.4.5 National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) Search Requirements (98.43(b)(2)).

Note: This is a name-based search. Searching general public facing sex offender registries does not satisfy this requirement. This national check must be required in addition to the in-state (5.4.2 above) or inter-state (5.4.7 below) sex offender registry check requirements. This check must be performed by law enforcement.

a) Has the National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) check been put in place for all new (prospective) child care staff

☐ Yes. If yes,

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

☑ No. (Waiver request allowed. See Appendix A). Describe the status of conducting the the National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) for new (prospective) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

Office of Background Investigation (OBI)has been working with the Oklahoma State Bureau of Investigation (OSBI) on establishing requirements, policies and procedures for the NCIC National Sex Offender Registry. All licensed child care programs within the state of Oklahoma are required to submit a request for a comprehensive background check to include a search of the NCIC National Sex Offender Registry, to OBI for owners/operators, all employees and all adults residing in the child care program. All licensed child care programs are required to comply with the background check policies regardless of receipt of CCDF services. An issue is who will provide the resources for the law enforcement agency to conduct the checks. Challenges are that only law enforcement agencies can conduct the search. The information cannot be used to disqualify an individual because it is NCIC and governed by the FBI. The information cannot be disseminated.The OBI is working with OSBI to determine who and how these checks would be conducted as well as how this information is coordinated from a law enforcement agency to a non-criminal justice agency. All licensed child care programs within the state of Oklahoma are required to submit a request for a comprehensive background check to include a search of the OSBI, to OBI for owners/operators, all employees and all adults residing in the child care program. All licensed child care programs are required to comply with the background check policies regardless of receipt of CCDF services. OAC 340:110-1-8.1.

b) Has the National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) check been put in place for all current (existing) child care staff?

☑ Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

All licensed child care programs within the state of Oklahoma are required to submit a request for a comprehensive background check to include a search of the OSBI, to OBI for owners/operators, all employees and all adults residing in the child care program. All licensed child care programs are required to comply with the background check policies regardless of receipt of CCDF services. NCIC is not available, but Public NSOR is completed. OAC 340:110-1-8.1

☐ No. (Waiver request allowed. See Appendix A). Describe the status of conducting the National Crime Information Center (NCIC) National Sex Offender

Registry (NSOR) check for current (existing) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

Inter-state Background Check Requirements

Checking a potential employee's history in any state other than that in which the provider's services are provided qualifies as an inter-state check, per the definition of required criminal background checks in 98.43(b)(3). For example, an inter-state check would include situations when child care staff members work in one state and live in another state. The statute and regulations require background checks in the state where the staff member resides and each state where the staff member resided during the previous 5 years. Background checks in the state where the staff member is employed may be advisable, but are not strictly required.

5.4.6 Interstate Criminal Registry or Repository Check Requirement (including in any other state where the individual has resided in the past 5 years). (98.43 (b)(3)(i)).

Note: It is optional to use a fingerprint to conduct this check. Searching a general public facing judicial website does not satisfy this requirement. This check must be completed in addition to the national FBI history check (5.4.4 above) to mitigate any gaps that may exist between the two sources (unless the responding state participates in the National Fingerprint File program).

a) Has the interstate criminal registry or repository check been put in place for all new (prospective) child care staff?

☑ Yes. If yes,

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and

98.16(o). Describe and provide citations

All licensed child care programs within the state of Oklahoma are required to submit a request for a comprehensive background check to include a search of the OSBI,to OBI for owners/operators, all employees and all adults residing in the child care program. OAC 340:110-1-8.1.

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

All licensed child care programs are required to comply with the background check policies regardless of receipt of CCDF services.

☐ No. (Waiver request allowed. See Appendix A). Describe the status of conducting the the interstate criminal registry or repository check for new (prospective) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

b) Has the interstate criminal registry or repository check been put in place for all current (existing) child care staff?

☑ Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

All licensed child care programs are required to comply with the background check policies regardless of receipt of CCDF services. OAC 340:110-1-8.1.

☐ No. (Waiver request allowed. See Appendix A). Describe the status of conducting the interstate criminal registry or repository check for current (existing) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

5.4.7 Interstate Sex Offender Registry or Repository Check Requirements (including in any state where the individual has resided in the past 5 years). (98.43 (b)(3)(ii)).

Note: It is optional to use a fingerprint to conduct this check. This check must be completed in addition to the National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) (5.4.5 above) to mitigate any gaps that may exist between the two sources.

a) Has the interstate sex offender registry or repository check been put in place for all new (prospective) child care staff?

☑ Yes. If yes,

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

All licensed child care programs within the state of Oklahoma are required to submit a request for a comprehensive background check to include a search of the interstate sex offender registry for each state the individual has resided during the previous 5 years,to OBI for owner/operators, all employees and all adults residing in the child care program. OAC 340:110-1-8.1.

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

All licensed child care programs are required to comply withthe background check policies regardless of receipt of CCDF services. OAC 340:110-1-8.1.

☐ No. (Waiver request allowed. See Appendix A). Describe the status of conducting the interstate sex offender registry or repository check for new (prospective) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

b) Has the interstate sex offender registry or repository check been put in place for all current (existing) child care staff?

☑ Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

All licensed child care programs are required to comply with the background check policies regardless of receipt of CCDF services. OAC 340:110-1-8.1

☐ No. (Waiver request allowed. See Appendix A). Describe the status of conducting the interstate sex offender registry or repository check for current (existing) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

5.4.8 Interstate Child Abuse and Neglect Check Registry Requirements (98.43 (b)(3)(iii)).

Note: This is a name-based search.

a) Has the interstate child abuse and neglect check been put in place for all new (prospective) child care staff?

☑ Yes. If yes,

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

All licensed child care programs within the state of Oklahoma are required to submit a request for a comprehensive background check to include a search of the interstate child abuse and neglect check registry for each state the individual has resided during the previous 5 years, to OBI for owners/operators, all employees and all adults residing in the child care program. OAC 340:110-1-8.1.

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

All licensed child care programs are required to comply with the background check policies regardless of receipt of CCDF services. OAC 340:110-1-8-.1.

☐ No. (Waiver request allowed. See Appendix A). Describe the status of conducting the interstate child abuse and neglect check for new (prospective) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

b) Has the interstate child abuse and neglect check been put in place for all current (existing) child care staff?

☑ Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

All licensed child care programs within the state of Oklahoma are required to submit a request for a comprehensive background checks to include a search of the interstate sex offender registry for each state the individual has resided during the previous 5 years to OBI for all owners/operators, all employees and all adults residing in the child care program. OAC 340:110-1-8.1.

☐ No. (Waiver request allowed. See Appendix A). Describe the status of conducting the interstate child abuse and neglect check for current (existing) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

Provisional Employment

The CCDF final rule states a child care provider must submit a request to the appropriate state/territory agency for a criminal background check for each child care staff member, including prospective staff members, prior to the date an individual becomes a child care staff member and at least once every 5 years thereafter (98.43(d)(1) and (2). A prospective child care staff member may not begin work until one of the following results have been returned as satisfactory: either the FBI fingerprint check or the search of the state/territory criminal registry or repository using fingerprints in the state/territory where the staff member resides. The child care staff member must be supervised at all times pending completion of

all the background check components (98.43(d)(4)).

Note: In recognition of the concerns and feedback OCC received related to the provisional hire provision of the CCDF final rule, OCC will allow states and territories to request time-limited waiver extensions for the provisional hire provision. State/territories may submit a waiver request to allow additional time to meet the requirements related to provisional hires (see Appendix A). A state/territory may receive a waiver from this requirement only when:

1. the state requires the provider to submit the background check requests before the staff person begins working; and
2. the staff member, pending the results of the elements of the background check, is supervised at all times by an individual who has completed the background check.

5.4.9 Describe the state/territory requirements related to prospective child care staff members using the checkboxes below. (Waiver request allowed. See Appendix A). Check all that apply.

☐ The state/territory allows prospective staff members to begin work on a provisional basis (if supervised at all times) after completing and receiving satisfactory results on either the FBI fingerprint check or a fingerprint check of the state/territory criminal registry or repository in the state where the child care staff member resides.

Describe and include a citation:

☑ The state/territory allows prospective staff members to begin work on a provisional basis (if supervised at all times) after the request has been submitted, but before receiving satisfactory results on either the FBI fingerprint check or a fingerprint check of the state/territory criminal registry or repository in the state where the child care staff member resides. Note: A waiver request is allowed for this provision (see Appendix A).

Describe and include a citation:

Provisional results are disseminated when a complete request from the program was received but the OSBI and national criminal history records were not received.OAC 340:2-46-5.

☐ Other.

Describe:

5.4.10 The state/territory must conduct the background checks as quickly as possible and shall not exceed 45 days after the child care provider submitted the request. The state/territory shall provide the results of the background check in a statement that indicates whether the staff member is eligible or ineligible, without revealing specific disqualifying information. If the staff member is ineligible, the state/territory will provide information about each disqualifying crime to the staff member.

Describe the requirements, policies, and procedures in place to respond as expeditiously as possible to other states', territories', and tribes' requests for background check results to accommodate the 45-day timeframe, including any agencies/entities responsible for responding to requests from other states (98.43(a)(1)(iii)).

Oklahoma is an NFF state therefore is notrequired to obtain an out-of-state name based criminal background check. States contact Oklahoma Child Welfare Services for information regarding child abuse and neglect and a check of the Restricted Registry is conducted.

5.4.11 Child care staff members cannot be employed by a child care provider receiving CCDF subsidy funds if they refuse a background check, make materially false statements in connection with the background check, or are registered or required to be registered on the state or National Sex Offender Registry. Potential staff members also cannot be employed by a provider receiving CCDF funds if they have been convicted of: a felony consisting of murder, child abuse or neglect, crimes against children, spousal abuse, crimes involving rape or sexual assault, kidnapping, arson, physical assault or battery, or - subject to an individual review (at the state/territory's option)- a drug-related offense committed during the preceding 5 years; a violent misdemeanor committed as an adult against a child, including the following crimes - child abuse, child endangerment, or sexual assault; or a misdemeanor involving child pornography (98.43(c)(1)).

