



**Draft Child Care and Development Fund (CCDF) Plan
for
Oklahoma
FFY 2019–2021**

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

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

Introduction and How to Approach Plan Development

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

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

following sections:

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

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

Section 1 Define CCDF Leadership and Coordination With Relevant Systems

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

1.1 CCDF Leadership

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

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

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

a) Lead Agency or Joint Interagency Office Information:

Name of Lead Agency: Oklahoma Department of Human Service

Street Address: PO Box 25352

City: Oklahoma City

State: Oklahoma

ZIP Code: 73125

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

b) Lead Agency or Joint Interagency Official Contact Information:

Lead Agency Official First Name:

Lead Agency Official Last Name:

Title: Phone Number:

Email Address:

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

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

Street Address: PO Box 25352

City: Oklahoma City

State: OK

ZIP Code: 73125

Phone Number: 405-521-4441

Email Address: lesli.blazer@okdhs.org

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

CCDF Co-Administrator First Name:

CCDF Co-Administrator Last Name:

Title of the CCDF Co-Administrator:

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

Street Address:

City:

State:

ZIP Code:

Phone Number:

Email Address:

Description of the role of the Co-Administrator:

1.2 CCDF Policy Decision Authority

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

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.

☒ All program rules and policies are set or established at the state or territory level.

☐ Some or all program rules and policies are set or established by local entities. If checked, indicate which entities establish the following policies. Check all that apply.

1. Eligibility rules and policies (e.g., income limits) are set by the:

☐ State or territory

☐ Local entity (e.g., counties, workforce boards, early learning coalitions). If checked, identify the entity and describe the type of eligibility policies the local entity(ies) can set.

☐ Other. Describe: .

2. Sliding-fee scale is set by the:

☐ State or territory

☐ Local entity (e.g., counties, workforce boards, early learning coalitions). If checked, identify the entity and describe the type of eligibility policies the local entity(ies) can set.

☐ Other. Describe: .

3. Payment rates are set by the:

☐ State or territory

- ☐ Local entity (e.g., counties, workforce boards, early learning coalitions). If checked, identify the entity and describe the type of eligibility policies the local entity(ies) can set.
 - ☐ Other. Describe: .
4. Other. List other program rules and policies and describe (e.g., quality rating and improvement systems [QRIS], payment practices):

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?

☒ CCDF Lead Agency

- ☐ Temporary Assistance for Needy Families (TANF) agency
- ☐ Other state or territory agency
- ☐ Local government agencies, such as county welfare or social services departments
- ☐ Child care resource and referral agencies
- ☐ Community-based organizations
- ☐ Other.

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

☒ CCDF Lead Agency

- ☐ TANF agency
- ☐ Other state or territory agency
- ☐ Local government agencies, such as county welfare or social services departments

☒ Child care resource and referral agencies

- ☐ Community-based organizations
- ☐ Other.

c) Who issues payments?

☒ CCDF Lead Agency

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

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

1.2.2 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.

1.2.3 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. No personally-identifiable information is shared.

1.3 Consultation in the Development of the CCDF Plan

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

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

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

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

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

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. The Oklahoma Partnership for School Readiness (OPSR) is designated in state legislation 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. A presentation on the reauthorization requirements of the CCDF was provided by Director, Lesli Blazer, at the 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 participates 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. 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, Oklahoma State Department of Mental Health, State Department of Education and SoonerStart through State Department of Education. At the Oklahoma State Department of Health, Child Guidance, Childcare 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 State Department of Education, director of federal programs and program managers met to discuss collaboration efforts with McKinney-Vento school district liaisons. Also included from the Oklahoma State Department of Education 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, and University of Oklahoma Center for Early Childhood Professional Development, Oklahoma Career Technology, SAC 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(s) of notice of a public hearing. March 26, 2018 *Reminder:* Must be at least 20 calendar days prior to the date of the public hearing.
- b) How was the public notified about the public hearing, including how notice was accessible for people with disabilities? Please include specific website links if used to provide notice. Notice of the public hearing was posted beginning 3/26/18 on the Lead Agency website, <http://www.okdhs.org/services/cc/Pages/ChildCareMain.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, 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.

- c) Date(s) of the public hearing(s). May 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.
- d) Hearing site(s) or method(s), including how geographic regions of the state or territory were addressed. Oklahoma's state plan hearing site has been at the same location for the last several years, the Oklahoma History Center, located in Oklahoma City. This is a centralized site for access to all of Oklahoma's 77 counties. 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(s). The draft of the CCDF plan was posted on the Lead Agency website. Drafts of the plan were 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 is available on the Lead Agency website and the public is invited to provide written comments. The day of the state plan hearing, verbal responses were recorded. These responses and the 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)).

- a) Provide the website link to where the plan, any plan amendments, and/or waivers are available. <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.

X 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.

X 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, all CCR&R staff across the state, and with the advisory board of the Oklahoma Child Care Resource &Referral Association. Links related to the plan were also posted on the CCR&R websites.

- ☒ 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 if requested.
- ☒ Sharing through social media (e.g., Twitter, Facebook, Instagram, email). Describe: Lead Agency will share notification of the State Plan on the DHS Facebook page, listserv, and website. Social media will be used to inform the public of the state plan content, surveys and state plan public hearing. The EBT machines will also scroll information related to the surveys on all subsidy child care programs where contracts are active.
- ☒ Providing notification to stakeholders (e.g., provider groups, parent groups). Describe: Lead Agency will share 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 entities required by law or rule, along with a list of optional partners that Lead Agencies potentially would coordinate with over the next 3 years to expand accessibility and continuity of care and to assist children enrolled in early childhood programs in receiving full-day services.

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

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

X (REQUIRED) State Advisory Council on Early Childhood Education and Care (or similar coordinating body) (pursuant to 642B(b)(1)(A)(i) of the Head Start Act). Describe the coordination goals and process: 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. 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 the 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 SAC. The Lead Agency will continue to look at initiatives to increase the accessibility and continuity of care.

Does the Lead Agency have official representation and a decision-making role in the State Advisory Council (or similar coordinating body)?

☐ No

X Yes

X (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.

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

X (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.

X (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.

X (REQUIRED) State agency responsible for employment services/workforce development. Describe the coordination goals and process: The Lead Agency's oversight within the Department of Human Services is Adult and Family Services. 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..

X (REQUIRED) State/territory agency responsible for public education, including prekindergarten (pre K). Describe the coordination goals and process: The Lead Agency works with the Oklahoma 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 *Early Learning Guidelines for Infants, Toddlers, Twos and 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.

X (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.

X (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 State 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.

X (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 have been held with the 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. School enrollment forms for McKinney Vento services were changed to allow for identification of children ages 0-3 and a publication was developed for enrollment counselors across the state to be able to distribute to families who stated they have a child younger than eligible for pre-k and above. The Lead Agency works to expand the availability of child care to homeless families through contact with CCR&R and other local and state agencies. Eligibility determination staff are out stationed at several homeless shelters around the state to take applications and distribute informational materials regarding subsidized child care. A publication has been developed by the lead agency to inform families of services that might be available including child care subsidy, SNAP, WIC, Sooner Care (Medicaid) and TANF. The director of federal programs through the State Department of Education has met with the Lead Agency and discussed ways to expand information related to very young children experiencing homelessness with public educators across the state.

X (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.

X (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.

X (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.

X (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.

X (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.

X (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.

X 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.

X 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:

X 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.

X 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.

X 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:

X Provider groups or associations. Describe: Child Care Advisory Group 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.

X Parent groups or organizations. Describe: Child Care Advisory Group 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 funding for CCDF child care services with funding for any of the required programs listed in 1.4.1. These programs include those operating at the federal, state, and local levels for children in preschool programs, tribal early childhood programs, and other early childhood programs, including those serving infants and toddlers with disabilities, homeless children, and children in foster care (658E(c)(2)(O)(ii)). Combining funds could include blending multiple funding streams, pooling funds, or layering funds together from multiple funding streams to expand and/or enhance services for children and families to allow for the delivery of comprehensive quality care that meets the needs of children and families. For example, state/territory agencies may use multiple funding sources to offer grants or contracts to programs to deliver services; a state/territory may allow a county/local government to use coordinated funding streams; or policies may be in place that allow local programs to layer CCDF funds with additional funding sources to pay for full-day, full-year child care that meets Early Head Start/Head Start or state/territory prekindergarten requirements in addition to state/territory child care licensing requirements.

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

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.

☒ 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 with Child 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.

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

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

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)? Check all that apply.

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

- ☐ N/A—The territory is not required to meet CCDF matching and MOE requirements
- ☒ Public funds are used to meet the CCDF matching fund requirement. Public funds may include any general revenue funds, county or other local public funds, state/territory-specific funds (tobacco tax, lottery), or any other public funds.
- If checked, identify the source of funds: General revenue 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: \$

X State expenditures for pre K 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 pre K 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 pre K and child care services: Through joint committee participation, CCS and Oklahoma Department of Education revised child care centers requirements for Out-of-School time programs to assist in coordinating with Pre-K programs. CCS and Oklahoma DOE coordinated technical assistance with Family Engagement.
- If known, identify the estimated amount of pre K funds that the Lead Agency will receive for the matching funds requirement: \$ 4,552,009.

Describe the Lead Agency efforts to ensure that pre K 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 pre K 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

X Yes

Describe the Lead Agency efforts to ensure that pre K 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 pre K 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 pre K 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 pre K 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 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 and the Oklahoma Partnership for School Readiness Foundation, an entity established to accept funding for early childhood initiatives. The OPSR board branded school readiness effort Smart Start Oklahoma. The Oklahoma Partnership for School Readiness (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. In addition to the state level efforts, Smart Start Oklahoma has a presence in 15 local communities to improve school readiness. The OPSR Board has established the following objective for locally funded projects: In order to ensure that children in Oklahoma are safe, healthy, eager to learn, and ready to succeed by the time they enter school, a response is being solicited from organizations to facilitate community-based improvements in each of the following system outcomes: services and supports are available, accessible, and reaching families with young children; are aligned and coordinated; are of high quality; and are responsive to the changing needs of children and families. Through state level board and workgroup meetings and through local action coordination teams, 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.

The Lead Agency supports the Oklahoma Early Childhood Comprehensive Systems (ECCS) Project. ECCS works collaboratively with OPSR (SAC), Child Guidance Service, and the Center for Early Childhood Professional Development Collaborative (PDC). The PDC workgroup works with the ECCS Coordinator on: expanding the online early childhood professional development registry to include early intervention specialists, home visitors, child development specialists, and mental health consultants. In addition, training that supports specific “Caring for Our Children” Performance Standards are being developed, and the workgroup is collaborating with the Oklahoma Association of Infant Mental Health (OK-AIMH) to incorporate the OK-AIMH endorsement into the professional development registry.

The Lead Agency supports the Oklahoma Early Childhood Program (OECF), 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 OECF was created in 2006 to improve the quality of early education and expand capacity to serve children from birth through age three. FY 2015 served approximately 2,500 children 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 section 7.6 to address how quality set-aside funds, if applicable, are used to support a statewide CCR&R system.

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 system and has no plans to establish one.

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

a) What services are provided through the CCR&R system? The 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 community. 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 the CCR&R system is operated, including how many agencies and if there is a statewide network and how the system is coordinated.

An organization is awarded the contract for CCR&R services for all 77 counties. The organization may create a network of 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. Contracot or works in partnerships with public and proviate 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 more 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: Collaboration with Oklahoma Emergency Management, Children in Disasters workgroup members 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.

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.

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>

Section 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 Describe how the Lead Agency or partners provide outreach and services to eligible families for whom English is not their first language:

Spanish is the predominant second language in Oklahoma. Through a contract with CCR&R, child care referral services are provided to Spanish speaking families along with translation services. CCR&R website is also available in Spanish. The lead agency has bilingual caseworkers that provide information on assistance programs. Publications for families: A Parent's Guide to Selecting Quality Child Care, A Parent's Guide to Selecting Inclusive Child Care and a Provider's Guide to Inclusive Child Care are available in English and Spanish.

2.1.2 Describe how the Lead Agency or partners provide outreach and services to eligible families with a person(s) with a disability: Lead Agency posts information about available programs on agency website. The agency website is ADA compliant and includes links to OSDE website referencing Pre-K, SoonerStart and Head Start. A video "Choosing Quality Child Care" is also available on resources for parents. Staff in local DHS offices provide information to families during the eligibility interview. Lead agency printed materials go through a process to ensure readability for the intended audience including persons with disabilities. Flyers and booklets are distributed at CCR&R offices and DHS county offices.

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 and 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 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 conducts 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 alleges operation of an unlicensed facility is received staff conducts 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 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 conducts 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 alleges operation of an unlicensed facility is received staff conducts 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.

2.3 Consumer Education Website

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

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

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, policies, publications, health and safety, child development, advisory committee information.

<http://www.okdhs.org/services/cc/Pages/ChildCare.aspx> Additional consumer friendly information funded by the Lead Agency is found on the Oklahoma child Care Resource & Referral Association, <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 also links to Oklahoma child Care Resource & Referral Association, <https://www.oklahomachildcare.org/> which is 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 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 process to ensure readability for the intended audience. “A Parent’s Guide to Selecting Quality Child Care” video is also available on resources for parents. Flyers and booklets are distributed at CCR&R offices and 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: <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 5.4.6:

<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 should be searchable by ZIP Code.

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

<http://childcarefind.okdhs.org/childcarefind/>

- b) Which providers are included in the searchable list of child care providers:

☒ Licensed CCDF providers

☒ Licensed non-CCDF providers

- License-exempt center-based CCDF providers
- License-exempt family child care (FCC) CCDF providers
- License-exempt non-CCDF providers
- Relative CCDF child care providers
- Other. Describe:

- c) Describe what information is available in the search results. Specify if the information is different for different types of providers: [Name of facility, county, city, zip code, program operation hours and days, Star Level \(highest levels appear first\), ages accepted, type of facility, transportation, subsidy accepted. Also included is the last 36 months of monitoring visits for each program.](#)

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?

☒ Quality rating and improvement system

- National accreditation
- Enhanced licensing system
- Meeting Head Start/Early Head Start requirements
- Meeting prekindergarten quality requirements

- 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: 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.

Certify by describing:

a) How monitoring and inspection reports are in plain language. Include a website link to a sample monitoring report, or if reports are not in plain language, describe how plain-language summaries are used to meet the regulatory requirements. Include a link to a sample report and summary.

Monitoring reports on website come directly from the Child Care Monitoring Administration and Safety System (CCMASS) database. A sample 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. <http://childcarefind.okdhs.org/childcarefind/>

- b) How monitoring and inspection reports and/or their plain-language summaries prominently display any health and safety violations, including any fatalities or serious injuries.

Monitoring reports posted on the website clearly list the regulation non-compliance 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.

- c) 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.

- d) The process for providers to appeal the findings in the reports, including the time requirements.

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. A grievance is not accepted concerning an Emergency Order, denial of request for license or revocation of a child care facility license. (1) When a resolution cannot be reached at the local level or through verbal conversation with CCS State Office staff, the grievant is requested to file a written request with the licensing supervisor within 15-calendar days of this communication. (2) The licensing supervisor notifies the licensing regional programs manager (RPM) and statewide licensing coordinator a formal grievance was filed and efforts were made to resolve the issue. The licensing supervisor responds to written grievances within 10-Oklahoma Department of Human Services (DHS) business days of receipt. The grievant is informed the request for additional reviews must be submitted within 15-calendar days of the correspondence date. (3) When the grievant is not satisfied with the proposed resolution, he or she may request review by the RPM. The RPM responds to written grievances within 10-DHS business days of receipt. The grievant is informed the request for additional reviews must be submitted within 15-calendar days of the correspondence date. (4) When the grievant is not satisfied with the proposed resolution, he or she may request review by the statewide licensing coordinator. The grievant is informed he or she may request review by the Peer Review Board of the Child Care Advisory Committee (CCAC), prior to review by the statewide licensing coordinator. The statewide licensing coordinator forwards information to the Peer Review Board, when applicable or proceeds with the review. (5) When applicable, the Peer Review Board responds to the statewide licensing coordinator with advisement for resolution within 10-DHS business days of receipt. (6) The statewide licensing coordinator notifies the grievant of the CCS decision within 10-DHS business days or when applicable 10-DHS business days of receipt of the Peer Review Board advisement. The grievant is informed the request for additional reviews must be submitted within 15-calendar days of the correspondence date. (7) When the grievant is not satisfied with the proposed resolution, he or she may request review by the CCS director, Adult and Family Service (AFS) director, and Director of Human Services (Director),

respectively. The CCS director, AFS director, and Director each respond within 10-DHS business days of receipt. The grievant is informed the request for additional reviews must be submitted within 15-calendar days of the correspondence date. The Director's decision is final. (8) The grievant is requested to file only one written grievance. Referrals for resolution are made by the DHS staff involved in the response.

e) How reports are posted in a timely manner. Specifically, provide the Lead Agency's definition of "timely" and describe how it ensures that reports are posted within its timeframe.