Note: The Lead Agency may not publicly release the results of individual background checks. It may release aggregated data by crime as long as the data do not include personally identifiable

information (98.43(e)(2)(iii)).

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

- [ ] No
- [x] Yes.

Describe other disqualifying crimes and provide citation:

Individuals are disqualified if they are registered on the Restricted Registry, Oklahoma Violent Offenders Registry, and Oklahoma Sex Offender Registry. In addition, individuals can be restricted from employment for other crimes and require a waiver from Child Care Services to be eligible for employment. OAC 340:110-3-283.

5.4.12 The state/territory has a process for a child care staff member to appeal the the results of his or her background check to challenge the accuracy or completeness of the criminal background report, as detailed in 98.43(e)(3).

Describe how the Lead Agency ensures the privacy of background checks and provides opportunities for applicants to appeal the results of background checks. In addition, describe whether the state/territory has a review process for individuals disqualified due to a felony drug offense to determine if that individual is still eligible for employment (98.43(e)(2-4)).

When criminal history records are found, OBI returns a copy with a dispute resolution form to the individual giving each person the opportunity to dispute the accuracy of the record with both the Office of Background Investigations (should OBI make a determination the individual is disqualified based on the record) and the arresting agency. Criminal history restriction waivers are requested and reviewed through Child Care Services.

5.4.13 The state/territory may not charge fees that exceed the actual costs of processing applications and administering a criminal background check (98.43(f)).

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

The individual or program is responsible for the $53 fee associated with fingerprinting. This fee is paid to the livescan vendor. Should an out-of-state name based criminal background check and Child Abuse and Neglect Registry search be required, the individual or program would be responsible for the fee charged by the agency conducting the searches. DHS does not have a processing fee for background checks

5.4.14 Federal requirements do not address background check requirements for relative providers who receive CCDF; therefore, states have the flexibility to decide which background check requirements relative providers must meet, as defined by CCDF in 98.2 under eligible child care provider.

Note: This exception only applies if the individual cares only for relative children. Does the state/territory exempt relatives from background checks?

- [x] No, relatives are not exempt from background check requirements.
- [ ] Yes, relatives are exempt from all background check requirements.
- [ ] Yes, relatives are exempt from some background check requirements. If the state/territory exempts relatives from some background check requirements, describe which background check requirements do not apply to relative providers.

6 Recruit and Retain a Qualified and Effective Child Care Workforce

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

States and territories are required to describe their framework for training, professional development, and post-secondary education for caregivers, teachers, and directors, including those working in school-age care (98.44(a)). This framework is part of a broader systematic approach building on health and safety training (as described in section 5) within a state/territory. States and territories must incorporate their knowledge and application of health and safety standards, early learning guidelines, responses to challenging behavior, and the engagement of families. States and territories are required to establish a progression of professional development opportunities to improve the knowledge and skills of CCDF providers (658E(c)(2)(G)). To the extent practicable, professional development should be appropriate to work with a population of children of different ages, English-language learners, children with disabilities, and Native Americans (98.44(b)(2)(iv)). Training and professional development is one of the options that states and territories have for investing their CCDF quality funds (658G(b)(1)).

6.1 Professional Development Framework

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

a) Describe how the state/territory's framework for training and professional development addresses the following required elements:

-- State/territory professional standards and competencies. Describe:

Licensed child care program staff are required to meet professional development requirements annually. The Professional Development Approval System at Oklahoma Professional Development Registry approves training organizations that provide training to meet licensing requirements. Professional Development that meets licensing requirements is aligned to the Oklahoma Core Competencies for Early Childhood Practitioners or the Oklahoma Competencies for Out of School Time Program Practitioners.

-- Career pathways. Describe:

Oklahoma has in place a Professional Development Ladder that provides a career path for early care and education and out of school time practitioners. In addition, a brochure on Career Options and Resources in Early Care and Education has been revised to reflect current resources available to help individuals advance in early care and education.

-- Advisory structure. Describe:

The Lead Agency has utilized the Early Education and Professional Development Council and worked with members of the Oklahoma Partnership for School Readiness (State Advisory Council) in an advisory capacity. The Professional Development workgroup includes partner organizations and community stake holders.

-- Articulation. Describe:

Articulation agreements exist between Career Technology Centers and community colleges so that practitioners achieving national credentials can attend a community college and after completing courses, receive credit toward a certificate and/or an associate's degree in child development.

-- Workforce information. Describe:

The Oklahoma Professional Development Registry (OPDR) collects workforce data that includes work history, education, professional development, and some compensation information voluntarily provided. Child Care Center Program Directors are required to have an Oklahoma Directors Credential, register the program as a direct care organization and maintain information on the OPDR and ensure personnel and volunteers comply with professional development requirements. Teaching personnel are required to obtain and maintain a current Oklahoma Professional Development Ladder (OPDL). Primary Caregivers and assistants in Family Child Care Home programs that participate in QRIS are required to be members of the OPDR and have a current OPDL.

-- Financing. Describe:

The Lead Agency contracts with Oklahoma State Regents for Higher Education to implement a scholarship program for child care staff to achieve certificates, credentials and degrees in early childhood education/child development. Ongoing professional

development is supported by offering low and no cost training for child care staff.

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

☑ Continuing education unit trainings and credit-bearing professional development to the extent practicable

Describe:

Continuing Education Units are available for trainings provided by the Center for Early Childhood Professional Development. Scholars for Excellence in Child Care provide scholarships to achieve credentials and degrees in Child Development.

☑ Engagement of training and professional development providers, including higher education, in aligning training and educational opportunities with the state/territory's framework

Describe:

Credit bearing courses and approved professional development align with the Oklahoma Core Competencies. These professional development opportunities meet ongoing professional development requirements for licensed child care programs.

☐ Other

Describe:

6.1.2 Describe how the state/territory developed its professional development framework in consultation with the State Advisory Council on Early Childhood Education and Care (if applicable) or similar coordinating body if there is no SAC that addresses the professional development, training, and education of child care providers and staff.

Early Education Professional Development Council (EEPDC) has been meeting since 1993. The vision of the first group is as follows: “our vision for the early childhood profession in Oklahoma is that all programs for young children, in whatever setting, will provide high-quality developmentally appropriate care and education, and, furthermore, that early childhood professionals be well-paid, knowledgeable individuals who demonstrate high-quality performance that results in better educational foundations and quality of life for all of

Oklahoma's children". Over the last 25 years organizations have met to evaluate the system and create initiatives to support early childhood professional development. The Oklahoma Partnership for School Readiness (State Advisory Council) has been part of the EEPDC since 2012. Since 2016 the advisory group has reviewed the requirements of Child Care Development Fund (CCDF) reauthorization, identified current professional development efforts, and ascertained the resources needed to deliver services. EEPDC includes professional development providers that work to align professional development opportunities with Oklahoma's framework.

6.1.3 Describe how the framework improves the quality, diversity, stability, and retention of caregivers, teachers, and directors (98.44(a)(7)).

The framework strives to provide the foundation for professionalism for caregivers, teachers and directors.The framework allows for providers to enter a pathway of professional growth at a variety of entry points. By offering professional development resources and supports the workforce quality skills and practices improve and turnover is reduced. Career Technology Early Care and Education programs work to prepare high school students for employment in licensed facilities. Child Care Licensing recognizes the Career Technology Competency Certificates as part of acceptable qualifications for child care personnel. Students graduating from these high school programs will be ready to work in child care programs. Scholarships for early childhood coursework leading towards a national credential, certificate or degree in early childhood education or development are available through the Scholars for Excellence program with the OK State Regents for Higher Education. Scholar Coordinators with the state community colleges recruit staff working in child care to participate in the program. Participants must meet income and program requirements. Educated teachers improve the quality of care. Caregivers, teachers, and directors working on credentials and degrees are retained in programs. Financial awards will be administered to those that complete the Certificate of Mastery credential and those meeting professional development criteria to work with infants and toddlers. These incentives will encourage personnel working in programs to achieve educational milestones.

6.2 Training and Professional Development Requirements

The Lead Agency must describe how its established health and safety requirements for pre-service or orientation training and ongoing professional development requirements--as described in Section 5 for caregivers, teachers, and directors in CCDF programs--align, to the extent practicable, with the state/territory professional development framework. These requirements must be designed to enable child care providers to promote the social, emotional, physical, and cognitive development of children and to improve the knowledge and skills of the child care workforce. Such requirements shall be applicable to child care providers caring for children receiving CCDF funds across the entire age span, from birth through age 12 (658E(c)(2)(G)). Ongoing training and professional development should be accessible and appropriate to the setting and age of the children served (98.44(b)(2)).

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

All training opportunities that are approved for on-going professional development are linked to the *Oklahoma Core Competencies for Early Childhood Practitioners*, CDA content, and infant mental health core competencies in the Oklahoma Professional Development Registry. The *Oklahoma Early Learning Guidelines* are embedded in the *Oklahoma Core Competencies for Early Childhood Practitioners* in the Learning Environments and Curriculum Section. http://www.acf.hhs.gov/programs/occ/resource/im-2015-01

Professional development on the utilization of *Oklahoma Early Learning Guidelines for Infants, Toddlers and Twos* and *Oklahoma Early Learning Guidelines for Three through Five Year Olds* is available to any one working in an early learning program. Additional training is available for Out of School Time program providers through *Early Learning Guidelines for School-Age Practitioners and Early Learning Guidelines: 3-5 Early Learning Guidelines and Beyond for School-Age Practitioners* (utilizes Oklahoma Academic Standards from OSDE). These trainings familiarize personnel with the guidelines and how they can be used as a resource. Professional development opportunities also include social-emotional behavior intervention models, health and safety standards, and learning environments and curriculum.