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)

f) How many years of reports that the state/territory posts on its website, if any, beyond the required minimum of 3 years, where available (98.33(a)(4)(iv)).

Rolling 36 months are posted on the website.

g) The policy for removing reports after a certain amount of time has passed (e.g., after 7 years).

Business rules require the reports to be posted for 36 months.

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 programs will 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. The information on serious injuries and deaths should be organized by category of care and licensing status, however, Lead Agencies are not required to breakdown the instances of substantiated child abuse by category of care and licensing status.

Certify by providing:

a)The designated entity to which child care providers must submit reports of any serious injuries or deaths of children occurring in child care (98.16 (ff)) and describe how the Lead Agency obtains the aggregate data from the entity. The 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 day of a child death occurring while in care and 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 child 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 some credible evidence, determined that child abuse or neglect occurred.

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> lists the link

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

2.4 National Website and Hotline

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

2.4.1 Describe how the Lead Agency responds to complaints submitted through the national website and hotline regarding both licensed and license-exempt child care providers. The Lead Agency will respond to complaints received through the national website and hotline according to policy.

2.4.2 Identify the designee responsible for receiving and responding to complaints submitted through the national website and hotline. The Lead Agency, the Department of Human Services is responsible.

2.5 Additional Consumer and Provider Education

Lead Agencies are required to certify that they will collect and disseminate information about the full diversity of child care services to promote parental choice to parents of eligible children, the general public, and where applicable, child care providers. In addition to the consumer education website, the consumer education information can be provided through CCR&R organizations or through direct conversations with eligibility case workers and child care providers. Outreach and counseling can also be effectively provided via information sessions or intake processes for families (658E(c)(2)(E); 98.15(b)(4); 98.33(b)). In questions 2.5.1 through 2.5.4, certify by describing:

2.5.1 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 pre K, 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>

2.5.2 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.

2.5.3 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.

X 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.

X Head Start and Early Head Start programs: Parents, providers and public will be able to use the Lead Agency website to locate information on early care and education programs to assist families.

X Low Income Home Energy Assistance Program (LIHEAP): Parents, providers and public will be able to use the Lead Agency website to locate information on resources available to assist families.

X Supplemental Nutrition Assistance Programs (SNAP) Program: Parents, providers and public will be able to use the Lead Agency website to locate information on SNAP program to assist families.

X Women, Infants, and Children Program (WIC) program: Parents, providers and public will be able to use the Lead Agency website to locate information on WIC. A link will connect with the Oklahoma State Department of Health's website to assist families.

X 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 program. CCR&R and licensing provide information about CACFP to licensed homes and centers.

X 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.

X Programs carried out under Section 619 and Part C of the Individuals with Disabilities Education Act (IDEA): Parents, providers and public will be 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.

2.5.4 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.

2.5.5 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 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 supports is 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.

2.5.6 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. <http://www.okdhs.org/services/cc/Pages/OklahomaExpulsionPreventionPolicy.aspx>

The Oklahoma Expulsion Prevention Policy is posted on the Lead Agency website for the general public and to assist child care programs with guiding principles and program recommendations. Licensing Requirements for Child Care Programs required programs have expulsion policies that are shared with parents upon enrollment and when revisions are made and to personnel upon employment and when revisions are made. 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 those attending out of school time programs.

2.6 Procedures for Providing Information on Developmental Screenings

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

2.6.1 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 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.

b) 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 interested 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.

c) 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 might be 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 development screenings.

d) How child care providers receive this information through training and professional development. Child Information on screening availability is on the Lead Agency website. Trainings on early intervention are available on the okregitry.org website. 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.

2.7 Consumer Statement for Parents Receiving CCDF Funds

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

and enrolling in quality child care (98.33(d)). Please note that if the consumer statement is provided electronically, Lead Agencies should consider how to ensure that the statement is accessible to parents and that parents have a way to contact someone to address questions they have.

2.7.1 Certify by describing:

a) How the Lead Agency provides parents receiving CCDF funds with a consumer statement. The Lead Agency website section for Parents and Families contains information on finding/assessing child care. All licensed CCDF programs are in the Child Care Locator database. Each facility has a summary of program monitoring reports for the last 36 months. Eligibility staff directs parents to Child Care Locator database.

b) What is included in the statement, including when the consumer statement is provided to families. 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. Additional information on Licensing Requirements, description of monitoring, choosing a child care program, frequently asked questions for parents and providers are 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>
<http://childcarefind.okdhs.org/childcarefind/>

Section 3 Provide Stable Child Care Financial Assistance to Families

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

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

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

3.1 Eligible Children and Families

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

3.1.1 Eligibility criteria based on a child's age

a) The CCDF program serves children from 0 weeks (weeks/months/years) to 13 years (through age 12). *Note:* Do not include children incapable of self-care or under court supervision, who are reported below in (b) and (c).

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

No

X Yes, and the upper age is through 18 (may not equal or exceed age 19). If yes, provide the Lead Agency definition of physical 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 ages 13 and older but below age 19 who are under court supervision (658P(3); 658E(c)(3)(B))?

No

X Yes, and the upper age is through 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 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.

“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.

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

No. If no, describe the additional work requirements:

☒ Yes. If yes, define the job-search time limit, keeping in mind a minimum of 3 months is required to be provided when a parent experiences a non-temporary loss or cessation of eligible activity: The parent may continue to receive assistance for the remainder of the 12 month period with the loss of an eligible activity.

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

a) ☒ No.

b) Yes. If yes, describe the policy or procedure. ☐

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

No.

☒ Yes. If yes:

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

☒ Yes

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.

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

☒ Yes

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

☐ No

☒ Yes

3.1.3 Eligibility criteria based on family income

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. 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).

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)).

	(a)	(b)	(c)	(d)
Family Size	100% of SMI (\$/Month)	85% of SMI (\$/Month) [Multiply (a) by 0.85]	(IF APPLICABLE) (\$/Month) Maximum "Entry" Income Level if Lower Than 85% of Current SMI	(IF APPLICABLE) (% of SMI) [Divide (c) by (a), multiply by 100] Income Level if Lower Than 85% of Current SMI
1	\$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	\$5568	\$ 4,733	\$3,625	65%
5	\$6459	\$5,490	\$3,625	56%

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 FFY2018

e) What was the date that these eligibility limits in column (c) became effective? July 2007 and have remained effective since.

f) Provide the citation or link, if available, for the income eligibility limits.
limitshttp://infonyet.okdhsdmz.nml:82/OKDHS%20Forms%20Library/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, please identify the policy or procedure:

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)). Examples include partnering with Head Start, prekindergarten, or other high-quality programs to create a package of arrangements that accommodates parent’s work schedules; providing more intensive case management for families with children with multiple risk factors; and including in the eligibility determination process a question about whether a child has an Individualized Education Program or Individual Family Service Plan. Describe the Lead Agency’s policies and procedures that take into consideration children’s development and learning and that promote continuity of care when authorizing child care services. The Lead Agency coordinates with local school districts, Head Start, and child care facilities to increase accessibility and continuity of care by providing subsidized wrap around care to ensure children attending the program are guaranteed full-day services. The collaborations expand services and reduce barriers families might face related to cost, transportation, and availability. Full day funding may provide certified public teachers to increase program quality. In addition, 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. Eligibility workers also give information to parents about developmental screenings during the application process and refer families to Child Care Resource and Referral who need help finding care for children with special needs.

3.1.7 Graduated phase-out of assistance.

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

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

- i. 85 percent of SMI for a family of the same size
- ii. An amount lower than 85 percent of SMI for a family of the same size but above the Lead Agency’s initial eligibility threshold that:
(A) Takes into account the typical household budget of a low-income family

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

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

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

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

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

N/A—The Lead Agency sets its initial eligibility level at 85 percent of SMI and, therefore, is not required to provide a graduated phase-out period.

X The Lead Agency sets the second eligibility threshold 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 eligibility threshold at an amount lower than 85 percent of SMI for a family of the same size but above the Lead Agency's initial eligibility threshold.

- Provide the second eligibility level for a family of three.
- 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:

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

No

X 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.

☐ 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.)

X 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)).

Describe the Lead Agency's policy related to the fluctuation in earnings requirement, including how temporary increases that result in a monthly income exceeding 85 percent of SMI (calculated on a monthly basis) do not affect eligibility or family copayments. DHS - OAC 340:40-7-13. Computation of income. Subsidized child care requires a minimum of 30 days of representative income. When ongoing income fluctuates to the extent that a 30 calendar day period cannot accurately anticipate earnings, a longer period may be requested and used to determine representative income. In addition, pay information that is not representative of future earnings is not considered. 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.

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.

X 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.

X 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.

X 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.

X 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.

X 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.

X 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.

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

X Applicant residence. Describe: Client's statement is accepted and the application is documentation. Residence is declared at initial application and renewal.

X Other. Describe: For Protective/Preventive requests, doctor's statement of incapacitation of parent or caretaker 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?

X 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: [DHS](#)

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?

☒ In writing

☒ 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 will prioritize or target child care services for the following children and families.

a) How does the Lead Agency define “children with special needs” and include a description of how services are prioritized: A child with special needs is defined as a child receiving supplemental security income (SSI), Sooner Start 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. Services are prioritized by paying child care providers a higher rate caring for children with special needs requiring additional care.

b) How does the Lead Agency define of “families with very low incomes” and include a description of how services are prioritized: 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.

c) Describe how services are prioritized for children experiencing homelessness, as defined by the CCDF: Homeless families may receive assistance under the protective need factor when not participating in work or school. This is intended to help stabilize the family’s living arrangements.

d) Describe how services are prioritized, if applicable, for families receiving TANF program funds, those attempting to transition off TANF through work activities, and those at risk of becoming dependent on TANF (98. D16(i)(4)): TANF families 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. In addition, those families that become ineligible for TANF due to earnings from a new job are eligible for an additional three months of child care with a zero copayment.

3.2.2 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) Describe the procedures to conduct outreach for children experiencing homelessness (as defined by the CCDF) and their families. 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. can give out to families who meet McKinney Vento qualifications. The purpose of the publication was to conduct outreach to homeless families and improve access and awareness of child care services available through DHS. The bookmarks have been distributed across the state and will be available to all public school homeless liaisons and school district staff during meetings in summer 2018. 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 entitled, *It Takes a Village: Providing Education and Services for Homeless Children and Helping Children Heal from Trauma of Being Homeless*. The Lead Agency will work with the Homeless Alliance and other community partners to conduct outreach to homeless families by distributing application forms, brochures, and other information materials to these locations. In addition DHS staffs are 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)).

3.2.3 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:

X Children experiencing homelessness (as defined by 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. OAC 340:110-3-281.4 for state licensing rules and Section 411 of Title 10 of the Oklahoma Statutes for health department regulations.

X 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. . See OAC 340:110-3-281.4 for state licensing rules and Section 411 of Title 10 of the Oklahoma Statutes for health department regulations.

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. See OAC 340:110-3-281.4 for state licensing rules and Section 411 of Title 10 of the Oklahoma Statutes for health department regulations.

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; any changes in age, including turning 13 years old during the 12-month eligibility period; and any changes in residency within the state, territory, or tribal service area.

- a) Describe the Lead Agency's policies and procedures in implementing the minimum 12-month eligibility and redetermination requirements, including when a family experiences a temporary change in activity. 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 E&T 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?" The 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.

☒ Yes, the Lead Agency discontinues assistance during the 12-month eligibility period due to a parent's non-temporary loss of work or cessation of eligible activity and provides a minimum 3-month period of job search. If yes:

iii. Provide a summary describing the Lead Agency's policies and procedures for discontinuing assistance due to a parent's non-temporary change: Discontinuation of assistance after a non-temporary loss of need only applies to families participating in the TANF and SNAP E&T programs. All other families receive the full 12 month eligibility period.

iv. Describe what specific actions/changes trigger the job-search period. Non-temporary loss of need for TANF and SNAP E&T households triggers the job-search period.

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

vi. 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?

☒ 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.

☒ 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:

☒ 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.

☒ Phone

☒ Email

Online forms

Extended submission hours

☒ Other. Describe: In person in the local county office or by fax.

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

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

- a) Describe the Lead Agency's procedures and policies to ensure that parents (especially parents receiving TANF program funds) do not have their employment, education, or job training unduly disrupted to comply with the state/territory's or designated local entity's requirements for the redetermination of eligibility. List relevant policy citations. 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. Policy citation OAC 340:40-9-1.
- b) How are families allowed to submit documentation for redetermination? Check all that apply.

☒ Mail

☒ Email

☒ Online forms

☒ Fax

☒ In-person

Extended submission hours

☒ Other. Describe: Families can also 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 3.1.4 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 "Entry" Income Level Where Family Is First Charged Co-Pay (Greater Than \$0)	What Is the Monthly Co-Payment for a Family of This Size Based on the Income Level in (a)?	The Co-Payment in Column (b) is What Percentage of the Income in Column (a)?	Highest "Entry" Income Level Before a Family Is No Longer Eligible	What Is the Monthly Co-Payment for a Family of This Size Based on the Income Level in (d)?	The Co-Payment in Column (e) is What Percentage of the Income in Column (d)?
1	N/A	N/A	N/A	N/A	N/A	N/A
2	\$851	\$6	0.07%	\$2425	\$189	7.79%
3	\$851	\$12	1.41%	\$2925	\$263	8.99%
4	\$851	\$18	2.11%	\$3625	\$366	10.1%
5	\$851	\$24	2.82%	\$3625	\$410	11.31%

b) What is the effective date of the sliding-fee scale(s)? 10/1/2017

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

<http://infonet.okdhdmz.nml:82/OKDHS%20Forms%20Library/C-4.pdf#search=c%2D4>

d) 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.
- ☒ No additional fee is charged after certain number of children.
- ☒ The fee is per family.
- ☐ The contribution schedule varies because it is set locally/regionally (as indicated in 1.2.1). Describe:
- ☐ Other. Describe:

The fee is a percent of income and:

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

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. The poverty level used by the Lead Agency for a family size of 3 is \$850. a month.

☒ 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. Policy cite OAC 340:40-7-8.

X 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. The following situations have waived family contributions/copayments: 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. Policy cites OAC 340:40-7-12, 340:40-7-1; 340:40-7-6.

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

X No.

Yes. If yes:

- a) Provide the rationale for the Lead Agency's policy to allow providers to charge families additional amounts above the required co-payment, including a demonstration of how the policy promotes affordability and access for families?
- b) Provide data (including data on the size and frequency of such amounts) on the extent to which CCDF providers charge additional amounts to families.
- c) 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.

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

X Limit the maximum co-payment per family. Describe: The maximum family share copayment amounts for family size are listed on the DHS Appendix C-4, Child Care Eligibility/Copayment Chart.

<http://infonet.okdhdmz.nml:82/OKDHS%20Forms%20Library/C-4.pdf#search=c%2D4>

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

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 3.1.5. Describe: When the family qualifies for the graduated phase out, the copayment is increased to the maximum amount for the family size and number of children in care plus an additional \$50 per child, See the DHS Appendix C-4, Child Care Eligibility/Copayment Chart. This amount is not increased over the new 12 month eligibility period.

Other. Describe:

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

A core purpose of CCDF is to promote parental choice and to empower working parents to make their own decisions regarding the child care services that best suit their family's needs. Parents have the option to choose from center-based care, family child care or care provided in the child's own home. In supporting parental choice, the Lead Agencies must ensure that families receiving CCDF funding have the opportunity to choose from the full range of eligible child care settings and must provide families with equal access to child care that is comparable to that of non-CCDF families. Lead Agencies must employ strategies to increase the supply and to improve the quality of child care services, especially in underserved areas. This section addresses strategies that the Lead Agency uses to promote parental choice, ensure equal access, and increase the supply of child care.

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

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

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

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

☒ Certificate not linked to a specific provider, so parents can choose any provider

☒ Consumer education materials on choosing child care

☒ Referral to child care resource and referral agencies

Co-located resource and referral in eligibility offices

☒ Verbal communication at the time of the application

Community outreach, workshops, or other in-person activities

X Other. Describe: At the initial interview, parents are advised of the Child Care Locator, 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.

X No. If no, skip to 4.1.4.

Yes. If yes, describe:

- i. How the Lead Agency ensures that parents who enroll with a provider who has a grant or contract have choices when selecting a provider:
 - 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:
- b) Will the Lead Agency use grants or contracts for child care services to increase the supply and/or quality of specific types of care? Check all that apply.
- Programs to serve children with disabilities
 - Programs to serve infants and toddlers
 - Programs to serve school-age children
 - Programs to serve children needing non-traditional hour care
 - Programs to serve homeless children
 - Programs to serve children in underserved areas
 - Programs that serve children with diverse linguistic or cultural backgrounds
 - Programs that serve specific geographic areas
 - Urban
 - Rural

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 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". 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." Provider's subsidy contract also requires the provider to allow unlimited access to parents. [redacted]

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: [redacted]

X 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: [redacted]

X 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: [redacted]

X 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 enter 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.

X 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 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 other state- or state-designated cross-agency body if there is no SAC, local child care program administrators, local child care resource and referral agencies, and other appropriate entities and (2) organizations representing caregivers, teachers, and directors prior to developing and conducting the MRS or alternative methodology.

a) Describe how the Lead Agency consulted with the: State Advisory Council or other state-designated cross-agency body: The Lead Agency provided a presentation on the CCDF 19-21 requirements to the SAC, updated the council on the recent 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 public hearing on the State Plan and were invited to provide input at every step of the state plan development.

b) Local child care program administrators: Notification was sent 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 CCS/DHS 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 that 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 has 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 a Listserve

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 <FIRST NAME> 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 & only include children in before and after care if they are in care for at least 4 hours per

- How much is your registration or enrollment fee for the FIRST child a family enrolls.
- 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) Of the 21% of providers that collect a registration fee, the combined average fee was \$60.

This concludes the survey, thank you for participating.

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, and 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, and 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, and 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. The Lead Agency must make the report with these results widely available no later than 30 days after completion of the report, including posting the results on the Lead Agency website. The Lead Agency must describe in the detailed report how the Lead Agency took into consideration the views and comments of the public.

Describe how the Lead Agency made the results of the market rate survey or alternative methodology report widely available to the public (98.45(f)(1)). The results of the MRS were sent to Partners and Tribes on January 2, 2018. The MRS data was posted on Oklahoma Child Care Resource & Referral Association 2/7/18. <http://www.okdhs.org/services/cc/Pages/ChildCareMain.aspx>

- 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). 12/16/17
- b) Date the report containing results was made widely available—no later than 30 days after the completion of the report. 1/02/18

c) Describe how the Lead Agency made the detailed report containing results widely available and provide the link where the report is posted. The results of the MRS were emailed to various Tribes and Partners and posted on the OCCRRRA website.

<http://www.okdhs.org/services/cc/Pages/ChildCareMain.aspx>

d) Describe how the Lead Agency considered stakeholder views and comments in the detailed report. The MRS was discussed at Partners meeting, at the Oklahoma Tribal Child Care Association, 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. If the Lead Agency conducted an MRS (only or in combination with an alternative methodology), also report the percentiles based on the most recent MRS. The ages and types of care listed below are meant to provide a snapshot of the categories on which rates can be based and are not intended to be comprehensive of all categories that might exist or to reflect the terms used by the Lead Agency for particular ages. Please use the most populous geographic region (area serving highest number of CCDF children).

a) Infant (6 months), full-time licensed center care in the most populous geographic region

Rate \$ 31.00 per day unit of time (e.g., hourly, daily, weekly, monthly)

Percentile of most recent MRS: 31.35%

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., hourly, daily, weekly, monthly)

Percentile of most recent MRS: 51.46%

c) Toddler (18 months), full-time licensed center care in the most populous geographic region

Rate \$ 28.80 per day unit of time (e.g., hourly, daily, weekly, monthly)

Percentile of most recent MRS: 37.89%

d) Toddler (18 months), full-time licensed FCC care in the most populous geographic region

Rate \$ 26.80 per day unit of time (e.g., hourly, daily, weekly, monthly)

Percentile of most recent MRS: 51.46%

e) Preschooler (4 years), full-time licensed center care in the most populous geographic region

Rate \$ 21.30 per day unit of time (e.g., hourly, daily, weekly, monthly)

Percentile of most recent MRS: 39.31%

f) Preschooler (4 years), full-time licensed FCC care in the most populous geographic region

Rate \$ 21.30 per day unit of time (e.g., hourly, daily, weekly, monthly)

Percentile of most recent MRS: 32.80%

g) School-age child (6 years), full-time licensed center care in most populous geographic region

Rate \$ 17.50 per day unit of time (e.g., hourly, daily, weekly, monthly, etc.)

Percentile of most recent MRS: 59.14%

h) School-age child (6 years), full-time licensed FCC care in the most populous geographic region

Rate \$ 17.00 per day unit of time (e.g., hourly, daily, weekly, monthly)

Percentile of most recent MRS: 45.89%

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 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.

j) Provide the effective date of the current payment rates (i.e., date of last update based on most recent MRS). 11/1/13

k) Provide the citation or link, if available, to the payment rates.

<http://www.okdhs.org/OKDHS%20Form%20Library/C-4-B.pdf>

l) 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)).

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: Special needs (ages 0 to 19 years of age). 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. See the DHS Appendix C-4-B, *Child Care Provider Rate Schedule* for the amount of the rates.
<http://www.okdhs.org/OKDHS%20Form%20Library/C-4-B.pdf>

☒ Differential rate for *infants and toddlers*. 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. See the DHS Appendix C-4-B, *Child Care Provider Rate Schedule* for the amount of the rates. <http://www.okdhs.org/OKDHS%20Form%20Library/C-4-B.pdf>

☐ Tiered rate/rate add-on for

☐ Differential rate for *school-age programs*. 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, a statewide rate was established for all 3 Star centers and homes in January 2009. See the DHS Appendix C-4-B, *Child Care Provider Rate Schedule* for the amount of the rates.
<http://www.okdhs.org/OKDHS%20Form%20Library/C-4-B.pdf>

☐ 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 pursuant to 98.30(e)(1) is made available; the extent to which child care providers participate in the CCDF system; and any barriers to participation, including barriers related to payment rates and practices The last rate increase was 11-1-2013. Child Care services reviewed the 2017 MRS and will submit a proposal for a rate increase to the 75th percentile. The projected cost is a minimum of \$25 million. Due to state revenue shortfalls and budget constraints, Oklahoma DHS leadership and State Legislature did not allocate funds to adjust rates in accordance with the 2017 MRS at any level. 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. On future rate proposals, Oklahoma will focus on rates below the 50 percentile, specifically the Enhanced rates for infants, toddlers and preschoolers. Due to the current revenue shortfall, the Lead Agency froze new enrollments for the subsidy program from June 1, 2016 through July 31, 2016. New approved applicants began receiving subsidy services as of August 1, 2016.
- b) Describe how payment rates are adequate and have been established based on the most recent MRS or alternative methodology The last rate increase was 11-1-2013. Child Care services reviewed the 2017 MRS and will submit a proposal for a rate increase to the 75th percentile. The projected cost is a minimum of \$25 million. Due to state revenue shortfalls and budget constraints, Oklahoma DHS leadership and State Legislature did not allocate funds to adjust rates in accordance with the 2017 MRS at any level. Should additional funding become available a rate increase for providers is the highest priority. The percentage of providers and capacity available to families receiving subsidized child care has remained the same.
- c) Describe how base payment rates enable providers to meet health, safety, quality, and staffing requirements under CCDF All Licensed providers must meet minimum licensing requirements. 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 The star status of a facility is determined by Child Care Services Licensing staff based on certain quality indicators. The higher the star status the higher the reimbursement rate.
- e) How co-payments based on a sliding fee scale reported in 3.4.1 are affordable (response provided in 3.4.6) 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.
- f) Describe how Lead Agencies' payment practices described in 4.5 support equal access to a range of providers Data shows a reduction in total licensed facility, but the percent of subsidized programs statewide remains constant. DHS does not have a waiting list and all eligible families requesting subsidy are assisted in locating licensed child care.
- g) Describe how and on what factors the Lead Agency differentiates payment rates. Check all that apply.
- X Geographic area. Describe: Oklahoma provider rate schedule consist of two geographic regions: Enhanced and Standard. Enhanced counties are determined by the MRS and are in metro areas.
- 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 rates 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 certain quality indicators. The higher the star status the higher the reimbursement rate.

Other.

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

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

Describe:

X Feedback from parents, including parent surveys or parental complaints. Describe: As part of the State Plan Parent Survey, respondents have the opportunity to give feedback on the QRIS program and if the accuracy of the level of quality represents their child care program. Of the total responses received, 79% of parents stated they either agreed or strongly agreed with the rating of the level of care. Of total survey respondents, 38% indicated they receive help from DHS to pay for child care.

Other. Describe:

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(I)(2)).

Lead Agencies are required to use CCDF payment practices that reflect generally accepted payment practices of child care providers who serve children who do not receive CCDF-funded assistance. Unless a Lead Agency is able to demonstrate that the following policies are not generally accepted in its particular state, territory, or service area or among particular categories or types of providers, Lead Agencies must (1) pay providers based on established part-time or full-time rates rather than paying for hours of service or smaller increments of time and (2) pay for reasonable, mandatory registration fees that the provider charges to private-paying parents (658E(c)(2)(S); 98.45(I)(3)).

In addition, there are certain other generally accepted payment practices that are required. Lead Agencies are required to ensure that child care providers receive payment for any services in accordance

with a payment agreement or an authorization for services, ensure that child care providers receive prompt notice of changes to a family's eligibility status that could impact payment, and establish timely appeal and resolution processes for any payment inaccuracies and disputes (98.45(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 describing the payment practices that the Lead Agency has implemented for all CCDF child care providers,

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

Paying prospectively prior to the delivery of services. If implemented describe the policy or procedure.

X Paying within no more than 21 calendar days of the receipt of a complete invoice for services. If implemented describe the policy or procedure. The 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 swiping his 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:

Paying based on a child's enrollment rather than attendance. If implemented describe the policy or procedure.

Providing full payment if a child attends at least 85 percent of the authorized time. If implemented describe the policy or procedure.

X Providing full payment if a child is absent for 5 or fewer days in a month. If implemented describe the policy or procedure. Parents who need full time care may qualify for the weekly rate which pays for up to 7absent 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.

c) Reflect generally accepted payment practices of child care providers who serve children who do not receive CCDF subsidies, which must include the following two practices unless the Lead Agency provides evidence that such practices are not generally accepted in its state (658E(c)(2)(S); 98.45(l)(3)). The Lead Agency pays providers on a weekly basis via the EBT time and attendance tracking system and deposits funds directly into a bank account of the provider's choosing. Providers are permitted to charge subsidy families certain fees such enrollment fees, transportation fees, and activity fees as long as the fees are clearly posted and charged to non-DHS parents as well.

X 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.

X 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 each 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.

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

a) Children in underserved areas:

http://www.okdhs.org/OKDHS%20PDF%20Library/S16058_OklahomaSchoolReadinessReach-by-RiskReport2016_opoa_03092017.pdf#search=risk%20and%20reach Oklahoma School Readiness Reach-by-Risk report does not indicate a shortage of child care in areas. 96% of children are receiving care in 2 and 3 star programs. A Community Assessment Parent Survey of 10 counties conducted by Oklahoma Partnership for School Readiness, reported 28.7% stated they had difficulty finding “high-quality affordable child care”, 58.5% stated they needed regular child care, and the barrier parents indicated most was cost. Additional CCDF funds may be utilized to increase subsidy rates to child care programs and change the copay schedule for families.

b) Infants and toddlers: Oklahoma Child Care & Early Education Data shows that 22.1% of requests are for infant toddler Care. Report does not indicate a shortage of child care.

c) Children with disabilities (include the Lead Agency definition in the description): According to CCR&R requests for care, 6% were for children with disabilities. Data is not available to determine if there is a shortage. Additional training on utilization of enhanced rate to care for children with disabilities and caring for children with disabilities supports child care providers .

d) Children who received care during non-traditional hours:): According to CCR&R requests for care, 20% of calls were for care during non-traditional hours. Oklahoma Child Care Locator indicates that 12% of programs provide evening care, 5% of programs provide weekend care and overnight care. Parents report having problems finding care that matches the hours they need. Data is not available to determine shortages of care. CCR&R staff have made requests of programs to assist families by providing extended hours. Many families use family and friends when they need care during non-traditional hours.

e) Other. Please describe any other shortages in the supply of high-quality providers.

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

a) Infants and toddlers. Check all that apply.

Grants and contracts (as discussed in 4.1.3)

Family child care networks

Start-up funding

☒ Technical assistance support

Recruitment of providers

☒ Tiered payment rates (as discussed in 4.3.2)

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

X Other. Describe: To increase the supply and improve quality for infants and toddlers, the Lead Agency supports Early Head Start-Child Care Partnerships by providing the base layer of funding. Families that speak Spanish are assisted by CCR &R staff and families that speak other languages receive assistance through translation services. To increase the supply and improve quality for infants and toddlers, the Lead Agency supports financial incentives for infant and toddler teachers.

b) Children with disabilities. Check all that apply.

Grants and contracts (as discussed in 4.1.3)

Family child care networks

Start-up funding

Technical assistance support

Recruitment of providers

X Tiered payment rates (as discussed in 4.3.2)

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

X Other. Describe: Resources have been developed to assist child care providers in caring for children with disabilities. Programs have been educated about the higher reimbursement rate and how to assist parents in applying for assistance.

c) Children who receive care during non-traditional hours. Check all that apply.

Grants and contracts (as discussed in 4.1.3)

Family child care networks

Start-up funding

X Technical assistance support

Recruitment of providers

Tiered payment rates (as discussed in 4.3.2)

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

Other. Describe:

d) Other. Check and describe:

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)

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

Other. Describe:

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. C C R & 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. C C R & 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. Lead Agency assisted Early Head Start grantees in the grant-writing process by providing data on areas with high concentrations of poverty and high child welfare involvement so that partners could be recruited in those areas. The Lead Agency and C C R & R have provided technical assistance to Head Start facilities to become 3 Star. The Lead Agency also encourages collaborations between child care facilities and public pre-kindergarten. Oklahoma provides universal pre-kindergarten. The Lead Agency offered "Bridges Out of Poverty" training to programs that contract to provide subsidized care. The training identifies specific strategies for improving outcomes for people living in poverty.

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

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

This section covers licensing requirements, health and safety requirements and training, and monitoring and enforcement procedures to ensure that child care providers comply with licensing and health and

safety requirements (98.16(n)) as well as exemptions (98.16(l)). This section also addresses group size limits; child-staff ratios; and required qualifications for caregivers, teachers, and directors (98.16(m)). Criminal background check requirements are included in this section (98.16(o)).