The searchable training calendar allows for personnel to seek professional development to support individual training needs (okregistry.org). Child Care Warmline and Consultation services also assist programs with working with children that have challenging behaviors. Child guidance and health professionals are available by phone to help individuals with resources and to provide professional development.

6.2.2 Describe how the state/territory's training and professional development are accessible to providers supported through Indian tribes or tribal organizations receiving CCDF funds (as applicable) (98.44(b)(2)(vi)).

All training listed in the searchable database (okregistry.org) and professional development requirements are available to Tribal organizations, Indian Tribes, general public, school districts, parents, etc. Tribal organizations serve on EEPDC and are approved training organizations. In addition several tribes provide approved professional development.

6.2.3 States/territories are required to facilitate participation of child care providers with limited English proficiency and disabilities in the subsidy system (98.16 (dd)). Describe how the state/territory will recruit and facilitate the participation of providers:

a) with limited English proficiency

The State contracts with Child Care Resource and Referral (CCR&R) for Hispanic outreach activities that are focused on providers with limited English proficiency. A flyer written in Spanish is distributed to individuals who have questions about the licensing process. Contact information for CCR&R and DHS Licensing is included on the flyer. Bilingual specialists and a statewide coordinator distribute these flyers at community events geared to the Hispanic community such as job fairs, health fairs, Hispanic Chamber of Commerce or other agencies. Spanish translation is available for Professional Development requirements as they allow an entry point for a variety of educational qualifications. CCR&R supports Spanish speaking providers in acheiving Child Development Associates (CDA) and provides an annual

professional development conference in Spanish.

b) who have disabilities

Lead Agency consumer education website is 508 compliant. Licensing requirements for personnel are inclusive of all abilities when qualifications are met. Sign language or oral interpreter services are available.

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

Professional Development requirements are appropriate as they allow entry point for a variety of educational qualifications. The Professional Development Ladder and Oklahoma Director's Credential provide increasing levels of professional development milestones that provide individuals with a path of attainment. Requirements are appropriate to all child care providers employed in programs serving a variety of age-groups, children with disabilities, and Native American children. The available ongoing professional development opportunities include working with children of different age groups (Infant/toddler, Pre-K and children attending out of school time programs), children with disabilities, children who are experiencing homelessness, children with challenging behaviors, children with delays, creating an inclusive program, family interactions, etc. The searchable training calendar allows for personnel to seek professional development to support individual training needs (okregistry.org).

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

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

It Takes a Village: Providing Education and Services for Homeless Children and *Helping Children Heal from Trauma of Being Homeless* (okregistry.org) are available courses through okregistry.org. Child care directors and staff may also attend community based training on the book, Bridges Out of Poverty. Technical assistance is available through Resource and Referral Agencies along with the previously noted trainings.

b) Describe the state/territory's training and TA efforts for Lead Agency (or designated entity) staff in identifying and serving children and their families experiencing homelessness (connects to question 3.2.2).

The Lead Agency conducts outreach to homeless families to improve access to child care services and other public assistance programs. Outreach is provided at local agencies serving the homeless. A bookmark format flyer has been developed to distribute to families listing resources including assistance with paying for childcare. The Lead Agency provides *Bridges Out of Poverty* training to staff and child care subsidy staff receive guidance on homeless families in the QUEST online training program.

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

- [x] Issue policy change notices
- [x] Issue new policy manual
- [x] Staff training
- [x] Orientations
- [x] Onsite training
- [x] Online training
- [x] Regular check-ins to monitor the implementation of CCDF policies

Describe the type of check-ins, including the frequency.

Quality Assurance reviews are completedannually with licensing supervisory units. The

review of cases and policy interpretation is to confirm consistency and accuracy of policy application.

☑ Other

Describe:

The Lead Agency provides training to Licensing Specialist on new requirements, policy impact and guidelines on the application of changes prior to implementation. Child care program providers are notified by mail when there are changes in policies and practices. Updated licensing requirements are also mailed to providers. A checklist of changes is provided to the program and when onsite monitoring visits are conducted Licensing Specialists explain the requirements to each program. Documentation of the visit is kept in the program file. If there are extensive changes in requirements, directors of programs are required to complete online training. The program's Licensing Specialist monitors for compliance with the requirements.

6.2.7 Lead Agencies must develop and implement strategies to strengthen the business practices of child care providers to expand the supply and to improve the quality of child care services (98.16 (z)). Describe the state/territory's strategies to strengthen provider's business practices, which can include training and/or TA efforts.

a) Describe the strategies that the state/territory is developing and implementing for training and TA.

Child care center directors and assistant directorsmay attend Leadership Academy (46 hours) which is designed to increase administration and management skills. Academy participants receive a pre and post Program Administrator Scale Assessment. Family Child Care Home Administrator's may attend Leadership Academy for Family Child Care Homes (24 hours) which is designed to improve the quality of business practices through program management, legal knowledge, program planning, policies and procedures and staff development. Family Child Care Home participants will receive a pre and post Business Administration Scale Assessment. The Directors Certificate of Completion is also available at community college which includes business management skills. Directors Entry Level Training is available online. Additional trainings to strengthen provider's business practices are available on the searchable Oklahoma Professional

Development Registry (www.OKRegistry.org). CCR&R provides technical assistance to programs when requested.

b) Check the topics addressed in the state/territory's strategies. Check all that apply.

- [x] Fiscal management
- [x] Budgeting
- [x] Recordkeeping
- [x] Hiring, developing, and retaining qualified staff
- [x] Risk management
- [x] Community relationships
- [x] Marketing and public relations
- [x] Parent-provider communications, including who delivers the training, education, and/or technical assistance
- [ ] Other

Describe:

6.3 Early Learning and Developmental Guidelines

6.3.1 States and territories are required to develop, maintain, or implement early learning and developmental guidelines that are appropriate for children in a forward progression from birth to kindergarten entry (i.e., birth-to-three, three-to-five, birth-to-five), describing what children should know and be able to do and covering the essential domains of early childhood development. These early learning and developmental guidelines are to be used statewide and territory-wide by child care providers and in the development and implementation of training and professional development (658E(c)(2)(T)). The required essential domains for these guidelines are cognition, including language arts and mathematics; social, emotional, and physical development; and approaches toward learning (98.15(a)(9)). At the option of the state/territory, early learning and developmental guidelines for out-of-school time may be developed. Note: States and territories may use the quality set-aside, discussed in section 7, to improve on the development or implementation of early learning and developmental guidelines.

a) Describe how the state/territory's early learning and developmental guidelines are research-based, developmentally appropriate, culturally and linguistically appropriate, and aligned with kindergarten entry

Oklahoma Early Learning Guidelines for Infants, Toddlers, and Twos and *Oklahoma Early Learning Guidelines for Three through Five Year Olds* (ELGs) have been revised to reflect changes to the Head Start Framework and Oklahoma's Academic Standards. A workgroup met monthly for over a year to review and edit guidelines to meet requirements for successful entry into kindergarten. The Workgroup utilized current research and program guidelines for HS and public Pre-K to ensure alignment. Drafts were reviewed by staff at National Center on Early Childhood Development, Teaching, and Learning.

b) Describe how the state/territory's early learning and developmental guidelines are appropriate for all children from birth to kindergarten entry.

Oklahoma Early Learning Guidelines for Infants, Toddlers, and Twos and *Oklahoma Early Learning Guidelines for Three through Five Year Olds* are written in plain language and designed to be utilized by parents, child care teachers and other caring adults as a resource for what children may know and are able to do. The content of the books is appropriate for all early care and learning settings.

c) Verify by checking the domains included in the state/territory's early learning and developmental guidelines. Responses for "other" is optional

- [x] Cognition, including language arts and mathematics
- [x] Social development
- [x] Emotional development
- [x] Physical development
- [x] Approaches toward learning
- [x] Other

Describe:

In ELGs for both age groups, creative skills, healthand safety, and science are included. ELG for Infant Toddlers and Twos includes self and social awareness. ELG for Three through Five Year olds includes social studies.

d) Describe how the state/territory's early learning and developmental guidelines are implemented in consultation with the educational agency and the State Advisory Council or similar coordinating body.

There is ongoing dialouge with the State Advisory Council, Oklahoma State Department of Education and the Lead Agency on the implementation and utilizationof the ELG. The ELG revision workgroup included the Director of Early Childhood Curriculum and Instruction at the OSDE and representatives from Special Education, Child Care Programs, Head Start agencies and Professional Development Committee members. The inclusion of numerous agencies and organizations allowed the widest input possible. ELGs are posted on the OSDE website and serve as Early Childhood Program resources.

e) Describe how the state/territory's early learning and developmental guidelines are updated and include the date first issued and/or the frequency of updates

Originally developed in 2004, the ELGs for Three through Five Year Olds was last revised in 2011. The ELGs for Infants, Toddlers and Twos was completed in 2011. Beginning in 2016, both ELG books were revised concurrently by content area to ensure continuity across the birth through five ages. The documents have been designed to align with new Oklahoma Academic Standards and new Head Start Standards and to be flexible enough to meet the needs of individual children within a variety of program types. Input on the content was received from the National Center on Early Childhood Development. The goal was for both documents to be distributed by late 2018. ELGs for 0-2 was completed and distributed beginning in August of 2018.

f) If applicable, discuss the state process for the adoption, implementation and continued improvement of state out-of-school time standards

N/A

g) Provide the Web link to the state/territory's early learning and developmental guidelines.

The weblink for birth to three is http://www.okdhs.org/OKDHS%20Publication%20Library/10-23.pdf .The web link for three to five is http://www.okdhs.org/OKDHS%20Publication%20Library/10-54.pdf .

6.3.2 CCDF funds cannot be used to develop or implement an assessment for children that:

-- Will be the primary or sole basis to determine a child care provider ineligible to participate in the CCDF,

-- Will be used as the primary or sole basis to provide a reward or sanction for an individual provider,

-- Will be used as the primary or sole method for assessing program effectiveness,

-- Will be used to deny children eligibility to participate in the CCDF (658E(c)(2)(T)(ii)(I); 98.15(a)(2)).