5.1 Licensing Requirements

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

5.1.1. To certify, describe the licensing requirements applicable to child care services provided within the state/territory and note if providers are exempted from licensing requirements and how such exemptions do not endanger the health, safety, and development of children (658E (c)(2)(F); 98.40(a)(2)).

The following programs are licensed: (A) Child care centers-programs that operate 30 or more hours per week. (B) 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 50percent of the daily hours of operation. (C) 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. (D) 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. (E) Part-day programs-programs that operate for more than 15, but less than 30 hours per week. (F) 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. (G) Family child care home-a family home that provides care and supervision for seven or fewer children for part of the 24-hour day. (H) Large family child care home-a residential family home that provides care and supervision for eight to twelve children for part of the 24-hour day.

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

☒ Center-based child care. Provide a citation: OAC 340:110-3-276,
<http://www.okdhs.org/library/policy/Pages/oac34011000300276000.aspx>
<http://www.okdhs.org/library/policy/Pages/oac340110010008000.aspx>

☒ Family child care. Provide a citation: OAC 340:110-1-8

In-home care. Provide a citation: _____

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

X 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 licensed by another entity

X Family child care. If checked, describe the exemptions. Family child care homes on a military base, Tribal or federal property are exempt from licensing because those programs are licensed by another entity

X In-home care. If checked, describe the exemptions. Care provided in a child's own home by a relative is exempt from licensing..

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

- a) Center-based child care if checked in 5.1.3. Oklahoma exempt programs minimize danger to the health and safety of children in care by accreditations through other national organizations, health and safety requirements for exempt programs, and federal law.
- b) Family child care if checked in 5.1.3e. Oklahoma exempt family child care homes minimize danger to the health and safety of children in care by accreditations through other national organizations, health and safety requirements for exempt programs, and federal law.
- c) In-home care if checked in 5.1.3. Prior to approval, in-home providers must complete various background checks including a child welfare and criminal history check. Persons convicted of or enter 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.

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.

a) Licensed CCDF center-based care

1. Infant

- How does the State/territory define infant (age range): 0-11 months
- Ratio: 1 teaching personnel for four infants
- Group size: Maximum of 8 infants
- Teacher/caregiver qualifications: Teaching personnel are at least 18 years of age, have at least a high school diploma/GED, and assistant teacher qualifications are at least 16 years of age, have at least a high school diploma/GED or in process.

2. Toddler

- How does the State/territory define toddler (age range): 12-23 months
- Ratio: 1 teaching personnel for six toddlers
- Group size: Maximum of 12 toddlers
- Teacher/caregiver qualifications: Teaching personnel are at least 18 years of age, have at least a high school diploma/GED, and assistant teacher qualifications are at least 16 years of age, have at least a high school diploma/GED or in process.

3. Preschool

- How does the State/territory define preschool (age range): 24-59 months
- Ratio: 1 teaching personnel for eight 2 year olds; one teaching personnel for twelve 3 year olds; one teaching personnel for fifteen 4 and 5 year olds
- Group size: Maximum of sixteen for 2 year olds; twenty-four for 3 year olds; thirty for 4 and 5 year olds
- Teacher/caregiver qualifications: Teaching personnel are at least 18 years of age, have at least a high school diploma/GED, and assistant teacher qualifications are at least 16 years of age, have at least a high school diploma/GED or in process.

4. School-age

- How does the State/territory define school-age (age range): Out-of-school time programs are 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.
- 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, and assistant teacher qualifications are at least 16 years of age, have at least a high school diploma/GED or in process.

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 maximum group size of 16. 1-year-olds and older - 1:8 ratio with no more than two 1-year-olds per teaching personnel and a maximum group size of 16. 2-year-olds and older- 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-year-olds 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. All directors of child care centers are required to have a high school diploma or GED, have a current bronze or higher level certificate in accordance with Oklahoma's Director Credential. Directors should have 6 ECE/CD/SA credit hours or a CDA/CCP or Oklahoma Competency Certificate in ECE. Directors should have administrative management knowledge and skills determined by completing a minimum of 3 admin/mgt credit hours or approved admin/mgt credential or 40 admin/mgt 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): 0-11 months
- Ratio: The total number of children in a family child care home varies depending on the ages of children in care and the number of caregivers present. A family child care home provides care and supervision for seven or fewer children cared for part of a 24-hour day. This includes: children younger than five years of age who live in the home and are present in the home while children are in care; foster children 12 years of age and younger who live in the home and are present in the home while children are in care; and the children of any substitute or assistant caregiver. A large family child care home is a residential family home that provides care and supervision for eight to 12 children for part of the 24-hour day. One Caregiver: 1-5 children of any age, 6 children with no more than three under 2 years, 7 children with no more than two under 2 years, 8 children all 3 years and older, 9-10 children all 4 years and older, 11-12 children all 5 years and older. Two Caregivers: 1-8 children of any age, 9-12 children no more than six under 2 years, three Caregivers: 1-12 children with no more than eight under 2 years.
- Group size: Oklahoma classifies Family Child Care homes group size as the same as ratios, depending on the age of the children in care and the number of caregivers. A Large Family Child Care Home is defined as a residential family home that provides care and supervision for eight to 12 children for part of the 24 hour day. The Large Family

Child Care Home ratios are as follows: One Caregiver: 1-5 children of any age 6 children with no more than three under 2 years; 7 children with no more than two under 2 years.

- Teacher/caregiver qualifications: In a Family Child Care Home, 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: (i) a high school diploma/GED credential and 12 college credit hours in child development or early childhood education (ii) a vo-tech occupational child care program diploma (iii) a Child Development Associate (CDA) credential; or (iv) an associate or bachelor's degree in child development or early childhood education.

2. Toddler

- How does the State/territory define toddler (age range): 12-24 months
- Ratio: 1-5 children of any age 6 children with no more than three under 2 years 7 children with no more than two under 2 years 8 children all 3 years and older 9-10 children all 4 years and older 11-12 children all 5 years and older Two Caregivers: 1-8 children of any age 9-12 children no more than six under 2 years Three Caregivers: 1-12 children with no more than eight under 2 years.
- Group size: 1-5 children of any age 6 children with no more than three under 2 years 7 children with no more than two under 2 years 8 children all 3 years and older 9-10 children all 4 years and older 11-12 children all 5 years and older Two Caregivers: 1-8 children of any age 9-12 children no more than six under 2 years Three Caregivers: 1-12 children with no more than eight under 2 years.
- Teacher/caregiver qualifications: In a Family Child Care Home, 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: (i) a high school diploma/GED credential and 12 college credit hours in child development or early childhood education (ii) a vo-tech occupational child care program diploma (iii) a Child Development Associate (CDA) credential; or (iv) an associate or bachelor's degree in child development or early childhood education.

3. Preschool

- How does the State/territory define preschool (age range): 24-59 months old
- Ratio: 1-5 children of any age 6 children with no more than three under 2 years 7 children with no more than two under 2 years 8 children all 3 years and older 9-10 children all 4 years and older 11-12 children all 5 years and older Two Caregivers: 1-8 children of any age 9-12 children no more than six under 2 years Three Caregivers: 1-12 children with no more than eight under 2 years.
- Group size: 1-5 children of any age 6 children with no more than three under 2 years 7 children with no more than two under 2 years 8 children all 3 years and older 9-10 children all 4 years and older 11-12 children all 5 years and older Two Caregivers: 1-8 children of any age 9-12 children no more than six under 2 years Three Caregivers: 1-12 children with no more than eight under 2 years.

- Teacher/caregiver qualifications: In a Family Child Care Home, 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: (i) a high school diploma/GED credential and 12 college credit hours in child development or early childhood education (ii) a vo-tech occupational child care program diploma (iii) a Child Development Associate (CDA) credential; or (iv) 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): School-age child is not defined in Family Child Care Home Requirements. Children ages 5 and older are considered school-age.
- Ratio: With one caregiver: 1-5 children of any age 6 children with no more than three under 2 years 7 children with no more than two under 2 years 8 children all 3 years and older 9-10 children all 4 years and older 11-12 children all 5 years and older. Two Caregivers: 1-8 children of any age 9-12 children no more than six under 2 years Three Caregivers: 1-12 children with no more than eight under 2 years. No child care program may be legally operated or maintained in the State of Oklahoma since 1964, unless licensed by the Department of Human Services. The maximum number of children in care at one time, whether on or off the premises, does not exceed the number of children specified on the license. The total number of children in a family child care home is limited to seven that includes: (1) children younger than five years of age who live in the home and are present in the home while children are in care; (2) foster children 12 years of age and younger who live in the home and are present in the home while children are in care; and (3) children of any substitute or assistant caregiver. When only one caregiver is present, the total number and ages of children that may be in care at any one time are: (A) seven children, with no more than two children younger than two years of age; (B) six children, with no more than three children younger than two years of age; or (C) five children of any age. Two caregivers must be present and providing care when: (1) seven children are in care and more than two children are younger than two years of age; or (2) six children are in care and more than three children are younger than two years of age. Additional staff provisions are made for enrollment of children with disabilities who require individual attention.
- Group size: The total number of children in a Family Child Care Home is limited to seven. A Large Family Child Care Home provides care for eight to 12 children. Included in the number are (1) children younger than five years of age who live in the home and are present in the home while children are in care; (2) foster children 12 years of age and younger who live in the home and are present in the home while children are in care; and (3) children of any substitute or assistant caregiver. In a Family Child Care Home when only one caregiver is present, the total number and ages of children that may be in care at any one time are: (A) seven children, with no more than two children younger than two years of age; (B) six children, with no more than three children younger than two years of age; or (C) five children of any age. Two caregivers must be present and providing care when: (1) seven children are in care and more than two children are

younger than two years of age; or (2) six children are in care and more than three children are younger than two years of age. Additional staff provisions are made for enrollment of children with disabilities who require individual attention. In a Large Family Child Care Home one caregiver may care for (A) up to five children of any age; (B) up to six children, with no more than three children younger than 2 years of age; (C) up to seven children, with no more than two children younger than 2 years of age; (D) up to seven children, when the children are 2 years of age and older; (E) up to eight children, when the children are 3 years of age and older; (F) up to 10 children, when the children are 4 years of age and older; or (G) up to 12 children, when the children are 5 years of age and older. Two caregivers may care for up to: (A) eight children younger than 2 years of age; or (B) 12 children, with no more than six children younger than 2 years of age. Three caregivers may care for up to 12 children, with no more than eight children younger than 2 years of age.

- Teacher/caregiver qualifications: In a Family Child Care Home, 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: (i) a high school diploma/GED credential and 12 college credit hours in child development or early childhood education (ii) a vo-tech occupational child care program diploma (iii) a Child Development Associate (CDA) credential; or (iv) 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. NA

c) In-home CCDF providers:

1. Describe the ratios. NA
2. Describe the group size. NA
3. Describe the threshold for when licensing is required. In-home provider requirements only allow relative in-home care and therefore are exempt from monitoring per federal regulations.
4. Describe the maximum number of children that are allowed in the home at any one time. NA
5. Describe if the state/territory requires related children to be included in the child-to-provider ratio or group size. NA
6. Describe any limits on infants and toddlers or additional school-age children that are allowed for part of the day. NA

5.2 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)).

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.) For Child Care Programs: Standards address hand hygiene, immunizations, health monitoring, control of illness and infestations, and health protection. Staff and children are required to wash hands with soap and warm running water. Children are required to obtain immunizations according to schedule prior to admission into care. Each child is observed initially and throughout the hours of care for symptoms of illness, poison exposure, or injuries. Children showing symptoms of a communicable disease or infestation are separated from well children and excluded from the program when needed. Any known allergies are posted, first aid kits are maintained, injuries and poison exposure are reported and tobacco is prohibited.
- For Family Child Care Homes: Standards address immunizations, control of illness, notification of parents, and hand washing. Children have or are in the process of obtaining immunizations at the medically appropriate time. Any child showing symptoms of contagious illness are separated and parents notified. Caregivers and children wash their hands with soap and running water. Soap and clean individual or paper towels are easily accessible.
- List the citation for these requirements.
Child Care Programs Requirements is OAC 340:110-3-284.
Family Child Care Home Requirements 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). N/A
- Describe any variations based on the age of the children in care. None
- Describe if relatives are exempt from this requirement. No

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 Programs: Standards address infant safe sleep environment which includes appropriate sleep environment as well as sleep positioning and swaddling. Infants sleep in cribs or play yards with the sides fully raised. No items are in the sleep environment, including blankets. Infants are placed on their backs for sleeping. Infants up through 3 months may be swaddled at the written request of parents. Family Child Care Homes: Standards address appropriate rest equipment, sleep positioning, swaddling, and sleep environment. Each child has an appropriately sized, individual place to rest. Infants are placed on their backs to sleep with nothing in the sleep equipment, including blankets; and their faces and heads are not covered. Infants up through 3 months may be swaddled at the written request of parents.

- List the citation for these requirements.
Child Care Programs OAC 340:110-3-296
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). None
- 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. No

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 Programs: Standards address program policy for medication, parent permission, administration, and labeling and storing. The program maintains medication policy. Medication is provided by the child's parent and parent permission is obtained. Medication is administered according to instruction and is inaccessible to children. Medications are properly labeled and stored. Family Child Care Homes: Standards address medications requirements. Medication must be provided by the parent and given with parental permission. Doses are administered and recorded. Medication is stored properly and kept out of children's reach.
- List the citation for these requirements.
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). None
- Describe any variations based on the age of the children in care. None
- Describe if relatives are exempt from this requirement. No

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 Programs: Standards address health protection and notification to parents regarding allergies and administration of a life-threatening condition medication. Known child allergies are posted. Program notifies parent immediately of administration of a life-threatening condition medication that is only administered as needed. Family Child Care Homes: Standards address information provided about the child's health and ill children. Parents provide health information upon enrollment of the child. Parents of the ill child are notified.
- List the citation for these requirements.
Child Care Programs OAC 340:110-3-294 and OAC 340:110-3-280
Family Child Care Homes OAC 340:110-3-88 and 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). None
- Describe any variations based on the age of the children in care. None
- Describe if relatives are exempt from this requirement. No

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 Programs: Facility is located in an area that offers minimal hazards to the health, safety and well-being of children. Facility is in compliance with building and fire codes. The facility is free of hazards. The outdoor play area is enclosed by a fence. Bodies of water meet specific requirements. Family Child Care Home Requirements The home is in a good state of repair and maintained in a clean and sanitary condition. Outdoor area must be hazard free, away from traffic, water and other dangers. Ponds, pools, and hot tubs are inaccessible to children.
- List the citation for these requirements.
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). None
- Describe any variations based on the age of the children in care. None
- Describe if relatives are exempt from this requirement. No

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 Programs Requirements Inappropriate physical discipline such as shaking is prohibited. Family Child Care Home Requirements Caregiver is prohibited from shaking any child in care.
- List the citation for these requirements.
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). None
- Describe any variations based on the age of the children in care. None
- Describe if relatives are exempt from this requirement. No

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 Programs Requirements Programs must have a policy provided to parents that includes emergency plans and procedures, emergency contacts, emergency preparedness drills, lock down and relocation procedure reviews, and emergency plans and procedure reviews. Monthly fire and tornado drills are conducted. Annual drills and reviews for lock down, relocation,

evacuating and meeting at predetermined locations are completed. Family Child Care Homes: Standards include emergency plans and procedures for weather, fire, man-made disasters, human threats, and utility disruption. Emergency plans include child location and needs, shelter in place, lock down, evacuation, relocation, first aid supplies, as well as monthly drills for fire and tornado and annual drills for lock down, relocation, sheltering in place, evacuating and meeting. Plans and procedures are reviewed annually.