Describe how the state/territory's early learning and developmental guidelines are used.

Child care providers that are Master Teachers in programs participating in QRIS are required to receive training on Early Learning Guidelines. Additional program personnel receive the ELG training on a voluntary basis. The Center for Early Childhood Professional Development maintains a list of approved classes and coursework that meet the QRIS requirement. In addition colleges submit course syllabi for review to determine if the course would meet the guideline for ELGs. Additional professional development has been created to utilize the ELG in program planning and use within classrooms. Resource and Referral Specials from CCR&R are available to assist child care programs with utilization of Oklahoma's Early Learning Guidelines. Trainings developed by the CCR&Rs list ELG objectives to be met by the training. During monitoring for QRIS criteria, licesning specialists verify that programs are utilizing the ELGs as a resource for lesson and curriculum planning. An average of 1550 providers receive training each fiscal year. Approximately 18, 279 providers received ELG training since it became a requirement. All program staff attending the training benefit since the training is available to all programs regardless of receiving CCDF funding or not.

7 Support Continuous Quality Improvement

Lead Agencies are required to reserve and use a portion of their Child Care and Development Fund program expenditures for activities designed to improve the quality of child care services and to increase parental options for and access to high-quality child care (98.53). The quality activities should be aligned with a statewide or territory-wide assessment of the state's or territory's need to carry out such services and care. States and territories are required to report on these quality improvement investments through CCDF in three ways:

1. In the Plan, states and territories will describe the types of activities supported by quality investments over the 3-year period (658G(b); 98.16(j)).

2. ACF will collect annual data on how much CCDF funding is spent on quality activities using the expenditure report (ACF-696). This report will be used to determine compliance with the required quality and infant and toddler spending requirements (658G(d)(1); 98.53(f)).

3. For each year of the Plan period, states and territories will submit a separate annual Quality Progress Report that will include a description of activities to be funded by quality expenditures and the measures used by the state/territory to evaluate its progress in improving the quality of child care programs and services within the state/territory (658G(d); 98.53(f)).

States and territories must fund efforts in at least one of the following 10 activities:

-- Supporting the training and professional development of the child care workforce

-- Improving on the development or implementation of early learning and developmental guidelines

-- Developing, implementing, or enhancing a tiered quality rating and improvement system for child care providers and services

-- Improving the supply and quality of child care programs and services for infants and toddlers

-- Establishing or expanding a statewide system of child care resource and referral services

-- Supporting compliance with state/territory requirements for licensing, inspection, monitoring, training, and health and safety (as described in section 5)

-- Evaluating the quality of child care programs in the state/territory, including evaluating how programs positively impact children

-- Supporting providers in the voluntary pursuit of accreditation

-- Supporting the development or adoption of high-quality program standards related to health, mental health, nutrition, physical activity, and physical development

-- Performing other activities to improve the quality of child care services, as long as outcome measures relating to improved provider preparedness, child safety, child well-being, or kindergarten entry are possible.

Throughout this Plan, states and territories will describe the types of quality improvement activities where CCDF investments are being made, including but not limited to, quality set-aside funds and will describe the measurable indicators of progress used to evaluate state/territory progress in improving the quality of child care services for each expenditure (98.53(f)) These activities can benefit infants and toddlers through school age populations.

This section covers the quality activities needs assessment and quality improvement activities and indicators of progress for each of the activities undertaken in the state or territory.

7.1 Quality Activities Needs Assessment for Child Care Services

7.1.1 Lead Agencies must invest in quality activities based on an assessment of the state/territory's needs to carry out those activities. Lead Agencies have the flexibility to design an assessment of their quality activities that best meet their needs, including how often they do the assessment. Describe your state/territory assessment process, including the frequency of assessment (658G(a)(1); 98.53(a)).

The Lead Agency conducts a customer service survey of child care programs every two years and a child care initiative feedback survey every three years.

7.1.2 Describe the findings of the assessment and if any overarching goals for quality improvement were identified.

The surveys identified program needs around training, licensing requirements, QRIS and utilization of quality initiatives.

7.2 Use of Quality Funds

7.2.1 Check the quality improvement activities in which the state/territory is investing

- [x] Supporting the training and professional development of the child care workforce If checked, respond to section 7.3 and indicate which funds will be used for this activity. Check all that apply.
  - [x] CCDF funds
  - [ ] Other funds

  Describe:

- [x] Developing, maintaining, or implementing early learning and developmental guidelines. If checked, respond to section 6.3 and indicate which funds will be used for this activity. Check all that apply.
  - [x] CCDF funds
  - [ ] Other funds

  Describe:

- [x] Developing, implementing, or enhancing a tiered quality rating and improvement system. If checked, respond to 7.4 and indicate which funds will be used for this activity. Check all that apply.
  - [x] CCDF funds
  - [ ] Other funds

Describe:

- [x] Improving the supply and quality of child care services for infants and toddlers. If checked, respond to 7.5 and indicate which funds will be used for this activity. Check all that apply
  - [x] CCDF funds
  - [ ] Other funds

  Describe:

- [x] Establishing or expanding a statewide system of CCR&R services, as discussed in 1.7. If checked, respond to 7.6 and indicate which funds will be used for this activity. Check all that apply.
  - [x] CCDF funds
  - [ ] Other funds

  Describe:

- [x] Facilitating compliance with state/territory requirements for inspection, monitoring, training, and health and safety standards (as described in section 5). If checked, respond to 7.7 and indicate which funds will be used for this activity. Check all that apply.
  - [x] CCDF funds
  - [ ] Other funds

  Describe:

- [x] Evaluating and assessing the quality and effectiveness of child care services within the state/territory. If checked, respond to 7.8 and indicate which funds will be used for this activity. Check all that apply.
  - [x] CCDF funds
  - [ ] Other funds

  Describe:

- [ ] Supporting accreditation. If checked, respond to 7.9 and indicate which funds will be used for this activity. Check all that apply.
  - [ ] CCDF funds
  - [ ] Other funds

Describe:

- [x] Supporting state/territory or local efforts to develop high-quality program standards relating to health, mental health, nutrition, physical activity, and physical development. If checked, respond to 7.10 and indicate which funds will be used for this activity. Check all that apply.
  - [x] CCDF funds
  - [ ] Other funds

  Describe:

- [x] Other activities determined by the state/territory to improve the quality of child care services and which measurement of outcomes related to improved provider preparedness, child safety, child well-being, or kindergarten entry is possible. If checked, respond to 7.11 and indicate which funds will be used for this activity. Check all that apply
  - [x] CCDF funds
  - [ ] Other funds

  Describe:

7.3 Supporting Training and Professional Development of the Child Care Workforce With CCDF Quality Funds

Lead Agencies can invest in the training, professional development, and post-secondary education of the child care workforce as part of a progression of professional development activities, such as those included at 98.44 in addition to the following (98.53(a)(1)).

7.3.1 Describe how the state/territory funds the training and professional development of the child care workforce

a) Check and describe which content is included in training and professional development activities and describe who or how an entity is funded to address this topic. Check all that apply.

- [x] Promoting the social, emotional, physical, and cognitive development of children, including those efforts related to nutrition and physical activity, using

scientifically based, developmentally appropriate, and age-appropriate strategies

Describe:

Lead Agency funds training and professional development by funding programs at the Center for Early Childhood Professional Development (CECPD), Oklahoma Child Care Resource and Referral Association (OCCRRA), Oklahoma State Department of Health (OSDH), and Oklahoma Regents for Higher Education (OSRHE). Oklahoma Professional Developmet Registry (OPDR) has a searchable data base of training that includes training provided by the Lead Agency, CECPD, OCCRRA, OSDH and other training organizations. College coursework also addresses these topics.

☑ Implementing behavior management strategies, including positive behavior interventions and support models that promote positive social-emotional development and early childhood mental health and that reduce challenging behaviors, including a reduction in expulsions of preschool-age children from birth to age five for such behaviors. (See also section 2.5.)

Describe:

OPDR has asearchable data base of training that includes training provided by CECPD, OCCRRA, OSDH, QRIS and other training organizations. College coursework also focuses these topics. Child care consultation services through the OK State Department of Health Child Care Warmline provides behavior management strategies and interventions for individual programs in need.

☑ Engaging parents and families in culturally and linguistically appropriate ways to expand their knowledge, skills, and capacity to become meaningful partners in supporting their children's positive development

Describe:

OPDR has a searchable data base of training that includes training provided by CECPD, OCCRRA, OSDH, QRIS and other training organizations. College coursework also focuses these topics.

☑ Implementing developmentally appropriate, culturally and linguistically responsive instruction, and evidence-based curricula and designing learning environments that are aligned with state/territory early learning and developmental standards.

Describe:

OPDR has a searchable data base of training that includes training provided by

CECPD, OCCRRA, QRIS and other training organizations. College coursework also focuses these topics. The Lead Agency provides *Bridges Out of Poverty* Training to all staff and program providers.

☑ Providing onsite or accessible comprehensive services for children and developing community partnerships that promote families' access to services that support their children's learning and development

Describe:

OPDR has a searchable data base of training that includes training provided by CECPD, OCCRRA, QRIS, Head Start and Early Head Start-Child Care (EHS-CC) partnership programs. Trainings focus on work with children while supporting families with comprehensive services.

☑ Using data to guide program evaluation to ensure continuous improvement

Describe:

CECPD provides Leadership Academy Training to assist program management in utilizing data. Lead Agency staff provides training using self-assessment to improve quality of care.

☑ Caring for children of families in geographic areas with significant concentrations of poverty and unemployment

Describe:

The Lead Agency funds *Bridges Out of Poverty Training* for child care providers. OPDR has asearchable data base of training that includes courses provided by CECPD, OCCRRA, OSDH and other training organizations. College coursework also focuses on this topic.

☑ Caring for and supporting the development of children with disabilities and developmental delays

Describe:

OPDR has a searchable data base of training that includes training provided by CECPD, OCCRRA, OSDH and other training organizations. College coursework also focuses this topic.

☑ Supporting the positive development of school-age children

Describe:

OPDR has asearchable data base of training that includes training provided by CECPD, OCCRRA OSDH, QRIS and other training organizations. College coursework also focuses these topics. School-age Certificate of Completion is awarded to child care personnel that meet college requirements.

☑ Other

Describe:

Community based training is bundled together by areas of concentration so that experienced child care personnel with specific interests will have a guide for achieving the next level of professional development. Child care personnel that meet higher levels of achievement will receive a designation on the Professional Development Ladder. Areas of concentration include infant/toddler programming, preschool programming, school-age programing, administration of child care program, child development, behavior and guidance, program leadership, programming for children with disabilities, etc.

b) Check how the state/territory connects child care providers with available federal and state/territory financial aid or other resources to pursue post-secondary education relevant for the early childhood and school-age workforce. Check all that apply

☑ Coaches, mentors, consultants, or other specialists available to support access to post-secondary training, including financial aid and academic counseling

☑ Statewide or territory-wide, coordinated, and easily accessible clearinghouse (i.e., an online calendar, a listing of opportunities) of relevant post-secondary education opportunities

☑ Financial awards, such as scholarships, grants, loans, or reimbursement for expenses, from the state/territory to complete post-secondary education

☐ Other

Describe:

7.3.2 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures

The Lead Agency will report on the number of child care personnel that have increased the level of education. After the Leadership Academy courses, the results of pre and post Program Administrator Scales and Business Administrator Scales will be examined. Surveys will be conducted of recipients of certificates and college degrees to determine how educational achievements impacted workforce and child care programs.

7.4 Quality Rating and Improvement System (QRIS)

Lead Agencies may respond in this section based on other systems of quality improvement, even if not called a QRIS, as long as the other quality improvement system contains the elements of a QRIS. QRIS refers to a systematic framework for evaluating, improving and communicating the level of quality in early childhood programs and contains five key elements:

1. Program standards
2. Supports to programs to improve quality
3. Financial incentives and supports
4. Quality assurance and monitoring
5. Outreach and consumer education

7.4.1 Does your state/territory have a quality rating and improvement system or other system of quality improvement?

- ☐ No, but the state/territory is in the QRIS development phase. If no, skip to 7.5.1.
- ☐ No, the state/territory has no plans for QRIS development. If no, skip to 7.5.1.

☑ Yes, the state/territory has a QRIS operating statewide or territory-wide

Describe how the QRIS is administered (e.g., statewide or locally or through CCR&R entities) and any partners and provide a link, if available.

Oklahoma's QRIS (Reaching for the Stars) is administered statewide by the Lead Agency. It is a four level block rating structure with higher subsidy reimbursement tied to the higher rated levels. Local Child CareResource and Referral agencies provide assistance with the application process and with technical assistance for compliance with criteria. Lead Agency employs two QRIS Stars Outreach Specialists to process requests for certification. Licensing staff within the lead agency monitor for compliance with QRIS criteria three times per year.

http://www.okdhs.org/services/cc/Pages/STARS.aspx .

☐ Yes, the state/territory has a QRIS initiative operating as a pilot-test in a few localities or only a few levels but does not have a fully operating initiative on a statewide or territory-wide basis.

Provide a link, if available.

☐ Yes, the state/territory has another system of quality improvement

If the response is yes to any of the above, describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures.

7.4.2 QRIS participation

a) Are providers required to participate in the QRIS?

☐ Participation is voluntary

☑ Participation is mandatory for providers serving children receiving a subsidy. If checked, describe the relationship between QRIS participation and subsidy (e.g., minimum rating required, reimbursed at higher rates for achieving higher ratings, participation at any level).

To be eligible for a subsidy contract, providers must be permitted or licensed and participate in QRIS. Child care centers must be a One-Star Plus or higher level.Family child care homes must be a One-Star Plus or higher level if on a permit or One-Star level or higher if on a license. Subsidy reimbursement rates are based on Star level. The higher the Star status, the higher the reimbursement rate paid to the provider.

- [ ] Participation is required for all providers.

b) Which types of settings or distinctive approaches to early childhood education and care participate in the state/territory's QRIS? Check all that apply

- [x] Licensed child care centers
- [x] Licensed family child care homes
- [ ] License-exempt providers
- [x] Early Head Start programs
- [x] Head Start programs
- [ ] State prekindergarten or preschool programs
- [ ] Local district-supported prekindergarten programs
- [x] Programs serving infants and toddlers
- [x] Programs serving school-age children
- [x] Faith-based settings
- [x] Tribally operated programs
- [x] Other

Describe:

Programs on a military base, Tribal or located on federal property may participate if they are exempt from licensing because those programs are licensed by another entity.

7.4.3 Support and assess the quality of child care providers.

The Lead Agency may invest in the development, implementation, or enhancement of a tiered quality rating and improvement system for child care providers and services. Note: If a Lead Agency decides to invest CCDF quality dollars in a QRIS, that agency can use the funding to assist in meeting consumer education requirements (98.33). If the Lead Agency has a QRIS, respond to questions 7.4.3 through 7.4.6.

Do the state/territory's quality improvement standards align with or have reciprocity with any of the following standards?

- [ ] No
- [x] Yes. If yes, check the type of alignment, if any, between the state/territory's quality standards and other standards. Check all that apply.
  - [ ] Programs that meet state/territory preK standards are able to meet all or part of the quality improvement standards (e.g., content of the standards is the same, there is a reciprocal agreement between preK programs and the quality improvement system) .
  - [x] Programs that meet federal Head Start Program Performance Standards are able to meet all or part of the quality improvement standards (e.g., content of the standards is the same, there is a reciprocal agreement between Head Start programs and the quality improvement system).
  - [x] Programs that meet national accreditation standards are able to meet all or part of the quality improvement standards (e.g., content of the standards is the same, an alternative pathway exists to meeting the standards).
  - [ ] Programs that meet all or part of state/territory school-age quality standards.
  - [ ] Other.

  Describe:

7.4.4 Do the state/territory's quality standards build on its licensing requirements and other regulatory requirements?

- [ ] No
- [x] Yes. If yes, check any links between the state/territory's quality standards and licensing requirements
  - [x] Requires that a provider meet basic licensing requirements to qualify for the base level of the QRIS.
  - [ ] Embeds licensing into the QRIS
  - [ ] State/territory license is a "rated" license
  - [ ] Other.

Describe:

7.4.5 Does the state/territory provide financial incentives and other supports designed to expand the full diversity of child care options and help child care providers improve the quality of services that are provided through the QRIS

- [ ] No
- [x] Yes. If yes, check all that apply
  - [ ] One time grants, awards, or bonuses.
  - [ ] Ongoing or periodic quality stipends
  - [x] Higher subsidy payments
  - [x] Training or technical assistance related to QRIS.
  - [x] Coaching/mentoring.
  - [x] Scholarships, bonuses, or increased compensation for degrees/certificates
  - [ ] Materials and supplies
  - [ ] Priority access for other grants or programs
  - [ ] Tax credits (providers or parents)
  - [ ] Payment of fees (e.g., licensing, accreditation)
  - [ ] Other

Describe:

7.4.6 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures

The Lead Agency monitors individual program QRIS compliance three times per year. Programs may be reduced at any time to a lower Star level if found to be non-compliant with QRIS requirements. QRIS certifications and reduction in Star level are compared to determine whether or not an increase in QRIS participation occured.

7.5 Improving the Supply and Quality of Child Care Programs and Services for Infants and Toddlers

Lead Agencies are encouraged to use the needs assessment to systematically review and improve the overall quality of care that infants and toddlers receive, the systems in place or needed to support and enhance the quality of infant and toddler providers, the capacity of the infant and toddler workforce to meet the unique needs of very young children, and the methods in place to increase the proportion of infants and toddlers in higher quality care, including any partnerships or coordination with Early Head Start and IDEA Part C programs. Lead Agencies are required to spend 3 percent of their total CCDF expenditures on activities to improve the supply and quality of their infant and toddler care. This is in addition to the general quality set-aside requirement.

7.5.1 What activities are being implemented by the state/territory to improve the supply (see also section 4) and quality of child care programs and services for infants and toddlers? Check all that apply and describe

☐ Establishing or expanding high-quality community- or neighborhood-based family and child development centers. These centers can serve as resources to child care providers to improve the quality of early childhood services for infants and toddlers from low-income families and to improve eligible child care providers' capacity to offer high-quality, age-appropriate care to infants and toddlers from low-income families

Describe:

☐ Establishing or expanding the operation of community- or neighborhood-based family child care networks.

Describe:

☑ Providing training and professional development to enhance child care providers' ability to provide developmentally appropriate services for infants and toddlers

Describe:

OPDR has a searchable data base of training that includes training provided by CECPD, OCCRRA, QRIS and other training organizations. Infant/Toddler programming will be an

area of concentration to receive recognition. College coursework also focuses on developmentally appropriate services for infants and toddlers.

☑ Providing coaching, mentoring, and/or technical assistance on this age group's unique needs from statewide or territory-wide networks of qualified infant-toddler specialists

Describe:

A Statewide Infant/Toddler Network will provide coaching, mentoring and technical assistance to child care program providers that will focus on relationship based care.

☑ Coordinating with early intervention specialists who provide services for infants and toddlers with disabilities under Part C of the Individuals with Disabilities Education Act (20 U.S.C. 1431 et seq.).

Describe:

Infant Toddler Network will work in collaboration with other specialists in the state including Child CareWarmline, Oklahoma State Department of Health, Oklahoma Infant Mental Health Association, and SoonerStart (Part C of IDEA) staff.

☐ Developing infant and toddler components within the state/territory's QRIS, including classroom inventories and assessments

Describe:

☑ Developing infant and toddler components within the state/territory's child care licensing regulations

Describe:

Family Child Care Home Requirements have infant toddler components including supervision, daily routines, rest time, responding to needs, diaper changing, transporting, play equipment, safe sleep, bottle feeding, food safety, and health and safety. Child Care Center Requirements include infant toddler components such as daily records of activities, special diet for infants, awake activities, play equipment, car seats, supervision, daily routines, rest time, responding to needs, diaper changing, hand washing, transporting, safe sleep, bottle feeding, food safety, feeding and health and safety.