- List the citation for these requirements:
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). None
- Describe any variations based on the age of the children in care. None
- Describe if relatives are exempt from this requirement. No

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 Programs: Hazardous items are inaccessible. Products including toxic materials are used according to manufacturer's instructions. Weapons and ammunition are inaccessible. Family Child Care Homes: The premises is free of hazards indoors and out including weapons, medicines, cleaning products, and smoking materials. Medications administered by injection are disposed of properly.
- List the citation for these requirements.
Child Care Programs OAC 340:110-303 and 340:110-3-304
Family Child Care Homes OAC 340:110-3-86 and 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). None
- Describe any variations based on the age of the children in care. None
- Describe if relatives are exempt from this requirement. No

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 Programs: Standards include parent permission, training providers, passenger restraints, ratios and supervision, vehicles and vehicle maintenance. Drivers must obtain appropriate training, children are restrained according to Oklahoma State Statute, appropriate ratios and supervision are maintained at all times. Vehicles are identified with the program name and are in safe operating condition. Family Child Care Homes: Standards include driver qualifications, parental permission, insurance, passenger restraints, supervision, and safety. Drivers are of appropriate age, have appropriate license and training. Parental permission is obtained prior to transporting. Children are properly secured according to Oklahoma State Statute. Children are never left unattended. Safe conduct to and from vehicles is provided.
- List the citation for these requirements.
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). Only required when programs transport children younger than five in any capacity- field trips, schools, etc.
- Describe any variations based on the age of the children in care. Only required when programs transport children younger than five in any capacity- field trips, schools, etc.
- Describe if relatives are exempt from this requirement. No

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 Programs: Standards include CPR and first aid. CPR and first aid certifications are appropriate to the age of the child in care and from an approved source are required for director and all teaching personnel or anyone with unsupervised access to children. Family Child Care Homes: CPR and first aid is required for anyone who provides care for children. It must be appropriate to the age of the child, from an approved source, and kept current
- List the citation for these requirements.
Child Care Programs OAC 340:110-3-284 and 340:110-3-284.1 and 340:110-3-284.2
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). None
- Describe any variations based on the age of the children in care. None
- Describe if relatives are exempt from this requirement. No

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 Programs and Family Child Care Homes: Any personnel must report suspected child abuse or neglect to the DHS Child Abuse and Neglect Hotline. Standards include punishment for failure to report.
- List the citation for these requirements
Child Care Programs OAC 340:110-3-280 and 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). CPR and first aid certifications are required on-site and off-site; and in each vehicle during transportation. Car seat and transportation safety are required.
- Describe any variations based on the age of the children in care. None
 1. Describe if relatives are exempt from this requirement. No

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

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 programs: Ensure meals and snacks are served according to program hours of operation and children's attendance. Meals and snacks are

required to meet the current Child and Adult Care Food Program with the exception of infants for which there are specific requirements. Additional servings of food are available when children are hungry.

- List the citation for these requirements. OAC 340:110-3-298.
- 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 Requirements: A child remaining in the family child care home for longer than a four-hour period is served a balanced meal that provides at least one-third of the child's total daily nutritive requirement. Second servings are available for children. The caregiver provides the food for all children who are able to eat regular food and may require parent to provide food for an infant or child requiring special diet. Programs utilize Child and Adult Care Food Program minimum requirements or meal and snack patterns. Family Child Care Homes OAC 340:110-3-94
- Describe if relatives are exempt from this requirement. No

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 Programs ensure access to outdoor play for each child regardless of age, unless the child's health or safety is at risk; and provided weather and environmental conditions do not pose a significant health or safety risk. Programs have classroom schedules that include alternating periods of quiet and active play and indoor and outdoor play. Programs are not allowed to deny or withdraw outdoor play as a form of discipline Family Child Care Homes provide for outdoor play daily when weather conditions do not pose a significant health risk. Caregiver provided a balanced program of opportunities for learning both indoors and outdoors. Large family child care homes are required to meet the rules specified in OAC 340:110-3-85(a)(3) pertaining to supervision of outdoor play, except when two or more staff are needed to meet the required child to staff ratio, at least one staff is present with children outdoors at all times.
- List the citation for these requirements.
Child Care Centers OAC 340:110-3-289
Large family child care homes are required to meet the rules specified in OAC 340:110-3-85(a)(3)
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). None
 - Describe if relatives are exempt from this requirement.

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.) "Children with disabilities" means children who have a chronic physical, developmental, behavioral, or emotional condition and also require health and related services of a type or amount beyond that generally required by children. When children with disabilities are in care, additional teaching personnel may be required to ensure the appropriate supervision and care of all children. Assistive or adaptive technology may be necessary for children with disabilities. Emergency plans include procedures for addressing each child's needs, with additional considerations for children with disabilities or chronic medical conditions.
- List the citation for these requirements.
Child Care Centers: OAC 340:110-3-286; 340:110-3-279; and 340:110-3-289.
- 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. When children with disabilities are in care, additional teaching personnel may be required to ensure the appropriate supervision and care of all children. Emergency plans should include procedures to address the needs of a child with disabilities or chronic medical needs during an emergency. Child Care Homes: 340:110-3-82; 340:110-3-86.1

- Describe if relatives are exempt from this requirement.

4. Any other areas determined necessary to promote child development or to protect children's health and safety (98.44(b)(1)(iii)). Describe: Educational knowledge in child development and experience in a child care, out-of-school time or educational setting is required to meet qualifications for directors and Master Teachers in a child care program.

- Provide a brief summary of how the standard(s) is defined (i.e., what is the standard, content covered, practices required, etc.) List the citation for these requirements. In a child care program each child is provided an inclusive environment that meets the needs and encourages full participation of all children; and is equipped and prepared for learning based on each child's age, needs, and interests. Child is provided multiple opportunities to play individually or in small, informal groups the majority of the day; allowed to choose an activity, whether teaching personnel-directed or child-selected; and encouraged, but not forced, to participate in program activities, with adaptations made to ensure safety and participation. Indoor and outdoor learning activities and experiences are developmentally appropriate and meet children's needs and stimulate social, emotional, cognitive, language, creative expression and physical development. OAC 340:110-3-284.2(c);
- 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 provider presents a balanced program of opportunities for learning. The equipment meets the varied developmental needs and interests of child in care. The caregiver utilizes discipline that is constructive and educational in nature and appropriate to the child's age and circumstances. Caregivers are to recognize and encourage acceptable behavior. Child Care Homes: OAC 340:110-91; OAC 340:110-92;
- Describe if relatives are exempt from this requirement. No

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. Prior to, or within 90 calendar days of employment, teaching personnel complete an approved entry-level training; CPR/First Aid certification that is appropriate to age of children in care; Prior to caring for infants received formal professional development in safe sleep practices; and infection control training.

2. Licensed FCC homes: The primary caregiver must have Health and Safety training including CPR and first aid certification prior to permission to operate or issuance of the initial permit or caring for children; Prior to caring for infants received formal professional development in safe sleep practices per Family Child Care Home Requirements.

3. In-home care: Good Health Handbook

[https://www.ok.gov/health/Community & Family Health/Maternal and Child Health Service/Child and Adolescent Health/Early Childhood /Good Health Handbook/](https://www.ok.gov/health/Community%20&%20Family%20Health/Maternal%20and%20Child%20Health/Service/Child%20and%20Adolescent%20Health/Early%20Childhood%20/Good%20Health%20Handbook/)

4. Variations for exempt provider settings:

b) Provide the length of time that providers have to complete trainings subsequent to being hired (must be 3 months or fewer) Orientation is 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 providers must have completed trainings prior to caring for children.

c) Identify below the pre-service or orientation training requirements for each topic (98.41(a)(1)(i through xi)).

1. Prevention and control of infectious diseases (including immunizations)

- Provide the citation for this training requirement. Child Care Programs Requirement : OAC 340:110-3-284(d).Family Child Care Home OAC 340:110-3-85(h).
- Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?
☒ Yes Orientation is required, prior to being left alone with children
☐ No

2. Prevention of sudden infant death syndrome and the use of safe-sleep practices

- Provide the citation for this training requirement. Child Care Programs Requirements : OAC 340:110-3-284(d).Family Child Care Home OAC 340:110-3-85(h).
- Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?
☒ Yes
☐ No

3. Administration of medication, consistent with standards for parental consent

- Provide the citation for this training requirement. Child Care Programs Requirements: OAC 340:110-3-284(d).Family Child Care Home OAC 340:110-3-85(h).
- Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?
☒ Yes Child Care Center: orientation is required, prior to being left alone with children. Family Child Care Home: primary care giver has training prior to operating.
☐ No

4. Prevention and response to emergencies due to food and allergic reactions

- Provide the citation for this training requirement. Child Care Programs Requirements: OAC 340:110-3-284(d).Family Child Care Home OAC 340:110-3-85(h).
- Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?
☒ Yes Child Care Center: orientation is required, prior to being left alone with children. Family Child Care Home: primary care giver has training prior to operating.
☐ No

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

- Provide the citation for this training requirement. Child Care Programs Requirements : OAC 340:110-3-284(d).Family Child Care Home OAC 340:110-3-85(h).
- Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?
☒ Yes Child Care Center: orientation is required, prior to being left alone with children. Family Child Care Home: primary care giver has training prior to operating.
☐ No

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

- Provide the citation for this training requirement. . Child Care Programs Requirements : OAC 340:110-3-284(d).Family Child Care Home OAC 340:110-3-85(h).
- Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?
☒ Yes Child Care Center: orientation is required, prior to being left alone with children. Family Child Care Home: primary care giver has training prior to operating.
☐ No

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 the citation for this training requirement. Child Care Programs Requirements : OAC 340:110-3-284(d).Family Child Care Home OAC 340:110-3-85(h).
- Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?
X Yes Child Care Center: orientation is required, prior to being left alone with children. Family Child Care Home: primary care giver has training prior to operating.
No

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

- Provide the citation for this training requirement. Child Care Programs Requirements: OAC 340:110-3-284(d).per orientation within one week of employment and prior to having sole responsibility for a group of children. Topic also included in Entry Level Training. OAC 340:110-3-281.3(b) Primary Caregiver in a Family Child Care Home is required to have as part of Health and Safety training.
- Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?
X Yes Child Care Center: orientation is required, prior to being left alone with children. Family Child Care Home: primary care giver has training prior to operating.
No

9. Appropriate precautions in transporting children (if applicable)

- Provide the citation for this training requirement. Child Care Programs Requirements: OAC 340:110-3-284(d).Family Child Care Home OAC 340:110-3-85(h).
- Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?
X Yes
No

10. Pediatric first aid and CPR certification

- Provide the citation for this training requirement. Child Care Programs Requirements : OAC 340:110-3-284(d).Family Child Care Home OAC 340:110-3-85(h).
- Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?
X Yes Child Care Center: orientation is required, prior to being left alone with children. Family Child Care Home: primary care giver has training prior to operating.
No

11. Recognition and reporting of child abuse and neglect

- Provide the citation for this training requirement. . Child Care Programs Requirements: OAC 340:110-3-284(d).Family Child Care Home OAC 340:110-3-85(h).

- Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?
☒ Yes Child Care Center: orientation is required, prior to being left alone with children. Family Child Care Home: primary care giver has training prior to operating.
No

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

- Provide the citation for this training requirement. . Child Care Programs Requirements: OAC 340:110-3-284(d).Family Child Care Home OAC 340:110-3-85(h).
- Does the state/territory require that this training topic be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?
☒ Yes
☐ No

13. Describe other requirements

- Provide the citation for other training requirements. Child Care Programs: Child passenger safety. When the program provides transportation for 5-year-olds or younger, the program has at least one personnel who obtained child passenger safety training from an approved source listed on the OPDR website, unless the vehicles used are exempt. When the trained personnel's employment ends, the program has three months to meet this requirement. OAC340:110-3-284 (9) Vehicle safety training is required if vehicle is designed to transport 10 or more passengers. OAC 340:110-3-284.3. Family Child Care Home drivers if driving a vehicle designed to transport ten or more passengers, complete training specific to the safe operation of that type of vehicle within three months of providing transportation to children, OAC 340:110-87-(a)(4).
- Does the state/territory require that this training topic(s) be completed before caregivers, teachers, and directors are allowed to care for children unsupervised?
☐ Yes
☒ No

Ongoing Training Requirements

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 related training is required annually for Directors of Child Care Programs; for professional staff a minimum of 12 hours is required annually. Personnel obtain infection control training at least every 12 months.
- b) Licensed FCC homes: The primary caregiver is required to complete 12 clock-hours, assistant caregiver is required to complete 12 clock hours of professional development 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: NA

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. Child Care Program personnel obtain infection control training at least every 12 months.
- How often does the state/territory require that this training topic be completed?
☒ Annually.
☐ Other. Describe

2. Prevention of sudden infant death syndrome and the use of safe-sleep practices

- Provide the citation for this training requirement. OAC 340:110-3-284.3(d); OAC 340:110-85(h).
- How often does the state/territory require that this training topic be completed?
 - ☐ 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

3. Administration of medication, consistent with standards for parental consent

- Provide the citation for this training requirement.
OAC 340:110-3-284.3(d); OAC 340:110-85(h).
- How often does the state/territory require that this training topic be completed?
☐ 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

4. Prevention and response to emergencies due to food and allergic reactions

- Provide the citation for this training requirement-OAC 340:110-3-284.3(d); OAC 340:110-85(h).
- How often does the state/territory require that this training topic be completed?
 - ☐ 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.

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. OAC 340:110-3-284.3(d); OAC 340:110-85(h).
- How often does the state/territory require that this training topic be completed?
 - ☐ 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.

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

- Provide the citation for this training requirement. OAC 340:110-3-284.3(d); OAC 340:110-85(h).
- How often does the state/territory require that this training topic be completed?
 - ☐ 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.

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-OAC 340:110-3-284.3(d); OAC 340:110-85(h).
- How often does the state/territory require that this training topic be completed?
 - ☐ Annually.
 - ☒ Other. Describe: Emergency plans are reviewed upon enrollment of children with disabilities or chronic medical conditions; after a drill when procedure issues are identified; and review of each type of drill at least every 12 months.

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

- Provide the citation for this training requirement : OAC 340:110-3-284.3(d); OAC 340:110-85(h).
- How often does the state/territory require that this training topic be completed?
 - ☐ 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.

9. Appropriate precautions in transporting children (if applicable)

- Provide the citation for this training requirement.
- How often does the state/territory require that this training topic be completed? OAC 340:110-3-284.3(d); OAC 340:110-85(h).

☐ 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.

10. Pediatric first aid and CPR certification

- Provide the citation for this training requirement. OAC 340:110-3-284.3(d); OAC 340:110-85(h).
- How often does the state/territory require that this training topic be completed?

☐ Annually.

X Other. Describe: Must be kept current

11. Recognition and reporting of child abuse and neglect

- Provide the citation for this training requirement. OAC 340:110-3-284.3(d); OAC 340:110-85(h).
- How often does the state/territory require that this training topic be completed?

☐ 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.

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

- Provide the citation for this training requirement. OAC 340:110-3-284(d); OAC 340:110-85(h).
- How often does the state/territory require that this training topic be completed?

☐ 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.

13. Describe other requirements.

- Provide the citation for other training requirements. Prior to or within three months of assuming primary responsibilities for food preparation, food service personnel obtain food service training from an approved source listed on the Oklahoma Professional Development Registry (OPDR) website. 340:110-3-284.3(c) (2)
- How often does the state/territory require that this training topic be completed?
 - ☐ Annually.
 - ☒ Other. 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.