☑ Developing infant and toddler components within the early learning and developmental guidelines

Describe:

Oklahoma Early Learning Guidelines for Infants and Toddlers and Twos has been revised and are a resource for infant and toddler programs.

☑ Improving the ability of parents to access transparent and easy-to-understand consumer information about high-quality infant and toddler care that includes information on infant and toddler language, social-emotional, and both early literacy and numeracy cognitive development

Describe:

Parents have access to the ELGs on the website and otherinfant and toddler development specific resources on the Lead Agency Consumer Education Website. http://www.okdhs.org/services/cc/Pages/ChildDevelopment.aspx .

Child Care Resource and Referral has additional resources https://www.oklahomachildcare.org/helpful-info--links-cr60 .

☐ Carrying out other activities determined by the state/territory to improve the quality of infant and toddler care provided within the state/territory and for which there is evidence that the activities will lead to improved infant and toddler health and safety, cognitive and physical development, and/or well-being

Describe:

☑ Coordinating with child care health consultants.

Describe:

The Child Care Warmline has access to child care health consultants and employees a Registered Nurse and a child guidancespecialist through a contract with Lead Agency. They will be a member of the Infant Toddler Network Advisory Council.

☑ Coordinating with mental health consultants.

Describe:

The Child Care Warmline mental health consultant coordinator working through the Oklahoma State Department of Health and the Early Childhood coordinator through theOklahoma Department of Mental Health will be members of the Infant Toddler Network Advisory Council.

☑ Other

Describe:

Stipends for providers that receive additional professional development to improve interactions and individualized program planning for infants and toddlers are available when criteria is met.

7.5.2 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services for infants and toddlers within the state/territory and the data on the extent to which the state or territory has met these measures

The Lead Agency will utilize the Infant/Toddler Technical Assistance Network to conduct an evaluation of infant and toddler classrooms pre and post delivery of technical assistance services. Also will measurethe number of child care providers that have Infant/Toddler professional development achievements to determine increase in knowledge of infant/toddler development.

7.6 Child Care Resource and Referral

A Lead Agency may expend funds to establish or expand a statewide system of child care resource and referral services (98.53(a)(5)). It can be coordinated, to the extent determined appropriate by the Lead Agency, by a statewide public or private non-profit, community-based, or regionally based lead child care resource and referral organization (658E(c)(3)(B)(iii)). This effort may include activities done by local or regional child care and resource referral agencies, as discussed in section 1.7.

7.6.1 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures

The Lead Agency monitors theCCR&R contract for compliance. The Child Care Resource &

Referral agencies provide training and professional development, technical assistance to child care providers, assist families with child care information and make referrals to child care programs. The technical assistance professionals utilize the self-assessment to help programs create Quality Improvement Plans. The plans assist programs to identify areas for improvement and the steps that will be taken. At the completion of the assistance, TA providers use the self-assessment to show program change and improvement.

7.7 Facilitating Compliance With State Standards

7.7.1 What strategies does your state/territory fund with CCDF quality funds to facilitate child care providers' compliance with state/territory requirements for inspection, monitoring, training, and health and safety and with state/territory licensing standards? Describe:

The Lead agency monitors programs for compliance with state standards a minimum of three times per year. When necessary, programs are assisted with compliance through plans of correction; follow up phone calls, letters, and monitoring visits; increased monitoring frequency plan; and referrals to other services. In the metropolitan areas, licensing staff provide training to interested applicants on how to meet state standards through inquiry meetings. Licensing stafffrequently provide Licesning Requirements training tailored to meet the needs of specific programs. Professional development topics related to compliance with state standards are available through a searchable database. Scholarships are available to assist providers in meeting state standards related to employee education qualifications.

7.7.2 Does the state/territory provide financial assistance to support child care providers in complying with minimum health and safety requirements?

☑ No

- ☐ Yes. If yes, which types of providers can access this financial assistance?
  - ☐ Licensed CCDF providers
  - ☐ Licensed non-CCDF providers
  - ☐ License-exempt CCDF providers
  - ☐ Other

  Describe:

7.7.3 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures

The Lead Agency utilizes a variety of actions to improve compliance with state standards; plans of correction follow up phone calls, letters, and monitoring visits; increased monitoring frequency plan; and referrals to other services. These methods are measured for effectiveness through improved compliance, reduction in monitoring frequency plan, reduced complaint allegations, increase/reduction in QRIS level, and closure of the program.

7.8 Evaluating and Assessing the Quality and Effectiveness of Child Care Programs and Services

7.8.1 Describe how the state/territory measures the quality and effectiveness of child care programs and services in both child care centers and family child care homes currently being offered, including any tools used to measure child, family, teacher, classroom, or provider improvements, and how the state/territory evaluates how those tools positively impact children

The Lead Agency will utilize Quality Improvement Plan results from technical assistance, self-assessments from individual programs, data on program participation in QRIS, collecting data on the number of child care personnel meeting educational requirements to determine effectiveness of programs.

7.8.2 Describe the measureable indicators of progress relevant to this use of funds that the State/Territory will use to evaluate its progress in improving the quality of child care programs and services in child care centers and family child care homes within the state/territory and the data on the extent to which the state or territory has met these measures

Progress will determined by increase in number of child care programs participating in QRIS and a reduction in monitoring frequency plans of greater than three per year.

7.9 Accreditation Support

7.9.1 Does the state/territory support child care providers in the voluntary pursuit of accreditation by a national accrediting body with demonstrated, valid, and reliable program standards of high quality?

☐ Yes, the state/territory has supports operating statewide or territory-wide for both child care centers and family child care homes

Describe the support efforts for all types of accreditation that the state/territory provides to child care centers and family child care homes to achieve accreditation

☐ Yes, the state/territory has supports operating statewide or territory-wide for child care centers only. Describe the support efforts for all types of accreditation that the state/territory provides to child care centers.

Describe:

☐ Yes, the state/territory has supports operating statewide or territory-wide for family child care homes only. Describe the support efforts for all types of accreditation that the state/territory provides to family child care

Describe:

☐ Yes, the state/territory has supports operating as a pilot-test or in a few localities but not statewide or territory-wide

☐ Focused on child care centers

Describe:

☐ Focused on family child care homes

Describe:

☐ No, but the state/territory is in the accreditation development phase

☐ Focused on child care centers

Describe:

☐ Focused on family child care homes

Describe:

☑ No, the state/territory has no plans for accreditation development

7.9.2 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures

N/A

7.10 Program Standards

7.10.1 Describe how the state/territory supports state/territory or local efforts to develop or adopt high-quality program standards, including standards for infants and toddlers, preschoolers, and/or school-age children

Programs that meet National Accrediting Agency standards or Head Start Performance Standards qualify for QRIS Three Star Reimbursement rate. Accreditation programs that submit an application and meet criteria are added to the list of Oklahoma Approved Accrediting Agencies.

7.10.2 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures

The Lead Agency will monitor progress of programs meeting increased QRIS indicators and supply technical assistance resources to increase the level of participation. Program participation from previous years will be compared to current year to indicate progress.

7.11 Early Learning and Development Guidelines and Other Quality Improvement Activities

7.11.1 If quality funds are used to develop, maintain, or implement early learning and development guidelines, describe the measureable indicators that will be used to evaluate the state/territory's progress in improving the quality of child care programs and services and the data on the extent to which the state/territory has met these measures (98.53(f)(3)).

The Lead Agency has a system of technical assistance specialistsoperating statewide through the Child Care Resource and Referral Association regional offices. Resource & Referral Specialists are available to assist child care programs with the utilization of

Oklahoma Early Learning Guidelines in child care programs. TA specialist document the content area for which services are provided. This information will assist in determining the professional development programs need. The Lead Agency will monitor QRIS programs to determine how Early Learning Guidelines are being utilized in daily schedules and classroom program planning.

7.11.2 List and describe any other activities that the state/territory provides to improve the quality of child care services for infants and toddlers, preschool-aged, and school-aged children, which may include consumer and provider education activities, and also describe the measureable indicators of progress for each activity relevant to this use of funds that the state/territory will use to evaluate its progress in improving provider preparedness, child safety, child well-being, or kindergarten entry and the data on the extent to which the state or territory has met these measures. Describe:

Developing a program of recognition for child care providers that meet a higher levels of achievement by completing a series of community based training focused in a specific area of concentration is in progress. Areas of concentration include infant/toddler programming, preschool programming, school-age programing, administration of child care program, child development, behavior and guidance, program leadership, programming for children with disabilities, etc. Additional stipends for educational achievement will be provided to individuals that complete Certificates of Mastery at community colleges and those completing Infant/Toddler Certificates of Achievement. Surveys of those participating in recognition program will be conducted to determine changes and improvements in child care practices.

8 Ensure Grantee Program Integrity and Accountability

Program integrity and accountability activities are integral to the effective administration of the CCDF program. Lead Agencies are required to describe in their Plan effective internal controls that ensure integrity and accountability while maintaining the continuity of services (98.16(cc)). These accountability measures should address reducing fraud, waste, and abuse, including program violations and administrative errors.

This section includes topics on internal controls to ensure integrity and accountability and processes in place to investigate and recover fraudulent payments and to impose sanctions on clients or providers in response to fraud. Respondents should consider how fiscal controls, program integrity and accountability apply to:

-- Memorandums of understanding within the Lead Agency's various divisions that administer or carry out the various aspects of CCDF

-- MOU's, grants, or contracts to other state agencies that administer or carry out various aspects of CCDF

-- Grants or contracts to other organizations that administer or carry out various aspects of CCDF such as professional development and family engagement activities

-- Internal processes for conducting child care provider subsidy

8.1 Internal Controls and Accountability Measures To Help Ensure Program Integrity

8.1.1 Check and describe how the Lead Agency ensures that all its staff members and any staff members in other agencies who administer the CCDF program through MOUs, grants and contracts are informed and trained regarding program requirements and integrity. Check all that apply:

☑ Train on policy manual

Describe:

The policy manual is housed online and is available for all staff to review. The Lead

Agency also uses an online policy training tool for eligibility staff called Quest which includes training articles, quizzes, and videos on various policies. In addition, in-person Back-to-Basics trainings are regularly held in local eligibility offices around the state. All new eligibility workers are required to attend New Worker Academy which provides training on CCDF and other programs such as SNAP and TANF. The Lead Agency is also in the process of developing a new online user-friendly policy handbook employing plain language principles.

☑ Train on policy change notices

Describe:

Staff are notified of policy changes through broadcast email messages which contain links to the Quest online training tool. New training articles are added to Quest whenever policy changes occur. In addition, local eligibility offices around the state conduct in-person Back-to-Basics trainings to review new policies.

☑ Ongoing monitoring and assessment of policy implementation

Describe:

Online training is continually updated with new and revised articles, quizzes, and videos based on input from eligibility staff in the field. Supervisors review staff's work especially for new workers within one year of employment. The Lead Agency at the state office level also audits case work every month to ensure policies and systems are administered correctly. New trainings are developed based on error trends identified in the audits.

☑ Other

Describe:

Quality Assurance reviews are completed annually with licensing supervisory units. The review of cases and policy interpretation confirms consistency and accuracy in the application of policy.

8.1.2 Lead Agencies must ensure the integrity of the use of funds through sound fiscal management and must ensure that financial practices are in place (98.68 (a)(1)). Describe the processes in place for the Lead Agency to ensure sound fiscal management

practices for all expenditures of CCDF funds. Check all that apply:

☑ Verifying and processing billing records to ensure timely payments to providers

Describe:

Oklahoma tracks attendance and pays providers using an EBT system.The system pays providers weekly, 2 weeks in arrears. This allows clients to complete or correct EBT swipes for up to 10 days following the date of attendance.

☑ Fiscal oversight of grants and contracts

Describe:

All provider subsidy contracts are approved and monitored by the Child Care Subsidy Unit in Adult and Family Services Division. In addition, the Office of Inspector General (OIG) audits providers and reports findings and potential overpayments to the Child Care Subsidy Unit and the Finance Division of the Lead Agency. Oklahoma Child Care Services Division monitors all quality contracts for the Lead Agency.

☑ Tracking systems to ensure reasonable and allowable costs

Describe:

The EBT system tracks attendance of all children in subsidized care and pays providers appropriately

☐ Other

Describe:

8.1.3 Check and describe the processes that the Lead Agency will use to identify risk in their CCDF program. Check all that apply:

☐ Conduct a risk assessment of policies and procedures

Describe:

☑ Establish checks and balances to ensure program integrity

Describe:

Eligibility staff regularly run data exchange reports to address any discrepancies

generated by share/match data. Share/match data includes information collected from databases of other agencies such as Oklahoma Employment Securities Commission (OESC) for previous quarterly wages, current unemployment benefits, state new hires; SSA; and the IRS. In addition, edits and error messages are built into the eligibility computer system to ensure policy is applied correctly by agency staff.

☑ Use supervisory reviews to ensure accuracy in eligibility determination

Describe:

Supervisors review staff work for accuracy, especially for new eligibility workers within one year of employment.

☑ Other

Describe:

The Lead Agency uses the findings from the federally-mandated Improper Payments error rate review process and other state-level audits to identify error-prone elements and provide targeted training to eligibility staff.

8.1.4 Lead Agencies conduct a wide variety of activities to fight fraud and ensure program integrity. Lead Agencies are required to have processes in place 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 may result in payment or nonpayment (administrative) errors and may or may not be the result of fraud, based on the Lead Agency definition. Check and describe any activities that the Lead Agency conducts to ensure program integrity.

a) Check and describe all activities that the Lead Agency conducts to identify and prevent fraud or intentional program violations. Include in the description how each activity assists in the identification and prevention of fraud and intentional program violations. Include a description of the results of such activity.

☑ 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)).

Describe

The Lead Agency utilizes a comprehensive case management approach which includes a single eligibility worker per family for all assistance programs administered by the Lead Agency. These programs include Child Care Subsidy, SNAP, TANF, and Medicaid. This reduces the risk of fraud or intentional program violations because the eligibility worker uses the same verifications for all programs and approves or reviews all assistance on the same case at the same time. Child Support Services is also a division of the Lead Agency and provides information on receipt of child support payments to the family. The Lead Agency also has reciprocal agreements with other state agencies to share information, such as with the Oklahoma State Department of Education to share information about provider participation in the Child and Adult Care Food Program. The Lead Agency receives share/match data electronically from the Oklahoma Employment Securities Commission (OESC) for previous quarterly wages, receipt of unemployment benefits, and state new hire listings. The Lead Agency also receives share/match data from the SSA for receipt of SSI or RDI; SAVE for citizenship and the IRS.

☑ Run system reports that flag errors (include types).

Describe:

Eligibility staff regularly run data exchange reports to address any discrepancies generated by share/match data. Share/match data includes information collected from databases of other agencies such as Oklahoma Employment Securities Commission (OESC) for previous quarterly wages, current unemployment benefits, state new hires; SSA; and the IRS. In addition, various reports are run at the state level to identify errors. Staff at the local level are notified when errors are discovered.

☑ Review enrollment documents and attendance or billing records

Describe:

The Lead Agency uses an EBT system that captures attendance and pays providers appropriately based on swipes entered into a POS machine by the parent.

☑ Conduct supervisory staff reviews or quality assurance reviews.

Describe:

Supervisors review staff work for accuracy, especially for new eligibility workers within

one year of employment. In addition, The Lead Agency conducts the federally-mandated Improper Payments Error Rate Review process and other state-level audits to ensure accuracy.

☑ Audit provider records.

Describe:

The DHS Office of Inspector General conducts audits of child care facilities based on random audits and specific allegations of fraud. EBT records are reviewed as well as attendance records required by Child Care Licensing and the CACFP.

☑ Train staff on policy and/or audits.

Describe:

The Lead Agency uses the findings from the federally-mandated Improper Payments error rate review process and other state-level audits to identify error-prone elements and provide targeted training to eligibility staff.

☐ Other

Describe:

b) Check and describe all activities the Lead Agency conducts to identify unintentional program violations. Include in the description how each activity assists in the identification and prevention of unintentional program violations. Include a description of the results of such activity.

☑ Share/match data from other programs (e.g., TANF program, CACFP, FNS, Medicaid) or other databases (e.g., State Directory of New Hires, Social Security Administration, PARIS).

Describe:

The Lead Agency utilizes a comprehensive case management approach which includes a single eligibility worker per family for all assistance programs administered by the Lead Agency. These programs include Child Care Subsidy, SNAP, TANF, and Medicaid. This reduces the risk of fraud or intentional program violations because the eligibility worker uses the same verifications for all programs and approves or reviews all assistance on the same case at the same time. Child Support Services is also a division of the Lead Agency and provides information on receipt of child support

payments to the family. The Lead Agency also has reciprocal agreements with other state agencies to share information, such as with the State Department of Education to share information about provider participation in the Child and Adult Care Food Program. The Lead Agency receives share/match data electronically from the Oklahoma Employment Securities Commission (OESC) for previous quarterly wages, receipt of unemployment benefits, and state new hire listings. The Lead Agency also receives share/match data from the SSA for receipt of SSI or RDI; SAVE for citizenship and the IRS.

☑ Run system reports that flag errors (include types).

Describe:

Eligibility staff regularly run data exchange reports to address any discrepancies generated by share/match data. Share/match data includes information collected from databases of other agencies such as Oklahoma Employment Securities Commission (OESC) for previous quarterly wages, current unemployment benefits, state new hires; SSA; and the IRS. In addition, various reports are run at the state level to identify errors. Staff at the local level are notified when errors are discovered.

☑ Review enrollment documents and attendance or billing records

Describe:

The Lead Agency uses an EBT system that captures attendance and pays providers appropriately based on swipes entered into a POS machine by the parent.

☑ Conduct supervisory staff reviews or quality assurance reviews.

Describe:

Supervisors review staff work for accuracy, especially for new eligibility workers within one year of employment. In addition, The Lead Agency conducts the federally-mandated Improper Payments error rate review process and other state-level audits to ensure accuracy.

☑ Audit provider records.

Describe:

The DHS Office of Inspector General conducts audits of child care facilities based on random audits and specific allegations of fraud. EBT records are reviewed as well as

attendance records required by Child Care Licensing and the CACFP.

☑ Train staff on policy and/or audits.

Describe:

The Lead Agency uses the findings from the federally-mandated Improper Payments Error Rate Review process and other state-level audits to identify error-prone elements and provide targeted training to eligibility staff.

☐ Other

Describe:

c) Check and describe all activities the Lead Agency conducts to identify and prevent agency errors. Include in the description how each activity assists in the identification and prevention of agency errors.

☑ Share/match data from other programs (e.g., TANF program, CACFP, FNS, Medicaid) or other databases (e.g., State Directory of New Hires, Social Security Administration, PARIS).

Describe:

The Lead Agency utilizes a comprehensive case management approach which includes a single eligibility worker per family for all assistance programs administered by the Lead Agency. These programs include Child Care Subsidy, SNAP, TANF, and Medicaid. This reduces the risk of fraud or intentional program violations because the eligibility worker uses the same verifications for all programs and approves or reviews all assistance on the same case at the same time.Child Support Services is also a division of the Lead Agency and provides information on receipt of child support payments to the family. The Lead Agency also has reciprocal agreements with other state agencies to share information, such as with the State Department of Education to share information about provider participation in the Child and Adult Care Food Program. The Lead Agency also receives share/match data electronically from the Oklahoma Employment Securities Commission (OESC) for previous quarterly wages, receipt of unemployment benefits, and state new hire listings. The Lead Agency also receives share/match data from the SSA for receipt of SSI or RDI; SAVE for citizenship and the IRS.