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 1) Child Care Programs: Fire Inspections are conducted at least every two years by the local or state fire governmental authority having jurisdiction. The State Fire Marshal may participate. Documentation is maintained per OAC 340:110-3-281.2(c). 2) Health Inspections are conducted at least every two years by OSDH or HIS, unless the program only provides limited food service per OAC 340:110-3-299 (a). Documentation is maintained per OAC 340:110-3-281.2 (2). 3) Licensing monitoring is the authorization to operate maintained on the basis of the program complying with licensing requirements for either Family Child Care Homes or Child Care Programs. 4) Oklahoma Professional Development Registry is utilized by licensing specialist to review professional development records of child care programs and family child care programs participating in QRIS for compliance. 5) 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 BIDS database. 6) Oklahoma Restricted Registry is monitored to identify if personnel is restricted from working in child care. 7) Secretary of State website to monitor ownership of child care programs 8) Oklahoma State Courts Network to monitor criminal history for owners. 9) KIDS 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 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. When the inquirer has informed licensing staff they are currently providing care for children, procedures in OAC 340:110-1-13 are followed. Licensing informs the inquirer they are not to provide care of children without permission to operate from Oklahoma Child Care Services (OCCS). When the inquirer indicates an interest in becoming licensed, the licensing staff: determines the necessity for a license according to Section 403 of Title 10 of the Oklahoma Statutes, reviews the exemptions for programs that are not designed or intended for child care, 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 as reference in OAC 340:110-1-9.3, facility has submitted a completed application in accordance with OAC 340:110-1-6; provided all required background information per OAC 340:110-1-8.1; 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. 340:110-1-9. Case management: The Oklahoma Child Care Services (OCCS) 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. The Oklahoma Child Care Services (OCCS) 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.
5. List the citation(s) for your state/territory's policies regarding inspections for licensed CCDF center providers 340:110-1-9

b) Licensed CCDF family child care home

Describe your state/territory's requirements for *pre-licensure inspections* of licensed family child care 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. When the inquirer has informed licensing staff they are currently providing care for children, procedures in OAC 340:110-1-13 are followed. Licensing informs the inquirer they are not to provide care of children without permission to operate from Oklahoma Child Care Services (OCCS). When the inquirer indicates an interest in becoming licensed, the licensing staff: determines the necessity for a license according to Section 403 of Title 10 of the Oklahoma Statutes, reviews the exemptions for programs that are not designed or intended for child care, 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 as reference in OAC 340:110-1-9.3, facility has submitted a completed application in accordance with OAC 340:110-1-6; provided all required background information per OAC 340:110-1-8.1; 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.

1. Describe your state/territory's requirements for at least annual, unannounced inspections of licensed CCDF family child care providers. 340:110-1-9. Case management: The Oklahoma Child Care Services (OCCS) 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.
2. 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.

3. Describe the monitoring procedures (including differential monitoring, if applicable) and how the inspections ensure that CCDF family child care providers comply with the applicable licensing standards, including health, safety, and fire standards. The Oklahoma Child Care Services (OCCS) 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. Additional visits are made when programs have numerous, serious, and repeated noncompliances 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.

4. List the citation(s) for your state/territory's policies regarding inspections for licensed CCDF family child care providers OAC 340:110-1-9.

c) Licensed in-home CCDF child care

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

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

2. Describe your state/territory's requirements for at least annual, unannounced inspections of licensed CCDF in-home child care providers. NA

3. Identify the frequency of unannounced inspections:

☐ Once a year

☐ More than once a year. Describe NA

4. Describe the monitoring procedures (including differential monitoring, if applicable) and how the inspections ensure that in-home CCDF child care providers comply with the applicable licensing standards, including health, safety, and fire standards. NA

5. List the citation(s) for your state/territory's policies regarding inspections for licensed in-home CCDF providers NA

d) List the entity(ies) in your state/territory that are responsible for conducting pre-licensure inspections and unannounced inspections of licensed CCDF providers. Lead Agency is responsible.

5.3.3 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 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 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. NA

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

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

a) License-exempt center-based CCDF providers, including if monitoring is announced or unannounced, occurs more frequently than once per year, and if differential monitoring is used. Military and tribal child care programs located in Oklahoma may apply for star certification and submit copies of monitoring visits for the last year to demonstrate compliance with applicable child care licensing requirements. A visit is made by the quality rating and improvement system designee prior to approval to verify compliance with certification criteria. An annual visit is made to the program to determine continued compliance, including a review of the monitoring visits for the last 24 months.

Provide the citation(s) for this policy or procedure. OAC 340:110-1-8.4, ITS #1

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. Military and tribal child care programs located in Oklahoma may apply for star certification and

submit copies of monitoring visits for the last year to demonstrate compliance with applicable child care licensing requirements. A visit is made by the quality rating and improvement system designee prior to approval to verify compliance with certification criteria. An annual visit is made to the program to determine continued compliance, including a review of the monitoring visits for the last 24 months

Provide the citation(s) for this policy or procedure. OAC [340:110-1-8.4, ITS #1](#)

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. [NA](#)

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

5.3.5 Licensing inspectors.

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

a) To certify, describe how the Lead Agency ensures that licensing inspectors are qualified to inspect child care facilities and providers and that those inspectors have received training on health and safety requirements that are appropriate to the age of the children in care and the type of provider setting (98.42(b)(1)). 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 childcare or formal early childhood setting. Staff complete mandatory training for DHS employees and specific training for licensing specialist that address language and 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. Oklahoma Administrative Code (OAC) 340:110-1-20 describes professional development of CCS staff
<http://www.okdhs.org/library/policy/Pages/oac340110010020000.aspx>

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

a) To certify, describe the state/territory policies and practices regarding the ratio of licensing inspectors to child care providers (i.e., number of providers per number of child care providers) and facilities in the state/territory and include how the ratio is sufficient to conduct effective

inspections on a timely basis. Standard practice for the State licensing agency is equal distribution of providers and programs among licensing staff throughout the state to comply with the State policy 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. Information regarding the ratio of licensing inspectors to child care providers is not cited in policy. It is taken into consideration when managing staff caseloads.

5.3.7 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?

X 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 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

5.4.1 In recognition of the significant challenges to implementing the Child Care and Development Fund (CCDF) background check requirements, all States applied for and received extensions through September 30, 2018. The Office of Child Care (OCC)/Administration for Children and Families (ACF)/U. S. Department of Health and Human Services (HHS) is committed to granting additional waivers of up to 2 years, in one year increments (i.e., potentially through September 30, 2020) if significant milestones for background check requirements are met. In order to receive these time-limited waivers, states and territories will demonstrate that the milestones are met and apply for the time-limited waiver by responding to questions 5.4.1a through 5.4.1h below.

As a reminder, the CCDBG Act requires States and territories to have in effect requirements, policies and procedures to conduct criminal background checks for all child care staff members (including prospective staff members) of all child care providers that are 1) licensed, regulated, or registered under state/territory law; or, 2) all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers). Background check requirements apply to any staff member who is employed by a child care provider for compensation, including contract employees and self-employed individuals; whose activities involve the care or supervision of children; or who has unsupervised access to children. For FCC homes, this requirement includes

the caregiver and any other adults residing in the family child care home who are age 18 or older. This requirement does not apply to individuals who are related to all children for whom child care services are provided.

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

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

Milestone Prerequisites for Time-Limited Waivers

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

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

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

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

Background Check Components	If milestone is met, time-limited waiver allowed for:
1) In-state criminal w/fingerprints	Conducting background checks on backlog of current (existing) staff only
2) In-state sex offender registry	

3) In-state state-based child abuse and neglect registry	
4) FBI fingerprint check	
5) NCIC National Sex Offender Registry (NSOR)	<p>Establishing requirements and procedures</p> <p>AND/OR</p> <p>Conducting background checks on all new (prospective) child care staff</p> <p>AND/OR</p> <p>Conducting background checks on backlog of current (existing) staff</p>
6) Inter-state state criminal registry	
7) Inter-state state sex offender registry	
8) Inter-state child abuse and neglect registry	

States and Territories will apply for the initial waiver for a one-year period (starting October 1, 2018 and ending September 30, 2019) as part of the submission of this Plan. If approved, States and Territories will have the option to renew these waivers for one additional year as long as progress is demonstrated during the initial waiver period. Additional guidance will be issued later on the timeline and criteria for requesting the waiver renewal.

Overview of Background Check Implementation deadlines

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

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

- a) Briefly summarize the requirements, policies and procedures for the search of the state criminal registry or repository, with the use of fingerprints required in the state where the staff member resides. 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 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.
 - i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43 and 98.16(o).

-
- All licensed 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.
- ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43 and 98.16(o). All licensed child care programs are required to comply with the background check policies regardless of receipt of CCDF services.
 - iii. Has the search of the state criminal registry or repository, with the use of fingerprints, been conducted for all current (existing) child care staff?
 - ☒ Yes.
 - ☐ No. Check here to indicate request for time-limited waiver for this requirement ☐ and enter the expected date of full implementation of this requirement. Describe the status of conducting the search of the state criminal registry or repository, with the use of fingerprints for current (existing) child care staff. At a minimum, the description should briefly summarize: 1) efforts to date to implement the requirement for all licensed, regulated and registered providers; and all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers); 2) key activities planned toward implementation of this requirement; 3) key challenges to implementing this requirement; and 4) strategies used to address challenges:
 - iv. List the citation: OAC 340:2-46-5(b)
- b) Briefly summarize the requirements, policies and procedures for the search of the state sex offender registry or repository in the state where the staff member resides. 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.
- i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43 and 98.16(o). All licensed 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.
 - ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43 and 98.16(o). All licensed child care programs are required to comply with the background check policies regardless of receipt of CCDF services.
-

- iii. Has the search of the state sex offender registry or repository been conducted for all current (existing) child care staff?
- ☒ Yes
- ☐ No. Check here to indicate request for time-limited waiver for this requirement ☐ and enter the expected date of full implementation of this requirement. Describe the status of conducting the search of the state sex offender registry or repository for current (existing) child care staff. At a minimum, the description should briefly summarize: 1) efforts to date to implement the requirement for all licensed, regulated and registered providers; and all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers); 2) key activities planned toward implementation of this requirement; 3) key challenges to implementing this requirement; and 4) strategies used to address challenges:
- iv. List the citation: OAC 340:2-46-5(b)
- c) Briefly summarize the requirements, policies and procedures for the search of the state-based child abuse and neglect registry and database in the state where the staff member resides. Oklahoma does not have a 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 and 98.16(o). Oklahoma does not have a child abuse and neglect registry
- ii. Describe how these requirements apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43 and 98.16(o). All licensed child care programs are required to comply with the background check policies regardless of receipt of CCDF services however, Oklahoma does not have a child abuse and neglect registry
- iii. Has the search of the state-based child abuse and neglect registry and database been conducted for all current (existing) child care staff?
- ☐ Yes
- ☒ No. Check here to indicate request for time-limited waiver for this requirement ☐ and enter the expected date of full implementation of this requirement. Describe the status of conducting the search of the state-based child abuse and neglect registry and database for current (existing) child care staff. At a minimum, the description should briefly summarize: 1) efforts to date to implement the requirement for all licensed, regulated and registered providers; and all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers); 2) key activities planned toward implementation of this requirement; 3) key challenges to implementing this requirement; and 4) strategies used to address challenges: Oklahoma does not have a child abuse and neglect registry

iv. List the citation: OAC 340:2-46-5(b)

d) Briefly summarize the requirements, policies and procedures for the FBI fingerprint check using Next Generation Identification. 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 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.

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43 and 98.16(o). All licensed 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, to OBI for owners/operators, all employees and all adults residing in the child care program

ii. Describe how these requirements apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43 and 98.16(o). All licensed child care programs are required to comply with the background check policies regardless of receipt of CCDF services.

iii. Has the search of the FBI fingerprint check using Next Generation Identification been conducted for all current (existing) child care staff?

X Yes

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

iv. List the citation : OAC 340:2-46-5(b)

e) Describe the status of the requirements, policies and procedures for the search of the NCIC's National Sex Offender Registry. OBI has been working with the OSBI on establishing requirements, policies and procedures for the NCIC National Sex Offender Registry.

- ☐ Fully implemented for all prospective and existing required child care providers (all licensed, regulated or registered; and all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers)). This means that the State/Territory has requirements and procedures in effect, and has conducted the search of the NCIC's NSOR check on all new and existing child care staff.

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43 and 98.16(o).

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43 and 98.16(o).

iii. List the citation: : NA

X In progress. Check here to indicate request for time-limited waiver for this requirement ☐ and enter the expected date of full implementation of this requirement. unknown Describe the status of implementation of requirements, policies and procedures for the NCIC's National Sex Offender Registry. At a minimum, the description should briefly summarize: 1) efforts to date to implement the requirement for all prospective and existing licensed, regulated and registered providers; and all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers); 2) key activities planned toward implementation of this requirement; 3) key challenges to implementing this requirement; and 4) strategies used to address challenges: : Discussion 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. 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 the FBI. The information cannot be disseminated. If an individual is listed on the NCIC SOR, there is no requirement stating if the individual is disqualified.

f) Describe the status of the requirements, policies and procedures for the search of the criminal registries or repositories in other states where the child care staff member resided during the preceding 5 years, with the use of fingerprints being optional in those other states.

☒ Fully implemented for all prospective and existing required child care providers (all licensed, regulated or registered; and all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers)). This means that the State/Territory has requirements and procedures in effect, and has conducted the inter-state state criminal registry check on all new and existing child care staff.

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43 and 98.16(o). All licensed 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.

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43 and 98.16(o). All licensed child care programs are required to comply with the background check policies regardless of receipt of CCDF services.

iii. List the citation: OAC 340:2-46-5(b)

- ☐ ☐ In progress. Check here to indicate request for time-limited waiver for this requirement ☐ and enter the expected date of full implementation of this requirement. ☐ Describe the status of implementation of requirements, policies and procedures for the search of the criminal registries or repositories in other states where the child care staff member resided during the preceding 5 years, with the use of fingerprints being optional in those other states. At a minimum, the description should briefly summarize: 1) efforts to date to implement the requirement for all (prospective and existing) licensed, regulated and registered providers; and all providers eligible to provide care for children receiving CCDF; 2) key activities planned toward implementation of this requirement; 3) key challenges to implementing this requirement; and 4) strategies used to address challenges: ☐

g) Describe the status of the requirements, policies and procedures for the search of the state sex offender registry or repository in each state where the staff member resided during the previous 5 years.

☒ Fully implemented for all required child care providers (all licensed, regulated or registered; and all (prospective and existing) child care providers eligible to provide care for children receiving CCDF assistance). This means that the State/Territory has

requirements and procedures in effect, and has conducted the inter-state state sex offender registry check on all new and existing child care staff.

- i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43 and 98.16(o). All licensed 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.
- ii. Describe how these requirements, policies and procedures apply to all providers eligible to care for children receiving CCDF, in accordance with 98.43 and 98.16(o). All licensed child care programs are required to comply with the background check policies regardless of receipt of CCDF services.
- iii. List the citation: OAC340:2-46-5(b)

- ☐ In progress. Check here to indicate request for time-limited waiver for this requirement ☐ and enter the expected date of full implementation of this requirement. Describe the status of implementation of requirements, policies and procedures for the search of the state sex offender registry or repository in each state where the staff member resided during the previous 5 years. At a minimum, the description should briefly summarize: 1) efforts to date to implement the requirement for all (prospective and existing) licensed, regulated and registered providers; and all providers eligible to provide care for children receiving CCDF; 2) key activities planned toward implementation of this requirement; 3) key challenges to implementing this requirement; and 4) strategies used to address challenges:

h) Describe the status of the requirements, policies and procedures for the search of the state-based child abuse and neglect registry and database in each State where the staff member resided during the previous 5 years.

X Fully implemented for all prospective and existing required child care providers (all licensed, regulated or registered; and all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers)). This means that the State/Territory has requirements and procedures in effect, and has conducted the state-based child abuse and neglect registry check on all new and existing child care staff.