☑ Run system reports that flag errors (include types).

Describe:

Eligibility staff regularly run data exchange reports to address any discrepancies generated by share/match data. Share/match data includes information collected from databases of other agencies such as Oklahoma Employment Securities Commission (OESC) for previous quarterly wages, current unemployment benefits, state new hires; SSA; and the IRS. In addition, various reports are run at the state level to identify errors. Staff at the local level are notified when errors are discovered.

☑ Review enrollment documents and attendance or billing records

Describe:

The Lead Agency uses an EBT system that captures attendance and pays providers appropriately based on swipes entered into a POS machine by the parent

☑ Conduct supervisory staff reviews or quality assurance reviews.

Describe:

Supervisors review staff work for accuracy, especially for new eligibility workers within one year of employment. In addition, The Lead Agency conducts the federally-mandated Improper Payments error rate review process and other state-level audits to ensure accuracy.

☑ Audit provider records.

Describe:

The DHS Office of Inspector General conducts audits of child care facilities based on random audits and specific allegations of fraud. EBT records are reviewed as well as attendance records required by Child Care Licensing and the CACFP.

☑ Train staff on policy and/or audits.

Describe:

The Lead Agency uses the findings from the federally-mandated Improper Payments Error Rate Review process and other state-level audits to identify error-prone elements and provide targeted training to eligibility staff.

☐ Other

Describe:

8.1.5 The Lead Agency is required to identify and recover misspent funds as a result of fraud, and it has the option to recover any misspent funds as a result of errors.

a) Check and describe all activities that the Lead Agency uses to investigate and recover improper payments due to fraud. Include in the description how each activity assists in the investigation and recovery of improper payment due to fraud or intentional program violations. Include a description of the results of such activity. Activities can include, but are not limited to, the following:

☐ Require recovery after a minimum dollar amount of an improper payment and identify the minimum dollar amount

Describe:

☐ Coordinate with and refer to the other state/territory agencies (e.g., state/territory collection agency, law enforcement agency).

Describe:

☑ Recover through repayment plans.

Describe:

When a client overpayment is established by the Lead Agency, a notice is mailed to the client instructing the client to contact the Lead Agency to set up a repayment plan. When a provider overpayment is established by the Lead Agency, a percentage of the weekly payment is recouped until the overpayment is paid off. When the provider no longer operates or no longer has a subsidy contract, a notice is sent to the provider instructing he or she contact the Lead Agency to set up a repayment plan.

☑ Reduce payments in subsequent months.

Describe:

When the provider continues to operate and receive subsidy payments, a percentage of the weekly payment is recouped, thus reducing the payment until the overpayment is paid off.

☐ Recover through state/territory tax intercepts.

Describe:

☐ Recover through other means.

Describe:

☑ Establish a unit to investigate and collect improper payments and describe the composition of the unit below.

Describe:

The Office of Inspector General conducts audits, investigations and refers client and provider overpayments for collection. AFS Benefit and Recovery Unit establish and collect client overpayments. Finance Division Electronic Payment System Unit establishes and collects provider overpayments.

☐ Other

Describe:

b) Check 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. Activities can include, but are not limited to, the following:

☐ Require recovery after a minimum dollar amount of an improper payment and identify the minimum dollar amount

Describe:

☐ Coordinate with and refer to the other state/territory agencies (e.g., state/territory collection agency, law enforcement agency).

Describe:

☑ Recover through repayment plans.

Describe:

When a client overpayment is established by the Lead Agency, a notice is mailed to

the client instructing the client to contact the Lead Agency to set up a repayment plan. When a provider overpayment is established by the Lead Agency, a percentage of the weekly payment is recouped until the overpayment is paid off. When the provider no longer operates or no longer has a subsidy contract, a notice is sent to the provider instructing he or she contact the Lead Agency to set up a repayment plan.

☑ Reduce payments in subsequent months.

Describe:

When the provider continues to operate and receive subsidy payments, a percentage of the weekly payment is recouped, thus reducing the payment until the overpayment is paid off.

☐ Recover through state/territory tax intercepts.

Describe:

☐ Recover through other means.

Describe:

☑ Establish a unit to investigate and collect improper payments and describe the composition of the unit below.

Describe:

The Office of Inspector General conducts audits, investigations and refers client and provider overpayments for collection. AFS Benefit and Recovery Unit establish and collect client overpayments. Finance Division Electronic Payment System Unit establishes and collects provider overpayments.

☐ Other

Describe:

c) 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.

☐ Require recovery after a minimum dollar amount of an improper payment and identify the minimum dollar amount

Describe:

☐ Coordinate with and refer to the other state/territory agencies (e.g., state/territory collection agency, law enforcement agency).

Describe:

☑ Recover through repayment plans.

Establish a unit to investigate and collect improper payments.

When a client overpayment is established by the Lead Agency, a notice is mailed to the client instructing the client to contact the Lead Agency to set up a repayment plan. When a provider overpayment is established by the Lead Agency, a percentage of the weekly payment is recouped until the overpayment is paid off. When the provider no longer operates or no longer has a subsidy contract, a notice is sent to the provider instructing he or she contact the Lead Agency to set up a repayment plan.

☑ Reduce payments in subsequent months.

Describe:

When the provider continues to operate and receive subsidy payments, a percentage of the weekly payment is recouped, thus reducing the payment until the overpayment is paid off.

☐ Recover through state/territory tax intercepts.

Describe:

☐ Recover through other means.

Describe:

☑ Establish a unit to investigate and collect improper payments and describe the composition of the unit below.

Describe:

The Office of Inspector General conducts audits, investigations and refers client and provider overpayments for collection. AFS Benefit and Recovery Unit establishes and

collects client overpayments. Finance Division Electronic Payment System Unit establishes and collects provider overpayments.

☐ Other

Describe:

8.1.6 What type of sanction will the Lead Agency place on clients and providers to help reduce improper payments due to program violations? Check and describe all that apply:

☐ Disqualify the client. If checked, describe this process, including a description of the appeal process for clients who are disqualified.

Describe:

☑ Disqualify the provider. If checked, describe this process, including a description of the appeal process for providers who are disqualified.

Describe:

All provider audits are reviewed by the Child Care Subsidy Unitto decide if program violations should lead to a corrective action plan or cancellation of the provider subsidy contract. Although there are no appeal rights for contract cancellations, the provider is given the opportunity to ask for a review of the action by the Deputy Director of Programs for the Adult and Family Services Division. The decision by the Deputy Director is final.

☑ Prosecute criminally.

Describe:

Overpayments over $500 may be sent to the District Attorney for prosecution review when the DHS Office of Inspector General suspects intentional fraud.The District Attorney determines if prosecution is appropriate.

☐ Other.

Describe:

Appendix A: Background Check Waiver Request Form

Lead Agencies may apply for a temporary waiver for certain background check requirements if milestone prerequisites have been fully implemented. These waivers will be considered "transitional and legislative waivers" to provide transitional relief from conflicting or duplicative requirements preventing implementation, or an extended period of time in order for the state/territory legislature to enact legislation to implement the provisions (98.19(b)(1)) These waivers are limited to a one-year period and may be extended for at most one additional year from the date of initial approval.

Approval of these waiver requests is subject to and contingent on OCC review and approval of responses in section 5 questions 5.4.1 -- 5.4.4 to confirm that the milestones are met. If milestone prerequisites are not met, the waiver request will not be approved. Approved waivers would begin October 1, 2018 through September 30, 2019. If approved, States and Territories will have the option to renew these waivers for one additional year as long as progress is demonstrated during the initial waiver period. Separate guidance will be issued later on the timeline and criteria for requesting the waiver renewal.

Overview of Background Check Implementation deadlines

Original deadline for implementation (658H(j)(1) of CCDBG Act): September 30, 2017

Initial one-year extension deadline (658H(j)(2) of CCDBG Act): September 30, 2018

One-year waiver deadline (45 CFR 98.19(b)(1)(i)): September 30, 2019

Waiver deadline one-year renewal (45 CFR 98.19(b)(1)(ii)): September 30, 2020

Waiver approval for new (prospective) staff, existing staff or staff hired provisionally until background checks are completed, are subject to and contingent upon the OCC review and approval of responses to 5.4.9 that demonstrate that the state/territory requires: (1) the provider to submit the background check request before the staff person begins working; and (2) pending the results of the background check, the staff person must be supervised at all times by an individual who has completed the background check.

To submit a background check waiver request, complete the form below.

Check and describe each background check provision for which the Lead Agency is requesting

a time-limited waiver extension.

☑ **Appendix A.5:** National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) search requirements for new or prospective staff. (See related question at 5.4.5 (a))

Describe the provision from which the state/territory seeks relief.

All licensed child care programs within the state of Oklahoma are required to submit a request for a comprehensive background check to include a search of the NCIC National Sex Offender Registry, to OBI for owners/operators, all employees and all adults residing in the child care program. Challenge isthat only law enforcement agencies can conduct the search. The information cannot be used to disqualify an individual because it is NCIC and governed by the FBI. The information cannot be disseminated. No agency or organization will provide the resources for the law enforcement agency to conduct the checks.

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

A waiver will allow time for the state of Oklahoma to work on challenges. The Office of Background Investigation is working with the Oklahoma State Bureau of Investigation to determine who and how these checks would be conducted as well as how this information is coordinated from a law enforcement agenc to a non-criminal justice agency. OBI has been working on establishing requirments, policies and procedures for the NCIC Sex Offender Registry. All licensed child care programs are required to comply with requirements to submit requests for comprehensive background checks for owners/operators, all employees and all adults residing in the child care program.

Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver.

The health, safety and well-being of children served through CCDF will not be compromised as child care programs will comply with requirements to submit request sfor a comprehensive background checks for owners/operators, all employees and all adults residing in the child care program.