- i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43 and 98.16(o). 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. [REDACTED]

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43 and 98.16(o). All licensed child care programs are required to comply with the background check policies regardless of receipt of CCDF services. [REDACTED]

iii. List the citation: OAC340:2-46-5(b)

- ☐ In progress. Check here to indicate request for time-limited waiver for this requirement ☐ and enter the expected date of full implementation of this requirement. [REDACTED] Describe the status of implementation of requirements, policies and procedures for the search of the state-based child abuse and neglect registry and database in each State where the staff member resided during the previous 5 years. At a minimum, the description should briefly summarize: 1) efforts to date to implement the requirement for all (prospective and existing) licensed, regulated and registered providers; and all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers); 2) key activities planned toward implementation of this requirement; 3) key challenges to implementing this requirement; and 4) strategies used to address challenges: [REDACTED]

5.4.2 A child care provider must submit a request to the appropriate state/territory agency for a criminal background check for each child care staff member, including prospective child care staff members, prior to the date an individual becomes a child care staff member and at least once every 5 years thereafter. A prospective child care staff member may begin to work on a provisional basis for a child care provider after completing either a Federal Bureau of Investigation (FBI) fingerprint check or a search of the state/territory criminal registry or repository using fingerprints (in the state/territory where the staff member resides. However, the child care staff member must be supervised at all times pending completion of all the background check components (98.43(d)(4)).

5.4.3 Does the state/territory allow prospective staff members to begin work on a provisional basis (if supervised at all times) after completing the FBI fingerprint check or a fingerprint check of the state criminal registry or repository in the state where the child care staff member resides?

☒ No.

Yes. Describe: Oklahoma allows prospective staff members to begin work on a provisional basis when fingerprints have been submitted and prior to receiving the results back from OSBI/FBI.

5.4.4 The state/territory must conduct the background checks as quickly as possible and shall not exceed 45 days after the child care provider submitted the request. The state/territory shall provide the results of the background check in a statement that indicates whether the staff member is eligible or ineligible, without revealing specific disqualifying information. If the staff member is ineligible, the state/territory will provide information about each disqualifying crime to the staff member.

- 5.4.5 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 states will not be required to obtain an out-of-state name based criminal background check. Oklahoma does not have a Child Abuse and Neglect Registry at this time however, states would contact Oklahoma Child Welfare Services for more information regarding child abuse and neglect.
- 5.4.6 Child care staff members cannot be employed by a child care provider receiving CCDF subsidy funds if they refuse a background check, make materially false statements in connection with the background check, or are registered or required to be registered on the state or National Sex Offender Registry. Potential staff members also cannot be employed by a provider receiving CCDF funds if they have been convicted of: a felony consisting of murder, child abuse or neglect, crimes against children, spousal abuse, crimes involving rape or sexual assault, kidnapping, arson, physical assault or battery, or—subject to an individual review (at the state/territory's option)—a drug-related offense committed during the preceding 5 years; a violent misdemeanor committed as an adult against a child, including the following crimes—child abuse, child endangerment, or sexual assault; or a misdemeanor involving child pornography (98.43(c)(1)).
- Note:* The Lead Agency may not publicly release the results of individual background checks. It may release aggregated data by crime as long as the data do not include personally identifiable information (98.43(e)(2)(iii)).
- 5.4.7 Does the state/territory disqualify child care staff members based on their conviction for other crimes not specifically listed in 98.43(h)?
- ☐ No.
- ☒ Yes. Describe: 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.
- 5.4.8 The state/territory has a process for a child care staff member to appeal the results of his or her background check to challenge the accuracy or completeness of the criminal background report, as detailed in 98.43(e)(3). Describe how the Lead Agency ensures the privacy of background checks and provides opportunities for applicants to appeal the results of background checks. In addition, describe whether the state/territory has a review process for individuals disqualified due to a felony drug offense to determine if that individual is still eligible for employment (98.43(e)(2–4)). 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.

- 5.4.9 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.
- 5.4.10 Federal requirements do not address background check requirements for relative providers who receive CCDF; therefore, States have the flexibility to decide which background check requirements relatives, as defined by CCDF, must meet. *Note:* This exception only applies if the individual cares *only* for relative children. Does the state/territory exempt relatives from background checks?
- ☒ No, relatives are not exempt from background check requirements.
- ☐ Yes, relatives are exempt from *all* background check requirements.
- ☐ Yes, relatives are exempt from *some* background check requirements. If the state/territory exempts relatives from some background check requirements, describe which background check requirements do not apply to relative providers. _____

Section 6 Recruit and Retain a Qualified and Effective Child Care Workforce

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

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

6.1 Professional Development Framework

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

- State/territory professional standards and competencies. Describe: 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 (SAC) 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 on those receiving salary supplements. 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.

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

- X 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.
- X 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 training and professional development requirements in consultation with the State Advisory Council on Early Childhood Education and Care (if applicable) or with another state or state-designated cross-agency body if there is no SAC that addresses the professional development, training, and education of child care providers and staff. 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 Identify how the framework improves the quality, diversity, stability, and retention of caregivers, teachers, and directors (98.44(a)(7)). Check and describe all that apply.

☒ Financial assistance to attain credentials and post-secondary degrees. Describe: Scholarships for early childhood coursework leading towards a national credential, certificate or degree in early childhood education or development 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 incentives linked to educational attainment and retention. Describe: 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.

☐ Financial incentives and compensation improvements. Describe: _____

☐ Registered apprenticeship programs. Describe: _____

☒ Outreach to high school (including career and technical) students. Describe: 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.

☐ Policies for paid sick leave. Describe: _____

☐ Policies for paid annual leave. Describe: _____

☐ Policies for health care benefits. Describe: _____

☐ Policies for retirement benefits. Describe: _____

☒ Support for providers' mental health, such as training in reflective practices and stress-reduction techniques and health and mental health consultation services. Describe: Professional development is available to child care providers on stress reduction. These opportunities assist in workforce retention. 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.

Other. Describe:

6.2 Training and Professional Development Requirements

The state/territory must develop training and professional development requirements, including pre-service or orientation training (to be completed within 3 months) and ongoing requirements designed to enable child care providers to promote the social, emotional, physical, and cognitive development of children and to improve the knowledge and skills of the child care workforce. Such requirements shall be applicable to child care providers caring for children receiving CCDF funds across the entire age span,

from birth through age 12 (658E(c)(2)(G)). Ongoing training and professional development should be accessible and appropriate to the setting and age of the children served (98.44(b)(2)).

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

- 6.2.2 Describe how the state/territory's training and professional development requirements are accessible to providers supported through Indian tribes or tribal organizations receiving CCDF funds (as applicable) (98.44(b)(2)(vi)). 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 Describe how the state/territory will recruit and facilitate the participation of providers with limited English proficiency and persons with disabilities (98.16(dd)). The 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 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. 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 If the Lead Agency provides information or services to providers in other non-English languages, please identify the three primary languages offered or specify that the State has the ability to have translation/interpretation in primary and secondary languages. The 2012 Census Bureau lists Spanish speaking only individuals living in Oklahoma as 65,280 (2.03% of the population). Child Care Services contracts with Language Line Solutions when a translator is needed for a client with limited English language skills. The translator joins in a conference call for a three-way communication. Translation services are available in numerous languages to meet the needs of families and child care providers. Bilingual referral specialists are housed in the metro regional offices and work with DHS Licensing when translation services are needed for people who are in the process of becoming licensed. An annual statewide Hispanic Child Care Conference is offered in Spanish and where potential providers can start working through their required training hours and have the chance to network with other professionals. Professional development classes to meet CDA requirements are available to Spanish speaking providers. The CCR&R website is bilingual, so providers and parents who prefer to read in Spanish can access the child care quality indicators, child development information and access links to relevant information. The Family Child Care Home Licensing Requirements book is distributed to Spanish speaking potential providers and other providers who speak Spanish by the CCR&R agencies. As licensing specialist positions become available, preference is given when an individual is bilingual.
- 6.2.5 Describe how the state/territory's training and professional development requirements are appropriate, to the extent practicable, for child care providers who care for children receiving child care subsidies, including children of different age groups (such as specialized credentials for providers who care for infants and/or school-age children); English-language learners; children with developmental delays and disabilities; and Native Americans, including Indians and Native Hawaiians (98.44(b)(2)(iii-iv)). 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 in out of school time programs), children with disabilities,

children who are experiencing homelessness, children with challenging behaviors, inclusion, family interactions, etc. The searchable training calendar allows for personnel to seek professional development to support individual training needs (okregistry.org).

- 6.2.6 The Lead Agency must provide training and technical assistance to providers and appropriate Lead Agency (or designated entity) staff on identifying and serving homeless children and families (658E(c)(3)(B)(i)).
- a) Describe the state/territory's training and TA efforts for providers in identifying and serving homeless children and their families (relates to question 3.2.2). Two trainings for providers were developed: *It Takes a Village: Providing Education and Services for Homeless Children and Helping Children Heal from Trauma of Being Homeless (okregistry.org).*
 - b) Describe the state/territory's training and TA efforts for Lead Agency (or designated entity) staff in identifying and serving homeless children and their families (connects to question 3.2.2). The Lead Agency conducts outreach to homeless families to improve access to childcare services. The Lead Agency works with the Homeless Alliance and other community partners to conduct outreach to homeless families by distributing application forms, brochures, and other information materials to these locations. In addition DHS staffs are out stationed at several homeless shelters around the state to take applications and distribute informational materials regarding subsidized child care. A bookmark- format flyer has been developed to notify families of resources including assistance with paying for childcare. The flyer is distributed by McKinney Vento liaisons in school districts, DHS offices, CCR&R, homeless shelters and other locations where homeless families are served .
- 6.2.7 The states and territories are required to describe effective internal controls that are in place to ensure program integrity and accountability (98.68(a)). Describe how the state/territory ensures that all providers for children receiving CCDF funds are informed and trained regarding CCDF requirements and integrity (98.68(a)(3)). Check all that apply.
- ☒ Issue policy change notices
 - ☒ Issue new policy manual
 - ☒ Staff training
 - ☒ Orientations
 - ☒ Onsite training
 - ☒ Online training
 - ☒ Regular check-ins to monitor the implementation of CCDF policies
 - The type of check-ins, including the frequency. Describe: A minimum of three unannounced monitoring visits are conducted annually.
 - ☒ 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. Extensive changes required online training is completed by each program director. The program's Licensing Specialist monitors for compliance with the requirements.

6.2.8 Lead Agencies must develop and implement strategies to strengthen the business practices of child care providers to expand the supply and to improve the quality of child care services (98.16 (z)). Describe the state/territory's strategies to strengthen provider's business practices, which can include training and/or TA efforts.

a) Identify the strategies that the state/territory is developing and implementing for training and TA. Child care center directors may attend Leadership Academy (46 hours) which is designed to increase administration and management skills. Director's 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's Early Learning Guidelines (ELG) 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, & Learning.

b) Describe how the state/territory's early learning and developmental guidelines are appropriate for all children from birth to kindergarten entry. Oklahoma's Early Learning Guidelines for Infants, Toddlers, and Twos, and Oklahoma's 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 booklets is appropriate for all early care and learning settings.

c) Check the domain areas included in the state/territory's early learning and developmental guidelines. Check all that apply.

☒ Cognition, including language arts and mathematics

☒ Social development

☒ Emotional development

☒ Physical development

☒ Approaches toward learning

☒ Other. Describe: In ELGs for both age groups, Creative Skills, Health & Safety, and Science are included. In ELG for Infant Toddlers & Twos Self and Social Awareness is included. And in ELG for Three through Five Year olds Social Studies is included.

d) Describe how the state/territory's early learning and developmental guidelines are implemented in consultation with the educational agency and the State Advisory Council or other state or state-designated cross-agency body if there is no SAC. Continual conversations take place between the SAC, Oklahoma State Department of Education and the Lead Agency. 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 EEPDC members. The inclusion of numerous agencies and organizations allowed the widest input possible.

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,

ELGs for Three through Five Year Olds was last revised in 2011. The current review and edit process began in 2016 and will be completed for distribution in late 2018. ELGs for Infant, Toddler, and Twos were originally completed in 2011. Both ELG books have been revised concurrently by content area to ensure continuity across the age's birth through five. The goal was to make the documents flexible enough to meet the needs of individual children.

f) 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/NR/rdonlyres/DCBC98D7-48B3-42C3-BEFE-4ABE6F486AC/0/1023_OklahomaEarlyLearningGuide_occs036mo_04012011.pdf The web link for three to five is http://www.okdhs.org/NR/rdonlyres/8D52CAF8-E29E-4C88-8131-FB9F18D46910/0/1054_EarlyLearningGuide_occs_10012010.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 ELGs resource. Additional program personnel receive the ELG training on a voluntary basis. Resource and Referral Specialists 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. The Center for Early Childhood Professional Development maintains a list of approved classes and coursework. In addition colleges submit course syllabi for review to determine if the for credit course would meet the guideline for ELGs. Additional professional development has been created to utilize the ELG is program planning.

6.3.3 If quality funds are used to develop, maintain, or implement early learning guidelines, describe the measureable indicators that will be used to evaluate the state/territory's progress in improving the quality of child care programs and services and the data on the extent to which the state/territory has met these measures (98.53(f)(3)). The Lead Agency through program monitoring of QRIS ensures that programs are utilizing the ELGs as a resource for lesson and curriculum planning. Programs are monitoring three times per year for compliance with program requirements. An average of 1550 providers receives training each fiscal year. Approximately 18, 279 personnel have received ELG training since it became required. All program staff attending the training receives benefit as training is available to all programs regardless of receiving CCDF funding or not. Statewide system of technical assistance provided by CCR&R agencies to improve quality care results in improvements identified through Quality Improvement Plans including advancement in the QRIS program.

Section 7 Support Continuous Quality Improvement

Lead Agencies are required to reserve and use a portion of their Child Care and Development Fund program expenditures for activities designed to improve the quality of child care services and to increase parental options for and access to high-quality child care (98.53). The quality activities should be aligned with a statewide or territory-wide assessment of the state's or territory's need to carry out such services and care.

States and territories are required to report on these quality improvement investments through CCDF in three ways:

1. In the Plan, states and territories will describe the types of activities supported by quality investments over the 3-year period (658G(b); 98.16(j)).
2. ACF will collect annual data on how much CCDF funding is spent on quality activities using the expenditure report (ACF-696). This report will be used to determine compliance with the required quality and infant and toddler spending requirements (658G(d)(1); 98.53(f)).
3. For each year of the Plan period, states and territories will submit a separate annual Quality Progress Report that will include a description of activities to be funded by quality expenditures and the measures used by the state/territory to evaluate its progress in improving the quality of child care programs and services within the state/territory (658G(d); 98.53(f)).

States and territories must fund efforts in at least one of the following 10 activities:

- Supporting the training and professional development of the child care workforce
- Improving on the development or implementation of early learning and developmental guidelines
- Developing, implementing, or enhancing a tiered quality rating and improvement system for child care providers and services
- Improving the supply and quality of child care programs and services for infants and toddlers
- Establishing or expanding a statewide system of child care resource and referral services
- Supporting compliance with state/territory requirements for licensing, inspection, monitoring, training, and health and safety (as described in section 5)
- Evaluating the quality of child care programs in the state/territory, including evaluating how programs positively impact children
- Supporting providers in the voluntary pursuit of accreditation
- Supporting the development or adoption of high-quality program standards related to health, mental health, nutrition, physical activity, and physical development
- Performing other activities to improve the quality of child care services, as long as outcome measures relating to improved provider preparedness, child safety, child well-being, or kindergarten entry are possible.

Throughout this Plan, states and territories will describe the types of quality improvement activities where CCDF investments are being made, including but not limited to, quality set-aside funds and will describe the measurable indicators of progress used to evaluate state/territory progress in improving the quality of child care services for each expenditure (98.53(f)).

This section covers the quality activities needs assessment and quality improvement activities and indicators of progress for each of the activities undertaken in the state or territory.

7.1 Quality Activities Needs Assessment for Child Care Services

7.1.1 Lead Agencies must invest in quality activities based on an assessment of the state/territory's needs to carry out those activities. Lead Agencies have the flexibility to design an assessment of their quality activities that best meet their needs, including how often they do the assessment. Describe your state/territory assessment process, including the frequency of assessment (658G(a)(1); 98.53(a)). The Lead Agency conducted a customer service survey of child care programs every two years and a child care initiative feedback survey every three years.

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.

☒ Supporting the training and professional development of the child care workforce

If checked, respond to section 7.3 and indicate which funds will be used for this activity. Check all that apply.

☒ CCDF funds

☐ Other funds

☒ Developing, maintaining, or implementing early learning and developmental guidelines. If checked, respond to section 6.3 and indicate which funds will be used for this activity. Check all that apply.

☒ CCDF funds

☐ Other funds

☒ Developing, implementing, or enhancing a tiered quality rating and improvement system. If checked, respond to 7.4 and indicate which funds will be used for this activity. Check all that apply.

☒ CCDF funds

☐ Other funds

☒ Improving the supply and quality of child care services for infants and toddlers. If checked, respond to 7.5 and indicate which funds will be used for this activity. Check all that apply.

☒ CCDF funds

☐ Other funds

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

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

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

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

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

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

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. 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). The Lead Agency offers training to support QRIS and health and safety licensing requirements. CECPD trains trainers, conducts assessments, has a DVD lending library, creates curriculum for classroom and online training, and provides low cost training. CCR&R provides low or no cost classroom training and free technical assistance to child care programs. OSDH provides no cost training on health and behavior and guidance topics. OSRHE makes available a scholarship program for child care providers to achieve CDAs, credentials, certificates and degrees in early childhood or child development.

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: OPDR has searchable data base of training that includes training provided by CECPD, OCCRRA, OSDH and other training organizations. College coursework also addresses these topics.

X Implementing behavior management strategies, including positive behavior interventions and support models that promote positive social-emotional development and early childhood mental health and that reduce challenging behaviors, including a reduction in expulsions of preschool-age children from birth to age 5 for such behaviors. (See also section 2.5.) Describe: OPDR has searchable 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 Warmline also provide behavior management strategies and interventions for individual programs in need.

X 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 searchable data base of training that includes training provided by CECPD, OCCRRA, OSDH, QRIS and other training organizations. College coursework also focuses these topics.

X 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 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.

- X 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: EHS-CC partnership programs are supported by the Lead Agency. These programs work with children while supporting families with comprehensive services. They also assist by providing child development programs to children in foster care.
- X 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.
- X 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.
- X Caring for and supporting the development of children with disabilities and developmental delays. Describe: OPDR has searchable data base of training that includes training provided by CECPD, OCCRRA, OSDH and other training organizations. College coursework also focuses this topic.
- X Supporting the positive development of school-age children. Describe: OPDR has searchable 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 Mastery is awarded to child care personnel that meet college requirements.
- X 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.
- X Coaches, mentors, consultants, or other specialists available to support access to post-secondary training, including financial aid and academic counseling.
<http://www.okhighered.org/scholars/>

Statewide or territory-wide, coordinated, and easily accessible clearinghouse (i.e., an online calendar, a listing of opportunities) of relevant post-secondary education opportunities

X Financial awards, such as scholarships, grants, loans, or reimbursement for expenses, from the state/territory to complete post-secondary education

<http://www.okhighered.org/scholars/>

X Other. Describe: Statewide list of college coursework that would meet requirements for Oklahoma Director's Credential and Professional Development Ladder is available on a CECPD website. <https://uat-cecpd.outreach.ou.edu/en/provider-programs/oklahoma-registry-information-copy/approved-college-coursework/>

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 of Achievement to determine if areas of concentration impacted programs.

7.4 Quality Rating and Improvement System

Lead Agencies may respond in this section based on other systems of quality improvement, even if not called a QRIS, as long as the other quality improvement system contains the elements of a QRIS.

7.4.1 Does your state/territory have a quality rating and improvement system?

X 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 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. The local resource and referral agencies provide assistance with the application process and with technical assistance for compliance with criteria. The lead agency employs two 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.

If Yes, 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.

No, but the state/territory is in the QRIS development phase.

No, the state/territory has no plans for QRIS development.

7.4.2 QRIS participation.

a) Are providers required to participate in the QRIS?

Participation is voluntary.

X 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). 100% of licensed programs are rated. Licensed Family Child Care Homes are eligible for a subsidy contract at any QRIS level. Licensed Child Care Programs must be certified at the 1+ or higher level to be eligible for a subsidy contract. Subsidy reimbursement is paid at higher rates for achieving higher QRIS ratings

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

Programs serving school-age children

X Faith-based settings

X Tribally operated programs

X Other. Describe: Programs on a military base, Tribal or 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 7.4.7.

Do the state/territory's quality improvement standards align with or have reciprocity with any of the following standards?

No.

☒ Yes. If yes, check the type of alignment, if any, between the state/territory's quality standards and other standards. Check all that apply.

Programs that meet state/territory preK standards are able to meet all or part of the quality improvement standards (e.g., content of the standards is the same, there is a reciprocal agreement between preK programs and the quality improvement system).

☒ Programs that meet federal Head Start Program Performance Standards are able to meet all or part of the quality improvement standards (e.g., content of the standards is the same, there is a reciprocal agreement between Head Start programs and the quality improvement system).

☒ Programs that meet national accreditation standards are able to meet all or part of the quality improvement standards (e.g., content of the standards is the same, an alternative pathway exists to meeting the standards).

Other. Describe: _____

None.

7.4.4 Do the state/territory's quality standards build on its licensing requirements and other regulatory requirements?

No.

☒ Yes. If yes, check any links between the state/territory's quality standards and licensing requirements.

☒ Requires that a provider meet basic licensing requirements to qualify for the base level of the QRIS.

☐ Embeds licensing into the QRIS.

☐ State/territory license is a "rated" license.

☐ Other. Describe: _____

☐ Not linked.

7.4.5 Does the state/territory provide financial incentives and other supports designed to expand the full diversity of child care options and help child care providers improve the quality of services that are provided through the QRIS.

No.

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:
- ☐ None

7.4.6 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures. 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.

7.5 Improving the Supply and Quality of Child Care Programs and Services for Infants and Toddlers

Lead Agencies are encouraged to use the needs assessment to systematically review and improve the overall quality of care that infants and toddlers receive, the systems in place or needed to support and enhance the quality of infant and toddler providers, the capacity of the infant and toddler workforce to meet the unique needs of very young children, and the methods in place to increase the proportion of infants and toddlers in higher quality care.

Lead Agencies are required to spend 3 percent of their total CCDF expenditures on activities to improve the supply and quality of their infant and toddler care.

7.5.1 What activities are being implemented by the state/territory to improve the supply (see also section 4) and quality of child care programs and services for infants and toddlers? Check all that apply and describe.

Establishing or expanding high-quality community- or neighborhood-based family and child development centers. These centers can serve as resources to child care providers to improve the quality of early childhood services for infants and toddlers from low-income families and to

improve eligible child care providers' capacity to offer high-quality, age-appropriate care to infants and toddlers from low-income families. Describe: _____

Establishing or expanding the operation of community- or neighborhood-based family child care networks. Describe: _____

X Providing training and professional development to enhance child care providers' ability to provide developmentally appropriate services for infants and toddlers. Describe: OPDR has 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.

X 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.

X 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 Warm line, Oklahoma State Health Department, and 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: _____

X 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

X Developing infant and toddler components within the early learning and developmental guidelines. Describe: Early Learning Guidelines for Infants and Toddlers and Twos have been revised and are a resource for infant and toddler programs.

X 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 ELG on the website and other 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: _____

X Other. Describe: Stipends for providers that receive additional professional development to improve interactions and individualized program planning for infants and toddlers.

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 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 measure the increase in EHS-CC collaborations as a means of expanding care. An increase in Infant/toddler professional development, credentials and degrees will improve the program practices in infant/toddler programs. Child care capacity for infants and toddlers will increase with the ability of programs to develop and improve infant toddler programs.

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 CCR&R contract for compliance. The 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 help programs identify areas for improvement. 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. 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 qualifications.

7.7.2 Does the state/territory provide financial assistance to support child care providers in complying with minimum health and safety requirements?

X 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 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, numbers 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 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. 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 as a pilot-test or in a few localities but not statewide or territory-wide. Describe: _____

No, but the state/territory is in the accreditation development phase.

☒ No, the state/territory has no plans for accreditation development.

7.9.2 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. _____

7.10 Program Standards

7.10.1 How does the state/territory support state/territory or local efforts to develop or adopt high-quality program standards relating to:

☒ Health. Describe the supports: CCR&R provided Eco Friendly Child Care Training. Collaborated with OSHD and encouraged programs to become designated as Certified Healthy Child Care programs. Provided access to Obesity Prevention and other Health and Safety training on the searchable statewide training calendar (okregistry.org).

☒ Mental health. Describe the supports: Warmline and Child Care Consultation is provided to child care programs. Oklahoma Infant Mental Health Core Competencies are supported in training listed on the searchable statewide training calendar (okregistry.org).

X Nutrition. Describe the supports: Support the utilization of the Adult and Child Care Food Program (CACFP) by providing resources to child care programs on signing up for services.
Assisted in research on family child care utilization of CACFP

X Physical activity. Describe the supports: Partner with OSDH to support child care program participation in Physical Activity & Nutrition Self-Assessment for Child Care (Go NapSACC).
Assisted in research on obesogenic behaviors in child care.

Physical development. Describe the supports: _____

- 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. Progress will determined by increased participation in health related programs such as Go NAPSACC. The projects include self-assessment, training and technical assistance assist programs to make healthy changes. Possibility of adding standards to QRIS criteria.

7.11 Other Quality Improvement Activities

- 7.11.1 List and describe any other activities that the state/territory provides to improve the quality of child care services, which may include consumer and provider education activities, and describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving provider preparedness, child safety, child well-being, or kindergarten entry and the data on the extent to which the state or territory has met these measures. Develop 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. Areas of concentration include infant/toddler programming, preschool programming, school-age programming, administration of child care program, child development, behavior and guidance, program leadership, programming for children with disabilities, etc. Surveys of those participating in recognition program will be conducted to determine changes in child care practices. Child Care Licensing specialists have the opportunity to improve knowledge regarding early childhood programs by working on advanced degrees in a scholarship program. Twenty percent of Licensing Specialist have completed National Association of Regulatory Agency National Regulatory Professional Credential. Educational opportunities have supported consultation services provided to child care programs.

Section 8 Ensure Grantee Program Integrity and Accountability

Program integrity and accountability activities are integral to the effective administration of the CCDF program. Lead Agencies are required to describe in their Plan effective internal controls that ensure integrity and accountability while maintaining the continuity of services (98.16(cc)). These accountability measures should address reducing fraud, waste, and abuse, including program violations and administrative errors.

This section includes topics on internal controls to ensure integrity and accountability and processes in place to investigate and recover fraudulent payments and to impose sanctions on clients or providers in response to fraud.

8.1 Internal Controls and Accountability Measures To Help Ensure Program Integrity

8.1.1 Describe how the Lead Agency ensures that all its staff members and any staff members in other agencies who administer the CCDF program are informed and trained regarding program requirements and integrity. Check all that apply.

- ☒ Issue policy manual
- ☒ Issue policy change notices
- ☒ Staff training. Describe: The Lead Agency uses an online training tool for eligibility staff called Quest which includes training articles, quizzes, and videos. In addition, 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.
- ☒ 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 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.
- ☒ Other. Describe: Quality Assurance reviews are completed annually with licensing supervisory units. The review of cases and policy interpretation is to confirm consistency and accuracy in policy application.

8.1.2 Lead Agencies must ensure the integrity of the use of funds through sound fiscal management and must ensure that financial practices follow generally accepted accounting principles (98.68 (a)(1)). Describe the processes in place for the Lead Agency to ensure sound fiscal management practices for all expenditures of CCDF funds, including the following:

- ☒ Verifying and processing billing records to ensure timely payments to providers. Describe: 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

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- Division. In addition, the Office of Inspector General (OIG) audits providers and reports findings and potential overpayments to the Child Care Subsidy Unit and Finance Division of the Lead Agency. Oklahoma Child Care Services Division monitors all quality contracts for the Lead Agency.
- X 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. Activities can include, but are not limited to, the following:
- Conduct a risk assessment of policies and procedures. Describe: _____
- X 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. _____
- X 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.
- X Other. Describe: The Lead Agency uses the findings from the federally-mandated Improper Payments error rate review process to identify error-prone elements and provide targeted training to eligibility staff.
- 8.1.4 Lead Agencies are required to have processes in place to identify fraud and other program violations to ensure program integrity. Program violations can include intentional and unintentional client and/or provider violations, as defined by the Lead Agency. Administrative errors refer to areas identified through the error-rate review process. Check and describe any activities that the Lead Agency conducts to ensure program integrity.
- a) Check which activities that the Lead Agency has chosen to conduct to identify unintentional or intentional program violations.
- X 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)).
- X 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.
- X Review enrollment documents and attendance or billing records.
- X Conduct supervisory staff reviews or quality assurance reviews.

- X Audit provider records.
- X Train staff on policy and/or audits.
- X Other. 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.

b) Check which activities the Lead Agency has chosen to conduct to identify administrative errors.

- X 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).
- X 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.
Review enrollment documents and attendance or billing records.
- X Conduct supervisory staff reviews or quality assurance reviews.
Audit provider records.
- X Train staff on policy and/or audits.
- X Other. Describe: The Lead Agency uses the findings from the federally-mandated Improper Payments error rate review process to identify error-prone elements and provide targeted training to eligibility staff.

8.1.5 The Lead Agency is required to identify and recover misspent funds as a result of fraud, and it has the option to recover any misspent funds as a result of errors. Check and describe any activities that the Lead Agency uses to investigate and recover improper payments due to program violations or administrative errors, as defined by your state/territory.

a) Check activities that the Lead Agency uses to investigate and recover improper payments due to intentional program violations or fraud. Activities can include, but are not limited to, the following:

Require recovery after a minimum dollar amount of an improper payment and identify the minimum dollar amount. Describe: _____

- X Coordinate with and refer to the other state/territory agencies (e.g., state/territory collection agency, law enforcement agency).
- X Recover through repayment plans.
- X Reduce payments in subsequent months.
Recover through state/territory tax intercepts.
Recover through other means.

- X Establish a unit to investigate and collect improper payments and describe the composition of the unit below.
- X Other. 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.

b) Describe the results of the Lead Agency activities regarding the investigation and recovery of fraud or intentional program violations. Suspected cases of client or provider fraud are referred to the Office of Inspector General for investigation. Overpayments incurred as a result of fraud or intentional program violations are recovered through repayment plans or recoupments. In addition, overpayments over \$500 may be sent to the District Attorney for prosecution review when the Office of Inspector General suspects intentional fraud. The District Attorney determines if prosecution is appropriate. Fraud or intentional program violations may also lead to termination of assistance for families found to be ineligible, or termination of the subsidy contract for providers.

c) Check any activities that the Lead Agency will use to investigate and recover improper payments due to unintentional program violations. Activities can include, but are not limited to, the following:

- Require recovery after a minimum dollar amount of an improper payment and identify the minimum dollar amount. Describe: _____
- Coordinate with and refer to the other state/territory agencies (e.g., state/territory collection agency, law enforcement agency).
- X Recover through repayment plans.
- X Reduce payments in subsequent months.
- Recover through state/territory tax intercepts.
- Recover through other means.
- X Establish a unit to investigate and collect improper payments. 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:

d) Check any activities that the Lead Agency will use to investigate and recover improper payments due to administrative errors.

- Require recovery after a minimum dollar amount of an improper payment and identify the minimum dollar amount. Describe: _____
- Coordinate with and refer to the other state/territory agency(ies) (e.g., state/territory collection agency, law enforcement agency).
- X Recover through repayment plans.
- X Reduce payments in subsequent months.
- Recover through state/territory tax intercepts.

Recover through other means.

- X Establish a unit to investigate and collect improper payments and describe the composition of the unit below.
- X Other. 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.

8.1.6 What type of sanction will the Lead Agency place on clients and providers to help reduce improper payments due to program violations?

Disqualify the client. If checked, describe this process, including a description of the appeal process for clients who are disqualified. _____

- X Disqualify the provider. If checked, describe this process, including a description of the appeal process for providers who are disqualified. All provider audits are reviewed by the Child Care Subsidy Unit who 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.
- X Prosecute criminally.
Other. Describe: