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Child Care and Development Fund (CCDF) Plan
for
State/Territory Oklahoma

FFY 2025 – 2027

Version: Amendment 2

Plan Status: Approved as of 2026-11-05 20:14:48 GMT

This Plan describes the Child Care and Development Fund program to be administered by the State or Territory for the period from 10/01/2024 to 9/30/2027, as provided for in the applicable statutes and regulations. The Lead Agency has the flexibility to modify this program at any time, including amending the options selected or described.

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

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Overview

Introduction

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

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

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

Organization of Plan

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

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

Completing the Plan

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

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

Review and Amendment Process

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

Appendix 1: Implementation Plan

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

CCDF Plan Submission

CCDF Lead Agencies will submit their Plans electronically through the Child Care Automated Reporting System (CARS). CARS will include all language and questions included in the final CCDF Plan template approved by the Office of Management and Budget (OMB). Note that the format of the questions in CARS could be modified from the Word version of the document to ensure compliance with Section 508 policies regarding accessibility to electronic and information technology for individuals with disabilities.

1 CCDF Program Administration

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

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

1.1 CCDF Leadership

The governor of a State or Territory must designate an agency (which may be an appropriate collaborative agency) or establish a joint interagency office to represent the State or Territory as the Lead Agency. The Lead Agency agrees to administer the program in accordance with applicable federal laws and regulations and the provisions of this Plan, including the assurances and certifications.

1.1.1 Designated Lead Agency

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

a. Lead Agency or Joint Interagency Office Information:

   i. Name of Lead Agency: **Oklahoma Human Services**

   ii. Street Address: **2400 North Lincoln Boulevard**

   iii. City: **Oklahoma City**

   iv. State: **Oklahoma**

   v. ZIP Code: **73105**

   vi. Web Address for Lead Agency: **https://oklahoma.gov/okdhs.html**

b. Lead Agency or Joint Interagency Official contact information:

   i. Lead Agency Official First Name: **Jeffrey**

   ii. Lead Agency Official Last Name: **Cartmell**

   iii. Title: **Director**

   iv. Phone Number: **405-522-5050**

   v. Email Address: **Jeffrey.cartmell@okdhs.org**

1.1.2 CCDF Administrator

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

a. CCDF Administrator contact information:

   i. CCDF Administrator First Name: **Jaesha**

ii. CCDF Administrator Last Name: **Quarrels**

iii. Title of the CCDF Administrator: **Director Child Care Services, Oklahoma Human Services**

iv. Phone Number: **405-317-0569**

v. Email Address: **jaesha.quarrels@okdhs.org**

b. CCDF Co-Administrator contact information (if applicable):

i. CCDF Co-Administrator First Name:

ii. CCDF Co-Administrator Last Name:

iii. Title of the CCDF Co-Administrator:

iv. Phone Number:

v. Email Address:

vi. Description of the Role of the Co-Administrator:

1.2 CCDF Policy Decision Authority

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

1.2.1 Entity establishing CCDF program rules

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

Check one of the following:

a. **[x]** All program rules and policies are set or established by the State or Territory. (If checked, skip to question 1.2.2.)

b. **[ ]** Some or all program rules and policies are set or established by local entities or agencies. If checked, indicate which entities establish the following policies. Check all that apply:

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

[ ] State or Territory.

[ ] Local entity (e.g., counties, workforce boards, early learning coalitions).

[ ] Other. Identify the entity and describe the policies the entity can set:

ii. Sliding-fee scale is set by the:

[ ] State or Territory.

[ ] Local entity (e.g., counties, workforce boards, early learning coalitions).

[ ] Other. Identify the entity and describe the policies the entity can set:

iii. Payment rates and payment policies are set by the:

[ ] State or Territory.

[ ] Local entity (e.g., counties, workforce boards, early learning coalitions).

[ ] Other. Identify the entity and describe the policies the entity can set:

iv. Licensing standards and processes are set by the:

[ ] State or Territory.

[ ] Local entity (e.g., counties, workforce boards, early learning coalitions).

[ ] Other. Identify the entity and describe the policies the entity can set:

v. Standards and monitoring processes for license-exempt providers are set by the:

[ ] State or Territory.

[ ] Local entity (e.g., counties, workforce boards, early learning coalitions).

[ ] Other. Identify the entity and describe the policies the entity can set:

vi. Quality improvement activities, including QIS, are set by the:

[ ] State or Territory.

[ ] Local entity (e.g., counties, workforce boards, early learning coalitions).

[ ] Other. Identify the entity and describe the policies the entity can set:

vii. Other. List and describe any other program rules and policies that are set at a level other than the State or Territory level:

1.2.2 Entities implementing CCDF services

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

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

CCDF Activity	CCDF Lead Agency	TANF Agency	Local Government Agencies	CCR&R	Other
Who conducts eligibility determinations?	[x]	[ ]	[ ]	[ ]	[ ] Describe:
Who assists parents in locating child care (consumer education)?	[x]	[ ]	[ ]	[ ]	[ ] Describe:

CCDF Activity	CCDF Lead Agency	TANF Agency	Local Government Agencies	CCR&R	Other
Who issues payments?	**[x]**	**[ ]**	**[ ]**	**[ ]**	**[ ] Describe:**
Who monitors licensed providers?	**[x]**	**[ ]**	**[ ]**	**[ ]**	**[ ] Describe:**
Who monitors license-exempt providers?	**[ ]**	**[ ]**	**[ ]**	**[ ]**	**[x] Describe: License exempt programs are not monitored.**
Who operates the quality improvement activities?	**[x]**	**[ ]**	**[ ]**	**[ ]**	**[ ] Describe:**

1.2.3 Information systems availability

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

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

a. Tasks to be performed.

[x] Yes. If yes, describe: **The Lead Agency monitors compliance with written contractual agreements and delivery of services through regular quarterly reports, observation of progress assessments, and annual reviews as well as scheduled meetings.**

[ ] No. If no, describe:

b. Schedule for completing tasks.

[x] Yes. If yes, describe: **Conducted throughout the fiscal year.**

[ ] No. If no, describe:

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

[x] Yes. If yes, describe: **Annual budget is established with contracted partner meeting all CCDF requirements.**

[ ] No. If no, describe:

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

[x] Yes. If yes, describe: **Quarterly reports are received by the contracted partner as well as an**

inclusive annual report. Yearly reports are provided on regional sub-contracts.

[ ] No. If no, describe:

e. In addition to the written agreements identified above, describe any other monitoring and auditing processes used to oversee CCDF administration. **The Lead Agency receives written reports quarterly from contractual partners. These reports are reviewed by the contract monitor once received with any questions or concerns immediately addressed. At the end of each fiscal contract year, each contractual partner provides a detailed reports of data and activities for the year. These reports are used to determine that contract guidelines are met. Data from these reports are used to inform Lead Agency management, child care industry, parents, public/community organizations, and government organizations about the use of federal dollars and successes gain. Data collected is also used to determine if monies should be placed in other initiatives. Contractual partners meet with Lead Agency personnel on a regular basis from quarterly to monthly. Lead Agency personnel assigned to contractual monitoring participate in annual reviews by attending on site reviews of programs**

1.2.4 Certification of shareable information systems.

Does the Lead Agency certify that to the extent practicable and appropriate, any code or software for child care information systems or information technology for which a Lead Agency or other agency expends CCDF funds to develop is made available to other public agencies? This includes public agencies in other States for their use in administering child care or related programs.

[x] Yes.

[ ] No. If no, describe:

1.2.5 Confidential and personally identifiable information

Certification of policies to protect confidential and personally identifiable information

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

[x] Yes.

[ ] No. If no, describe:

1.3 Consultation in the Development of the CCDF Plan

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

(1) Appropriate representatives of general-purpose local government. General purpose local governments are defined by the U.S. Census at https://www2.census.gov/govs/cog/g12_org.pdf.

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

(3) Tribe(s) or Tribal organization(s) within the State. This consultation should be done in a timely manner and at the option of the Tribe(s) or Tribal organization(s).

1.3.1 Consultation efforts in CCDF Plan development

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

a. Describe how the Lead Agency consulted with appropriate representatives of general-purpose local government: **Government officials have the opportunity to review Oklahoma's State Plan Draft by providing input during the State Plan process by responding to the posted plan draft and by attending the virtual state plan hearing. The State Plan Hearing follows the State of Oklahoma, Open Meeting Requirements for notification, opportunity to submit input.**

a. Describe how the Lead Agency consulted with the State Advisory Council or similar coordinating body: **The Director of Human Services is a participating board member with the Oklahoma Partnership for School Readiness (OPSR). OPSR was provided a copy of Oklahoma State Plan draft and given opportunities to respond to content of the plan with suggestions, edits, or additions.**

b. Describe, if applicable, how the Lead Agency consulted with Indian Tribes(s) or Tribal organizations(s) within the State: **The Lead Agency meets with the Oklahoma Tribal Child Care Association (OTCCA) quarterly. During this meetings information is exchanged included program updates and system changes. The Oklahoma State Plan draft was shared with the OTCCA with input encouraged.**

c. Identify other entities, agencies, or organizations consulted on the development of the CCDF Plan (e.g., representatives from the child care workforce, or statewide afterschool networks) and describe those consultation efforts: **The Lead Agency meets quarterly with partner organizations, Oklahoma Child Care Resource and Referral (OCCRRA), Oklahoma State Regents for Higher Education (OSRE), the University of Oklahoma Center for Early Childhood Professional Development (CECPD), Oklahoma Career Technology, and Oklahoma Partnership on School Readiness (OPSR) on Lead Agency 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 Child Care Services. 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 offered opportunities to provide information on the Parent and Provider surveys and the state plan.

1.3.2 Public hearing process

Lead Agencies must hold at least one public hearing in the State or Territory, with sufficient Statewide or Territory-wide distribution of notice prior to such a hearing to enable the public to comment on the provision of child care services under the CCDF Plan.

Describe the Statewide or Territory-wide public hearing process held to provide the public with an opportunity to comment on the provision of child care services under this Plan.

i. Date of the public hearing: **6/19/2024**

Reminder: Must be no earlier than January 1, 2024. If more than one public hearing was held, enter one date (e.g., the date of the first hearing, the most recent hearing date, or any hearing date that demonstrates this requirement).

ii. Date of notice of public hearing: **5/29/2024**

iii. Was the notice of public hearing posted publicly at least 20 calendar days prior to the date of the public hearing?

[x] Yes.

[ ] No. If no, describe:

iv. Describe how the public was notified about the public hearing, including outreach in other languages, information on interpretation services being available, etc. Include specific website links if used to provide notice**Information related to the Oklahoma State Plan draft was posted on the Oklahoma Secretary of State website, and the Lead Agency's website. Requests can be made to translate any document into another language. Draft State Plan was also share with the Oklahoma Child Care Resource and Referral, Hispanic Coordinator.**

v. Describe how the approach to the public hearing was inclusive of all geographic regions of the State or Territory: **The Lead Agency feels that by offering the Public Hearing in a virtual format allows for greater participation of all individuals throughout all regions of the state.**

vi. Describe how the content of the Plan was made available to the public in advance of the public hearing (e.g., the Plan was made available in other languages, in multiple formats, etc.): **Information related to the Draft Oklahoma State Plan was shared with multiple partners with a request for them to share the draft as well. The draft was also shared with Oklahoma Tribal Child Care Association members. Requests were made that the draft be shares with their collaborative partners, parents and public. The draft plan was sent to all licensed programs with input encouraged and requests to share with parents and guardians of children in care. Placement on the website made the draft plan available to anyone who may look at the Lead Agency website.**

vii. Describe how the information provided by the public was taken into consideration

regarding the provision of child care services under this Plan: **All information received for the Draft Oklahoma State Plan was discussed with the Oklahoma Child Care Services Division Director and management staff. Responses were made to comments received regarding the draft plan details. Recommendations and suggestions were considered for any additional changes that were not limited by available funding.**

1.3.3 Public availability of final Plan, amendments, and waivers

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

a. Provide the website link to where the Plan, any Plan amendments, and waivers (if applicable) are available. Note: A Plan amendment is required if the website address where the Plan is posted changes. **https://oklahoma.gov/okdhs/services/child-care-services/laws-rules-standards/ccfd.html**

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

i. **[x]** Working with advisory committees. Describe: **Information and updates related to the state plan are shared during Child Care Advisory quarterly meetings. Public comment is allowed during these meetings as well as updates from the standing sub-committees representing licensed programs throughout the state. Notification of the link to the state plan draft as well as the parent/provider survey results are provided to all committee members and an inclusive listserv for interested parties.**

ii. **[x]** Working with child care resource and referral agencies. Describe: **State plan information is shared with OCCRRA Executive Director who is encouraged to share with regional resource and referral agencies. Links are provided for posting on public platforms and social media outlets.**

iii. **[x]** Providing translation in other languages. Describe: **The Lead Agency has an agency contract for translation services. This allows for information to be available in all languages. An individual would make a request through the Lead Agency for use of this service with official documents. Spanish is the second predominate language within the state as 7.4% of the population speaks this language. Most families have dual language individuals.**

iv. **[x]** Sharing through social media (e.g., Facebook, Instagram, email). Describe: **The Lead Agency has an Office of Communications which all public information must process through. The State Plan and public hearing information is made available through social media outlets, public website, and agency listserv.**

v. **[x]** Providing notification to key constituents (e.g., parent and family groups, provider groups, advocacy groups, foundations, and businesses). Describe: **The Lead Agency shares information through a multitude of outlets. These include: public announcements through the external website, social media outlets, partner agencies, early childhood organizations, and governmental entities.**

vi. **[x]** Working with Statewide afterschool networks or similar coordinating entities

for out-of-school time. Describe: **State plan information is shared through workgroups and task force participation including members of public education.**

vii. **[x]** Direct communication with the child care workforce. Describe: **Direct communication with the child care workforce. Describe: Information is shared through quarterly Child Care Advisory meetings, monthly newsletters sent out to child care programs, and listserv.**

viii. **[ ]** Other. Describe:

2 Child and Family Eligibility and Enrollment and Continuity of Care

Stable and reliable child care arrangements facilitate job stability for parents and healthy development of children. CCDF eligibility and enrollment policies can contribute to these goals. Policies and procedures that create barriers to families accessing CCDF, like inaccessible subsidy applications and onerous reporting requirements, interrupt a parent's ability to work and may deter eligible families from participating in CCDF.

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

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

2.1 Reducing Barriers to Family Enrollment and Redetermination

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

Examples include developing strategies to inform families and their providers of an upcoming redetermination and the information that will be required of the family, pre-populating subsidy renewal forms, having parents confirm that the information is accurate, and/or asking only for the information necessary to make an eligibility redetermination. In addition, Lead Agencies can offer a variety of family-friendly methods for submitting documentation for eligibility redetermination that considers the range of needs for families in accessing support (e.g., use of languages other than English, access to transportation, accommodation of parents working non-traditional hours).

2.1.1 Eligibility practices to reduce barriers to enrollment

a. Does the Lead Agency implement any of the following eligibility practices to reduce barriers at the time of initial eligibility determination? Check all that apply and describe those elements checked.

i. **[x]** Establishing presumptive eligibility while eligibility is being determined. Describe the policy, including the populations benefiting from the policy, and identify how long the period of presumptive eligibility is: **Individuals may be approved for a maximum of 30 calendar days of child care prior to making a**

complete eligibility determination when an applicant is: 1. In danger of losing a job or cannot start a new job unless child care is immediately approved. 2. Employed but has not received pay from the job and is not guaranteed a wage because the applicant is self-employed or works on a commission-only basis. 3. Requesting protective or preventive child care.

ii. **[ ]** Leveraging eligibility from other public assistance programs. Describe:

iii. **[ ]** Coordinating determinations for children in the same household (while still ensuring each child receives 12 months of eligibility). Describe:

iv. **[ ]** Self-assessment screening tools for families. Describe:

v. **[ ]** Extended office hours (evenings and/or weekends).

vi. **[ ]** Consultation available via phone.

vii. **[x]** Other. Describe the Lead Agency policies to process applications efficiently and make timely eligibility determinations: **When a request for child care is submitted, a 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. 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.**

viii. **[ ]** None.

b. Does the Lead Agency use an online subsidy application?

[x] Yes.

[ ] No. If no, describe why an online application is impracticable.

c. Does the Lead Agency use different policies for families receiving TANF assistance?

[x] Yes. If yes, describe the policies: **A person is predetermined eligible for a child care benefit with a zero copayment when he or she is a recipient of TANF and any activity that is approved on their TANF Work plan is an allowable need factor.**

[ ] No.

2.1.2 Preventing disruption of eligibility activities

a. Identify, where applicable, the Lead Agency's procedures and policies to ensure that parents do not have their employment, education, or job training unduly disrupted to comply with the State's/Territory's or designated local entity's requirements for the redetermination of eligibility. Check all that apply.

i. **[x]** Advance notice to parents of pending redetermination.

ii. **[x]** Advance notice to providers of pending redetermination.

iii. **[ ]** Pre-populated subsidy renewal form.

iv. **[x]** Online documentation submission.

v. **[ ]** Cross-program redeterminations.

vi. **[ ]** Extended office hours (evenings and/or weekends).

vii. **[ ]** Consultation available via phone.

viii. **[ ]** Leveraging eligibility from other public assistance programs.

ix. **[ ]** Other. Describe:

b. Does the Lead Agency use different policies for families receiving TANF assistance?

[ ] Yes. If yes, describe the policies:

[x] No.

2.2 Eligible Children and Families

At eligibility determination or redetermination, children must (1) be younger than age 13; (2) reside with a family whose income does not exceed 85 percent of the State's median income (SMI) for a family of the same size and whose family assets do not exceed $1,000,000; and (3)(a) reside with a parent or parents who are working or attending a job training or educational program (which can include job search) or (b) receive, or need to receive, protective services as defined by the Lead Agency.

2.2.1 Eligibility criteria: age of children served

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

a. Does your Lead Agency serve the full federally allowable age range of children through age 12?

[x] Yes.

[ ] No. If no, describe the age range of children served and the reason why you made that decision to serve less than the full range of allowable children.

Note: Do not include children incapable of self-care or under court supervision, who are reported below in 2.2.1b and 2.2.1c.

b. Does the Lead Agency extend eligibility for CCDF-funded child care to children ages 13 and older but below age 19 who are physically and/or mentally incapable of self-care?

[ ] No.

[x] Yes.

i. If yes, the upper age is (may not equal or exceed age 19): **18.00**

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

includes a child who meets the medical definition of disability as determined by the Social Security Administration but does not meet the financial criteria to receive SSI benefits.

c. Does the Lead Agency extend eligibility for CCDF-funded child care to children ages 13 and older but below age 19 who are under court supervision?

[ ] No.

[x] Yes. If yes, and the upper age is (may not equal or exceed age 19): **18.00**

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

i. "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**

ii. "in loco parentis": **A person acting in the place of a parent without going through legal proceedings.**

2.2.2 Eligibility criteria: reason for care

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

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

a. Identify which of the following activities are included in your definition of "working" by checking the boxes below:

i. **[x]** An activity for which a wage or salary is paid.

ii. **[x]** Being self-employed.

iii. **[ ]** During a time of emergency or disaster, partnering in essential services.

iv. **[ ]** Participating in unpaid activities like student teaching, internships, or practicums.

v. **[x]** Time for meals or breaks.

vi. **[x]** Time for travel.

vii. **[x]** Seeking employment or job search.

viii. **[x]** Other. Describe: **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.

b. Identify which of the following activities are included in your definition of "attending job training" by checking the boxes below:

i. **[x]** Vocational/technical job skills training.

ii. **[ ]** Apprenticeship or internship program or other on-the-job training.

iii. **[ ]** English as a Second Language training.

iv. **[ ]** Adult Basic Education preparation.

v. **[ ]** Participation in employment service activities.

vi. **[x]** Time for meals and breaks.

vii. **[x]** Time for travel.

viii. **[x]** Hours required for associated activities such as study groups, lab experiences.

ix. **[ ]** Time for outside class study or completion of homework.

x. **[x]** Other. Describe: **A training program is defined as a course of study that when completed qualifies a person to meet requirements for a job the client could not have obtained without the certificate of completion, accreditation, or licensure. In order for a training program to meet the definition, the program must qualify for federal financial aid from the United States Department of Education or other federal or state education fund. For a TANF recipient, any activity that is approved on their TANF Work plan is allowed.**

c. Identify which of the following diplomas, certificates, degrees, or activities are included in your definition of "attending an educational program" by checking the boxes below:

i. **[x]** Adult High School Diploma or GED.

ii. **[ ]** Certificate programs (12-18 credit hours).

iii. **[ ]** One-year diploma (36 credit hours).

iv. **[x]** Two-year degree.

v. **[x]** Four-year degree.

vi. **[ ]** Travel to and from classrooms, labs, or study groups.

vii. **[ ]** Study time.

viii. **[x]** Hours required for associated activities such as study groups, lab experiences.

ix. **[ ]** Time for outside class study or completion of homework.

x. **[x]** Applicable meal and break times.

xi. **[x]** Other. Describe: **An education program may also include literacy, adult basic education classes, and English as a second language classes. 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. For a TANF recipient, any activity that is approved on their TANF Work plan is allowed.**

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

[x] No.

[ ] Yes.

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

[ ] Work. Describe:

[ ] Job training. Describe:

[ ] Education. Describe:

[ ] Combination of allowable activities. Describe:

[ ] Other. Describe:

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

[x] Yes.

[ ] No. If no, describe the additional work requirements:

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

Note: A Lead Agency may elect to provide CCDF-funded child care to children in foster care when foster care parents are *not* working or are *not* in education/training activities, but this provision should be included in the Lead Agency's protective services definition.

[ ] No. If no, skip to question 2.2.3.

[x] Yes. If yes, answer the questions below:

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

[x] Children in foster care.

[x] Children in kinship care.

[x] Children who are in families under court supervision.

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

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

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

[x] Children experiencing homelessness.

[x] Children whose family has been affected by a natural disaster.

[x] Other. Describe: **Children whose parent for caretaker is incapacitated.**

g. Does the Lead Agency waive the income eligibility requirements for cases in which children receive, or need to receive, protective services on a case-by-case basis?

[ ] No.

[x] Yes.

h. Does the Lead Agency waive the eligible activity (e.g., work, job training, education, etc.) requirements for cases in which children receive, or need to receive, protective services on a case-by-case basis?

[ ] No.

[x] Yes.

i. Does the Lead Agency use CCDF funds to provide respite care to custodial parents of children in protective services?

[x] No.

[ ] Yes.

2.2.3 Eligibility criteria: deciding entity on family income limits

How are income eligibility limits established?

[x] There is a statewide limit with no local variation.

[ ] There is a statewide limit with local variation. Provide the number of income eligibility tables and describe who sets the limits:

[ ] Eligibility limits are established locally only. Provide the number of income eligibility tables and describe who sets the limits:

[ ] Other. Describe:

2.2.4 Initial eligibility: income limits

a. Complete the appropriate table to describe family income limits.

i. Complete the table below to provide the statewide maximum income eligibility percent and dollar limit or threshold:

Family Size	100% of SMI ($/Month)	Maximum Initial Eligibility Limit (or Threshold) %	Maximum Initial Eligibility Limit (or Threshold) $
1	3901.00	85.00	3316.00
2	5101.00	85.00	4336.00
3	6302.00	85.00	5357.00
4	7502.00	85.00	6377.00
5	8703.00	85.00	7937.00

ii. Does the Lead Agency certify that they use other funds if the income eligibility

limit percent exceeds 85% SMI?

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

[ ] Yes, the Lead Agency certifies that they use other funds (non-CCDF funds) for families with income that exceeds 85% SMI.

[ ] No. The Lead Agency establishes income eligibility limits above SMI and includes CCDF funds to pay for families with income that exceeds 85% SMI. If checked, describe:

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

i. Region/locality with the highest eligibility limit:

Family Size	100% of SMI ($/Month)	Maximum Initial Eligibility Limit (or Threshold) %	Maximum Initial Eligibility Limit (or Threshold) $
1			
2			
3			
4			
5			

ii. Region/locality with the lowest eligibility limit:

Family Size	100% of SMI ($/Month)	Maximum Initial Eligibility Limit (or Threshold) %	Maximum Initial Eligibility Limit (or Threshold) $
1			
2			
3			
4			
5			

iii. Region/locality that is most populous:

Family Size	100% of SMI ($/Month)	Maximum Initial Eligibility Limit (or Threshold) %	Maximum Initial Eligibility Limit (or Threshold) $
1			
2			
3			
4			
5			

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

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

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

[ ] No. The Lead Agency establishes income eligibility limits above 85% SMI and includes CCDF funds to pay for families with income that exceeds 85% SMI. If checked, describe:

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

i. **[x]** Gross wages or salary.

ii. **[x]** Disability or unemployment compensation.

iii. **[x]** Workers' compensation.

iv. **[x]** Spousal support, child support.

v. **[x]** Survivor and retirement benefits.

vi. **[x]** Rent for room within the family's residence.

vii. **[x]** Pensions or annuities.

viii. **[ ]** Inheritance.

ix. **[x]** Public assistance.

x. **[ ]** Other. Describe:

d. What is the effective date for these income eligibility limits? **10/01/2023**

e. Income limits must be established and reported in terms of current SMI based on the most recent data published by the Bureau of the Census, even if the federal poverty level is used in implementing the program.

What federal data does the Lead Agency use when reporting the income eligibility limits? **[x]** LIHEAP. If checked, provide the publication year of the LIHEAP guideline estimates used by the Lead Agency: **2024**

[ ] Other. Describe:

f. Provide the direct URL/website link, if available, for the income eligibility limits. **https://oklahoma.gov/content/dam/ok/en/okdhs/documents/searchcenter/okdhsformresults/c-4.pdf**

2.2.5 Income eligibility: irregular fluctuations in earnings

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

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

i. **[x]** Average the family's earnings over a period of time (e.g., 12 months).

Identify the period of time **12 months**

ii. **[x]** Request earning statements that are most representative of the family's monthly income.

iii. **[x]** Deduct temporary or irregular increases in wages from the family's standard income level.

iv. **[ ]** Other. Describe the other ways the Lead Agency takes into account irregular fluctuations in earnings:

2.2.6 Family asset limit

a. When calculating income eligibility, does the Lead Agency ensure each eligible family does not have assets that exceed $1,000,000?

[x] Yes.

[ ] No. If no, describe:

b. Does the Lead Agency waive the asset limit on a case-by-case basis for families defined as receiving, or in need of, protective services?

[ ] No.

[x] Yes. If yes, describe the policy or procedure: **Foster families and families who have adopted children from foster care are exempt from income and asset tests. In addition, non-parental caretakers who are not legally and financially responsible for children in their care are not subject income or asset tests. Children adopted from foster care and the caretakers not legally responsible for the children are not included in the definition of protective services. Citation: Oklahoma Administrative Code (OAC) 340:40-7-5.**

2.2.7 Additional eligibility criteria

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

a. **[x]** Eligibility determination? If checked, describe: **No additional eligibility rules.**

b. **[x]** Eligibility redetermination? If checked, describe: **No additional eligibility rules.**

2.2.8 Documentation of eligibility determination

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

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

Required at Initial Determination	Required at Redetermination	Description
[x]	**[ ]**	Applicant identity. Describe how you verify: **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 how you verify: **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 how you verify: **Describe how you verify: Client's statement is accepted, and the application is documentation. Child's information is declared at initial application.**
[x]	**[x]**	Work. Describe how you verify: **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 is verified at each eligibility redetermination.**
[x]	**[x]**	Job training or educational program. Describe how you verify: **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 at each eligibility redetermination.**
[x]	**[x]**	Family income. Describe how you verify: **Pay receipts, collateral statements, data exchange system screens, public record stubs, employer statement. Family income is verified at initial application and each eligibility redetermination.**

Required at Initial Determination	Required at Redetermination	Description
[x]	[x]	Household composition. Describe how you verify: **Client's statement is accepted, and the application is documentation. Household composition is declared at initial application and each eligibility redetermination.**
[x]	[x]	Applicant residence. Describe how you verify: **Client's statement is accepted, and the application is documentation. Residence is declared at initial application and each eligibility redetermination.**
[x]	[x]	Other. Describe how you verify: **For Protective/Preventive requests due to incapacitation of a parent or caretaker, a doctor's statement is required at initial application and each eligibility redetermination.**

2.2.9 Exception to TANF work requirements

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

a. Identify the TANF agency that established these criteria or definitions: **Oklahoma Human Services**

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

i. "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.**

ii. "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).**

iii. "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.**

iv. "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?

i. **[x]** In writing

ii. **[x]** Verbally

iii. **[ ]** Other. Describe:

2.3 Prioritizing Services for Vulnerable Children and Families

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

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

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

2.3.1 Lead Agency definition of priority groups

Describe how the Lead Agency defines:

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

e. "Families with very low incomes." **The definition of families with very low incomes includes families with income amounts that don't rise to the level of a copayment on the DHS Appendix C-4, Child Care Eligibility/Copayment Chart. These families are prioritized with a zero-family share copayment. TANF families are also included in the definition and have a zero-family share copayment.**

2.3.2 Prioritization of child care services

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

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

Population Prioritized	Prioritize for enrollment in child care services	Serve without placing on waiting list	Waive co-payments as described in 3.3.1	Pay higher rate for access to higher quality care	Use grants or contracts to reserve spots	Other
Children with special needs	**[ ]**	**[ ]**	**[ ]**	**[x]**	**[ ]**	**[ ]** Describe:

Population Prioritized	Prioritize for enrollment in child care services	Serve without placing on waiting list	Waive co-payments as described in 3.3.1	Pay higher rate for access to higher quality care	Use grants or contracts to reserve spots	Other
Families with very low incomes	[ ]	[ ]	[x]	[ ]	[ ]	[ ] Describe:
Children experiencing homelessness, as defined by CCDF	[ ]	[ ]	[x]	[ ]	[ ]	[ ] Describe:
(Optional) Families receiving TANF, those attempting to transition off TANF, and those at risk of becoming dependent on TANF	[ ]	[ ]	[x]	[ ]	[ ]	[ ] Describe:

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

[x] No.

[ ] Yes. If yes, identify the populations prioritized and describe how the Lead Agency prioritizes services:

2.3.3 Enrollment and grace period for children experiencing homelessness

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

Lead Agencies must establish a grace period that allows children experiencing homelessness and children in foster care to receive CCDF assistance while providing their families with a reasonable time to take any necessary actions to comply with State, Territory, or local immunization and other health and safety requirements. The length of such a grace period must be established in consultation with the State, Territorial, or Tribal public health agency.

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

a. Describe the strategies to allow CCDF enrollment of children experiencing homelessness while required eligibility documentation is obtained: **Homeless families may be approved for 30 calendar days of presumptive child care allowing time for the family to provide required documentation.**

b. Describe the grace period for each population below and how it allows them to receive CCDF assistance while providing their families with a reasonable time to take any necessary actions to comply with immunization and other health and safety requirements.

i. Provide the policy for a grace period for:

Children experiencing homelessness: **Oklahoma allows a grace period of at least 30 days for homeless families to comply with immunization and health and safety requirements.**

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.**

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

[x] Yes.

[ ] No. If no, describe:

c. Describe how the Lead Agency coordinates with licensing agencies and other relevant State, Territorial, Tribal, and local agencies to provide referrals and support to help families with children receiving services during a grace period comply with immunization and other health and safety requirements: **The Lead Agency is responsible for monitoring within the state and works to ensure that families experiencing homelessness or entering foster care have at least 30 days grace period to obtain required immunizations and other health and safety requirements. The Lead Agency works collaboratively with the State Department of Health for recommendations of immunizations following state and federal guidelines. Families are directed to their local health department, Oklahoma Health Care Authority, and local community health services for additional assistance.**

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

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

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

a. Check the strategies the Lead Agency or partners utilize to conduct outreach and provide services to eligible families with limited English proficiency. Check all that apply.

i. **[x]** Application in languages other than English (application and related documents, brochures, provider notices).

ii. **[x]** Informational materials in languages other than English.

iii. **[x]** Website in languages other than English.

iv. **[x]** Lead Agency accepts applications at local community-based locations.

v. **[x]** Bilingual caseworkers or translators available.

vi. **[x]** Bilingual outreach workers.

vii. **[x]** Partnerships with community-based organizations.

viii. **[x]** Collaboration with Head Start, Early Head Start, or Migrant and Seasonal Head Start.

ix. **[ ]** Home visiting programs.

x. [ ] Other. Describe:

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

i. [ ] Applications and public informational materials available in braille and other communication formats for access by individuals with disabilities.

ii. [x] Websites that are accessible (e.g., Section 508 of the Rehabilitation Act).

iii. [x] Caseworkers with specialized training/experience in working with individuals with disabilities.

iv. [x] Ensuring accessibility of environments and activities for all children.

v. [x] Partnerships with State and local programs and associations focused on disability- related topics and issues.

vi. [x] Partnerships with parent associations, support groups, and parent-to-parent support groups, including the Individuals with Disabilities Education Act (IDEA) federally funded Parent Training and Information Centers.

vii. [x] Partnerships with State and local IDEA Part B, Section 619 and Part C providers and agencies.

viii. [x] Availability and/or access to specialized services (e.g., mental health, behavioral specialists, therapists) to address the needs of all children.

ix. [ ] Other. Describe:

2.4.2 Families experiencing homelessness: Outreach and technical assistance efforts

a. Check, where applicable, the procedures used to conduct outreach for children experiencing homelessness and their families.

i. [x] Lead Agency accepts applications at local community-based locations.

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

iii. [x] Partnering with homeless service providers, McKinney-Vento liaisons, and others who work with families experiencing homelessness to provide referrals to child care.

iv. [ ] Other. Describe:

b. The Lead Agency must provide training and technical assistance (TA) to providers and appropriate Lead Agency (or designated entity) staff on identifying and serving children and families experiencing homelessness.

i. Describe the Lead Agency's training and TA efforts for providers in identifying and serving children and their families experiencing homelessness. **The Lead Agency invests in targeted professional development for child care providers. A certificate of achievement awarded upon completion of a series of courses. Childhood Resiliency includes professional development focusing on families and homelessness. Courses are available through the Oklahoma Professional Development Registry that include Understanding Homelessness, Children and Family Homelessness, Addressing Homelessness: The Role of the Early Childhood**

Educator. These courses and others are available to all child care personnel including Tribal programs, families, licensing personnel and any other interested parties. https://okregistry.org/v7/trainings/search Additionally, through the OCCRRA, consultation specialist is prepared to offer technical assistance to programs who may be working with families experiencing the challenges of homelessness.

ii. Describe the Lead Agency's training and TA efforts for Lead Agency (or designated entity) staff in identifying and serving children and their families experiencing homelessness. **The Lead Agency makes available to all personnel training based on Bridges Out of Poverty which is designed to help attendees learn how to better assist others overcoming challenges due to poverty and include homelessness. There is also an extension to this called Stay the Course focusing of providing the best services to those facing poverty challenges including homelessness. Through the OCCRRA, specialist is prepared to offer technical assistance to programs who may be working with families experiencing the challenges of homelessness.**

2.5 Promoting Continuity of Care

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

2.5.1 Children's development

Describe how the Lead Agency's eligibility, enrollment, reporting, and redetermination policies promote continuity of care in order to support children's development. **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 change that a family must report is if their income exceeds 85% of the SMI, which results in the child care benefit closing. Child care benefits do not decrease unless the client requests a decrease to avoid or reduce an overpayment or the reported change results in the child care benefit closing. 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. Families are notified in advance of a pending redetermination. A qualifying need factor must be met at redetermination.**

2.5.2 Minimum 12-month eligibility

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

- Regardless of changes in income, Lead Agencies may not terminate CCDF assistance during the minimum 12-month period if a family has an increase in income that exceeds the Lead Agency's income eligibility threshold but not the federal threshold of 85 percent of SMI; and
- Regardless of temporary changes in participation in work, training, or educational activities.

a. Does the Lead Agency certify that their policies or procedures provide a minimum 12-month eligibility period for each child at initial eligibility determination?

[ ] Yes.

[x] No. If no, describe: **The Lead Agency received a preliminary finding of non-compliance with 12-Month eligibility determination and re-determination. The Lead Agency's system did not allow for a full 12 months of eligibility due to the renewal date being set on the 1st of the application month. A systems change request has been submitted with an anticipated effective date of 10/1/2025. The eligibility period of an additional child placed on an open case was set with the case renewal date. This did not allow for a full 12 months for the additional child. Emergency policy rule changes have been submitted with an anticipated effective date of 1/1/2025 to correct these issues.**

b. Does the Lead Agency certify that its definition of "temporary change" includes each of the minimum required elements?

1. Any time-limited absence from work for an employed parent due to such reasons as the need to care for a family member or an illness.
2. Any interruption in work for a seasonal worker who is not working between regular industry work seasons.
3. Any student holiday or break for a parent participating in a training or educational program.
4. Any reduction in work, training, or education hours, as long as the parent is still working or attending a training or educational program.
5. Any cessation of work or attendance at a training or educational program not listed above. In these cases only, Lead Agencies may establish a period of 3 months or longer.
6. Any change in age, including a child turning 13 years old during the minimum 12-month eligibility period.
7. Any changes in residency within the State or Territory.

[x] Yes.

[ ] No. If no, describe:

c. Are the policies different for redetermination?

[x] No.

[ ] Yes. If yes, provide the additional/varying policies for redetermination:

2.5.3 Job search and continued assistance

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

i. **[x]** Yes. The Lead Agency does consider seeking employment (engaging in a job search) as an eligible activity at initial eligibility determination. If yes, describe: **The Lead Agency offers a three-month job search period for individuals who are seeking employment.**

ii. **[ ]** Yes. The Lead Agency does consider seeking employment (engaging in a job search) as an eligible activity at redetermination. If yes, describe:

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

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

[ ] Yes. The Lead Agency continues assistance.

[x] No, the Lead Agency discontinues assistance.

i. If no, describe the Lead Agency's policies for discontinuing assistance due to a parent's non-temporary change: **Discontinuation of assistance after a non-temporary loss of need only applies to families participating in the TANF and SNAP Education and Training programs. All other families receive the full 12-month eligibility period.**

ii. If no, describe what specific actions/changes trigger the job-search period after each such loss or cessation: **Non-temporary loss of need for TANF and SNAP Education and Training households triggers the job-search period.**

iii. If no, how long is the job-search period where a family can continue assistance (must be at least 3 months)? **Three months.**

c. The Lead Agency may discontinue assistance prior to the next minimum 12-month redetermination in the limited circumstances listed below. Check and provide the policy for all circumstances in which the Lead Agency chooses to discontinue assistance prior to the next minimum 12-month redetermination:

i. **[ ]** Not applicable.

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

Provide the Lead Agency's policy defining the number of unexplained absences identified as excessive:

iii. **[x]** A change in residency outside of the State or Territory.

Provide the Lead Agency's policy for a change in residency outside the State or Territory: **OAC 340:40-9-2**
This part of policy was removed in error during the rule making process in a previous year. Policy will read: (D) client moves out of state; effective 9/16/2024.

iv. **[x]** Substantiated fraud or intentional program violations that invalidate prior determinations of eligibility.

Provide the Lead Agency's definition of fraud/intentional program violations that lead to discontinued assistance: **Per Section 185 of Title 56 of the Oklahoma Statutes (56 O.S. § 185), fraud in obtaining public assistance occurs when a person: (1) obtains or attempts to obtain, or aids, abets, or assists any person to obtain, by means of a false statement**

or representation, by false impersonation, by a fictitious transfer, conveyance or encumbrance of property or income, by a knowing and willful failure to report to Oklahoma Human Services (OKDHS) income, personal property, real property, household members, or other material eligibility factors at the time of application or during the receipt of assistance, or by other fraudulent device, assistance to which an applicant is not entitled or assistance greater than that to which an applicant is justly entitled; or (2) by sale, barter, purchase, theft, acquisition, possession or use of any electronic benefits or debit card, or any other device authorizing participation in the Temporary Assistance for Needy Families (TANF) or other OKDHS program, knowingly obtains, aids, abets, or assists any person to obtain or attempt to obtain assistance to which a person is not entitled. OAC 340:40-15-2.

2.5.4 Reporting changes during the minimum 12-month eligibility period

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

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

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

[x] Yes.

[ ] No. If no, describe:

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

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

Lead Agencies that provide a graduated phase-out must implement a two-tiered eligibility threshold, with the second tier of eligibility (used at the time of eligibility redetermination) to be set at:

(i) 85 percent of SMI for a family of the same size; or,
(ii) An amount lower than 85 percent of SMI for a family of the same size but above the Lead Agency's initial eligibility threshold that:
  (A) Takes into account the typical household budget of a family with a low income
  (B) Provides justification that the second eligibility threshold is:
    (1) Sufficient to accommodate increases in family income over time that are typical for workers with low incomes and that promote and support family economic stability

(2) Reasonably allows a family to continue accessing child care services without unnecessary disruption

At redetermination, a child must be considered eligible if their parents are participating in an eligible activity even if their income exceeds the Lead Agency's initial eligibility income limit as long as their income does not exceed the second tier of eligibility. Note that once determined eligible, the child must be considered eligible for a full minimum 12-month eligibility period, even if the parents' income exceeds the second tier of eligibility during the eligibility period, as long as it does not exceed 85 percent of SMI.

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

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

a. **[x]** Not applicable. The Lead Agency sets its initial eligibility threshold at 85 percent of SMI and therefore is not required to provide a graduated phase-out period. (If checked, skip to question 3.1.1.)

b. **[ ]** The Lead Agency sets the second tier of eligibility at 85 percent of SMI. If checked, describe the policies and procedures:

   i. **[ ]** Lead Agency adjusts the family's co-pay during the graduated phase-out period. If checked, describe how the Lead Agency gradually adjusts co-payment for families under a graduated phase-out period in proportion to a family's income growth. Include information on the percentage or amount of change made in the co-payment during graduated phase-out:

   ii. **[ ]** Lead Agency requires additional reporting requirements during the graduated phase-out period. If checked, describe:

c. **[ ]** The Lead Agency sets the second tier of eligibility at an amount lower than 85 percent of SMI for a family of the same size but above the Lead Agency's initial eligibility threshold. If checked, provide the following information:

   i. Provide the income level ($/month) and the percent of SMI for the second tier of eligibility for a family of three:

   ii. Describe how the second eligibility threshold takes into account the typical household budget of a low-income family:

   iii. Describe how the second eligibility threshold is sufficient to accommodate increases in family income over time that are typical for low-income workers and that promote and support family economic stability:

   iv. Describe how the second eligibility threshold reasonably allows a family to continue accessing child care services without unnecessary disruption:

v. **[ ]** Lead Agency adjusts the family's co-pay during the graduated phase-out period. If checked, describe how the Lead Agency gradually adjusts co-payment for families under a graduated phase-out period in proportion to a family's income growth. Include information on the percentage or amount of change made in the co-payment during graduated phase-out:

vi. **[ ]** Lead Agency requires additional reporting requirements during the graduated phase-out period. If checked, describe:

3 Child Care Affordability

CCDF subsidies make child care more affordable for eligible families, providing access to a greater range of child care options that allow parents to work, go to school, or enroll in training and they allow parents to access higher quality care options that better support children's development. CCDF requires some families participating in CCDF to pay an affordable co-payment set by the Lead Agency to cover a part of their care. But co-payments can be a significant and destabilizing financial strain on family budgets and a barrier to parent employment, and the CCDBG Act requires that the co-payment amount not be a barrier to families participating in CCDF. Lead Agencies may not set parent co-payments above 7% of family income regardless of gradual phase-out policies and regardless of the number of children receiving assistance. Lead Agencies are encouraged to set co-payments much lower than 7% to make child care more affordable for more families and have broad flexibility to waive co-payments for to many participants. Lead Agencies must ensure that the total payment to a child care provider is not reduced because of family's lowered or waived co-payment.

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

3.1 Family Co-payments

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

3.1.1 Family co-payment

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

a. What is the maximum percent of a family's gross income any family could be charged as a co-payment? **7**

b. Does the Lead Agency certify that their sliding fee scales are always based on income and family size (regardless of how many different scales they may use)?

[x] Yes.

[ ] No. If no, describe:

3.1.2 Sliding fee scale

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

a. Is the sliding fee scale set statewide?

[x] Yes.

[ ] No. If no, describe how the sliding fee scale is set:

b. Complete the table below. If the sliding fee scale is not set statewide, complete the table for the most populous locality:

--	*A*	*B*	*C*	*D*	*E*	*F*
Family Size	Lowest monthly income at initial eligibility where the family is first charged a co-pay (greater than $0).	What is the monthly co-payment for a family of this size based on the income level in (A)?	What percentage of income is the co-payment in (B)?	Highest monthly income at initial eligibility where a family is charged a co-pay before a family is no longer eligible.	What is the monthly co-payment for a family of this size based on the income level in (D)?	What percentage of income is this co-payment in (E)?
1	**1074.00**	**27.00**	**2.51**	**3061.00**	**171.00**	**5.59**
2	**1453.00**	**90.00**	**6.19**	**4003.00**	**223.00**	**5.57**
3	**1831.00**	**128.00**	**6.99**	**4945.00**	**276.00**	**5.58**
4	**2209.00**	**153.00**	**6.93**	**5886.00**	**328.00**	**5.57**
5	**2588.00**	**178.00**	**6.88**	**6828.00**	**381.00**	**5.58**

c. What is the effective date of the sliding-fee scale(s)? **October 1, 2023**

d. Provide the link(s) to the sliding-fee scale(s):
https://oklahoma.gov/content/dam/ok/en/okdhs/documents/searchcenter/okdhsformresults/c-4.pdf

e. Does the Lead Agency allow providers to charge families additional amounts above the required co-payment in instances where the provider's price exceeds the subsidy payment?

[ ] No.

[x] Yes.

If yes:

i. Provide the rationale for the Lead Agency's policy to allow providers to charge families additional amounts above the required co-payment, including a

demonstration of how the policy does not provide a barrier and promotes affordability and access for families: **Rationale — Differential Fee Policy**
Section 410.2 of Title 10 (HB 4298) — Implemented through OAC 340:40-5-1
Oklahoma Department of Human Services · Child Care Subsidy Program · Second Draft
Statutory Authority
Section 410.2 of Title 10 of the Oklahoma Statutes, enacted through HB 4298 (2026) and implemented through OAC 340:40-5-1, authorizes participating child care providers to charge subsidy families a differential fee above the OKDHS subsidy reimbursement rate, subject to a statutory cap of ten percent of household income for the combined family share copayment and differential fee. For purposes of this section, household income is defined as the adjusted monthly income used to determine the family share copayment under Appendix C-4 and OAC 340:40-5-1(8) and (9) — the household's gross earned and unearned income, minus legally binding child support paid. This is the same income basis on which the copayment schedule is built, which anchors the statutory term to the existing copayment framework and ensures the calculation remains legally sound. Subsection B of Section 410.2 directs the Department to seek any approval necessary from the federal Administration for Children and Families before the differential fee may be implemented. This submission is made to fulfill that state statutory directive.
Purpose and Federal Framework
The impetus for this policy is the state statute described above. OKDHS is acting to implement a directive of the Oklahoma Legislature, not in response to any federal rule change. The policy the Legislature adopted addresses segment-level variation in child care market rates that no system-level rate structure can fully mirror. In market segments where published provider tuition exceeds the applicable subsidy reimbursement rate, providers without a recovery mechanism may decline to enroll subsidy families, limit subsidy slots, or absorb the gap entirely — outcomes that constrain parental choice and reduce access to the range of providers contemplated by 45 CFR § 98.30.
The federal framework under which this state-mandated policy is reviewed is set by 45 CFR § 98.45(b)(5), which requires a Lead Agency that permits providers to charge families amounts above the required copayment to demonstrate that the policy promotes affordability and access. Following ACF's Restoring Flexibility in the Child Care and Development Fund final rule, published May 12, 2026, the federal copayment cap at seven percent of income has been rescinded; Oklahoma's ten percent statutory cap now serves as the binding ceiling on total family cost, providing family exposure protection that exceeds the federal floor regardless of provider rate decisions.
Affordability and Access — How the Policy Avoids Creating a Barrier
The policy is structured to avoid creating a barrier and to promote affordability and access for families. The statutory cap, applied to the adjusted monthly income basis used for the copayment schedule under OAC 340:40-5-1(8) and (9), ensures family exposure cannot exceed a fixed ceiling. The maximum allowable differential for each copayment tier is published on Appendix C-4 and is calculated using the lower bound of the applicable income range, providing a conservative cap that mathematically guarantees no family within a tier can be charged more than ten

percent of their actual income. Because the cap is published on the copayment schedule itself, a provider can determine the maximum allowable differential by reference to the family's copayment tier without knowing the family's exact income preserving family privacy and requiring no new system functionality.

Categorical Exclusions

Categorical exclusions protect the most vulnerable populations from differential fee exposure entirely. The following families are exempt from differential fees: (a) families receiving public assistance under OAC 340:40-7-1(1); (b) foster care families; (c) families receiving protective or preventive child care under OAC 340:40-7-8(f); (d) families in the presumptive eligibility period; (e) families assigned a zero-dollar family share copayment under Appendix C-4; and (f) families with a child who meets the definition of a child with disabilities under OAC 340:40-7-3.1 a child who receives Supplemental Security Income (SSI), SoonerStart early intervention services documented on an Individualized Family Service Plan (IFSP), or special education services documented on an Individualized Education Program (IEP).

The exclusion of zero-copay families reflects a deliberate affordability judgment: the copayment schedule has already determined that these families cannot afford a copayment, and extending differential fee exposure to them would be inconsistent with that determination. The exclusion of families with a child who meets the definition of a child with disabilities is the same definition already applied in the subsidy program's special needs rate process under OAC 340:40-7-3.1, recognizing that these families often face elevated care costs and more limited provider options. Because the exclusion relies on an existing, verifiable program definition, it requires no new determination process.

Access Considerations for Excluded Populations

Because excluded families cannot be charged a differential fee, a provider who relies on differential revenue could have a financial incentive to prefer families from whom the fee may be collected, which could narrow provider choice for the very populations the exclusions are intended to protect. OKDHS has weighed this risk and finds it outweighed by the mitigating factors described below.

First, the exclusions preserve the current arrangement rather than creating a new disincentive. Providers already accept the OKDHS reimbursement rate plus the family share copayment as full payment for these families today, and charging a differential fee is an affirmative provider election rather than the default. Second, when a child who meets the definition of a child with disabilities requires a higher level of care than a typically abled child, the provider may be eligible for the higher special needs rate under OAC 340:40-7-3.1, following the certification and scoring process, which supplements provider reimbursement for the added cost of care meaning the offset is available in precisely the circumstance where a provider's added cost, and thus any avoidance incentive, would otherwise arise. In addition, a provider's refusal to serve a child on the basis of disability is a violation of the Americans with Disabilities Act and is subject to referral to the U.S. Department of Justice. Third, OKDHS tracks provider participation and any barriers to access, including barriers related to payment practices, consistent with 45 CFR § 98.45(d)(2), and will evaluate as part of its ongoing equal access analysis whether the differential fee policy is affecting access for excluded populations. Should monitoring indicate that the exclusions are constraining provider choice

for these families, OKDHS will revisit the policy through rulemaking.

Procedural Protections

Additional procedural protections include: a maximum of one fee adjustment per twelve-month eligibility period; thirty calendar days prior written notice to families before any differential fee takes effect or changes; recalculation of the maximum allowable differential against the family's current copayment tier and adjusted monthly income at the time of any adjustment; and the family's right to change providers without closure of subsidy benefits if a differential fee creates affordability hardship, preserving the parental choice mandate under 45 CFR § 98.30.

Operational Mechanism and Disclosure

The default arrangement is that participating providers accept the OKDHS reimbursement rate plus the family share copayment as full payment for subsidy families. Charging a differential fee is an affirmative election by the provider, not an automatic feature of participation. A participating provider electing to charge a differential fee determines the family's maximum allowable differential by reference to Appendix C-4 using the family's copayment tier. The provider then discloses the differential fee in writing to the family on a form prescribed by OKDHS, documenting the published tuition rate, the OKDHS reimbursement rate, the family share copayment, the statutory cap, and the specific differential charged. Signed copies are retained in the OKDHS case record and subject to audit. A provider may not charge a subsidy family a combined amount exceeding the provider's published tuition rate for the same category of care provided to private-pay families.

Monitoring and Enforcement

Compliance is monitored through the prescribed written disclosure form, which is retained in the OKDHS case record and subject to audit. In addition, a differential fee verification component is incorporated into routine licensing monitoring visits, during which the presence and accuracy of the required disclosure form is checked against the maximum allowable differential published on Appendix C-4. Differential charges that exceed the maximum allowable amount, or that are charged without completion of the prescribed disclosure procedure, constitute violations of the provider's participation agreement and are subject to corrective action, including termination from the subsidy program. As the Kindersystems case management system is implemented, OKDHS intends to strengthen monitoring through automated tracking of differential charges against the published cap, building on this paper-based and licensing-visit framework.

Rate Adequacy Positioning

Oklahoma's rate-setting framework under 45 CFR § 98.45(c) and equal access analysis under § 98.45(f) are the primary mechanisms for ensuring rate adequacy at the system level. The most recent market rate survey was conducted in 2022. Oklahoma is actively pursuing an updated rate-adequacy analysis using either an updated market rate survey or an alternative methodology approved by ACF, with technical assistance from NCSIA. The differential fee mechanism is structured as a supplement to, not a substitute for, rate-adequacy analysis, and will be evaluated against updated rate-adequacy results to determine whether segment-level variation is being addressed through system-level rate adjustments.

ii. Provide data (including data on the size and frequency of such amounts) on the extent to which CCDF providers charge additional amounts to families: **At the time of this submission, no CCDF providers charge additional amounts above the required family co-payment. The differential fee authorized under Section 410.2 of Title 10 (HB 4298) has not been implemented and, per subsection B of that statute, cannot take effect until the Lead Agency secures this approval from the Administration for Children and Families. No historical data on the size or frequency of such amounts therefore exists.**

3.2 Calculation of Co-Payment

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

3.2.1 Family co-payment calculation

a. How is the family's contribution calculated, and to whom is it applied? Check if the fee is a dollar amount or if the fee is a percent of income below, and then check all that apply under the selection, as appropriate.

i. **[x]** The fee is a dollar amount and (check all that apply):

[ ] The fee is per child, with the same fee for each child.

[ ] The fee is per child and is discounted for two or more children.

[ ] The fee is per child up to a maximum per family.

[ ]No additional fee is charged after a certain number of children.

[x] The fee is per family.

[ ] The contribution schedule varies because it is set locally/regionally (as indicated in 1.2.1). Describe:

[ ]Other. Describe:

ii. **[ ]** The fee is a percent of income and (check all that apply):

[ ]The fee is per child, with the same percentage applied for each child.

[ ]The fee is per child, and a discounted percentage is applied for two or more children.

[ ]The fee is per child up to a maximum per family.

[ ]No additional percentage is charged after a certain number of children.

[ ] The fee is per family.

[ ]The contribution schedule varies because it is set locally/regionally (as indicated in 1.2.1). Describe:

[ ] Other. Describe:

b. Does the Lead Agency use other factors in addition to income and family size to determine each family's co-payment? (Lead Agencies may not use price of care or amount of subsidy payment in determining co-payments).

[x] No.

[ ] Yes.

If yes, check and describe those additional factors below:

i. **[ ]** Number of hours the child is in care. Describe:

ii. **[ ]**Quality of care (as defined by the Lead Agency). Describe:

iii. **[ ]** Other. Describe:

c. Describe any other policies the Lead Agency uses in the calculation of family co-payment to ensure it does not create a barrier to access. Check all that apply:

i. **[ ]** Base co-payments on only a portion of the family's income. For instance, only consider the family income over the federal poverty level.

ii. **[ ]** Base co-payments on the number of children in the family and reduce a portion of the co-payments as the number of children being served increases.

iii. **[ ]**Other. Describe:

3.3 Waiving Family Co-payment

3.3.1 Waiving family co-payment

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

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

[ ] No, the Lead Agency does not waive any family contributions/co-payments. (Skip to question 4.1.1.)

[x] Yes. If yes, identify and describe which family contributions/co-payments waived.

i. **[ ]**Families with an income at or below 100% of the Federal Poverty Level for families of the same size.

ii. **[ ]**Families with an income above 100% but at or below 150% of the Federal Poverty Level for families of the same size.

iii. **[ ]**Families experiencing homelessness.

iv. **[ ]**Families with children with disabilities.

v. **[ ]**Families enrolled in Head Start or Early Head Start.

vi. **[x]**Children in foster care or kinship care, or otherwise receiving or needing to receive protective services. Describe the policy: **Children in Child Welfare custody are considered under protective services and have a zero copayment. In addition, certain families who are considered under protective services but not involved in the Child Welfare system may have copayments waived. OAC 340:40-7-8.**

vii. **[x]**Families meeting other criteria established by the Lead Agency. Describe the policy: **In the following situations the family contributions/copayments have been**

waived: Families with very low incomes that don't rise to the level of a copayment on the DHS Appendix C4 Child Care Eligibility/Copayment chart, 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) or Oklahoma Early Childhood Program (OECP) program, children living with a caretaker who is not legally or financially responsible for the child.

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

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

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

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

4.1 Access to Full Range of Provider Options

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

4.1.1 Parent choice

a. Identify any barriers to provider participation, including barriers related to payment rates and practices, (including for family child care and in-home providers), based on provider feedback, public comment, and reports to the Lead Agency: **Provider feedback indicates the main barriers include low payment rates, too much paperwork, issues with the EBT technology and continually having to remind parents to swipe attendance.**

b. Does the Lead Agency offer child care assistance through vouchers or certificates?

[x] Yes.

[ ] No.

c. Does the Lead Agency offer child care assistance through grants or contracts?

[ ] Yes.

[x] No.

d. Describe how the parent is informed that the child care certificate allows the option to choose from a variety of child care categories, such as private, not-for-profit, faith-based providers; centers; family child care homes; or in-home providers: **At the initial interview, parents are advised of the Child Care Locator which is an online tool that allows the parent to input desired child care criteria to return a search result of licensed/contracted facilities. The parent is also given information on how to contact Oklahoma Child Care Resource and Referral for a searchable database, information on all programs including program characteristics and elements of quality licensed programs that contract to receive subsidy payment through the Lead Agency.**

e. Describe what information is included on the child care certificate: **The certificate includes the name of the provider, names of the children authorized for care, the beginning date of the authorizations, the amount of care authorized, and the amount of the copayment.**

4.2 Assess Market Rates and Analyze the Cost of Child Care

To establish subsidy payment rates that ensure equal access, Lead Agencies must collect and analyze statistically valid and reliable data and have the option to conduct either a (1) market rate survey (MRS) reflecting variations in the price to parents of child care services by geographic area, type of provider, and age of child, or (2) an ACF pre-approved alternative methodology, such as a cost estimation model, which estimates the cost of care by incorporating both data and assumptions to estimate what expected costs would be incurred by child care providers and parents under different scenarios. All Lead Agencies must analyze the cost of providing child care through a narrow cost analysis or pre-approved alternative methodology.

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

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

- Overall approach and rationale for using proposed methodology

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

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

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

a. **[x]** Market rate survey.

   i. When were the data gathered (provide a date range; for instance, September – December 2023)? **June-August 2024**

b. **[ ]** ACF pre-approved alternative methodology.

   i. **[ ]** The alternative methodology was completed.

   ii. **[ ]** The alternative methodology is in process.

If the alternative methodology was completed:

When were the data gathered and when was the study completed?

Describe any major differences between the pre-approved methodology and the final methodology used to inform payment rates. Include any major changes to stakeholder engagement, data, assumptions or proposed scenarios.

If the alternative methodology is in progress:

Provide a status on the alternative methodology and timeline (i.e., dates when the alternative methodology activities will be conducted, any completed steps to date, anticipated date of completion, and expected date new rates will be in effect using the alternative methodology).

c. Consultation on data collection methodology.

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

   iii. State Advisory Council or similar coordinating body: **The 2024 Market Rate Survey is a result of the collaboration of the Lead Agency and the University of Oklahoma's Center for Early Childhood Professional Development (CECPD).**

   iv. Local child care program administrators: **Unlike previous years, we did not provide prior notice to facilities about being contacted by interviewers this year. This adjustment was made with the goal to enhance the accuracy and integrity of our findings.**

v. 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.**

vi. Organizations representing child care caregivers, teachers, and directors from all settings and serving all ages: **Unlike previous years, we did not provide prior notice to facilities about being contacted by interviewers this year. This adjustment was made with the goal to enhance the accuracy and integrity of our findings.**

vii. Other. Describe: **DHS regularly consults with cross-agency bodies through the Child Care Advisory committee, State Advisory Council, Tribal Child Care Association and Partners meetings. Public hearings are held prior to rate increases in child care subsidy.**

d. An MRS must be statistically valid and reliable.

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

i. When was the market rate survey completed? **8/31/2024**

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

iii. Describe how it represented the child care market, including what types of providers were included in the survey: **The target population contained 2,452 facilities. After removing facilities that were no longer in business and that had no telephone, the final sample size was 2,431 facilities. After removing those facilities that surveyors were unable to contact and those that refused to participate or terminated the call, the total number of survey participants was 1,527 for a response rate of 62.8%.**

iv. What databases are used in the survey? Are they from multiple sources, including licensing, resource and referral, and the subsidy program? **The Child Care Licensing database was used that included all current licensed programs representative of all licensed program types.**

v. How does the survey use good data collection procedures, regardless of the method for collection (mail, telephone, or web-based survey)? **All interviewers adhered to a standardized script to ensure uniformity in data collection. 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. Each provider was contacted twice to ensure we reached as many participants as possible.**

vi. What is the percent of licensed or regulated child care centers responding to the survey? **63.30**

vii. What is the percent of licensed or regulated family child care homes responding to the survey? **60.50**

viii. Describe if the survey conducted in any languages other than English: **No other languages were used.**

ix. Describe if data were analyzed in a manner to determine price of care per child: **Provider responses have been collected, compiled and pending analysis.**

x. Describe if data were analyzed from a sample of providers and if so, how the sample was weighted: **A sample was not used. All providers were contacted except for Head Start, part-day, day camp, drop-in, and out of school time as these were deemed not representative of the private pay market.**

e. Price variations reflected.

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

i. Describe how the market rate survey or pre-approved alternative methodology reflected variation in geographic area (e.g., county, region, urban, rural). Include information on whether parts of the State or Territory were not represented by respondents and include information on how prices or costs could be linked to local geographic areas. **Since the last Market Rate Survey (MRS), the Lead Agency has adopted a single statewide rate for subsidies. This new approach no longer differentiates rates based on geographic location. By standardizing rates, we hope to incentivize the expansion of child care services in rural areas, thereby increasing the overall availability and accessibility of care.**

ii. Describe how the market rate survey or pre-approved alternative methodology reflected variation in type of provider (e.g., licensed providers, license-exempt providers, center-based providers, family child care home providers, home based providers). **All child care MRS data was collected by age of child, facility type (licensed homes and centers) and the Star rating.**

iii. Describe how the market rate survey or pre-approved alternative methodology reflected age of child (e.g., infant, toddler, preschool, school-age): **All child care MRS data was collected by age of child, facility type (licensed homes and centers) and the Star rating.**

iv. Describe any other key variations examined by the market rate survey or ACF pre-approved alternative methodology, such as quality level: **The MRS data is collected and analyzed by Star level. The current system is built on a 5 star rating system. Differential rates are offered for ratings of 1 Star, 2 Star, 3 Star, 4 Star and 5 Star.**

4.2.2 Cost analysis

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

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

a. How did the Lead Agency conduct a narrow cost analysis (e.g., a cost model, a cost study, existing data or data from the Provider Cost of Quality Calculator)? **The Lead Agency used a Cost of Quality study conducted by the Rand Corporation in consultation with the State Advisory Council (Oklahoma Partnership for School Readiness).**

b. In the Lead Agency's analysis, were there any relevant variations by geographic location, category of provider, or age of child? **Yes, the sample captured variations in provider type, geographic location, quality rating, and age of child.**

c. What assumptions and data did the Lead Agency use to determine the cost of care at the base level of quality (e.g., ratios, group size, staff compensations, staff training, etc.)? **Minimum Licensing requirements were used to determine the cost at the base level of quality. Examples of minimum requirements include teacher-child rations and group sizes, requirements regarding square footage.**

d. How does the Lead Agency define higher quality and what assumptions and data did the Lead Agency use to determine cost at higher levels of quality (e.g., ratio, group size, staffing levels, staff compensation, professional development requirements)? A Lead Agency can use a quality improvement system or other system of quality indicators (e.g., accreditation, pre-Kindergarten standards, Head Start Program Performance Standards, or State-defined quality measures). **The Lead Agency determines high quality care based on participation in the state Quality Rating and Improvement System. Higher quality of care is defined as care provided in a program rated as two-star level or above, as additional quality criteria, such as enhanced education and professional development, begin to increase at this level. The Market Rate Survey (MRS) obtains information from all levels of providers (one star to five star), from all geographical regions throughout the state.**

e. What is the gap between cost and price, and how did the Lead Agency consider this while setting payment rates? Did the Lead Agency target any rate increases where gaps were the largest or develop any long-term plans to increase rates based on this information?

Results of the Rand study indicate there is wide variation in program operations across the sampled providers, resulting in considerable differences in recovery of costs per child based on the state's payment rates. The state has not implemented a rate increase based on the last Market Rate Survey and Narrow Cost Analysis due to the payment of enhanced rates made possible by Covid-relief funds. The Lead Agency will continue to pay the enhanced rates to maintain compliance with equal access provisions. The Lead Agency will be completing a Market Rate Survey and Narrow Cost Analysis in 2024.

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

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

The Lead Agency must make this report widely available no later than 30 days after completion of the report, including posting the results on the Lead Agency website. The Lead Agency must describe in the detailed report how the Lead Agency took into consideration the views and comments of the public or stakeholders prior to conducting the MRS or ACF pre-approved alternative methodology.

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

i. Provide the date the report was completed: **8/31/2024**

ii. Provide the date the report containing results was made widely available (no later than 30 days after the completion of the report): **9/30/2024**

iii. Provide a link to the website where the report is posted and describe any other strategies the Lead Agency uses to make the detailed report widely available: **Oklahoma Human Services shared the MRS results through website posts, partner agencies and organizations involved in early childhood education. OKDHS shared results of the Market Rate Survey with the Oklahoma Tribal Child Care Association so they may utilize the results to formulate tribal CCDF.**

https://oklahoma.gov/content/dam/ok/en/okdhs/documents/okdhs-pdf-library/child-care-services/Oklahoma%20Child%20Care%20Market%20Rate%20Survey%20Final%20Report%20083124.pdf

iv. Describe how the Lead Agency considered partner views and comments in the detailed report. Responses should include which partners were engaged and how partner input influenced the market rate survey or alternative methodology: **The MRS was discussed at Child Care Services Partners meeting, the Oklahoma Tribal Child Care Association, and the State Advisory Council. All stakeholder feedback and suggestions were considered in developing the final survey.**

4.3 Adequate Payment Rates

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

The ages and types of care listed in the base payment rate tables are meant to provide a snapshot of the categories of rates and are not intended to be comprehensive of all categories that might exist or to reflect the terms used by the Lead Agency for particular ages. If rates are not statewide, please provide all variations of payment rates when reporting base payment rates below.

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

4.3.1 Payment rates

a. Are the payment rates that the Lead Agency is reporting in 4.3.2 set statewide by the Lead Agency?

[x] Yes.

i. If yes, check if the Lead Agency:

[x] Sets the same payment rates for the entire State or Territory.

[ ] Sets different payment rates for different regions in the State or Territory.

[ ] No.

ii. If no, identify how many jurisdictions set their own payment rates:

b. Provide the date the current payment rates became effective (i.e., date of last payment rate update based on most recent MRS or ACF pre-approved alternative methodology as reported in 4.2.1). **4/1/2020**

c. If the Lead Agency does not publish weekly rates, then how were the rates reported in 4.3.2 or 4.3.3 calculated (e.g., were daily rates multiplied by 5 or monthly rates divided by 4.3)? **Daily rates were multiplied by five.**

4.3.2 Base payment rates

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

The preamble to the 2016 final rule states that a benchmark for adequate payment rates is the 75th percentile of the most recent MRS. The 75th percentile benchmark applies to

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

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

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

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

i. Table 1: Complete if rates are set statewide. If rates are not set statewide, provide rates for most populous region. Percentiles are not required if the Lead Agency also conducted an ACF pre-approved alternative methodology but must be reported if the Lead Agency conducted an MRS only.

Care Type	Base payment rate (specify unit, e.g., per day, per week, per month)	% of providers receiving Base rate	Full-Time Weekly Base Payment Rate	What is the percentile of the rate? (MRS)	What is the 50th percentile of the rate? (MRS)	What is the 60th percentile of the rate? (MRS)	What is the 75th percentile of the rate? (MRS)	What is the estimated cost of care? (Alternative Methodology)	What percent of the estimated cost of care is the rate?
Center Care for Infants (6 months)	38.00 Per Day		190.00	34.70			52.00		

Care Type	Base payment rate (specify unit, e.g., per day, per week, per month)	% of providers receiving Base rate	Full-Time Weekly Base Payment Rate	What is the percentile of the rate? (MRS)	What is the 50th percentile of the rate? (MRS)	What is the 60th percentile of the rate? (MRS)	What is the 75th percentile of the rate? (MRS)	What is the estimated cost of care? (Alternative Methodology)	What percent of the estimated cost of care is the rate?
Family Child Care for Infants (6 months)	28.60 Per Day		143.00	56.10			39.00		
Center Care for Toddlers (18 months)	33.60 Per Day		168.00	56.10			46.00		
Family Child Care for Toddlers (18 months)	28.60 Per Day		143.00	40.20			37.50		
Center Care for Preschoolers (4 years)	22.80 Per Day		114.00	3.70			40.00		
Family Child Care for Preschoolers (4 years)	22.80 Per Day		114.00	18.10			37.00		
Center Care for School-Age (6 years)	18.80 Per Day		94.00	27.40			28.00		
Family Child Care for School-Age (6 years)	18.20 Per Day		91.00	28.20			30.00		

ii. Table 2: Do not complete if rates are set statewide. If rates are not set statewide, provide rates for region with payment rates set at the lowest percentile. Percentiles are not required if the Lead Agency also conducted an ACF pre-approved alternative methodology but must be reported if the Lead Agency conducted an MRS only.

Care Type	Base payment rate (specify unit, e.g., per day, per week, per month)	% of providers receiving Base rate	Full-Time Weekly Base Payment Rate	What is the percentile of the rate? (MRS)	What is the 50th percentile of the rate? (MRS)	What is the 60th percentile of the rate? (MRS)	What is the 75th percentile of the rate? (MRS)	What is the estimated cost of care? (Alternative Methodology)	What percent of the estimated cost of care is the rate?
Center Care for Infants (6 months)									
Family Child Care for Infants (6 months)									
Center Care for Toddlers (18 months)									
Family Child Care for Toddlers (18 months)									
Center Care for Preschoolers (4 years)									
Family Child Care for Preschoolers (4 years)									
Center Care for School-Age (6 years)									
Family Child Care for School-Age (6 years)									

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

[x] Yes.

[ ] No. If no, what is the year of the MRS or ACF pre-approved alternative methodology that the Lead Agency used? What was the reason for not using the most recent MRS or

ACF pre-approved alternative methodology? Describe:

4.3.3 Tiered rates, differential rates, and add-ons

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

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

[x] Yes. If yes, describe the add-ons, including what they are, who is eligible to receive the add-ons, and how often are they paid: **The Special Needs Rate add-on is for children who meet the Lead Agency's definition of a child with disabilities and pays an additional $16/day for moderate special needs and an additional $28/day for severe special needs; the Foster Care add-on is for children in state foster care and pays an additional $5 per day; the Non-traditional hours add-on is for children who attend between 6:00 pm – 6:00 am on weekdays and on weekends and pays an additional $14 per day. The special needs and foster care rates are added on to the typical daily amount and are paid weekly. The non-traditional hours payment is paid the following month. Effective November 17, 2025, The Lead Agency has removed the Covid-era $5 add-on per day, per child above the established rate for school-age children.**

[ ] No.

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

[x] Yes.

[ ] No. Tiered or differential rates are not implemented.

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

i. **[x]** Differential rate for non-traditional hours. Describe: **The Non-traditional hours rate is paid as an add-on.**

ii. **[x]** Differential rate for children with special needs, as defined by the Lead Agency. Describe: **The Special Needs Rate is paid as an add-on.**

iii. **[x]** Differential rate for infants and toddlers. Note: Do not check if the Lead Agency has a different base rate for infants/toddlers with no separate bonus or add-on. Describe: **The Lead Agency's rates decrease with age of child. For example, the rate for infants and toddlers is higher than the rate for pre-school age children.**

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

v. **[x]** Differential rate for higher quality, as defined by the Lead Agency. Describe: **The Lead Agency's rates increase as quality rating of childcare program increases.**

vi. **[ ]** Other differential rates or tiered rates. For example, differential rates for geographic area or for type of provider. Describe:

vii. If applicable, describe any additional add-on rates that you have besides those identified above.

Does the Lead Agency reduce provider payments if the price the provider charges to private-pay families not participating in CCDF is below the Lead Agency's established payment rate?

[ ] Yes. If yes, describe:

[x] No.

4.3.4 Establishing payment rates

Describe how the Lead Agency established payment rates:

a. What was the Lead Agency's methodology or process for setting the rates or how did the Lead Agency use their data to set rates? **Provider responses have been collected, compiled and pending analysis. MRS has been formally accepted with final rates yes to be determined and a public rate hearing conducted.**

b. How did the Lead Agency determine that the rates are adequate to meet health, safety, quality, and staffing requirements under CCDF? **The additional $5 per day enabled the Lead Agency to meet CCDF equal access provisions based on data obtained from the most recent Market Rate Survey. In addition, the supply of licensed child care now exceeds pre-pandemic levels. Effective November 17, 2025, the Lead Agency has removed the Covid-era $5 add-on per day, per child above the established rates for school-age children. Effective April 6, 2026, the covid-era $5 per day, per child above the established rate was removed for all children of all ages.**

c. How did the Lead Agency use the cost of care, either from the narrow cost analysis or the ACF pre-approved alternative methodology to inform rate setting, including how using the cost of care promotes the stabilization of child care providers? **The state has not implemented a rate increase based on the last Market Rate Survey and Narrow Cost Analysis due to the payment of enhanced rates made possible by Covid-relief funds. The Lead Agency will continue to pay the enhanced rates to maintain compliance with equal access provisions. The Lead Agency will be completing a Market Rate Survey and Narrow Cost Analysis in 2024 which will inform future rate increases.**

d. How did the Lead Agency account for the cost of higher quality while setting payment rates? **The Lead Agency uses a tiered reimbursement system for QRIS with rates increasing as quality rating increases. The Lead Agency establish a new 5-star rate effective January 1, 2023, with the rollout of the new QRIS to incentivize providers to participate at the highest level of quality.**

e. Identify and describe any additional facts (not covered in responses to 4.3.1 – 4.3.3) that the Lead Agency considered in determining its payment rates to ensure equal access. **Not applicable.**

4.4 Payment Practices to Providers

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

Lead Agencies must also (1) pay providers based on established part-time or full-time rates rather than paying for hours of service or smaller increments of time, and (2) pay for reasonable, mandatory registration fees that the provider charges to private-paying parents. These policies apply to all provider types unless the Lead Agency can demonstrate that in limited circumstances the policies would not be considered generally-accepted payment practices.

In addition, Lead Agencies must ensure that child care providers receive payment for any services in accordance with a payment agreement or an authorization for services, ensure that child care providers receive prompt notice of changes to a family's eligibility status that could impact payment, and have timely appeal and resolution processes for any payment inaccuracies and disputes.

4.4.1 Prospective and enrollment-based payment practices

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

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

[ ] Yes. If yes, describe:

[x] No, it is not a generally-accepted payment practice for each provider type. If no, describe the provider type not paid prospectively and the data demonstrating it is not a generally-accepted payment practice for that provider type, and describe the Lead Agency's payment practice that ensures timely payment for that provider type: **The Lead Agency reimburses providers based on attendance 2 weeks in arrears. The Lead Agency does not meet this provision of the final rule and will file a waiver. The Lead Agency received a preliminary finding of non-compliance with Payment Practices to Providers. The Lead Agency does not pay a provider within no more than 21- calendar days of receiving a complete invoice for services. The Lead Agency will implement Oklahoma Administrative Code changes and process changes with an anticipated effective date of August 2026.**

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

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

[x] No, it is not a generally-accepted practice for each provider type. If no, describe the provider types not paid by authorized enrollment, including the data showing it is not a generally-accepted payment practice for that provider type, and describe how the payment policy accounts for fixed costs: **The Lead agency reimburses providers based on attendance with some absent days. The Lead Agency does not meet this provision of the final rule and will file a waiver.**

[ ] It is impracticable. Describe provider type(s) for which it is impracticable, why it is impracticable, and the alternative approach the Lead Agency uses to delink provider payments from occasional absences, including evidence that the alternative approach will not undermine the stability of child care programs, and thereby accounts for fixed costs:

4.4.2 Other payment practices

Lead Agencies must (1) pay providers based on established part-time or full-time rates rather than paying for hours of service or smaller increments of time, and (2) pay for reasonable, mandatory registration fees that the provider charges to private-paying parents, unless the Lead Agency provides evidence that such practices are not generally-accepted for providers caring for children not participating in CCDF in its State or Territory.

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

[x] Yes.

[ ] No. If no, describe the policies or procedures that are different than paying on a part-time or full-time basis and the Lead Agency's rationale for not paying on a part-time or full-time basis:

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

[ ] Yes. If yes, identify the fees the Lead Agency pays for:

[x] No. If no, identify the data and how data were collected to show that paying for fees is not a generally-accepted payment practice: **Based on the data from the 2024 MRS, the majority of facilities did not charge a registration fee. As a result, charging a mandatory registration fee is not considered a generally accepted practice in Oklahoma.**

c. Describe how the Lead Agency ensures that providers are paid in accordance with a written payment agreement or an authorization for services that includes, at a minimum, information regarding provider payment policies, including rates, schedules, any fees charged to providers, and the dispute-resolution process: **The Lead Agency publishes a Child Care Subsidy Provider Handbook https://childcarehandbook.oucpm.org/**

The rates paid by DHS for child care are determined by the following factors: Star status of the facility,
Setting in which child care is provided (child care center or family child care home), Child's age, Unit type that is approved (full-time, part-time, blended, weekly, or special needs), Add-on rates in addition to base rate include Non-Traditional Hours, and Child Welfare. The EBT payment week begins every Sunday at 12:01 a.m. and ends every Saturday at midnight. Electronic settlements are deposited into provider's account each week. Each deposit is for attendance two weeks before the current week. This allows for providers to

void any incorrect swipes and clients to enter any missed swipes. The payment calendar is located in Section K, Links and Forms in the provider handbook.

There are no fees charged to providers. Payment disputes in which a provider is underpaid for a child's attendance is handled via a Child Care Claim. This form is used by child care centers and homes whenever an adjustment is requested. The provider must clearly document why attendance was not correctly recorded on the POS machine. The form is then submitted to OKDHS Finance via email to EBTChildCare@OKDHS.org. Manual claims are not processed until after the 20th of the month following the claim month. In the case of overpayments, providers are responsible for voiding the incorrect transactions made by the parent within 10 days. If the provider does not get the information updated in the allotted time frame, they are required to notify OKDHS Finance immediately at EBTChildcare@okdhs.org.

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

e. Describe the Lead Agency's timely appeal and resolution process for payment inaccuracies and disputes: **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.**

f. Other. Describe any other payment practices established by the Lead Agency:

4.4.3 Payment practices and parent choice

How do the Lead Agency's payment practices facilitate provider participation in all categories of care? **Oklahoma Human Services payment rates for care and payment practices are uniform across the state so that families have access to a wide range of providers. DHS does not have a waiting list and all eligible families requesting subsidy are assisted in locating licensed child care. Seventy percent of licensed providers in Oklahoma accept children who receive subsidies.**

4.5 Supply Building

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

4.5.1 Child care services available through grants or contracts

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

[ ] Yes, statewide. Describe how the Lead Agency ensures that parents who enroll with a provider who has a grant or contract have choices when selecting a provider:

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

[x] No. If no, describe any Lead Agency plans to provide direct child care services through grants and contracts for child care slots: **The Lead Agency does not meet this provision of the final rule and will file a waiver.**

If no, skip to question 4.5.2.

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

[ ] Children with disabilities. Number of slots allocated through grants or contracts:

[ ] Infants and toddlers. Number of slots allocated through grants or contracts:

[ ] Children in underserved geographic areas. Number of slots allocated through grants or contracts:

[ ] Children needing non-traditional hour care. Number of slots allocated through grants or contracts:

[ ] School-age children. Number of slots allocated through grants or contracts:

[ ] Children experiencing homelessness. Number of slots allocated through grants or contracts:

[ ] Children in urban areas. Percent of CCDF children served in an average month:

[ ] Children in rural areas. Percent of CCDF children served in an average month:

[ ] Other populations. If checked, describe:

ii. If yes, how are rates for slots funded by grants and contracts determined by the Lead Agency?

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

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

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

[x] Yes.

[ ] No.

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

i. **[ ]** Restricted based on the minimum number of children in the care of the in-

home provider to meet the Fair Labor Standards Act (minimum wage) requirements. Describe:

ii. **[x]** Restricted based on the in-home provider meeting a minimum age requirement. Describe: **In-home providers must be at least 18 years of age.**

iii. **[ ]** Restricted based on the hours of care (i.e., certain number of hours, non-traditional work hours). Describe:

iv. **[x]** Restricted to care by relatives. (A relative provider must be at least 18 years of age based on the definition of eligible child care provider.) Describe: **Relative is defined as aunt, uncle, grandparent, great grandparent, or sibling not living in the home.**

v. **[ ]** Restricted to care for children with special needs or a medical condition. Describe:

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

vii. **[x]** Other. Describe: **The provider must not be a member of the child's household and can only care for the child of one family at a time.**

4.5.3 Shortages in the supply of child care

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

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

a. In infant and toddler programs:

i. Data sources used to identify shortages: **The lead agency partnered with The Center on American Progress to identify thirty-four child care deserts w/in the State.**

ii. Method of tracking progress: **The lead agency monitors programs that received desert grant and exceptional needs funding, according to the appropriate licensing regulations.**

iii. What is the plan to address the child care shortages using family child care homes

The lead agency partnered with The Center on American Progress to identify thirty-four child care deserts w/in the State. The lead agency offered a child care desert and exceptional needs grant to address supply demand and to provide programs with funding to assist with offering services to children with special needs. These grants were available to both child care centers and family child care homes.

iv. What is the plan to address the child care shortages using child care centers? **The lead agency partnered with The Center on American Progress to identify thirty-four child care deserts w/in the State. The lead agency offered a child care desert and exceptional needs grant to address supply demand and to provide programs with funding to assist with offering services to children with special needs. These grants were available to both child care centers and family child care homes.**

b. In different regions of the State or Territory:

i. Data sources used to identify shortages: **The lead agency partnered with The Center on American Progress to identify 34 child care deserts w/in the State.**

ii. Method of tracking progress: **The lead agency monitors programs that received desert grant and exceptional needs funding, according to the appropriate licensing regulations.**

iii. What is the plan to address the child care shortages using family child care homes? **The lead agency partnered with The Center on American Progress to identify thirty-four child care deserts w/in the State. The lead agency offered a child care desert and exceptional needs grant to address supply demand and to provide programs with funding to assist with offering services to children with special needs. These grants were available to both child care centers and family child care homes.**

iv. What is the plan to address the child care shortages using child care centers? **The lead agency partnered with The Center on American Progress to identify thirty-four child care deserts w/in the State. The lead agency offered a child care desert and exceptional needs grant to address supply demand and to provide programs with funding to assist with offering services to children with special needs. These grants were available to both child care centers and family child care homes.**

c. In care for special populations:

i. Data sources used to identify shortages: **The lead agency partnered with The Center on American Progress to identify 34 child care deserts w/in the State.**

ii. Method of tracking progress: **The lead agency monitors programs that received desert grant and exceptional needs funding, according to the appropriate licensing regulations.**

iii. What is the plan to address the child care shortages using family child care homes? **The lead agency partnered with The Center on American Progress to identify thirty-four child care deserts w/in the State. The lead agency offered a child care desert and exceptional needs grant to address supply demand and to provide programs with funding to assist with offering services to children with special needs. These grants were available to both child care centers and family**

child care homes.

iv. What is the plan to address the child care shortages using child care centers? **The lead agency partnered with The Center on American Progress to identify thirty-four child care deserts w/in the State. The lead agency offered a child care desert and exceptional needs grant to address supply demand and to provide programs with funding to assist with offering services to children with special needs. These grants were available to both child care centers and family child care homes.**

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

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

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

a. Underserved geographic areas. Describe: **The Lead Agency will continue to focus on recruitment efforts throughout the state by offering opportunities for the public to learn about licensed child care and the availability of services offered by being a licensed program. These efforts include the Lead Agency Quality Coaches conducting regional partner meetings which include licensing, community partners and contracted partners. These meetings serve to share and discuss issues that are unique to child care community and collaborate in these efforts. These meetings are conducted quarterly throughout regions of the state. The Lead Agency also provides recruitment and informational opportunities throughout the state as provided by the licensing specialist assigned areas and the Quality Rating System stars outreach specialist. These are supported multiple times throughout the year. The Oklahoma Child Care Resource and Referral Association (OCCRA) works actively offering services through statewide regional offices. They provide reconnect events and are active in local communities throughout the state to increase awareness of the child care industry needs. Each of these services are available and provided throughout the state to include areas determined to be underserved.**

b. Infants and toddlers. Describe: **Through a quality contract with OCCRRA, Infant Toddler specialist work entirely with programs providing care to infants and toddlers. These services include training and technical assistance centered around this unique care. Oklahoma Child Care Warmline can assist with offering resources and referrals to programs caring for this age group. Oklahoma Child Care Quality Coaches may provide practice-based coaching around infant toddler centered care. OCCRRA also provides pyramid focused training and services to improve the quality of care of infants and toddlers throughout the state. OCCRRA infant toddler specialist actively participates in events throughout the state providing information of supports available through their services.**

c. Children with disabilities. Describe: **The Lead Agency provides a special tiered rate for providers that care for children with disabilities meeting the criteria. Licensing specialist monitor to ensure that training is completed specific to the child in care. These efforts are shared during recruitment and public events by the Lead Agency and contracted partners throughout the state.**

d. Children who receive care during non-traditional hours. Describe: **Recruitment efforts include providing information on need for children during those non-traditional hours of operation. These efforts are supported through licensing recruitment efforts, and OCCRRA.**

e. Other. Specify what population is being focused on to increase supply or improve quality. Describe: **Efforts are being made to support family child care homes through the OCCRRA Thrive Network. This establishes cohorts of providers in regions throughout the state providing specialized training and supports for business practices, specialized needs and a network focusing on special needs of the home care provider. Also available through the regional OCCRRA offices are established business coaches whose main focus is on supports leading to successful business practices.**

4.5.5 Prioritization of investments in areas of concentrated poverty and unemployment

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

Describe how the Lead Agency prioritizes increasing access to high-quality child care and development services for children of families in areas that have significant concentrations of poverty and unemployment and that do not have access to high-quality programs. **The Lead Agency values the prioritization of increasing the availability of access to high-quality programs throughout the state and partnered with The Center on American Progress to identify thirty-four child care deserts within the state. Child Care Desert Grants were available within the identified area for expansion and creation of new programs. A multi-system approach involving agency personnel, and partner agencies is used to improve the quality and availability of programs throughout the state. *The Oklahoma Child Care Resource and Referral will make contact with each program located within their region. Resources and technical assistance are available to improve the quality of care. These services are available within every county and region of the state. Infant Toddler specialist with go in and work exclusively with personnel working with infant and toddler age children. *Child Care Services Quality Coaches work with programs to improve overall quality by offering in depth practice-based coaching on identifies quality criteria. *Lead Agency Stars Outreach Specialist work with any program that participates in the state Quality Rating and Improvement System (QRIS) and work to increase participation in the program by holding monthly meetings and being available for onsite consultation with licensing specialist working on QRIS monitoring. *Through the Center for Early Childhood Professional Development (CECPD), professional development is available with the focus on providing quality child care in all settings. Also, through the CECPD, Leadership Academy is available for center and home personnel that works to increase the management skill within a program, increasing overall quality.**

5 Health and Safety of Child Care Settings

Child care health and safety standards and enforcement practices are essential to protect the health and safety of children while out of their parents' care. CCDF provides a minimum threshold for child care health and safety policies and practices but leaves authority to Lead Agencies to design standards that appropriately protect children's safety and promote nurturing environments that support their healthy growth and development. Lead Agencies should set standards for

ratios, group size limits, and provider qualifications that help ensure that the child care environment is conducive to safety and learning and enable caregivers to promote all domains of children's development.

CCDF health and safety standards help set clear expectations for CCDF providers, form the foundation for health and safety training for child care workers, and establish the baseline for monitoring to ensure compliance with health and safety requirements. These health and safety requirements apply to all providers serving children receiving CCDF services – whether the providers are licensed or license-exempt, must be appropriate to the provider setting and age of the children served, must include specific topics and training on those topics, and are subject to monitoring and enforcement procedures by the Lead Agency. CCDF-required annual monitoring and enforcement actions help ensure that CCDF providers are adopting and implementing health and safety requirements.

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

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

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

5.1 Licensing Requirements

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

5.1.1 Providers subject to licensing

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

a. Identify the center-based provider types subject to child care licensing: **The following programs are licensed: (1) Child care centers-programs that operate 30 or more hours per week. (2) Day camps-programs that operate during school breaks for 12 or less hours per day, serve children 5-years and older who are attending, or have completed kindergarten or above and use the outdoors as a major program component for at least 50% of the daily hours of operation (3) Drop-in programs- 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 six hour days per months per child. (4) out-of-school time programs- operate when school is not in session, such as before- and after-school and school breaks and serve 3-year-olds and older who are attending or have completed pre-kindergarten or above. (5) part-day programs- operate for more than 15 but less than 30 hours per week (6) programs for sick children- programs for sick children serve children**

with illnesses or symptoms that prevent them from comfortable participation in activities in a program caring for well children and requires more care than personnel in a program caring for well children can provide without compromising the health and safety of other children in care.

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

[ ] Yes. If yes, describe:

[x] No.

b. Identify the family child care providers subject to licensing: **Family child care home- a family home that provides care and supervision for seven or fewer children for part of the 24-hour day. Large Family Child Care home- a residential family home that provides care and supervision for eight to twelve children for part of the 24-hour day**

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

[ ] Yes. If yes, describe:

[x] No.

c. Identify the in-home providers subject to licensing: **In home care providers are exempt from licensing requirements.**

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

[ ] Yes. If yes, describe:

[x] No.

5.1.2 CCDF-eligible providers exempt from licensing

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

a. License-exempt center-based child care. Describe by answering the questions below.

i. Identify the categories of CCDF-eligible center-based child care providers who are exempt from licensing requirements. **The provisions of the Oklahoma Child Care Facilities Licensing act shall not apply to: (1) Programs that serve children three years of age and older, that operate during typical school hours by a public school district (2) Programs that serve children three years of age and older that are operated during typical school hours by a private school that offers elementary education through third grade (3) Summer youth camps, summer programs or after-school programs for children who are at least four years of age that are accredited by a national standard setting agency or church camp accreditation program, or are accredited by, charted by, or an affiliated with a national non-profit organization (4) Programs in which children attend on a drop-in basis and parents are on the premises and readily accessible (5) A program of specialized**

activity or instruction for children that is not designed or intended for child care purposes including, but limited to, scouts, 4-H clubs and summer resident youth camps, programs that limit children from enrolling in multiple sessions because of the type of activity or ages accepted and single activity programs such as academics, athletics, gymnastics, hobbies, art, music, dance and craft instructions (6) Any child care facility that: a. provides care and supervision for fifteen or fewer hours per week; b. operates less than ten weeks annually; c. operated in the summer for less than eight hours per day or d. provides care and supervision for school-aged children only in a center-based program for twenty-one or fewer hours a week and is located in a county with a population of less than one hundred thousand according to the latest federal decennial census (7) Facilities whose primary purpose is medical treatment (8) A program where children are not enrolled by the parents and are free to come and go (9) A program in tribal land as defined at 25 U.S.C.A. 1903 (10) A program on a military base or federal property.

ii. Describe the exemptions based on length of day, threshold on the number of children in care, ages of children in care, or any other factors applicable to the exemption. **Any child care facility that: a. provides care and supervision for fifteen or fewer hours per week; b. operates less than ten weeks annually; c. operated in the summer for less than eight hours per day or d. provides care and supervision for school-aged children only in a center-based program for twenty-one or fewer hours a week and is located in a county with a population of less than one hundred thousand according to the latest federal decennial census.**

iii. Describe how the exemptions for these CCDF-eligible providers do not endanger the health, safety, and development of children. **The Oklahoma Licensing Act exempts programs that limit the time children attend; do not meet the intent of child care; or are accredited through national organizations or federal agencies that have health and safety requirements.**

b. License-exempt family child care. Describe by answering the questions below.

i. Identify the categories of CCDF-eligible family child care providers who are exempt from licensing requirements. **The provisions of the Oklahoma Child Care Facilities Act shall not apply to: (1) Care provided in a child's own home or by relatives (2) Informal arrangements which parents make with friends or neighbors for the occasional care of their children (3) Programs in which school-aged children three years of age and older are participating in home-schooling (4) Any child care facility that: a. provides care and supervision for fifteen or fewer hours per week, b. operated less that ten weeks annually, c. operated in the summer for less than eight hours per day (5) A program on tribal land as defined at 25 U.S.C.A. 1903 (6) A program on a military base or federal property.**

ii. Describe the exemptions based on length of day, threshold on the number of children in care, ages of children in care, or any other factors applicable to the exemption. **The Oklahoma Licensing Act exempts programs that limit the time children attend; do not meet the intent of child care; or are accredited through national organizations or federal agencies that have health and safety requirements. Any child care facility that provides care and supervision for fifteen**

(15) or fewer hours per week, operates less than ten (10) weeks annually, operates in the summer for less than eight (8) hours per day.

iii. Describe how the exemptions for these CCDF-eligible providers do not endanger the health, safety, and development of children.
The Oklahoma Licensing Act exempts programs that limit the time children attend; do not meet the intent of child care; or are accredited through national organizations or federal agencies that have health and safety requirements.

c. In-home care (care in the child's own home by a non-relative). Describe by answering the questions below.

i. Identify the categories of CCDF-eligible in-home care (care in the child's own home by a non- relative) providers who are exempt from licensing requirements. **The provisions of the Oklahoma Child Care Facilities Licensing Act shall not apply to care provided in a child's own home or by relatives. This type of care is not supported by the Lead Agency and receive no funding.**

ii. Describe the exemptions based on length of day, threshold on the number of children in care, ages of children in care, or any other factors applicable to the exemption. **The provisions of the Oklahoma Child Care Facilities Licensing Act shall not apply to care provided in a child's own home or by relatives. This type of care is not supported by the Lead Agency and receive no funding.**

iii. Describe how the exemptions for these CCDF-eligible providers do not endanger the health, safety, and development of children. **The provisions of the Oklahoma Child Care Facilities Licensing Act shall not apply to care provided in a child's own home or by relatives. State law provides no regulatory authority over these programs this type of care is not supported by the Lead Agency and received no funding.do not receive funding. The Lead Agency cannot describe how the exemptions for these non CCDF-eligible providers do not endanger the health, safety and development of children.**

5.2 Ratios, Group Size, and Qualifications for CCDF Providers

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

5.2.1 Age classifications

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

a. Infant. Describe: **birth to 12 months of age.**

b. Toddler. Describe: **1-2 year-olds**

c. Preschool. Describe: **3-4 year-olds**

d. School-Age. Describe: **5-12 year-olds**

5.2.2 Ratio and group size limits

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

a. Licensed CCDF center-based care:

i. Infant.

Ratio: **1 teacher for 4 infants**

Group size: **2 teachers to 8 infants**

ii. Toddler.

Ratio: **1 teacher for 6 one year-olds; 1 teacher for 8 two year-olds**

Group size: **2 teachers for 12 one year-olds; 2 teachers for 16 two year-olds**

iii. Preschool.

Ratio: **1 teacher for 12 three year-olds; 1 teacher for 15 four year-olds**

Group size: **2 teachers for 24 three year-olds; 2 teachers for 30 four year-olds**

iv. School-Age.

Ratio: **1 teacher for 20 five year-olds (and older single**

Group size: **2 teachers for 40 five year-olds (and older single-age groups)**

v. Mixed-Age Groups (if applicable).

Ratio: **Infants, 1-year-olds, and 2-year-olds only: 1 teacher to 6 children (no more than two infants per teaching personnel); -Infants and older: 1 teacher to 8 children (no more than two under 2 years of ager per teaching personnel); - 1-year-olds and older: 1 teacher to 8 children (no more than two 1-year-olds per teaching personnel; - 2-year-olds and older: 1 teacher to 12 children (no more than four 2-year-olds per teaching personnel); - 3-year-olds and older: 1 teacher to 15 children (no more than six 3-year-olds per teaching personnel); - 4-year-olds and older: 1 teacher to 18 children (no more than eight 4-year-olds per teaching personnel); - 5-year-olds and older (and older mixed-age groups): 1:20**

Group size: **Infants, 1-year-olds, and 2-year-olds only: 2 teachers to 12 children; - Infants and older: 2 teachers to 16 children; - 1-year-olds and older: 2 teachers to 16 children; - 2-year-olds and older: 2 teachers to 24 children; - 3-year-olds and older: 2 teachers to 30 children; - 4-year-olds and older: 2 teachers to 36 children; - 5-year-olds and older: 2 teachers to 40 children**

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

i. **[x]** Not applicable. There are no differences in ratios and group size requirements.

ii. Infant:

iii. Toddler:

iv. Preschool:

v. School-Age:

vi. Mixed-Age Groups:

c. Licensed CCDF family child care home providers:

i. Infant (if applicable)

Ratio: **A family child care home with one caregiver may care for up to 5 infants**

Group size: **A family child care home with one caregiver may care for up to 5 infants, seven children with no more than two children younger than 2 years of age, or six children with no more than three children younger than 2 years of age. Two caregivers are required when seven children are in care and more than two children are younger than 2 years of age. A large family child care home with one caregiver may care for up to 5 children of any age; up to 6 children with no more than 3 children younger than 2 years of age; up to 7 children with no more than 2 children younger than 2 years of age. Two caregivers may care for up to 8 children younger than 2 years of age; or 12 children with no more than 6 children younger than two-years of age. Three caregivers may care for up to 12 children with no more than 8 children younger than 2 years of age.**

ii. Toddler (if applicable)

Ratio: **A family child care home with one caregiver may care for up to five 1-2-years-olds.**

Group size: **A family child care home with one caregiver may care for up to 5 children, seven children with no more than two children younger than 2 years of age, or six children with no more than three children younger than 2 years of age. Two caregivers are required when seven children are in care and more than two children are younger than 2 years of age. A large family child care home with one caregiver may care for up to 5 children of any age; up to 6 children with no more than 3 children younger than 2 years of age; up to 7 children with no more than 2 children younger than 2 years of age. Two caregivers may care for up to 8 children younger than 2 years of age; or 12 children with no more than 6 children younger than two-years of age. Three caregivers may care for up to 12 children with no more than 8 children younger than 2 years of age.**

iii. Preschool (if applicable)

Ratio: **A family child care home with one caregiver may care for up to 7 children ages 3 years-old and older.**

Group size: **A family child care home with one caregiver may care for up to 5 children, seven children with no more than two children younger**

than 2 years of age, or six children with no more than three children younger than 2 years of age. Two caregivers are required when seven children are in care and more than two children are younger than 2 years of age. A large family child care home with one caregiver may care for up to 5 children of any age; up to 6 children with no more than 3 children younger than 2 years of age; up to 7 children with no more than 2 children younger than 2 years of age. Two caregivers may care for up to 8 children younger than 2 years of age; or 12 children with no more than 6 children younger than two-years of age. Three caregivers may care for up to 12 children with no more than 8 children younger than 2 years of age.

iv. School-Age (if applicable)

Ratio: A family child care home with one caregiver may care for up to 7 children. A large family child care home with one caregiver may care for up to 12 children when the children are 5 years of age and older.

Group size: A family child care home with one caregiver may care for up to 7 children. A large family child care home with one caregiver may care for up to 12 children when the children are 5 years of age and older.

v. Mixed-Age Groups

Ratio: When only one caregiver is present, the total number of ages of children in care at one time are: -Seven children, with no more than two children younger than 2 years of age -Six children, with no more than three children younger than 2 years of age; or -Five children of any age When two caregivers are required to provide care when: -Seven children are in care and more than three children are younger than 2 years of age -Six children are in care and more than three children are younger than 2 years of age.

Group size: There is no maximum group size for mixed-age groups in a family child care home. Caregivers are limited in the number of children they may care for based on ages of children, number of caregivers present and licensed capacity.

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

[ ] No.

[ ] Yes. If yes, describe how the ratio and group size requirements for license-exempt providers vary by age of children served.

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

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

i. Infant (if applicable)

Ratio: These programs are exempt from licensing requirements and not regulated.

Group size: These programs are exempt from licensing requirements and

not regulated.

ii. Toddler (if applicable)

Ratio: **These programs are exempt from licensing requirements and not regulated.**

Group size: **These programs are exempt from licensing requirements and not regulated.**

iii. Preschool (if applicable)

Ratio: **These programs are exempt from licensing requirements and not regulated.**

Group size: **These programs are exempt from licensing requirements and not regulated.**

iv. School-Age (if applicable)

Ratio: **These programs are exempt from licensing requirements and not regulated.**

Group size: **These programs are exempt from licensing requirements and not regulated.**

v. Mixed-Age Groups (if applicable)

Ratio: **These programs are exempt from licensing requirements and not regulated.**

Group size: **These programs are exempt from licensing requirements and not regulated.**

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

[x] No.

[ ] Yes. If yes, describe how the ratio and group size requirements for license-exempt in-home care vary by age of children served.

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

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

a. Licensed center-based care

i. Describe the teacher qualifications for licensed CCDF center-based care (e.g., degrees, credentials, etc.), including any variations based on the ages of children in care: **Teaching personnel are at least 18 years of age, have at least a high school diploma/GED/or a licensing approved equivalent or completed 10th grade and are in the process of obtaining a GED for a period not to exceed 12 months from employment. Assistant teacher qualifications are at least 16 years of age, currently enrolled in school or an equivalent or have at least a high school diploma/GED or Licensing approved equivalent or have completed 10th grade and are in the process of obtaining a GED for a period not to exceed 36 months from employment.**

ii. Describe the director qualification for licensed CCDF center-based care, including any variations based on the ages of children in care or the number of staff employed: **Directors of child care centers are required to be at least 21 years of age and have a high school diploma or GED and have a current Oklahoma's Director Credential. At a minimum, directors have 6 Early Childhood Education/ Child Development/School Age credit hours or a Child Development Associates/Child Care Professional or Oklahoma Competency Certificate in Early Childhood Education. Directors have administrative management knowledge and skills determined by completing a minimum of 3 administration/management credit hours or approved administration/management credential or 40 administrative/management clock-hours with 12 months experience and 20 hours of job related training.**

b. Licensed family child care

Describe the provider qualifications for licensed family child care homes, including any variations based on the ages of children in care: **The primary caregiver must be at least 21 years of age, have obtained a high school diploma or GED. In a Large Family Child Care Home, the primary caregiver must be at least 21 years of age, have at least 6 months of satisfactory experience as a primary caregiver in a licensed family child care home in Oklahoma and meet one of the requirements; a high school diploma/GED and 12 college credit hours in child development or early childhood education, an Oklahoma Competency Certificate, a Child Development Associate (CDA) credential, a Certified Child Care Professional (CCP) credential; or an associate or bachelor's degree in child development or early childhood education.**

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

Describe the provider qualifications for licensed, regulated, or registered in-home care providers (care in the child's own home) including any variations based on the ages of children in care: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing requirements and the qualification requirements.**

5.2.4 Teacher/caregiver qualifications for license-exempt providers

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

a. License-exempt center-based child care. **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing requirements and the qualification requirements.**

b. License-exempt home-based child care. **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing requirements and the qualification requirements**

c. License-exempt in-home care (care in the child's own home). **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing requirements and the qualification requirements.**

5.3 Health and Safety Standards for CCDF Providers

Lead Agencies must have health and safety standards for providers serving children receiving CCDF assistance relating to the required health and safety topics as appropriate to the provider setting and age of the children served. This requirement is applicable to all child care programs receiving CCDF funds regardless of licensing status (i.e., licensed or license-exempt). The only exception to this requirement is for relative providers, as defined by CCDF. Lead Agencies have the option of exempting certain relatives from any or all CCDF health and safety requirements.

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

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

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

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

i. All CCDF-eligible licensed center care. Provide the standard: **OAC 340:110-3-294; within one week of employment and prior to having sole responsibility for a group of children of any age, personnel obtain orientation training. This training includes prevention and control of infectious diseases.**

ii. All CCDF-eligible licensed family child care homes. Provide the standard: **OAC 340:110-3-90; Prior to caring for all ages of children, caregivers obtain health and safety training. This training includes prevention and control of infectious diseases.**

iii. All CCDF-eligible licensed in-home care. Provide the standard:

[x] Not applicable.

iv. All CCDF-eligible license-exempt center care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

v. All CCDF-eligible license-exempt family child care homes. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

vi. All CCDF-eligible license-exempt in-home care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: **OAC 340:110-3-294; within one week of employment and prior to having sole responsibility for a group of children of any**

age, personnel obtain orientation training. This training includes prevention and control of infectious diseases.

b. Provide the standards, appropriate to the provider setting and age of children, that address that children attending child care programs under CCDF are age-appropriately immunized, according to the latest recommendation for childhood immunizations of the respective State public health agency, for the following CCDF-eligible providers:

i. All CCDF-eligible licensed center care. Provide the standard: **340:110-3-294; within one week of employment and prior to having sole responsibility for a group of children of any age, personnel obtain orientation training. This training includes a review of immunizations.**

ii. All CCDF-eligible licensed family child care homes. Provide the standard: **340:110-3-85, 88; Prior to caring for all ages of children, caregivers obtain health and safety training. This training includes a review of immunizations.**

iii. All CCDF-eligible licensed in-home care. Provide the standard:

[x] Not applicable.

iv. All CCDF-eligible license-exempt center care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

v. All CCDF-eligible license-exempt family child care homes. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

vi. All CCDF-eligible license-exempt in-home care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing requirements and the qualification requirements**

vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: **340:110-3-294; within one week of employment and prior to having sole responsibility for a group of children of any age, personnel obtain orientation training. This training includes a review of immunizations.**

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

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

i. All CCDF-eligible licensed center care. Provide the standard: **OAC 340:110-3-284 and 296, within one week of employment and prior to having sole responsibility for a group of children of any age, personnel obtain orientation training. This training includes a review of sudden infant death syndrome and use of safe sleep**

practices. Prior to caring for infants (0-12months) personnel must obtain 2 formal hours of safe sleep training.

ii. All CCDF-eligible licensed family child care homes. Provide the standard: **OAC 340: 110-3-85 and 91.1; Prior to caring for all ages of children, caregivers obtain health and safety training. This training includes a review of sudden infant death syndrome and use of safe sleep practices. Prior to caring for infants (0-12months) caregivers must obtain 2 formal hours of safe sleep training.**

iii. All CCDF-eligible licensed in-home care. Provide the standard:

[x] Not applicable.

iv. All CCDF-eligible license-exempt center care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

v. All CCDF-eligible license-exempt family child care homes. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

vi. All CCDF-eligible license-exempt in-home care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: **OAC 340:110-3-284 and 296, within one week of employment and prior to having sole responsibility for a group of children of any age, personnel obtain orientation training. This training includes a review of sudden infant death syndrome and use of safe sleep practices. Prior to caring for infants (0-12months) personnel must obtain 2 formal hours of safe sleep training.**

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

a. Provide the standards, appropriate to the provider setting and age of children, that address the administration of medication for the following CCDF-eligible providers:

i. All CCDF-eligible licensed center care. Provide the standard: **OAC 340: 110-3-284 and 295; within one week of employment and prior to having sole responsibility for a group of children of any age, personnel obtain orientation training. This training includes a review of the administration of medication. Click or tap here to enter text.**

ii. All CCDF-eligible licensed family child care homes. Provide the standard: **OAC 340: 110-3-85, 89.1, 90; Prior to caring for all ages of children, caregivers obtain health and safety training. This training includes a review of the administration of medication.**

iii. All CCDF-eligible licensed in-home care. Provide the standard:

[x] Not applicable.

iv. All CCDF-eligible license-exempt center care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

v. All CCDF-eligible license-exempt family child care homes. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

vi. All CCDF-eligible license-exempt in-home care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: **OAC 340: 110-3-284 and 295; within one week of employment and prior to having sole responsibility for a group of children of any age, personnel obtain orientation training. This training includes a review of the administration of medication.**

b. Provide the standards, appropriate to the provider setting and age of children, that address obtaining permission from parents to administer medications to children for the following CCDF-eligible providers:

i. All CCDF-eligible licensed center care. Provide the standard: **OAC 340: 110-3-295; Parent permission is obtained for all ages prior to administering any medication.**

ii. All CCDF-eligible licensed family child care homes. Provide the standard: **OAC 340: 110-3-90; Parent permission is obtained for all ages prior to administering any medication.**

iii. All CCDF-eligible licensed in-home care. Provide the standard:

[x]Not applicable.

iv. All CCDF-eligible license-exempt center care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

v. All CCDF-eligible license-exempt family child care homes. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

vi. All CCDF-eligible license-exempt in-home care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: **OAC 340: 110-3-295; Parent permission is**

obtained for all ages prior to administering any medication.

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

a. Provide the standards, appropriate to the provider setting and age of children, that address the *prevention* of emergencies due to food and allergic reactions for the following CCDF-eligible providers:

i. All CCDF-eligible licensed center care. Provide the standard: **OAC 340:110-3-281.1-281.4 and 284; within one week of employment and prior to having sole responsibility for a group of children of any age, personnel obtain orientation training. This training includes a review of prevention of emergencies due to food and allergic reactions. Programs post children's food and life-threatening allergies, including the child's full name, and location of any life-threatening condition medications. This list is posted in the kitchen and in the classrooms. The item is posted in a location or manner protecting confidentiality.**

ii. All CCDF-eligible licensed family child care homes. Provide the standard: **OAC 340:110-3-85; Prior to caring for all ages of children, caregivers obtain health and safety training. This training includes a review of the prevention of emergencies due to food and allergic reactions.**

iii. All CCDF-eligible licensed in-home care. Provide the standard:

[x] Not applicable.

iv. All CCDF-eligible license-exempt center care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

v. All CCDF-eligible license-exempt family child care homes. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

vi. All CCDF-eligible license-exempt in-home care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: **OAC 340:110-3-281.1-281.4 and 284; within one week of employment and prior to having sole responsibility for a group of children of any age, personnel obtain orientation training. This training includes a review of prevention of emergencies due to food and allergic reactions. Programs post children's food and life-threatening allergies, including the child's full name, and location of any life-threatening condition medications. This list is posted in the kitchen and in the classrooms. The item is posted in a location or manner protecting confidentiality.**

b. Provide the standards, appropriate to the provider setting and age of children, that

address the *response* to emergencies due to food and allergic reactions for the following CCDF-eligible providers:

i. All CCDF-eligible licensed center care. Provide the standard: **OAC 340:110-3-284; within one week of employment and prior to having sole responsibility for a group of children of any age, personnel obtain orientation training. This training includes a review of the response to emergencies due to food and allergic reactions.**

ii. All CCDF-eligible licensed family child care homes. Provide the standard: **AOC 340:110-3-85; Prior to caring for all ages of children, caregivers obtain health and safety training. This training includes a review of the response to emergencies due to food and allergic reactions.**

iii. All CCDF-eligible licensed in-home care. Provide the standard::

[x] Not applicable.

iv. All CCDF-eligible license-exempt center care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

v. All CCDF-eligible license-exempt family child care homes. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

vi. All CCDF-eligible license-exempt in-home care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: **OAC 340:110-3-284; within one week of employment and prior to having sole responsibility for a group of children of any age, personnel obtain orientation training. This training includes a review of the response to emergencies due to food and allergic reactions.**

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

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

i. All CCDF-eligible licensed center care. Provide the standard: **OAC 340:110-3-284, 303; within one week of employment and prior to having sole responsibility for a group of children of any age, personnel obtain orientation training. This training includes a review of the identification of and protections from building and physical premises hazards**

ii. All CCDF-eligible licensed family child care homes. Provide the standard: **OAC 340:110-3-85,86,87; Prior to caring for all ages of children, caregivers obtain**

health and safety training. This training includes a review of the identification of and protections from building and physical premises hazards.

iii. All CCDF-eligible licensed in-home care. Provide the standard:

[x] Not applicable.

iv. All CCDF-eligible license-exempt center care. Provide the standard: **Provide the standard: The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

v. All CCDF-eligible license-exempt family child care homes. Provide the standard: **Provide the standard: The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

vi. All CCDF-eligible license-exempt in-home care. Provide the standard: **Provide the standard: The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: **OAC 340:110-3-284, 303; within one week of employment and prior to having sole responsibility for a group of children of any age, personnel obtain orientation training. This training includes a review of the identification of and protections from building and physical premises hazards.**

b. Provide the standards, appropriate to the provider setting and age of children, that address the identification of and protection from bodies of water for the following CCDF-eligible providers:

i. All CCDF-eligible licensed center care. Provide the standard: **OAC 340:110-3-284, 291 and 301; within one week of employment and prior to having sole responsibility for a group of children of any age, personnel obtain orientation training. This training includes the identification of and protection from bodies of water. The requirements for water activities and safety are addressed in section 291 and the requirements for bodies of water are addressed in section 301.**

ii. All CCDF-eligible licensed family child care homes. Provide the standard: **OAC 340:110-3-85 and 86; within one week of employment and prior to having sole responsibility for a group of children of any age, personnel obtain orientation training. The requirements for water safety are located in section 86.**

iii. All CCDF-eligible licensed in-home care. Provide the standard:

[x] Not applicable.

iv. All CCDF-eligible license-exempt center care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

v. All CCDF-eligible license-exempt family child care homes. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to**

exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.

vi. All CCDF-eligible license-exempt in-home care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: **OAC 340:110-3-284, 291 and 301; within one week of employment and prior to having sole responsibility for a group of children of any age, personnel obtain orientation training. This training includes the identification of and protection from bodies of water. The requirements for water activities and safety are addressed in section 291 and the requirements for bodies of water are addressed in section 301.**

c. Provide the standards, appropriate to the provider setting and age of children, that address the identification of and protection from vehicular traffic hazards for the following CCDF-eligible providers:

i. All CCDF-eligible licensed center care. Provide the standard: **OAC 340:110-3-284, 305; within one week of employment and prior to having sole responsibility for a group of children of any age, personnel obtain orientation training. The training includes the identification of and protection from vehicular traffic hazards. The requirements regarding transportation are in section 305**

ii. All CCDF-eligible licensed family child care homes. Provide the standard: **OAC 340:110-3-85 and 87; within one week of employment and prior to having sole responsibility for a group of children of any age, personnel obtain orientation training. The training includes the identification of and protection from vehicular traffic hazards. The requirements regarding Transportation are in section 87.**

iii. All CCDF-eligible licensed in-home care. Provide the standard:

[x] Not applicable.

iv. All CCDF-eligible license-exempt center care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

v. All CCDF-eligible license-exempt family child care homes. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

vi. All CCDF-eligible license-exempt in-home care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: **OAC 340:110-3-284, 305; within one week**

of employment and prior to having sole responsibility for a group of children of any age, personnel obtain orientation training. The training includes the identification of and protection from vehicular traffic hazards. The requirements regarding transportation are in section 305.

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

a. Provide the standards, appropriate to the provider setting and age of children, that address the prevention of shaken baby syndrome and abusive head trauma and indicate the age of children it applies to for the following CCDF-eligible providers:

i. All CCDF-eligible licensed center care. Provide the standard: **OAC 340:110-3-284; within one week of employment and prior to having sole responsibility for a group of children of any age, personnel obtain orientation training. The training includes a review of shaken baby syndrome and abusive head trauma. This requirement is not excluded by age of children in care.**

ii. All CCDF-eligible licensed family child care homes. Provide the standard: **OAC 340:110-3-85, within one week of employment and prior to having sole responsibility for a group of children of any age, personnel obtain orientation training. The training includes a review of shaken baby syndrome and abusive head trauma. This requirement is not excluded by age of children in care.**

iii. All CCDF-eligible licensed in-home care. Provide the standard:

[x] Not applicable.

iv. All CCDF-eligible license-exempt center care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

v. All CCDF-eligible license-exempt family child care homes. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

vi. All CCDF-eligible license-exempt in-home care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: **OAC 340:110-3-284; within one week of employment and prior to having sole responsibility for a group of children of any age, personnel obtain orientation training. The training includes a review of shaken baby syndrome and abusive head trauma. This requirement is not excluded by age of children in care.**

b. Provide the standards, appropriate to the provider setting and age of children, that address the prevention of child maltreatment and indicate the age of children it applies to for the following CCDF-eligible providers:

i. All CCDF-eligible licensed center care. Provide the standard: **OAC 340:110-3-284, within one week of employment and prior to having sole responsibility for a group of children of any age, personnel obtain orientation training. The training includes prevention of child maltreatment.**

ii. All CCDF-eligible licensed family child care homes. Provide the standard: **OAC 340:110-3-85, Prior to caring for all ages of children, caregivers obtain health and safety training. This training includes prevention of child maltreatment.**

iii. All CCDF-eligible licensed in-home care. Provide the standard:

[x] Not applicable.

iv. All CCDF-eligible license-exempt center care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

v. All CCDF-eligible license-exempt family child care homes. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

vi. All CCDF-eligible license-exempt in-home care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: **OAC 340:110-3-284, within one week of employment and prior to having sole responsibility for a group of children of any age, personnel obtain orientation training. The training includes prevention of child maltreatment.**

5.3.7 Emergency preparedness and response planning standard

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

i. **[x]** Evacuation

ii. **[x]** Relocation

iii. **[x]** Shelter-in-place

iv. **[x]** Lock down

v. Staff emergency preparedness

[x] Training

[x] Practice drills

vi. Volunteer emergency preparedness

[x] Training

[x] Practice drills

vii. **[x]** Communication with families

viii. **[x]** Reunification with families

ix. **[x]** Continuity of operations

x. Accommodation of

[x] Infants

[x] Toddlers

[x] Children with disabilities

[x] Children with chronic medical conditions

xi. If any of the above are not checked, describe:

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

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

i. All CCDF-eligible licensed center care. Provide the standard: **OAC 340:110-3-284, 303 and 304; within one week of employment and prior to having sole responsibility for a group of children of any age, personnel obtain orientation training. The training addresses the handling and storage of hazardous materials. The requirements regarding Hazards are addressed in section 303 and 304.**

ii. All CCDF-eligible licensed family child care homes. Provide the standard: **OAC 340:110-3-85 and 86; Prior to caring for all ages of children, caregivers obtain health and safety training. This training includes a review of the handling and storage of hazardous materials. The requirements regarding hazards in the home environment is found in section 86.**

iii. All CCDF-eligible licensed in-home care. Provide the standard:

[x] Not applicable.

iv. All CCDF-eligible license-exempt center care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

v. All CCDF-eligible license-exempt family child care homes. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

vi. All CCDF-eligible license-exempt in-home care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps,

day camps, etc.). Provide the standard: **OAC 340:110-3-284, 303 and 304; within one week of employment and prior to having sole responsibility for a group of children of any age, personnel obtain orientation training. The training addresses the handling and storage of hazardous materials. The requirements regarding Hazards are addressed in section 303 and 304.**

b. Provide the standards, appropriate to the provider setting and age of children, that address the disposal of bio contaminants for the following CCDF-eligible providers:

i. All CCDF-eligible licensed center care. Provide the standard: **OAC 340:110-3-284, 303 and 304; within one week of employment and prior to having sole responsibility for a group of children of any age, personnel obtain orientation training. The training addresses the disposal of bio contaminants. The requirements regarding Hazards are addressed in section 303 and 304.**

ii. All CCDF-eligible licensed family child care homes. Provide the standard: **OAC 340:110-3-85 and 86; Prior to caring for all ages of children, caregivers obtain health and safety training. This training addresses the disposal of bio contaminants. The requirements regarding hazards in the home environment is found in section 86.**

iii. All CCDF-eligible licensed in-home care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

[x] Not applicable.

iv. All CCDF-eligible license-exempt center care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

v. All CCDF-eligible license-exempt family child care homes. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

vi. All CCDF-eligible license-exempt in-home care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: **OAC 340:110-3-284, 303 and 304; within one week of employment and prior to having sole responsibility for a group of children of any age, personnel obtain orientation training. The training addresses the disposal of bio contaminants. The requirements regarding Hazards are addressed in section 303 and 304.**

5.3.9 Precautions in transporting children health and safety standard

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

i. All CCDF-eligible licensed center care. Provide the standard: **OAC 340:110-3-303-305; the standards require precautions in transporting children that state children are restrained according to Oklahoma State Statute. When transporting, parent permission is needed, and appropriate ratios and supervision of children is maintained at all times. Driver meets qualifications and vehicles are in safe operating conditions.**

ii. All CCDF-eligible licensed family child care homes. Provide the standard: **OAC 340:110-3-87; the standards require precautions in transporting children that state children are restrained according to Oklahoma State Statute. When transporting, parent permission is needed, and appropriate ratios and supervision of children is maintained at all times. Driver meets qualifications and vehicles are in safe operating conditions.**

iii. All CCDF-eligible licensed in-home care. Provide the standard:

[x] Not applicable.

iv. All CCDF-eligible license-exempt center care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

v. All CCDF-eligible license-exempt family child care homes. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

vi. All CCDF-eligible license-exempt in-home care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: **OAC 340:110-3-303-305; the standards require precautions in transporting children that state children are restrained according to Oklahoma State Statute. When transporting, parent permission is needed, and appropriate ratios and supervision of children is maintained at all times. Driver meets qualifications and vehicles are in safe operating conditions.**

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

a. Provide the standards, appropriate to the provider setting and age of children, that address pediatric first aid for all staff for the following CCDF-eligible providers:

i. All CCDF-eligible licensed center care. Provide the standard: **OAC 340:110-3-284-284.2; first aid certification is age-appropriate for the children's ages accepted into care and are from approved sources listed on the Oklahoma Professional Development Registry (OPDR) website. At all times, at least one personnel with current CPR and first aid certification is present with children. At least the director**

and master teachers obtain CPR and first aid certification as required. All other personnel that are left alone with children must obtain current CPR and first aid training within 90 of employment.

ii. All CCDF-eligible licensed family child care homes. Provide the standard: **340:110-3-85; CPR and first aid are age-appropriate for the children's ages accepted into care and from approved sources listed on the Oklahoma Professional Development Registry (OPDR) website. The primary caregiver must obtain CPR and first aid certification prior to permission to operate; caregivers left alone, on or off of the premises, including during transportation must have current CPR and first aid certification. Other caregivers, included in the adult-child ratio must obtain CPR and first aid certification within three months of beginning child care.**

iii. All CCDF-eligible licensed in-home care. Provide the standard:

[x] Not applicable.

iv. All CCDF-eligible license-exempt center care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

v. All CCDF-eligible license-exempt family child care homes. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

vi. All CCDF-eligible license-exempt in-home care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: **OAC 340:110-3-284-284.2; first aid certification is age-appropriate for the children's ages accepted into care and are from approved sources listed on the OPDR website. At all times, at least one personnel with current CPR and first aid certification is present with children. At least the director and master teachers obtain CPR and first aid certification as required. All other personnel that are left alone with children must obtain current CPR and first aid training within 90 days of employment**

b. Provide the standards, appropriate to the provider setting and age of children, that address pediatric cardiopulmonary resuscitation for all staff for the following CCDF-eligible providers:

i. All CCDF-eligible licensed center care. Provide the standard: **OAC 340:110-3-284-284.2; first aid certification is age-appropriate for the children's ages accepted into care and are from approved sources listed on the OPDR website. At all times, at least one personnel with current CPR and first aid certification is present with children. At least the director and master teachers obtain CPR and first aid certification as required. All other personnel that are left alone with children must obtain current CPR and first aid training within 90 of employment.**

ii. All CCDF-eligible licensed family child care homes. Provide the standard: **OAC 340:110-3-85; CPR and first aid are age-appropriate for the children's ages accepted into care and from approved sources listed on the Oklahoma Professional Development Registry (OPDR) website. The primary caregiver must obtain CPR and first aid certification prior to permission to operate; caregivers left alone, on or off of the premises, including during transportation must have current CPR and first aid certification. Other caregivers, included in the adult-child ratio must obtain CPR and first aid certification within three months of beginning child care.**

iii. All CCDF-eligible licensed in-home care. Provide the standard:

[x] Not applicable.

iv. All CCDF-eligible license-exempt center care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible**

v. All CCDF-eligible license-exempt family child care homes. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible**

vi. All CCDF-eligible license-exempt in-home care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible**

vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: **OAC 340:110-3-284-284.2; first aid certification is age-appropriate for the children's ages accepted into care and are from approved sources listed on the OPDR website. At all times, at least one personnel with current CPR and first aid certification is present with children. At least the director and master teachers obtain CPR and first aid certification as required. All other personnel that are left alone with children must obtain current CPR and first aid training within 90 days of employment.**

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

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

i. All CCDF-eligible licensed center care. Provide the standard: **OAC 340:110-3-284; within one week of employment and prior to having sole responsibility for a group of children of any age, personnel obtain orientation training. The training addresses the identification of child abuse and neglect.**

ii. All CCDF-eligible licensed family child care homes. Provide the standard: **OAC 340:110-3-85; Prior to caring for all ages of children, caregivers obtain health and safety training. This training addresses the identification of child abuse and neglect.**

iii. All CCDF-eligible licensed in-home care. Provide the standard:

[x] Not applicable.

iv. All CCDF-eligible license-exempt center care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

v. All CCDF-eligible license-exempt family child care homes. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

vi. All CCDF-eligible license-exempt in-home care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: **OAC 340:110-3-284; within one week of employment and prior to having sole responsibility for a group of children of any age, personnel obtain orientation training. The training addresses the identification of child abuse and neglect.**

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

i. All CCDF-eligible licensed center care. Provide the standard: **OAC 340:110-3-280; every person, private citizen or professional, who has reason to believe that a child has been abused, is mandated by law to promptly report suspected abuse.**

ii. All CCDF-eligible licensed family child care homes. Provide the standard: **OAC 340-3-89.1; every person, private citizen or professional, who has reason to believe that a child has been abused, is mandated by law to promptly report suspected abuse.**

iii. All CCDF-eligible licensed in-home care. Provide the standard:

[x] Not applicable.

iv. All CCDF-eligible license-exempt center care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

v. All CCDF-eligible license-exempt family child care homes. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

vi. All CCDF-eligible license-exempt in-home care. Provide the standard: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: **OAC 340:110-3-280; every person, private citizen or professional, who has reason to believe that a child has been abused, is mandated by law to promptly report suspected abuse.**

c. Confirm if child care providers must comply with the Lead Agency's procedures for reporting child abuse and neglect as required by the Child Abuse Prevention and Treatment Act (42 U.S.C. 5106a(b)(2)(B)(i):

[x] Yes, confirmed.

[ ] No. If no, describe:

5.3.12 Additional optional standards

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

[x] Yes.

[ ] No. If no, skip to Section 5.4

If yes, describe the standard(s).

i. Nutrition. Describe: **Center-based programs and Family Child Care Home standards require nutritious meals and snacks meet the current Child and Adult Care Food Program. All CCDF providers are required to provide meals and snacks that meet current Child and Adult Care Food Program. Center based programs: OAC 340:110-3-298; Family Child Care Homes: OAC 340:110-3-94. Center-based care standards do not require programs to follow Child and Adult Care food Program guidelines for infant nutrition.**

ii. Access to physical activity. Describe: **Center-based programs and Family Child Care Home standards require access to physical activity by providing a balance of quiet and active play, both indoors and outdoors. Center-based care standards limit screen time. Center-based programs: OAC 340:110-3-289; Family Child Care Homes: OAC 340:110-3-91.**

iii. Caring for children with special needs. Describe: **Center-based programs and Family Child Care Home standards require caregivers meet specific needs of all children in care including children with disabilities and/or chronic medical conditions. Center-based programs: OAC 340:110-3-279; Family Child Care Homes: OAC 340:110-3-85. Family Child Care Homes- caregiver demonstrates a capacity for setting realistic expectations for behavior and**

performance based on the age, abilities, and special needs of the children. CCDF providers are required to meet specific needs of all children including caring for children with a special need.

iv. Any other areas determined necessary to promote child development or to protect children's health and safety. Describe: **Center-based programs and Family Child Care Home standards require educational knowledge in child development to provide developmentally appropriate activities and experiences to children. Center-based care and Family Child Care Home standards require indoor and outdoor learning activities and experiences that are developmentally appropriate and meet children's individual needs in the areas of social, emotional, cognitive, language, creative expression, and physical development. Center-based programs: OAC 340:110-3-289; Family Child Care Homes: OAC 340:110-3-91. All CCDF providers are required to have educational knowledge in promoting child development to provide developmentally appropriate activities and experiences to children.**

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

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

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

5.4.1 Health and safety pre-service/orientation training requirements

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

	Is this standard addressed in the pre-service or orientation training?	Is the pre-service or orientation training on this standard appropriate to different settings and age groups?	Does the Lead Agency require staff to complete the training before caring for children unsupervised?
a. Prevention and control of infectious diseases (including immunizations)	**[x]**	**[x]**	**[x]**
b. SIDS prevention and use of safe sleep practices	**[x]**	**[ ]**	**[x]**
c. Administration of medication	**[x]**	**[x]**	**[x]**
d. Prevention and response to food and allergic reactions	**[x]**	**[x]**	**[x]**
e. Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic	**[x]**	**[x]**	**[x]**
f. Prevention of shaken baby syndrome, abusive head trauma and child maltreatment	**[x]**	**[x]**	**[x]**
g. Emergency preparedness and response planning and procedures	**[x]**	**[x]**	**[x]**
h. Handling and storage of hazardous materials and disposal of biocontaminants	**[x]**	**[x]**	**[x]**
i. Appropriate Precautions in transporting children, if applicable	**[x]**	**[x]**	**[x]**
j. Pediatric first aid and pediatric CPR (age-	**[x]**	**[x]**	**[x]**

	appropriate)			
k.	Child abuse and neglect recognition and reporting	**[x]**	**[x]**	**[x]**
l.	Child development including major domains of cognitive, social, emotional, physical development and approaches to learning.	**[x]**	**[x]**	**[x]**

m. If the Lead Agency does not certify implementation of all the health and safety pre-service/orientation training requirements for staff in programs serving children receiving CCDF assistance, please describe: **The Lead Agency received a preliminary finding of non-compliance with CCDF Pre-Orientation training and Safety Requirements on June 14, 2024. The finding is due to all providers, specifically substitutes and assistants in family child homes, not meeting all health and safety requirements by completing orientation within three months of employment. The Lead Agency will implement emergency Oklahoma Administrative Code changes to licensing requirements with an anticipated effective date of November 2025.**

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

[x] No

[ ] Yes. If yes, describe:

5.5 Monitoring and Enforcement of Licensing and Health and Safety Requirements

5.5.1 Inspections for licensed CCDF providers

Licensing inspectors must perform at least one annual, unannounced inspection of each licensed CCDF provider for compliance with all child care licensing standards, including an inspection for compliance with health and safety and fire standards. Lead Agencies must conduct at least one pre-licensure inspection for compliance with health, safety, and fire standards of each child care provider and facility in the State/Territory.

a. Licensed CCDF center-based providers

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

[x] Yes.

[ ] No. If no, describe:

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

[ ] Annually.

[x] More than once a year. If more than once a year, describe: **The Lead Agency**

requires three unannounced inspections in a 12-month period.

[ ] Other. If other, describe:

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

[ ] Yes. If yes, describe how the differential monitoring approach is representative of the full complement of health and safety requirements.

[x] No. If no, describe: **At this time the Lead Agency does not have a differential monitoring practice in place. This is being explored for future implementation.**

iv. Identify which department or agency is responsible for completing the inspections for licensed center-based providers. **Oklahoma Human Services Child Care Licensing Specialist**

b. Licensed CCDF family child care providers

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

[x] Yes.

[ ] No. If no, describe:

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

[ ] Annually.

[x] More than once a year. If more than once a year, describe: **The Lead Agency requires three unannounced inspections in a 12-month period .**

[ ] Other. If other, describe:

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

[ ] Yes. If yes, describe how the differential monitoring approach is representative of the full complement of health and safety requirements.

[x] No. If no, describe: **At this time the Lead Agency does not have a differential monitoring practice in place. This is being explored for future implementation.**

iv. Identify which department or agency is responsible for completing the inspections for licensed family child care providers. **Oklahoma Human Services Child Care Licensing Specialist**

c. Licensed in-home CCDF child care providers

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

[x] No.

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

[ ] Yes.

[ ] No. If no, describe:

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

[ ] Annually.

[ ] More than once a year. If more than once a year, describe:

[x] Other. If other, describe: **Programs exempt from the Oklahoma Child Care Licensing Act are not monitored for compliance with Licensing Requirements.**

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

[ ] Yes. If yes, describe how the differential monitoring approach is representative of the full complement of health and safety requirements.

[x] No.

iv. Identify which department or agency is responsible for completing the inspections for licensed in-home providers. **Programs exempt from the Oklahoma Child Care Licensing Act are not monitored for compliance with Licensing Requirements.**

5.5.2 Inspections for license-exempt providers

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

Describe the policies and practices for the annual monitoring of:

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

i. Identify the frequency of inspections for compliance with health, safety, and fire standards for license-exempt center-based providers:

[ ] Annually.

[ ] More than once a year. If more than once a year, describe:

[x] Other. If other, describe: **Programs exempt from the Oklahoma Child Care Licensing Act are not monitored for compliance with Licensing Requirements**

ii. Does the Lead Agency implement a differential monitoring approach when monitoring license-exempt center-based providers?

[ ] Yes. If yes, describe how the differential monitoring approach is representative of the full complement of health and safety requirements.

[x] No.

iii. Identify which department or agency is responsible for completing the inspections for license-exempt center-based CCDF providers. **All license-exempt programs receiving CCDF are military and tribal child care programs located on federal property. Monitoring is completed by Department of Defense or Tribal Organizations. Lead agency monitors compliance with QRIS annually during**

announced visit including a review of military or tribal monitoring.

b. License-exempt CCDF family child care providers

i. Identify the frequency of the inspections of license-exempt family child care providers to determine compliance with health, safety, and fire standards:

[ ] Annually.

[ ] More than once a year. If more than once a year, describe:

[x] Other. If other, describe: **Programs exempt from the Oklahoma Child Care Licensing Act are not monitored for compliance with Licensing Requirements**

ii. Does the Lead Agency implement a differential monitoring approach when monitoring license-exempt family child care providers?

[ ] Yes. If yes, describe how the differential monitoring approach is representative of the full complement of health and safety requirements.

[x] No.

iii. Identify which department or agency is responsible for completing the inspections for license-exempt family child care providers. **Programs exempt from the Oklahoma Child Care Licensing Act are not monitored for compliance with Licensing Requirements**

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

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

a. Describe the requirements for the annual monitoring of CCDF license-exempt in-home child care (care in the child's own home) providers, including if monitoring is announced or unannounced, occurs more frequently than once per year, and if differential monitoring procedures are used. **In-home care providers must be related to the children and are not required to be licensed by state statutes and are not monitored by the Lead Agency.**

b. List the entity(ies) in your State/Territory responsible for conducting inspections of license-exempt CCDF in-home child care (care in the child's own home) providers: **In-home providers are not monitored**

5.5.4 Posting monitoring and inspection reports

Lead Agencies must post monitoring and inspection reports on their consumer education website for each licensed and CCDF child care provider, except in cases where the provider is related to all the children in their care. These reports must include the results of required annual monitoring visits and visits due to major substantiated complaints about a provider's failure to comply with health and safety requirements and child care policies. A full report covers everything in the monitoring visit, including areas of compliance and non-compliance. If the Lead Agency does not produce any reports that include areas of compliance, the website must include information about all areas covered by a monitoring visit.

The reports must be in plain language or provide a plain language summary Lead Agency and be timely to ensure that the results of the reports are available and easily understood by parents when they are deciding on a child care provider. Lead Agencies must post at least 3 years of monitoring and inspection reports.

a. Does the Lead Agency post:

i. **[x]** Pre-licensing inspection reports for licensed programs.

ii. **[x]** Full monitoring and inspection reports that include areas of compliance and non-compliance for all non-relative providers eligible to provide CCDF services.

iii. **[ ]** Monitoring and inspection reports that include areas of non-compliance only, with information about all areas covered by a monitoring visit posted separately on the website (e.g., a blank checklist used by monitors) for all non-relative providers eligible to provide CCDF services. If checked, provide a direct URL/website link to the website where a blank checklist is posted:

iv. **[ ]** Other. Describe:

b. Check if the monitoring and inspection reports and any related plain language summaries include:

i. **[x]** Date of inspection.

ii. **[x]** Health and safety violations, including those violations that resulted in fatalities or serious injuries occurring at the provider. Describe how these health and safety violations are prominently displayed: **Any non-compliance documented is clearly visible on the program page with a description of the requirement, non-compliance as observed at the time of monitoring, plan to correct date, and if this was a numerous, repeated or serious non-compliance.**

iii. **[x]** Corrective action plans taken by the Lead Agency and/or child care provider. Describe: **Plan to correct is included for all documented non-compliances.**

iv. **[x]** A minimum of 3 years of results, where available.

v. If any of the components above are not selected, please explain:

c. Lead Agencies must post monitoring and inspection reports and/or any related summaries in a timely manner.

i. Provide the direct URL/website link to where the reports are posted: **Child Care Locator (okdhs.org)**

ii. Identify the Lead Agency's established timeline for posting monitoring reports and describe how it is timely: **Licensing staff are required to sync eXepedite at the start and end of the business day. By syncing, completed monitoring reports are posted to the Child Care Locator Website.**

d. Does the Lead Agency certify that the monitoring and inspection reports or the summaries are in plain language that is understandable to parents and other consumers?

[x] Yes.

[ ] No. If no, describe:

e. Does the Lead Agency certify that there is a process for correcting inaccuracies in the monitoring and inspection reports?

[x] Yes.

[ ] No. If no, describe:

f. Does the Lead Agency maintain monitoring and inspection reports on the consumer education website?

[x] Yes.

[ ] No. If no, describe:

5.5.5 Qualifications and training of licensing inspectors

Lead Agencies must ensure that individuals who are hired as licensing inspectors (or qualified monitors designated by the Lead Agency) are qualified to inspect child care providers and facilities and have received health and safety training appropriate to the provider setting and age of the children served.

Describe how the Lead Agency ensures that licensing inspectors (or qualified monitors designated by the Lead Agency) are qualified and have received training on health and safety requirements that are appropriate to the age of the children in care and the type of provider setting. **Individuals hired as licensing specialists complete new licensing specialist trainings, including family child care home requirements overview and child care center-based program requirements overview. These overviews include training on health and safety requirements of the different licensed settings and requirements related to different ages of children. When any revisions are made to health and safety requirements, training is provided to licensing specialists prior to implementation of the new requirements. Licensing staff also review two provider videos related to health and safety. Occasionally licensing specialists have opportunities for appropriate trainings not provided by the agency, such as infant safe sleep practices.**

5.5.6 Ratio of licensing inspectors

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

Provide the ratio of licensing inspectors to child care providers (i.e., number of inspectors per number of child care providers) and facilities in the State/Territory and include how the ratio is sufficient to conduct effective inspections on a timely basis. **The Lead Agency employs a Licensing staff of ninety-one Licensing Specialists. Each Licensing Specialist is responsible to monitor a caseload containing both child care center based programs and family child care homes. Each Licensing Specialists carries a caseload with an average of thirty-seven programs. This ratio allows our licensing staff to conduct a minimum of three monitoring visits per year, address all complaints within their caseload, and conduct reviews for QRIS criteria on a timely basis.**

5.6 Ongoing Health and Safety Training

Lead Agencies must have ongoing training requirements for all caregivers, teachers, and directors of eligible CCDF providers for health and safety standards but have discretion on frequency and

training content (e.g., pediatric CPR refresher every year and recertification every 2 years). Lead Agencies have discretion on which health and safety standards are subject to ongoing training. Lead Agencies may exempt relative providers from these requirements.

5.6.1 Required ongoing training of health and safety standards

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

a. Licensed child care centers: **Directors: 20 hours annually; program personnel: 12 hours annually. All personnel obtain CPR and first aid certification within 90 days of employment and is kept current.**

b. License-exempt child care centers: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible**

c. Licensed family child care homes: **Primary Caregivers of a Family Child Care Home: 12 hours annually; Primary Caregivers of a Large Family Child Care Home: 15 hours annually. All caregivers obtain CPR and first aid certification before being left alone with children and is kept current. The Lead Agency received a preliminary finding of non-compliance with CCDF Pre-Orientation training and Safety Requirements on June 14, 2024. The finding is due to all providers, specifically substitutes and assistants in family child homes and large family child care homes not completing and established minimum hours of annual training and professional development. The Lead Agency will implement emergency Oklahoma Administrative Code changes to licensing requirements with an anticipated effective date of November 2026.**

d. License-exempt family child care homes: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

e. Regulated or registered in-home child care: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

f. Non-regulated or registered in-home child care: **The provisions of the Oklahoma Child Care Facility Licensing Act shall not apply to exempt programs, therefore these programs are exempt from licensing and are not CCDF-eligible.**

5.7 Comprehensive Background Checks

Lead Agencies must conduct comprehensive background checks for all child care staff members (including prospective staff members) of all child care providers that are (1) licensed, regulated, or registered under State/Territory law, regardless of whether they receive CCDF funds; or (2) all other child care providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible child care providers). Family child care home providers must also submit background check requests for all household members age 18 or older.

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

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

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

5.7.1 In-state criminal history check with fingerprints

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

[x] Yes.

[ ] No. If no, describe any categories of licensed, regulated, or registered child care providers for whom you do not conduct in-state criminal background checks with fingerprints.

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

[ ] Yes.

[x] No. If no, describe any categories of child care providers eligible for CCDF participation for whom you do not conduct in-state criminal background checks with fingerprints.
License-exempt programs receiving CCDF are military and tribal child care programs. The Department of Defense and tribal organizations conduct their background checks.

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

[x] Yes.

[ ] No. If no, describe individuals age 18 or older who reside in a family child care home who do not receive an in-state criminal background check with fingerprints.

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

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

[x] Yes.

[ ] No. If no, describe any categories of licensed, regulated, or registered child care providers for whom you do not conduct FBI criminal background checks with fingerprints.

b. Does the Lead Agency conduct FBI criminal history background checks with fingerprints for all child care staff members (including prospective staff members) of all other child

care providers eligible for CCDF participation (i.e., license-exempt providers)?

[ ] Yes.

[x] No. If no, describe any categories of child care providers eligible for CCDF participation for whom you do not conduct FBI criminal background checks. **License-exempt programs receiving CCDF are military and tribal child care programs. The Department of Defense and tribal organizations conduct their background checks.**

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

[x] Yes.

[ ] No. If no, describe individuals age 18 or older who reside in a family child care home who do not receive an FBI criminal background check with fingerprints.

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

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

a. Does the Lead Agency conduct NCIC NSOR name-based background checks for all child care staff members (including prospective staff members) of licensed, regulated, or registered child care providers, regardless of CCDF participation?

[x] Yes.

[ ] No. If no, describe any categories of licensed, regulated, or registered child care providers for whom you do not conduct NCIC NSOR name-based background checks.

b. Does the Lead Agency conduct NCIC NSOR name-based background checks for all child care staff members (including prospective staff members) of all other child care providers eligible for CCDF participation (i.e., license-exempt providers)?

[ ] Yes.

[x] No. If no, describe any categories of child care providers eligible for CCDF participation for whom you do not conduct NCIC NSOR name-based background checks. **License-exempt programs receiving CCDF are military and tribal child care programs. The Department of Defense and tribal organizations conduct their background checks.**

c. Does the Lead Agency conduct the NCIC NSOR name-based background check for all individuals age 18 or older who reside in a family child care home?

[x] Yes.

[ ] No. If no, describe individuals age 18 or older who reside in a family child care home who do not receive a NCIC NSOR name-based background check.

5.7.4 In-state sex offender registry (SOR) check

a. Does the Lead Agency conduct in-state SOR checks for all child care staff members

(including prospective staff members) of licensed, regulated, or registered child care providers, regardless of CCDF participation?

[x] Yes.

[ ] No. If no, describe any categories of licensed, regulated, or registered child care providers for whom you do not conduct in-state SOR background checks.

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

[ ] Yes.

[x] No. If no, describe any categories of child care providers eligible for CCDF participation for whom you do not conduct in-state SOR background checks. **License-exempt programs receiving CCDF are military and tribal child care programs. The Department of Defense and tribal organizations conduct their background checks.**

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

[x] Yes.

[ ] No. If no, describe individuals age 18 or older who reside in a family child care home who do not receive an in-state SOR background check.

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

a. Does the Lead Agency conduct CAN registry checks for all child care staff members (including prospective staff members) of licensed, regulated, or registered child care providers, regardless of CCDF participation?

[x] Yes.

[ ] No. If no, describe any categories of licensed, regulated, or registered child care providers for whom you do not conduct CAN registry checks.

b. Does the Lead Agency conduct CAN registry checks for all child care staff members (including prospective staff members) of all other child care providers eligible for CCDF participation (i.e., license-exempt providers)?

[ ] Yes.

[x] No. If no, describe any categories of child care providers eligible for CCDF participation for whom you do not conduct CAN registry checks. **License-exempt programs receiving CCDF are military and tribal child care programs. The Department of Defense and tribal organizations conduct their background checks.**

c. Does the Lead Agency conduct the CAN registry check for all individuals age 18 or older who reside in a family child care home?

[x] Yes.

[ ] No. If no, describe individuals age 18 or older who reside in a family child care home who do not receive a CAN registry check.

5.7.6 Interstate criminal history check

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

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

[x] Yes.

[ ] No. If no, describe any categories of licensed, regulated, or registered child care providers for whom you do not conduct interstate criminal history background checks.

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

[ ] Yes.

[x] No. If no, describe any categories of child care providers eligible for CCDF participation for whom you do not conduct interstate criminal history background checks. **License-exempt programs receiving CCDF are military and tribal child care programs. The Department of Defense and tribal organizations conduct their background checks.**

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

[x] Yes.

[ ] No. If no, describe why individuals age 18 or older that resided in other state(s) in the past 5 years who reside in a family child care home that do not receive an interstate criminal history background check.

5.7.7 Interstate Sex Offender Registry (SOR) check

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

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

[x] Yes.

[ ] No. If no, describe any categories of licensed, regulated, or registered child care providers for whom you do not conduct interstate SOR checks.

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

[ ] Yes.

[x] No. If no, describe any categories of child care providers eligible for CCDF participation for whom you do not conduct interstate SOR checks. **License-exempt programs receiving CCDF are military and tribal child care programs. The Department of Defense and tribal organizations conduct their background checks.**

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

[x] Yes.

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

5.7.8 Interstate child abuse and neglect (CAN) registry check

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

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

[x] Yes.

[ ] No. If no, describe any categories of licensed, regulated, or registered child care providers for whom you do not conduct interstate CAN registry checks.

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

[ ] Yes.

[x] No. If no, describe any categories of child care providers eligible for CCDF participation for whom you do not conduct interstate CAN registry checks. **License-exempt programs receiving CCDF are military and tribal child care programs. The Department of Defense and tribal organizations conduct their background checks.**

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

[x] Yes.

[ ] No. If no, describe individuals age 18 or older that resided in other state(s) in the past 5 years who reside in a family child care home that do not receive interstate CAN registry checks.

5.7.9 Disqualifications for child care employment

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

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

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

[x] Yes.

[ ] No. If no, describe the disqualifying criteria:

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

[x] Yes.

[ ] No. If no, describe any disqualifying criteria used for licensed, regulated, and registered child care providers:

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

[ ] Does not use them to disqualify employment.

[x] Uses them to disqualify employment. If checked, describe: **Individuals are disqualified if they are recorded as a registrant on Oklahoma's Restricted Registry.**

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

[ ] Does not use them to disqualify employment.

[x] Uses them to disqualify employment. If checked, describe: **OBI pursues documentation regarding the specific details involving the placement of an individual on an interstate child abuse and neglect registry. The individual may, or may not be, disqualified after review. Factors considered in the determination process include the following: date and number of occurrences, age of individual at the time they were added to the registry, the finding(s) involving child abuse and neglect, including direct or indirect involvement, and the severity of child abuse and neglect. If we are unable to obtain the report due to the state refusing to provide the details, but they provide an eligible or ineligible determination, we honor their criteria for disqualification.**

5.7.10 Privacy

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

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

[x] Yes.

[ ] No. If no, describe the current process of notification:

5.7.11 Appeals processes for background checks

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

Does the appeals process:

i. Provide the affected individual with information related to each disqualifying crime in a report, along with information/notice on the opportunity to appeal.

[x] Yes.

[ ] No. Describe:

ii. Provide the affected individual with clear instructions about how to complete the appeals process for each background check component if they wish to challenge the accuracy or completeness of the information contained in such individual's background report.

[x] Yes.

[ ] No. Describe:

iii. Ensure the Lead Agency attempts to verify the accuracy of the information challenged by the individual, including making an effort to locate any missing disposition information related to the disqualifying crime.

[x] Yes.

[ ] No. Describe:

iv. Get completed in a timely manner.

[x] Yes.

[ ] No. Describe:

v. Ensure the affected individual receives written notice of the decision. In the case of a negative determination, the decision must indicate (1) the Lead Agency's efforts to verify the accuracy of information challenged by the individual, (2) any additional appeals rights available to the individual, and (3) information on how the individual can correct the federal or State records at issue in the case.

[x] Yes.

[ ] No. Describe:

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

[x] Yes.

[ ] No. Describe:

5.7.12 Provisional hiring of prospective staff members

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

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

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

a. FBI criminal background check.

[ ] Yes.

[x] No. If no, describe: **No, though the majority of our provisional results include both OSBI and FBI results.**

b. In-state criminal background check with fingerprints.

[x] Yes.

[ ] No. If no, describe:

c. In-state Sex Offender Registry.

[x] Yes.

[ ] No. If no, describe:

d. In-state child abuse and neglect registry.

[x] Yes.

[ ] No. If no, describe:

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

[x] Yes.

[ ] No. If no, describe:

f. Interstate criminal background check, as applicable.

[ ] Yes.

[x] No. If no, describe: **The vast majority of our provisional results have qualifying results for all required components except for the interstate criminal background check and interstate child abuse and neglect registry check.**

g. Interstate Sex Offender Registry check, as applicable.

[x] Yes.

[ ] No. If no, describe:

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

[ ] Yes.

[x] No. If no, describe: **The vast majority of our provisional results have qualifying results for all required components except for the interstate criminal background check and interstate child abuse and neglect registry check.**

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

[x] Yes.

[ ] No. If no, describe:

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

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

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

[x] Yes.

[ ] No. If no, describe the timeline for completion for categories of providers, including which background check components take more than 45 days.

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

[x] Yes.

[ ] No. If no, describe the current policy:

5.7.14 Responses to interstate background check requests

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

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

[x] Yes.

[ ] No.

b. Describe how the State/Territory responds to interstate criminal history, Sex Offender Registry, and Child Abuse and Neglect Registry background check requests from another state. **Since Oklahoma is a National Fingerprint File state, an out-of-state criminal history check is not required for child care employment purposes, but should a requestor still wish to obtain, instructions are provided to enable them to submit requests directly to the Oklahoma State Bureau of Investigation (OSBI). OSBI responds directly to the requestor. This can be done digitally or fax/mail.**

c. Does your State/Territory have a law or policy that prevents a response to CCDF interstate background check requests from other States/Territories/Tribes?

[ ] Yes. If yes, describe the current policy.

[x] No.

5.7.15 Consumer education website links to interstate background check processes

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

a. Provide the direct URL/website link that contains instructions on how child care providers and other States and Territories should initiate background check requests for prospective and current child care staff members: **Child Care Background Check (oklahoma.gov)**

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

b. Interstate criminal background check:

i. **[x]** Agency name

ii. **[x]** Address

iii. **[x]** Phone number

iv. **[x]** Email

v. **[x]** Website

vi. **[x]** Instructions

vii. **[x]** Forms

viii. **[x]** Fees

ix. **[x]** Is the State a National Fingerprint File (NFF) State?

x. **[x]** Is the State a National Crime Prevention and Privacy Compact State?

xi. If not all boxes above are checked, describe:

c. Interstate sex offender registry (SOR) check:

i. **[x]** Agency name

ii. **[x]** Address

iii. **[x]** Phone number

iv. **[x]** Email

v. **[x]** Website

vi. **[x]** Instructions

vii. **[x]** Forms

viii. **[x]** Fees

ix. If not all boxes above are checked, describe:

d. Interstate child abuse and neglect (CAN) registry check:

i. **[x]** Agency name

ii. **[x]** Is the CAN check conducted through a county administered registry or centralized registry?

iii. **[x]** Address

iv. **[x]** Phone number

v. **[x]** Email

vi. **[x]** Website

vii. **[x]** Instructions

viii. **[x]** Forms

ix. **[x]** Fees

x. If not all boxes above are checked, describe:

5.7.16 Background check fees

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

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

[x] Yes.

[ ] No. If no, describe what is currently in place and what elements still need to be implemented:

5.7.17 Renewal of the comprehensive background check

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

[x] Yes.

[ ] No. If no, what is the frequency for renewing each component?

5.8 Exemptions for Relative Providers

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

5.8.1 Exemptions for relative providers

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

[ ] No.

[x] Yes. If yes, which type of relatives do you exempt, and from what requirements (licensing requirements, CCDF health and safety standards, preservice/orientation training, ongoing training, inspections, and/or background checks) do you exempt them? **The Oklahoma Child Care Facilities Licensing Act exempts care that is provided in the child's own home or by relatives. The Lead Agency defines relative as being aunt, uncle, grandparent, great grandparent, or sibling not living in the home.**

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

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

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

6.1 Supporting the Child Care Workforce

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

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

a. Identify any Lead Agency activities related to strengthening workforce recruitment and retention of child care providers. Check all that apply:

i. **[ ]** Providing program-level grants to support investments in staff compensation.

ii. **[ ]** Providing bonuses or stipends paid directly to staff, like sign-on or retention

bonuses.

iii. [ ] Connecting family child care providers and center-based child care staff to health insurance or supporting premiums in the Marketplace.

iv. [ ] Subsidizing family child care provider and center-based child care staff retirement benefits.

v. [ ] Providing paid sick, personal, and parental leave for family child care providers and center-based child care staff.

vi. [ ] Providing student loan debt relief or loan repayment for family child care providers and center-based child care staff.

vii. [x] Providing scholarships or tuition support for center-based child care staff and family child care providers.

viii. [x] Other. Describe: **Through the Oklahoma Registry Certificate of Achievement and Stipend program, individuals working in a licensed child care program within the state may receive up to two $600 awards annually upon successful completion of thirty clock-hours within targeted areas as identified by the Lead Agency. This program is administered through quality contracts with the Center for Early Childhood Professional Development (CEPCD).**

b. Describe any Lead Agency ongoing efforts and future plans to assess and improve the compensation of the child care workforce in the State or Territory, including increasing wages, bonuses, and stipends. **The Lead Agency plans to expand compensation for professional development expansion, with additional plans to increase targeted professional development stipends for registry participants working within the field.**

c. Describe any Lead Agency ongoing efforts and future plans to expand access to benefits, including health insurance, paid sick, personal, and parental leave, and retirement benefits. **At this time, the Lead Agency has no plans to support these efforts due to lack of funding.**

d. Describe any Lead Agency ongoing efforts and future plans to support the mental health and well-being of the child care workforce. **The Lead Agency provides mental health supports to individuals working in the child care field by access to the Oklahoma Child Care Warmline. This access allows for mental health resources to be provided as well as referral to programs outside the Child Care Services funded initiatives. In addition, there are multiple professional development opportunities that support the mental health through the Oklahoma Child Care Professional Development Registry (OPDR) through the CECPD quality contract. These include a number of topics specific to mental health and families. Supported through quality contracts, the Oklahoma Registry Certificate of Achievement and Stipend program, allows for an area of concentration in Cultivating Growth & Well Being which includes self-care topics for providers working in the child care industry.**
Through the Oklahoma Child Care Resource and Referral Association (OCCRRA) quality contract, the Lead Agency supports the OK Shared Services which includes resources free of charge to registered participants. These free services include a Tele Therapy at no cost.

e. Describe any other strategies the Lead Agency is developing and/or implementing to

support providers' recruitment and retention of the child care workforce. **The Lead Agency has no plans for additional supports within this area at this time.**

6.1.2 Strategies to support provider business practices

a. Describe other strategies that the Lead Agency is developing and/or implementing to strengthen child care providers' business management and administrative practices. **The Lead Agency Supports through a quality contract with the Center for Early Childhood Professional Development (CEPD), a multitude of professional development courses are offered to assist with business management and growth. Also, an Oklahoma Registry Certificate of Achievement and Stipend Program is available to anyone working in the child care industry title Better Business for Family Care. Also supported by the Lead Agency, the Oklahoma Child Care Resource and Referral Agency (OCCRRA) provides support to Family Child Care Home providers through the Oklahoma Thrive Network. These supports include the Bright Wheel child care management software and access to resources in the use of. Each one of the eight regional OCCRA has a business coach. The position of the business coach is to provide support to the Thrive family child care home network, as well as providing training and technical assistance to all programs and providers supporting better business practices.**

b. Check the topics addressed in the Lead Agency's strategies for strengthening child care providers' administrative business practices. Check all that apply:

i. **[x]** Fiscal management.

ii. **[x]** Budgeting.

iii. **[x]** Recordkeeping.

iv. **[x]** Hiring, developing, and retaining qualified staff.

v. **[x]** Risk management.

vi. **[x]** Community relationships.

vii. **[x]** Marketing and public relations.

viii. **[x]** Parent-provider communications.

ix. **[x]** Use of technology in business administration.

x. **[x]** Compliance with employment and labor laws.

xi. **[ ]** Other. Describe any other efforts to strengthen providers' administrative business:

6.1.3 Strategies to support provider participation

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

a. Providers and staff with limited English proficiency: **The Lead Agency contracts with the Oklahoma Child Care Resource and Referral (OCCRRA) for Hispanic outreach services. This includes services to families and providers. Through the resource and referral and Center**

for Early Childhood Professional Development (CECPD), an annual conference is held to exclusively meet the needs of Spanish language providers throughout the state. Also, through the Oklahoma Professional Development Registry, multiple courses are available in Spanish with a commitment for continued translation and availability. These courses include required entry level training for program directors and personnel, with the family child care home entry level training translation completion expected within the year. Also, recent additions include the Pyramid Model of Social and Emotional Development available in Spanish. All of these efforts are to support Hispanic providers and increase participation.

b. Providers and staff who have disabilities: **The Lead Agency website is 508 compliant. Licensing requirements are inclusive of all abilities when qualifications are met. Sign language interpreter services are available. Through the CECPD, individuals with disabilities may request accommodations through the educators to include sign language translator services. Other resources include availability of the transcript button on some individual on-line courses through the CECPD.**

6.2 Professional Development Framework

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

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

6.2.1 Updates and consultation

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

[ ] Yes. If yes, describe the elements of the framework that were updated and describe if and how the State Advisory Council on Early Childhood Education and Care (if applicable) or similar coordinating body was consulted:

[x]No.

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

[ ] Yes. If yes, identify the other key groups:

[x] No.

6.2.2 Description of the professional development framework

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

i. Professional standards and competencies. For example, Lead Agencies can include information about which roles in early childhood education are included (such

as teachers, directors, infant and toddler specialists, mental health consultants, coaches, licensors, QIS assessors, family service workers, home visitors). **The Lead Agency requires all child care staff in licensed programs meet annual professional development requirements as well as required health and safety topic requirements upon profession entrance. Through a quality contract, Center for Early Childhood Professional Development (CECPD), all professional development is approved. The CECPD also has the responsibility to ensure approved training organizations meet specific quality standards. All professional development approval must be aligned with the Oklahoma Core Competencies Core Knowledge for Early Childhood Professionals, and/or Oklahoma Competencies for School Time Program Practitioners. All individuals working with children in a licensed program within the state are required to obtain at least minimum professional development training hours. These positions include: primary caregiver, assistant caregiver, full-time substitutes, director, assistant director, master teacher, teacher, assistant teachers and curriculum coordinators.**

ii. Career pathways. For example, Lead Agencies can include information about professional development registries, career ladders, and levels. **The Lead Agency requires all child care staff in licensed programs meet annual professional development requirements as well as required health and safety topic requirements upon profession entrance. Through a quality contract, Center for Early Childhood Professional Development (CECPD), all professional development is approved. The CECPD also has the responsibility to ensure approved training organizations meet specific quality standards. All professional development approval must be aligned with the Oklahoma Core Competencies Core Knowledge for Early Childhood Professionals, and/or Oklahoma Competencies for School Time Program Practitioners. All individuals working with children in a licensed program within the state are required to obtain at least minimum professional development training hours. These positions include: primary caregiver, assistant caregiver, full-time substitutes, director, assistant director, master teacher, teacher, assistant teachers and curriculum coordinators.**

iii. Advisory structure. For example, Lead Agencies can include information about how the professional development advisory structure interacts with the State Advisory Council on Early Childhood Education and Care. **The Oklahoma Partnership for School Readiness (OPSR) is the state advisory council for the Lead Agency. The Child Care Services Director is an active participant on the OPSR Board of Directors. Agency staff participating in numerous workgroups representing other partner organization and community stakeholders throughout the state.**

iv. Articulation. For example, Lead Agencies can include information about articulation agreements, and collaborative agreements that support progress in degree acquisition. **The Lead Agency has quality contracts with the Oklahoma State Regents for Higher Education which is responsible for managing the articulation agreements with Career Technology Center and, community colleges through the state. These agreements allow for personnel working in the field to obtain training to achieve national credentials upon coursework completion and to receive college credit to obtain state recognized credentials, Associate degree**

and a bachelor's degree.

v. Workforce information. For example, Lead Agencies can include information about workforce demographics, educator well-being, retention/turnover surveys, actual wage scales, and/or access to benefits. **Through contracted partners, the Lead Agency has availability of demographics that include DOB, age, gender, educational level, number of years in the field, registry level, director credentials, and program employment type.**

vi. Financing. For example, Lead Agencies can include information about strategies including scholarships, apprenticeships, wage enhancements, etc. **The Lead Agency supports professional development by providing opportunities for free and low-cost professional development. The Lead Agency provides at least one free training topic each month as well as offering the Pyramid Model trainings with no charge to the participant. Investments are being made to offer all of these courses in Spanish language as well. The Certificate of Achievement and Stipend Program provides a monetary stipend of $600, biannually upon successful completion of targeted professional development areas. These are designed to promote targeted professional development. Through the Scholars for Excellence in Child Care, national credentials, state credentials, associate and bachelor's degree programs are supported at 90% the cost of tuition and fees for those working in the child care industry. Upon successful completion of these formal learning degrees, a financial stipend is awarded.**

b. Does the Lead Agency use additional elements?

[x] Yes.

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

i. **[x]** Continuing education unit trainings and credit-bearing professional development. Describe: **Continuing Education Units are available for trainings as approved by the Center for Early Childhood Professional Development. Scholars for Excellence in Child Care program provide scholarships to achieve credentials and degrees in Child Development.**

ii. **[x]** Engagement of training and professional development providers, including higher education, in aligning training and educational opportunities with the Lead Agency's framework. Describe: **All formal professional development and college credit bearing courses must be aligned with the Oklahoma Core Competencies Core Knowledge for Early Childhood Professionals, and/or Oklahoma Competencies for School Time Program Practitioners.**

iii. **[ ]** Other. Describe:

[ ] No.

6.2.3 Impact of the Professional Development Framework

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

a. Professional standards and competencies. For example, do the professional standards and competencies reflect the range of providers across role, child care setting, or age of

children served? **The Professional Development Framework supported by the Lead Agency provides a foundation for individuals working in the child care industry by providing a variety of opportunities for growth from basic skills and knowledge to obtaining college degrees which is all supported through CCDF funding. Supporting the workforce through quality skills and practices improves the continuity of care to children within the state. Anyone working within the child care industry has the opportunity to obtain formal education at low or no cost to them. Free courses are offered each month with a vast array of subject matters throughout the year, also available at no cost are the Pyramid Model of social and emotional development trainings. The Lead Agency is committed to continue further development of quality trainings through a quality contract with the Center for Early Childhood Professional Development (CECPD). Recognized as part of this framework in the Career Technology Certificate of Achievement as acceptable master teacher qualifications. This offers high school students an opportunity to obtain education and training supporting a career in the early care state systems. Scholarship support is also offered through career technology centers with the Pathway to Child Development Associate (CDA) National Credential which includes financial payment of the observation component. Scholarships are available for those working full-time in the child care industry to obtain college credit hours through a quality contract with the Oklahoma State Regents, Scholars for Excellence in Child Care. Two-year colleges throughout the state offer opportunities to obtain a state master teacher credential Certificate of Mastery, Director Certificate of Mastery, Associate Degree, and Bachelor Degree. These all support and provide advanced career opportunities for child care industry staff. Students working through these programs are all provided support in their coursework and educational processes through programs supported by the Lead Agency. Financial awards may be earned by successfully completing these programs.**

b. Career pathways. For example, has the Lead Agency developed a wage ladder that provides progressively higher wages as early educators gain more experience and credentials? What types of child care settings and staff roles are addressed in career pathways, such as licensed centers and family child care homes? **The Lead Agency supports educational opportunities that enhance quality care within the state. Upon completion of a degree or credential, a financial stipend is awarded that increases in correspondence with higher levels of education obtained. Individuals working with children may receive a financial stipend award of six hundred dollars bi-annually for completing targeted professional development, which a continuation for child development related topics added annually. All of the above programs are open to licensed programs within the state regards of Quality Rating and Improvement System participation, Tribal or Head Start affiliations. Combined, all of these incentives encourage individuals to continue educational growth opportunities, better stability in the child care field, and the Lead Agency recognizes that having a higher qualified staff working in child care enhances the care of all children.**

c. Advisory structure. For example, has the advisory structure identified goals for child care workforce compensation, including types of staff and target compensation levels? Does the Lead Agency have a Preschool Development Birth-to-Five grant and is part of its scope of work child care compensation activities? Are they represented in the advisory structure? **The Lead Agency works with Oklahoma Partnership for School Readiness (OPSR) in an advisory capacity. Lead Agency and OPSR staff work collaboratively to increase the overall quality of care within the state. Agency personnel participate in work**

groups partnered with OPSR and other community stakeholders. The Preschool Development Birth-to-Five grant is administered through the OPSR foundation. No funds from this are used to support Lead Agency sponsored stipend programs.

d. Articulation. For example, how does the advisory structure include training and professional development for providers, including higher education, to assist in aligning training and education opportunities? **The Lead Agency maintains a quality contract with the Oklahoma State Regents for Higher Education, Scholars for Excellence in Education. Articulation agreements between the Lead Agency, Career Technology Centers and community colleges, and four-year universities throughout the state are managed through this program. The agreements allow for child care practitioners to achieve national credentials through these avenues upon course and criteria completion and receive college credit hours toward Associate or Bachelor degree programs.**

e. Workforce information. For example, does the Lead Agency have data on the existing wages and benefits available to the child care workforce? Do any partners such as the Quality Improvement System, child care resource and referral agencies, Bureau of Labor Statistics, and universities and research organizations collect compensation and benefits data? Does the Lead Agency monitor child care workforce wages and access to benefits through ongoing data collection and evaluation? Can the data identify any disparities in the existing compensation and benefits (by geography, role, child care setting, race, ethnicity, gender, or age of children served)? **The Lead Agency requires that individuals working in child care be a members of the Oklahoma Professional Development Registry (OPDR). Through the OPDR data is collected that includes work history, educational level, professional development hours, required health and safety training, and required entry level trainings. The OPDR also tracks if an individual meets master teacher or director qualifications. Center based programs and Large Family Child Care Homes must be registered as a Direct Care Organization to assist in maintaining up to date current employee information on the OPDR. There is no other readily available workforce data available to the Lead Agency.**

f. Financing. For example, has the Lead Agency set a minimum or living wage as a floor for all child care staff? Do Lead Agency-provider subsidy agreements contain requirements for staff compensation levels? Do Lead Agencies provide program-level compensation grants to support staff base salaries and benefits? Does the Lead Agency administer bonuses or stipends directly to workers? **The Lead agency provides direct support to individuals working with children in a licensed child care program through the Oklahoma Child Care Stipend of Achievement which awards up to two annual bonuses of six hundred dollars upon successful completion of targeted professional development.**

6.3 Ongoing Training and Professional Development

6.3.1 Required hours of ongoing training

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

a. Licensed child care centers: **Based on minimum licensing requirements, directors 20 hours annually, teaching personnel 12 clock-hours annually, master teacher, 20 clock-hours annually.**

b. License-exempt child care centers: **License exempt programs are not required to complete annual training.**

c. Licensed family child care homes: **Based on minimum licensing requirements, primary caregiver must obtain 12 clock-hours annually, though the Lead Agency has proposed policy that will change this to 15 clock-hours to correlate with the Oklahoma Professional Development Ladder. In a large family child care home 20 hours annually is required for the primary caregiver. Licensing requirements for Family Child Care Homes will be updated with an anticipated effective date of 11/2026 to include required training for assistant and substitute caregivers.**

d. License-exempt family child care homes: **License exempt programs are not required to complete annual training.**

e. Regulated or registered in-home child care: **License exempt programs are not required to complete annual training.**

f. Non-regulated or registered in-home child care: **License exempt programs are not required to complete annual training.**

6.3.2 Accessibility of professional development for Tribal organizations

Describe how the Lead Agency's training and professional development are accessible to providers supported through Indian tribes or Tribal organizations receiving CCDF funds (as applicable). **All training and professional development opportunities offered through the Oklahoma Professional Development Registry (OPDR) searchable database are available to Tribal organizations, Indian Tribes, public and private school personnel, parents, and any other members of the general public. These groups are all eligible to attend at the same low costs provided to licensed child care programs within the state. Tribal partners may also access services offered by The Child Care Warmline. Tribal partners are an approved training sponsored organization and provide training opportunities throughout the state. Individuals working in the state licensed child care program are also eligible for the Certificate of Achievement and Stipend Program administered through the Center for Early Childhood Professional Development. Tribal programs are also eligible to participate in the Scholars for Excellence in Child Care program administered through the Oklahoma State Regents for Higher Education quality contract and the accompanying stipends.**

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

Describe how the Lead Agency's training and professional development requirements reflect the range of children, families, and child care providers participating in CCDF. To the extent practicable, how does professional development include specialized training or credentials for providers who care for infants or school-age children; individuals with limited English proficiency; children who are bilingual; children with developmental delays or disabilities; and/or Native Americans, including Indians, as the term is defined in Section 900.6 in subpart B of the Indian Self-Determination and Education Assistance Act (including Alaska Natives) and Native Hawaiians? **The Lead Agency invests in opportunities for formal professional development and college credit bearing hours that are accessible to individuals of multiple educational and ability levels. The Oklahoma Professional Development Registry (OPDR) allows for entry level into the profession and provides a clear scope of advancement within the field as educational and professional development increases. Professional development opportunities are available throughout the state and are inclusive of a vast array of topics readily available both in person and online formats.**

These include topics on working with children of all ages and developmental stages, as well as differing abilities. A multitude of courses are available that include working with children, families and staff with cultural differences including the Native American population. These include communication and conflict resolution, culture and families, cultures in the classroom, and language development in non-mainstream cultures. In addition, courses are not only available in Spanish language, but also on basic Spanish in the classroom and learning basic Spanish. Specialized training is on available working with children experiencing trauma, English learners, homelessness and many others. Certificate of Achievement and Stipends are available for providers who complete focused formal education in many topics included those for Infant/Toddler, Preschool, School Age, Approaches to Managing Challenging Behavior, and Childhood Resiliency. Program personnel from tribal programs participate in the Oklahoma Professional Development Registry with all courses available to receive training hours, are approved educators providing education throughout the state who develop and teach their own curriculum. Tribal program personnel are also eligible to participate in the professional development stipend program.

All of these are intended to educate and better equip the child care professional on working with all children. The Lead Agency has invested in required entry level training being made available in Spanish and the Pyramid Model for Social and Emotional Development.

6.3.4 Child developmental screening

Describe how all providers receive, through training and professional development, information about: (1) existing resources and services the State/Territory can make available in conducting developmental screenings and providing referrals to services when appropriate for children who receive assistance under this part, including the coordinated use of the Early and Periodic Screening, Diagnosis, and Treatment program (42 U.S.C. 1396 et seq.) and developmental screening services available under section 619 and part C of the Individuals with Disabilities Education Act (20 U.S.C. 1419, 1431 et seq.); and (2) how child care providers may utilize these resources and services to obtain developmental screenings for children who receive assistance and who may be at risk for cognitive or other developmental delays, which may include social, emotional, physical, or linguistic delays: **Through the Lead Agency website https://oklahoma.gov/okdhs/services/child-care-services/parents-families/child-development.html information is available relating to child observation and assessment. Providers may also take the Oklahoma Early Learning Guidelines training which increases knowledge of typical child development and growth. Available through the Oklahoma Professional Development Registry (OPDR), additional trainings are available for development stages and held quarterly is an in person Focused Portfolio advanced training that includes information on developmental screenings. Also, through the Oklahoma Child Care Warmline, referrals can be given to Oklahoma Sooner Start.**

6.4 Early Learning and Developmental Guidelines

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

cognition, including language arts and mathematics; social, emotional, and physical development; and approaches toward learning.

6.4.1 Early learning and developmental guidelines

a. Check the boxes below to certify the Lead Agency's early learning and developmental guidelines are:

i. **[x]** Research-based.

ii. **[x]** Developmentally appropriate.

iii. **[x]** Culturally and linguistically appropriate.

iv. **[x]** Aligned with kindergarten entry.

v. **[x]** Appropriate for all children from birth to kindergarten entry.

vi. **[x]** Implemented in consultation with the educational agency and the State Advisory Council on Early Childhood Education and Care or similar coordinating body.

vii. If any components above are not checked, describe:

b. Check the boxes below to certify that the required domains are included in the Lead Agency's early learning and developmental guidelines.

i. **[x]** Cognition, including language arts and mathematics.

ii. **[x]** Social development.

iii. **[x]** Emotional development.

iv. **[x]** Physical development.

v. **[x]** Approaches toward learning.

vi. **[x]** Other optional domains. Describe any optional domains: **Creative Skills and Science are included in each ELG publication.**

vii. If any components above are not checked, describe:

c. When were the Lead Agency's early learning and developmental guidelines most recently updated and for what reason? **Oklahoma Early Learning Guidelines (ELG) were developed in 2011 with a workgroup review in 2016 with revisions made at that time. ELG publication updates are made based on revisions and developments in the Head Start Framework or Oklahoma Academic Standards. Additional reviews are planned within the next three years.**

d. Provide the Web link to the Lead Agency's early learning and developmental guidelines. **https://oklahoma.gov/okdhs/services/child-care-services/providers-educators/resources.html**

6.4.2 Use of early learning and developmental guidelines

a. Describe how the Lead Agency uses its early learning and developmental guidelines. **Oklahoma's Early Learning Guidelines (ELG) are used by licensing staff, child care providers, state early care and education professors, CDA instructors, development of**

professional development courses, and in all areas related to curriculum, lesson plans, appropriate learning environments, health and safety, etc. The ELGs are used in developing program standards, supporting programs in quality improvement, and increasing quality levels. Professional development in ELGs is a requirement for all staff involved in the state Quality Rating Improvement System. The ELGs are also shared with the Oklahoma State Department of Education and Head Start, Early Head Start programs.

b. Check the boxes below to certify that CCDF funds are not used to develop or implement an assessment for children that:

i. **[x]** Will be the primary or sole basis to determine a child care provider ineligible to participate in the CCDF.

ii. **[x]** Will be used as the primary or sole basis to provide a reward or sanction for an individual provider.

iii. **[x]** Will be used as the primary or sole method for assessing program effectiveness.

iv. **[x]** Will be used to deny children eligibility to participate in CCDF.

v. If any components above are not checked, describe:

7 Quality Improvement Activities

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

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

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

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

7.1 Quality Activities Needs Assessment

7.1.1 Needs assessment process and findings

a. Describe the Lead Agency needs assessment process for expending CCDF funds on activities to improve the quality of child care, including the frequency of assessment, how a range of parents and providers were consulted, and how their views are incorporated: **The Lead Agency conducts a customer service survey every two years, and a quality initiative survey at least every three years. Survey links are sent out on an agency listserv that includes parents and licensed programs. Programs are encouraged to share the survey link with parents as well. Lead Agency executive staff are provided the final survey results for review and input on next steps. Child Care Services management review all the results and comments provided. From this review, determination is made into what, if any changes should be made and as an evaluation of the effectiveness of invested quality initiatives.**

b. Describe the findings of the assessment, including any findings related to needs of different populations and types of providers, and if any overarching goals for quality improvement were identified: **The most recent quality survey was completed in 2024. Results were received representative of all programs sub-types with the primary responses being received from family child care homes and large family child care homes. Results indicated that when a program needs support for the state Quality Rating and Improvement System (QRIS), they seek out first their licensing specialist and then their QRIS specialist. When information is sought for quality standards, again the first point of contact is with their licensing specialist and second is with the Center for Early Childhood Professional Development (CECPD). Most programs provide traditional hours of care and participate in QRIS. The results indicated that the majority of providers appreciate the free and low-cost professional development opportunities that are provided by the Lead Agency with a majority agree/strongly agree that there are professional development opportunities available to them. Overwhelmingly number of providers (95%) feel they can effectively use the state Early Learning Guidelines. Many of the commentors stated that the Lead Agency provided grants helped to improve their environment and quality that were usually too costly to afford. Results from the professional development survey on training topics that would most benefit providers will be used in development of future trainings and professional development stipend bundles. Overall, Child Care Services was pleased with the number of responses and the indicated support for invested quality activities.**

7.2 Use of Quality Set-Aside Funds

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

7.2.1 Quality improvement activities

a. Describe how the Lead Agency will make its Quality Progress Report (ACF – 218) and expenditure reports, available to the public. Provide a link if available. **https://oklahoma.gov/okdhs/services/child-care-services/laws-rules-standards/ccfd.html**

The annual Quality Progress Report is posted on the Lead Agency website and updated annually.

b. Identify Lead Agency plans, if any, to spend CCDF funds for each of the following quality improvement activities. If an activity is checked "yes", describe the Lead Agency's current and/or future plans for this activity.

i. Supporting the training and professional development of the child care workforce, including birth to five and school-age providers.

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

[x] Yes. If yes, describe current and future investments. **Primary support for professional development opportunities is provided through the Center for Early Childhood Professional Development (CECPD). These include monthly training opportunities offered at no cost as well as free Pyramid Model Training. The CECPD is the clearing house for professional development of child care providers within the state, approving educators, training sponsors and courses to ensure they meet the standards as set by the Lead Agency. The CECPD also manages the Oklahoma Professional Development Registry (OPDR) where professional development and educational achievements are tracked. Additional professional development opportunities are available through the Oklahoma Child Care Resources and Referral regional offices, Child Care Services Quality Coaches and Licensing Specialists.**

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

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

[x] Yes. If yes, describe current and future investments. **Oklahoma has established Early Learning Guidelines for ages 3 – 5 and for Infants, Toddlers, and twos. The CECPD is responsible for ensuring that all educators meet criteria for conducting the courses with training materials updated as needed. The Lead Agency requires the Master Teachers and Primary Caregivers participating in the state Quality Rating and Improvement System (QRIS) complete ELG trainings.**

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

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

[x] Yes. If yes, describe current and future investments. **The Lead Agency supports QRIS system by increasing subsidy payments based on QRIS star level. Oklahoma Child Care Quality Coaches work to support programs participating in the QRIS system by providing coaching and training to support quality criteria**

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

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

[x] Yes. If yes, describe current and future investments. **Through the Oklahoma Child Care Resource and Referral, regional Infant & Toddler Specialist are available to offer services to programs serving children within this category. Supports include: professional development, technical assistance, referrals to additional**

resources. Through the CECPD professional development registry, Pyramid model training is offered free of charge and include modules for infant-toddler. Professional Development Certificate of Achievement in Infant/Toddler care is available for successful completion of targeted professional development.

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

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

[x] Yes. If yes, describe current and future investments. Through a quality contract with Oklahoma Partnership for School Readiness, Oklahoma Child Care Resource and Referral, seven regional R & R agencies provide services to the entire state and to all licensed programs. Services include management of referrals and resources for parents, technical assistance to providers, state Infant Toddler Specialist, Technical Assistance Specialist, Business Coaches, Staffed Family Child Care Home Network THRIVE, Hispanic services, and outreach/re-connect events.

vi. Facilitating compliance with Lead Agency child care licensing, monitoring, inspection and health and safety standards.

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

[x]Yes. If yes, describe current and future investments. The Lead Agency is responsible for monitoring licensed programs. Licensing Specialist monitor for compliance with minimum health and safety requirements.

vii. Evaluating and assessing the quality and effectiveness of child care services within the State/Territory.

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

[x] Yes. If yes, describe current and future investments. The Lead Agency conducts a bi-annual customer service survey that goes out to all licensed child care programs with encouragement to share with parents of children cared for by the programs. Licensed programs provide input of supports that are offered and effectiveness of these supports.

viii. Accreditation support.

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

[x] Yes. If yes, describe current and future investments. The Lead Agency provides accreditation supports for licensed family child care home providers through participation with the Staffed Family Child Care Home Network THRIVE.

ix. Supporting State/Territory or local efforts to develop high-quality program standards relating to health, mental health, nutrition, physical activity, and physical development.

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

[x] Yes. If yes, describe current and future investments. Through the CECPD quality contract, professional development certificate of achievement is available for Health Children in Child Care and Cultivating Growth and Well Being. This are established to encourage licensed program personnel to obtain training in these targeted areas. The state QRIS requires enhancement activities in health and

physical wellness, and nutrition to reach the highest star levels. These programs are monitored for compliance in those areas.

x. Other activities determined by the Lead Agency to improve the quality of child care services and the measurement of outcomes related to improved provider preparedness, child safety, child well-being, or kindergarten entry.

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

[x] Yes. If yes, describe current and future investments. **The Lead Agency responds to the industry needs, implementing additional programs and strategies as funding allows.**

8 Lead Agency Coordination and Partnerships to Support Service Delivery

Coordination and partnerships help ensure that the Lead Agency's efforts accomplish CCDF goals effectively, leverage other resources, and avoid duplication of effort. Such coordination and partnerships can help families better access child care, can assist in providing consumer education to parents, and can be used to improve child care quality and the stability of child care providers. Such coordination can also be particularly helpful in the aftermath of disasters when the provision of emergency child care services and the rebuilding and restoring of child care infrastructure are an essential part of ensuring the well-being of children and families in recovering communities.

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

8.1 Coordination with Partners to Expand Accessibility and Continuity of Care

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

8.1.1 Coordination with required and optional partners

Describe how the Lead Agency coordinates and the results of this coordination of the provision of child care services with the organizations and agencies to expand accessibility and continuity of care and to assist children enrolled in early childhood programs in receiving full-day services that meet the needs of working families.

The Lead Agency must coordinate with the following agencies:

a. State Advisory Council on Early Childhood Education and Care or similar coordinating body (pursuant to 642B(b)(I)(A)(i) of the Head Start Act). Describe the coordination and results of the coordination: **Oklahoma Partnership for School Readiness (OPSR) is the governor-appointed coordination council for the state and local early childhood system with the goal of engaging coordination of organizations and initiative statewide to improve the overall care and education of children of all ages within the state. Child Care Services Director serves as an active OPSR board member participant. Meetings are regularly scheduled including the Lead Agency, OPSR and other invested private/ [public**

partnerships through the state in a coordinated effort to improve overall childcare and education within the state. OPSR in an active member on the Oklahoma Child Care Advisory Committee.

b. Indian Tribe(s) and/or Tribal organization(s), at the option of the Tribe or Tribal organization. Describe the coordination and results of the coordination, including which Tribe(s) was (were) involved: **The Lead Agency works to have cooperative agreements with recognized tribes within the state. Through these collaborative efforts, meetings are conducted regularly with sharing of information related to licensing, subsidy, resources and quality initiatives, along with program changes. Subsidy participation is open to tribal families attending tribal programs through these established agreements. Through the Center for Early Childhood Professional Development, programs may take advantage of professional development opportunities offered to non-tribal programs and may use all regional resource and referral services. Tribal program monitoring staff also participate in the Lead Agency licensing professional development opportunities. Tribal representation has a permanent seat on the Oklahoma Child Care Advisory Committee.**

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

c. State/Territory agency(ies) responsible for programs for children with disabilities, including early intervention programs authorized under the Individuals with Disabilities Education Act. Describe the coordination and results of the coordination: **The Lead Agency personnel and Child Care Services Director are active participants on committees working to improve the overall quality of services to individuals with special needs. This includes the Children's State Advisory Team and Children's State Advisory Workgroup. Multiple state agencies and private partnerships work collaboratively on efforts. Participation include representation from Oklahoma State Department of Health, Oklahoma State Department of Mental Health, and SoonerStart through the Oklahoma State Department of Education supporting the importance of improving quality of care for young children and offering continuity of service.**

d. State/Territory office/director for Head Start State collaboration. Describe the coordination and results of the coordination: **Head Start-CCP grantees and the Lead Agency meet quarterly to report on progress and discuss any subsidy issues that need to be resolved. The State Head Start Collaboration Director is on numerous workgroups with staff from the Lead Agency. Staff from Lead Agency also participate in committees with members representing Head Start organizations. Head Start programs may participate as a licensed program on the Oklahoma Child Care Advisory Committee.**

e. State/Territory agency responsible for public health, including the agency responsible for immunizations. Describe the coordination and results of the coordination: **The Lead Agency coordinates with the Oklahoma Department of Health (OSDH) through collaborative service organizations. Licensing specialist work with local city county health departments for immunization record checks and referrals for services. Contracts are maintained for completion of required health inspections and with request for input into minimum health and safety related licensing requirements. This coordination led to improvement of the overall quality of care within the state. The Lead Agency also maintains a contract with the OSDH to provide warmline referral services to programs and parents. These service offer resources of problems relating to child behavior and health**

needs. Referrals may also be made for more in depth services as needed Infant and Early Childhood Mental Health Consultations. OSDH personnel have permeant representation on the Oklahoma Child Care Advisory Committee.

f. State/Territory agency responsible for employment services/workforce development. Describe the coordination and results of the coordination: **Lead Agency provides services through the Adult and Family Services Division. 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 allows for greater accessibility to child care. Lead Agency administers the TANF program. TANF recipients participating in a TANF work activity are eligible to receive subsidized child care.**

g. State/Territory agency responsible for public education, including pre-Kindergarten. Describe the coordination and results of the coordination: **The Lead Agency works with the Oklahoma State Department of Education (OSDE) to provide resources and materials support education of children while in child care. The OSDE personnel were instrumental in development of the Oklahoma Early Learning Guidelines for Infants Toddlers and Twos, and ELG for 3 – 5 years old. Representation from OSDE and the Lead Agency actively participate on the Children's State Advisory Team and Children's State Advisory Workgroup working collaboratively on efforts.**

h. State/Territory agency responsible for child care licensing. Describe the coordination and results of the coordination: **The Lead Agency is responsible for child care licensing and licensing services.**

i. State/Territory agency responsible for the Child and Adult Care Food Program (CACFP) and other relevant nutrition programs. Describe the coordination and results of the coordination: **The CACFP is coordinated through the OSDE. The Lead Agency coordinates with the agency seeking to provide best services to programs participating in the CACFP conducting meetings, seeking guidelines and clarifications as needed. The Lead Agency recognizes the CACFP is a vital part of care of children in Oklahoma and work to support nutritious meals provided to children in care. Through contracted partners of the Lead Agency, information is shared on local CACFP services in regions throughout the state informing licensing programs of the opportunities and benefits of CACFP participation.**

j. McKinney-Vento State coordinators for homeless education and other agencies providing services for children experiencing homelessness and, to the extent practicable, local McKinney-Vento liaisons. Describe the coordination and results of the coordination: **The Lead Agency works collaboratively with the Oklahoma State Department of Education through active workgroup participation through the Children's State Advisory Team and Children's State Advisory Workgroup. This workgroup includes participants from the OSDE where information is shared relating to services for children and families experiencing homelessness.**

k. State/Territory agency responsible for the TANF program. Describe the coordination and results of the coordination: **The Lead Agency administers the TANF program. Transfer of TANF dollars to the subsidy program allows increased accessibility to child care. TANF recipients participating in a TANF work activity are eligible to receive subsidized child care. The results of accessibility to child care allow for continuity of care, and potential for extension to full day services. Child Care Services coordinate regular scheduled meetings within the Lead Agency to share updates, resources and initiative between agency**

divisions.

l. State/Territory agency responsible for Medicaid and the State Children's Health Insurance Program. Describe the coordination and results of the coordination: **The Lead Agency coordinates with the state Oklahoma Health Care Authority to offer EPSDT test to TANF recipients and their children to increase access to health and developmental screenings of children in the state. Regular communication is conducted between the two agencies with updates, resources and initiatives shared as needed.**

m. State/Territory agency responsible for mental health services. Describe the coordination and results of the coordination: **The Lead Agency including Child Care Services Director has active participation on the Children's State Advisory Team and Children's State Advisory Workgroup working collaboratively on efforts to improve the quality of life for children within Oklahoma. These also include active personnel participation from Oklahoma State Department of Mental Health.**

n. Child care resource and referral agencies, child care consumer education organizations, and providers of early childhood education training and professional development. Describe the coordination and results of the coordination: **The Lead Agency holds quality contracts to outsource resource and referral services as well as maintenance of state wide professional development services. Regular meetings are conducted to determine industry needs, goals of the state and agency, and future progress. Information is obtained through these contracts offering direct services to improve the overall quality of care throughout the state.**

o. Statewide afterschool network or other coordinating entity for out-of-school time care (if applicable). Describe the coordination and results of the coordination: **Through board participation with the Oklahoma Partnership for School Readiness, the Lead Agency works in partnership with out-of-school time partners . Efforts through this work increase opportunities and understanding between the Lead Agency and school age services**

p. Agency responsible for emergency management and response. Describe the coordination and results of the coordination: **The Lead Agency coordinates with the Oklahoma Emergency Management Services (OMES) for inclusion and input into the emergency preparation plans. A program manager with the Lead Agency actively participates on a multi-agency work group for Oklahoma Disaster Housing Task Force.**

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

   i. **[ ]** State/Territory/local agencies with Early Head Start – Child Care Partnership grants. Describe:

   ii. **[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. Scholar coordinators work with students at local or distance-learning institutions with tutoring, course assistance, any concerns with administrative access and completion of forms, etc.**

iii. **[x]** Other federal, State, local, and/or private agencies providing early childhood and school-age/youth-serving developmental services. Describe: **The lead Agency collaborated with local communities and non- profit agencies throughout the state as needed to meet agency and state goals.**

iv. **[ ]** State/Territory agency responsible for implementing the Maternal, Infant, and Early Childhood Home Visiting (MIECHV) programs grant. Describe:

v. **[x]** Agency responsible for Early and Periodic Screening, Diagnostic, and Treatment Program. 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.**

vi. **[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).**

vii. **[x]** Child care provider groups or associations. Describe: **The Lead Agency is required by Oklahoma State Statutes to conduct Oklahoma Child Care Advisory Committee meetings. These meetings are held quarterly and include state agency, private and public partnerships representation. A vital part of the success of this committee is the active participation of representatives of program and sub-program types throughout the state to include rural and metro areas. This group also include representation for affiliated child care associations within the state. Input in sought on policy and program changes for Child Care Services. Agency personnel regularly participate in meetings and workgroups alongside other child care representatives within the state including provider group and associate members.**

viii. **[x]** Parent groups or organizations. Describe: **The Lead Agency makes the tri-annual Child Care Services Quality Survey accessible to parents and guardians of children in licensed care as an opportunity for input into the goals and direction of child care within the state.**

ix. **[ ]** Title IV B 21st Century Community Learning Center Coordinators. Describe:

x. **[ ]** Other. Describe:

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

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

Combining funds may include blending multiple funding streams, pooling funds, or layering funds from multiple funding streams to expand and/or enhance services for infants, toddlers, preschoolers, and school-age children and families to allow for the delivery of comprehensive quality care that meets the needs of children and families. For example, Lead Agencies may use multiple funding sources to offer grants or contracts to programs to deliver services; a Lead Agency may allow a county/local government to use coordinated funding streams; or policies may be in place that allow local programs to layer CCDF funds with additional funding sources to pay for full-day, full-year child care that meets Early Head Start/Head Start Program Performance Standards or State/Territory pre-Kindergarten requirements in addition to State/Territory child care licensing requirements.

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

8.2.1 Combining funding for CCDF services

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

[ ] No. (If no, skip to question 8.2.2)

[x] Yes.

i. If yes, describe which funds you will combine. Combined funds may include, but are not limited to:

[x] Title XX (Social Services Block Grant, SSBG)

[ ] Title IV B 21st Century Community Learning Center Funds (Every Student Succeeds Act)

[x] State- or Territory-only child care funds

[x] TANF direct funds for child care not transferred into CCDF

[ ] Title IV-B funds (Social Security Act)

[ ] Title IV-E funds (Social Security Act)

[ ] Other. Describe:

ii. If yes, what does the Lead Agency use combined funds to support, such as extending the day or year of services available (i.e., full-day, full-year programming for working families), smoothing transitions for children, enhancing and aligning quality of services, linking comprehensive services to children in child care, or developing the supply of child care for vulnerable populations? **Combining funds allows OKDHS to support all core services and activities associated with Child Care Services in Oklahoma including subsidy, licensing, professional development, EBT, eligibility, administration, background investigations, EHS-CCP and OECP collaborations, implementation of the required changes to subsidy eligibility and collaborations with partners and stakeholders. Pooled funding ensures the maximum number of children are served in the Child Care Subsidy**

program.

8.2.2 Funds used to meet CCDF matching and MOE requirements

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

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

Use of private funds for match or maintenance-of-effort: Donated funds do not need to be under the administrative control of the Lead Agency to qualify as an expenditure for federal match. However, Lead Agencies must identify and designate in the State/Territory CCDF Plan the donated funds given to public or private entities to implement the CCDF child care program.

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

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

[x] Yes. If yes, describe which funds are used: **General State revenue funds.**

[ ] No.

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

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

i. **[ ]** Donated directly to the state.

ii. **[ ]** Donated to a separate entity(ies) designated to receive donated funds. If checked, identify the name, address, contact, and type of entities designated to receive private donated funds:

[x] No.

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

- The Lead Agency did not reduce its level of effort in full-day/full-year child care services.
- The Lead Agency ensures that pre-Kindergarten programs meet the needs of working parents.
- The estimated percentage of the MOE requirement that will be met with pre-Kindergarten expenditures (does not to exceed 20 percent).
- If the percentage is more than 10 percent of the MOE requirement, the State will coordinate its pre-Kindergarten and child care services to expand the availability of child care.

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

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

[x] Yes.

[ ] No. If no, describe:

8.3 Coordination with Child Care Resource and Referral Systems

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

If Lead Agencies use CCDF funds for local CCR&R organizations, the local or regional CCR&R organizations supported by those funds must, at the direction of the Lead Agency:

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

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

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

[ ] No. The Lead Agency does not fund a system or network of local or regional CCR&R organization(s) and has no plans to establish one.

[ ] No, but the Lead Agency has plans to develop a system or network of local or regional CCR&R organization(s).

[x] Yes. The Lead Agency funds a system or network of local or regional CCR&R organization(s) with all the responsibilities outlined above. If yes, describe the activities outlined above carried out by the CCR&R organization(s), as directed by the Lead Agency: **The Lead Agency contracts through the Oklahoma Partnership for School Readiness to provide services through the Oklahoma Child Care Resource and Referral (OCCRRA) to provide regional R & R services throughout the state. Regional specialist update information of providers through required periodic contact with programs to determine**

accuracy of information on file with all information updated on the Work Life System (WLS) which is then used to provide providers with information that meets current needs. Lead Agency staff have responsibility for oversight of program operations and review of quarterly data determining that all contractual details and services are being provide. Service area are located within the two most populated areas within the state as well as additional regional areas blanketing the state. Services provided throughout the state include but are not limited to: resources provided to families seeking child care and providers seeking to improve the quality of care that is offered; professional development opportunities; infant toddler services; business coaching; Oklahoma Staffed Family Child Care Home Network THRIVE full services; technical assistance with meeting minimum health and safety criteria and with quality rating criteria; Hispanic outreach to families/providers and annual conference; coaching services surrounding Pyramid Model of Social Emotional Development; providing information and technical assistance to individuals and groups wishing to develop or expand child care services; collecting data and evaluating services for reports as requested by Lead Agency. The statewide resource and referral as well as local agency services are a full partner with Oklahoma Child Care Services and the Lead Agency.

8.4 Public-Private Partnerships

Lead Agencies must demonstrate how they encourage partnerships among other public agencies, Tribal organizations, private entities, faith-based organizations, businesses, or organizations that promote business involvement, and/or community-based organizations to leverage existing service delivery (i.e., cooperative agreement among providers to pool resources to pay for shared fixed costs and operation) to leverage existing child care and early education service delivery systems and to increase the supply and quality of child care services for children younger than age 13.

8.4.1 Lead Agency public-private partnerships

Identify and describe any public-private partnerships encouraged by the Lead Agency to leverage public and private resources to further the goals of CCDF: **The Lead Agency works closely with the Oklahoma Tribal Child Care Association by participating in regular meetings to share information and updates. Coordination is also done with the Lead Agency through regular licensing meetings with tribes that a formal tribal agreement is maintained. These meetings are used to discuss cooperative agreements and coordinated monitoring of programs that overlap licensing by both tribal and Lead Agency monitoring. Licensing staff working within tribal agreement agencies also participate in licensing new worker trainings and regular attending division wide and supervisory level trainings. The Lead Agency also works closely with the Oklahoma Partnership for School Readiness (OPSR) with the Child Care Services director serving as a board member and through OPSR supported Clearing House projects investing in early childhood initiatives.**

8.5 Disaster Preparedness and Response Plan

Lead Agencies must establish a Statewide Child Care Disaster Plan and demonstrate how they will address the needs of children—including the need for safe child care before, during, and after a state of emergency declared by the Governor or a major disaster or emergency (as defined by Section 102 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5122)—through a Statewide Disaster Plan.

8.5.1 Statewide Disaster Plan updates

a. When was the Lead Agency's Child Care Disaster Plan most recently updated and for what reason? **The Lead Agency reviews the statewide disaster plan periodically as needed. There have been no updates to the current plan since adaptation due to the pandemic in 2020.**

b. Please certify compliance by checking the required elements the Lead Agency includes in the current State Disaster Preparedness and Response Plan.

i. The plan was developed in collaboration with the following required entities:

[x] State human services agency.

[x] State emergency management agency.

[x] State licensing agency.

[x] State health department or public health department.

[x] Local and State child care resource and referral agencies.

[x] State Advisory Council on Early Childhood Education and Care or similar coordinating body.

ii. **[x]** The plan includes guidelines for the continuation of child care subsidies.

iii. **[x]** The plan includes guidelines for the continuation of child care services.

iv. **[x]** The plan includes procedures for the coordination of post-disaster recovery of child care services.

v. The plan contains requirements for all CCDF providers (both licensed and license-exempt) to have in place:

[x] Procedures for evacuation.

[x] Procedures for relocation.

[x] Procedures for shelter-in-place.

[x] Procedures for communication and reunification with families.

[x] Procedures for continuity of operations.

[x] Procedures for accommodations of infants and toddlers.

[x] Procedures for accommodations of children with disabilities.

[x] Procedures for accommodations of children with chronic medical conditions.

vi. **[x]** The plan contains procedures for staff and volunteer emergency preparedness training.

vii. **[x]** The plan contains procedures for staff and volunteer practice drills.

viii. If any of the above are not checked, describe:

ix. If available, provide the direct URL/website link to the website where the Statewide Child Care Disaster Plan is posted: **OCC Emergency Preparedness Plan**

(oklahoma.gov)

9 Family Outreach and Consumer Education

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

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

9.1 Parental Complaint Process

Lead Agencies must maintain a record of substantiated parental complaints against child care providers and make information regarding such complaints available to the public on request. Lead Agencies must also provide a detailed description of the hotline or similar reporting process for parents to submit complaints about child care providers; the process for substantiating complaints; the manner in which the Lead Agency maintains a record of substantiated parental complaints; and ways that the Lead Agency makes information on such parental complaints available to the public on request. Lead Agencies are not required to limit the complaint process to parents.

9.1.1 Parental complaint process

a. Describe the Lead Agency's hotline or similar reporting process through which parents can submit complaints about child care providers, including a link if it is a Web-based process: **Complaints may be made online at https://oklahoma.gov/okdhs/services/cc/complaintfaq.html. Upon completion of the form, it is automatically sent to Child Care Licensing. Child Care provider complaints may be made to the Lead Agency whenever there is an allegation of non-compliance with a licensing standard, violation against the Licensing Act, or abuse or neglect of a child in care. All complaints may be submitted anonymously, and complainants are not required to identify their relationship to the program. Complaints may be made to the lead agency in any format including in person, email, phone, fax and online. When a complaint is made online, the individual is directed to information for contacting the Lead agency or the licensing supervisor or licensing staff identified by each county within the state. Complaints are investigated with a determination of substantiated or unsubstantiated.**

b. Describe how the parental complaint process ensures broad access to services for families that speak languages other than English: **The Lead Agency website has the option to translate the website information into 132 languages. Licensing staff have access to a language line if a complainant requires a translator.**

c. Describe how the parental complaint process ensures broad access to services for persons

with disabilities: **The Lead Agency website is 508 compliant. Language interpreter services are available.**

d. For complaints about providers, including CCDF providers and non-CCDF providers, does the Lead Agency have a process and timeline for screening, substantiating, and responding to complaints, including information about whether the process includes monitoring?

[x] Yes. If yes, describe: **The Child Care Facilities Licensing Act mandates the Oklahoma Department of Human Services conduct a full investigation of a complaint alleging a violation against the Act or any licensing requirement. Complaints may be made to Licensing in writing, in person, by phone, or electronically. Licensing staff obtain as much relevant information as possible from the complainant. Complaints are investigated when they allege: (1) non-compliance with licensing requirements; (2) Violation of the Act; (3) operation of an unlicensed facility; or (4) abuse or neglect of a child in care. Risk levels are determined to ensure a timely investigation. Risk level I complaints indicate a child is in imminent risk of serious physical harm. Investigations are initiated immediately or not later than 24 hours after receipt by Licensing unless awaiting a Child Welfare Services or local law enforcement investigation. Risk level II complaints do not indicate there is imminent risk of harm, but without intervention, a child may not be safe. Investigations are initiated within 10 calendar days of receipt by Licensing. Risk level III complaints do not indicate imminent risk of harm and there are not injuries alleged. Serious non-compliances are not considered risk level III complaints. Investigations are initiated within 15 calendar days of receipt by Licensing. Licensing staff conduct a full investigation, including monitoring the program to obtain sufficient information to make a finding. When a complaint alleging operation of an unlicensed facility is received, staff conduct a full monitoring visit no later than three facility business days to assess the necessity of a license. After the investigation is completed, the licensing staff, in consultation with the licensing supervisor as appropriate, makes a finding as to whether the complaint is substantiated or unsubstantiated. All complaint investigations are to be completed within 45 calendar days.**

[ ] No.

e. For substantiated parental complaints, who maintains the record for CCDF and non-CCDF providers? **The records for all complaints are maintained on the Lead Agency Child Care Services licensing database. Child Care Monitoring, Administration and Safety System. There is no differentiation in policy and process when investigating allegations against CCDF and non-CCDF providers as well as licensed and licensed exempted programs.**

f. Describe how information about substantiated parental complaints is made available to the public; this information can include the consumer education website discussed in subsection 9.2: **Upon completion of the complaint investigation, licensing staff; document the findings, provide notification of complaint allegation findings to the provider by providing a letter/notification, Licensing Complaint Report Summary, and when applicable, Child Welfare Investigation Summary Notification to Child Care Licensing Services complaint findings. The Licensing specialist enter the complaint information on the licensing database system (CCMASS) as well as in the database file cabinet. The database system in an internet-based system holding all of the program's monitoring and complaint information. Information from CCMASS is available to parents and the public through the Oklahoma Child Care Locator https://childcarefind.okdhs.org/ .**

9.2 Consumer Education Website

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

- Include information to assist families in understanding the Lead Agency's policies and procedures, including licensing child care providers;
- Include monitoring and inspection reports for each provider and, if available, the quality of each provider;
- Provide the aggregate number of deaths, serious injuries, and the number of cases of substantiated child abuse that have occurred in child care settings;
- Include contact information for local CCR&R organizations to help families access additional information on finding child care; and
- Include information on how parents can contact the Lead Agency and other organizations to better understand the information on the website.

9.2.1 Consumer-friendly website

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

i. Provide the URL for the Lead Agency's consumer education website homepage: **https://oklahoma.gov/okdhs.html**

ii. Does the Lead Agency certify that the consumer education website ensures broad access to services for families who speak languages other than English?

[x] Yes.

[ ] No. If no, describe:

iii. Does the Lead Agency certify that the consumer education website ensures broad access to services for persons with disabilities?

[x] Yes.

[ ] No. If no, describe:

9.2.2 Additional consumer education website links

Provide the direct URL/website link for the following:

i. Provide the direct URL/website link to how the Lead Agency licenses child care providers: **https://ccmass.dhs.ok.gov/ascend/home**

ii. Provide the direct URL/website link to the processes for conducting monitoring and inspections of child care providers:: **https://ccmass.dhs.ok.gov/ascend/home**

iii. Provide the direct URL/website link to the policies and procedures related to criminal background checks for staff members of child care providers: **https://oklahoma.gov/okdhs/services/obi.html**

iv. Provide the direct URL/website link to the offenses that prevent individuals from being employed by a child care provider: **https://oklahoma.gov/okdhs/services/child-care-services/providers-educators/criminalhistorylaw.html**

9.2.3 Searchable list of providers

a. The consumer education website must include a list of all licensed providers searchable by ZIP code.

i. Does the Lead Agency certify that the consumer education website includes a list of all licensed providers searchable by ZIP code?

[x] Yes.

[ ] No. If no, describe:

ii. Provide the direct URL/website link to the list of child care providers searchable by ZIP code: **https://childcarefind.okdhs.org/**

iii. In addition to the licensed child care providers that must be included in the searchable list, are there additional providers included in the Lead Agency's searchable list of child care providers? Check all that apply:

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

[ ] License-exempt family child care CCDF providers.

[ ] License-exempt non-CCDF providers.

[ ] Relative CCDF child care providers.

[ ] Other (e.g., summer camps, public pre-Kindergarten). Describe:

b. Identify what additional (optional) information, if any, is available in the searchable results by ZIP code. Check the box when information is provided.

Provider Information Available in Searchable Results					
	All licensed providers	License-exempt CCDF center-based providers	License-exempt CCDF family child care home providers	License-exempt non-CCDF providers	Relative CCDF providers
Contact information	**[x]**	**[ ]**	**[ ]**	**[ ]**	**[ ]**
Enrollment capacity	**[x]**	**[ ]**	**[ ]**	**[ ]**	**[ ]**
Hours, days, and months of operation	**[x]**	**[ ]**	**[ ]**	**[ ]**	**[ ]**
Provider education and training	**[ ]**	**[ ]**	**[ ]**	**[ ]**	**[ ]**

Languages spoken by the caregiver	[ ]	[ ]	[ ]	[ ]	[ ]
Quality information	[x]	[ ]	[ ]	[ ]	[ ]
Monitoring reports	[x]	[ ]	[ ]	[ ]	[ ]
Willingness to accept CCDF certificates	[x]	[ ]	[ ]	[ ]	[ ]
Ages of children served	[x]	[ ]	[ ]	[ ]	[ ]
Specialization or training for certain populations	[ ]	[ ]	[ ]	[ ]	[ ]
Care provided during nontraditional hours	[x]	[ ]	[ ]	[ ]	[ ]

c. Identify any other information searchable on the consumer education website for the child care provider type listed below and then, if checked, describe the searchable information included on the website.

i. **[x]** All licensed providers. Describe: **Searchable information includes Zip Code, contract number, City name, K8 number, provider name; the search can also be filtered into Quality Improvement System Star level, hours of operation, ages accepted, radius, whether the program accepts subsidy, and program type.**

ii. **[ ]** License-exempt CCDF center-based providers. Describe:

iii. **[ ]** License-exempt CCDF family child care providers. Describe:

iv. **[ ]** License-exempt, non-CCDF providers. Describe:

v. **[ ]** Relative CCDF providers. Describe:

vi. **[ ]** Other. Describe:

9.2.4 Provider-specific quality information

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

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

i. **[x]** Quality improvement system.

ii. **[x]** National accreditation.

iii. **[ ]** Enhanced licensing system.

iv. **[x]** Meeting Head Start/Early Head Start Program Performance Standards.

v. **[ ]** Meeting pre-Kindergarten quality requirements.

vi. **[ ]** School-age standards.

vii. **[x]** Quality framework or quality improvement system.

viii. **[ ]** Other. Describe:

b. For what types of child care providers is quality information available?

i. **[x]** Licensed CCDF providers. Describe the quality information: **Quality Rating and Improvement System Rating level of one star, two-star, three- star, four-star, or five-star level.**

ii. **[x]** Licensed non-CCDF providers. Describe the quality information: **Quality Rating and Improvement System Rating level of one star, two-star, three- star, four-star, or five-star level.**

iii. **[ ]** License-exempt center-based CCDF providers. Describe the quality information:

iv. **[ ]** License-exempt FCC CCDF providers. Describe the quality information:

v. **[ ]** License-exempt non-CCDF providers. Describe the quality information:

vi. **[ ]** Relative child care providers. Describe the quality information:

vii. **[ ]** Other. Describe:

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

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

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

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

i. **[x]** The total number of serious injuries of children in care by provider category and licensing status.

ii. **[x]** The total number of deaths of children in care by provider category and licensing status.

iii. **[x]** The total number of substantiated instances of child abuse in child care settings.

iv. **[x]** The total number of children in care by provider category and licensing status.

v. If any of the above elements are not included, describe:

b. Certify by providing:

i. The designated entity to which child care providers must submit reports of any serious injuries or deaths of children occurring in child care and describe how the Lead Agency obtains the aggregate data from the entity: **The Lead Agency is the**

designated entity which child care providers are required to submit reports of any serious injury or death of a child while in care. Child care programs are required to report to licensing by the next business day a child death occurring while in care and or when a child injury requires emergency medical attention. Family Child Care Home primary caregivers are required to notify licensing within 24-hours of a child death while in care or injury requiring emergency medical attention.

ii. The definition of "substantiated child abuse" used by the Lead Agency for this requirement: **The Lead Agency uses the definition of substantiated to men that after an investigation of a report of child abuse or neglects, and based upon credible evidence, there is a determination that abuse or neglect to a child did occur. Abuse is defined as harm or threatened harm or failure to protect from harem or threatened harm to the health, safety, or welfare of a child.**

iii. The definition of "serious injury" used by the Lead Agency for this requirement: **The Lead Agency defines serious injury as an injury that required medical attention.**

c. Provide the direct URL/website link to the page where the aggregate number of serious injuries, deaths, and substantiated child abuse, and the total number of children in care by provider category and licensing status are posted: **https://oklahoma.gov/okdhs/services/child-care-services/child-care-licensing.html**

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

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

a. Does the consumer education website include contact information on referrals to local CCR&R organizations?

[x] Yes.

[ ] No.

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

b. Provide the direct URL/website link to this information: **https://oklahoma.gov/okdhs/services/child-care-services/partners-public/ok-resource-referral.html**

9.2.7 Lead Agency contact information for parents

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

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

[x] Yes.

[ ] No.

b. Provide the direct URL/website link to this information:
https://oklahoma.gov/okdhs/services/child-care-services/parents-families.html

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

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

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

[x] Yes.

[ ] No.

b. Provide the direct URL/website link to the sliding fee scale.
https://oklahoma.gov/okdhs/services/child-care-services/parents-families/pfbenefits.html

9.3 Increasing Engagement and Access to Information

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

9.3.1 Information about CCDF availability and eligibility

Describe how the Lead Agency shares information with eligible parents, the general public, and child care providers about the availability of child care services provided through CCDF and other programs for which the family may be eligible. The description should include, at a minimum, what is provided (e.g., written materials, the website, and direct communications) and what approaches are used to tailor information to parents, the general public, and child care providers.
The Lead Agency maintains a public website Oklahoma Human Services where information is available on applying for services to include child care assistance. Through the public website, individuals may apply through an online application https://www.okdhslive.org/ . Application may also be made in person at any Oklahoma Human Services office or by contacting the main line listed on the Lead Agency webpage. Information is available through the Child Care Services page that has information relative to parents, providers and the general public https://oklahoma.gov/okdhs/services/child-care-services.html . Child Care Services also sends out a monthly newsletter to all child care providers and includes parents as well. Within this newsletter is information relating to upcoming changes, resources, and events for the community. The Lead Agency has a multitude of publications and resources available on demand and through the website. Recently updated was the Selecting Quality Child Care A Parent's Guide https://oklahoma.gov/content/dam/ok/en/okdhs/documents/okdhs-publication-library/87-91.pdf this provides useful information including tips to finding care, why qualify matters, as well as applying for child care assistance. This publication is available in Spanish language as well.

9.3.2 Information about child care and other services available for parents

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

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

[x] Yes.

[ ] No. If no, describe:

9.3.3 Consumer statement for parents receiving CCDF services

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

Please certify if the Lead Agency provides parents receiving CCDF services a consumer statement that contains the following 8 requirements:

1. Health and safety requirements met by the provider
2. Licensing or regulatory requirements met by the provider
3. Date the provider was last inspected
4. Any history of violations of these requirements
5. Any voluntary quality standards met by the provider
6. How CCDF subsidies are designed to promote equal access
7. How to submit a complaint through the hotline
8. How to contact a local resource and referral agency or other community-based organization to receive assistance in finding and enrolling in quality child care

Does the Lead Agency provide to families, either in hard copy or electronically, a consumer statement that contains the required information about the provider they have selected, including the eight required elements above?

[x] Yes.

[ ] No. If no, describe:

9.3.4 Informing families about best practices on child development

Describe how the Lead Agency makes information available to parents, providers, and the general public on research and best practices concerning children's development, including physical health and development, and information about successful parent and family engagement. At a minimum, the description should include what information is provided; how the information is provided; any distinct activities for sharing this information with parents, providers, the general public; and any partners in providing this information. **Through the Lead Agency web site there is information available to parents, providers, and the general public. Topics readily available include Child Growth and development, Health, Safety and Nutrition, Interactions With Children, and Family Community Partnerships. https://oklahoma.gov/okdhs/services/child-care-services/parents-families/child-development.html . Also, readily available through the Lead Agency website, partner agencies, or by mail are the Oklahoma Early Learning Guidelines. Quality Contracts with the Oklahoma Child Care Resource and Referral offers resources to parents seeking assistance and onsite technical assistance is available to programs throughout the state on a variety of topics including those listed above. Through the Center for Early Childhood Professional Development, free training is available to the program personnel, parents, and the public. Topics available for free include the Pyramid Model framework that is inclusive of social emotional needs of children birth to five. Resources are available through all contracted partners and their websites.**

9.3.5 Unlimited parental access to their children

Does the Lead Agency have procedures to ensure that parents have unlimited access to their children whenever their children are in the care of a provider who receives CCDF funds:

[x] Yes.

[ ] No. If no, describe:

9.3.6 Informing families about best practices in social and emotional health

Describe how the Lead Agency shares information with families, providers, and the general public regarding the social-emotional and behavioral and mental health of young children, including positive behavioral intervention and support models based on research and best practices for those from birth to school age: **The Lead Agency encourages each child care program to develop policies regarding behavior issues with using positive guidance. Professional development in encouraged that teaches personnel skills and strategies to address social-emotional, behavioral and mental health issues of children in care. Through the Center for Early Childhood Professional Development, Certificate of Achievements are available that assist in encouraging obtainment of these targeted professional development. Through a quality contract, child care providers have access to the Oklahoma Child Care Warmline that offers resources and assistance to dealing issues that may arise within a program. Parents and guardians may also access the resources available through the Warmline. Through the Lead Agency website, resources are available related to these topics, including all ages of children, as well as links to other partner agencies and resources through the state. Website sections include: Parents, and Families; Providers and Educators; and Partners and Public with resources more specific to the audience.**

9.3.7 Policies on the prevention of the suspension and expulsion of children

a. The Lead Agency must have policies to prevent the suspension and expulsion of children from birth to age 5 in child care and other early childhood programs receiving CCDF funds. Describe those policies and how those policies are shared with families, providers, and the

general public: **The Lead Agency require programs to have expulsion policy in minimum licensing requirements. (Licensing Requirements for Family Child Care Homes and Large Child Care Homes OAC 340:110-3-89.1. Parent communication and in Licensing Requirements for Child Care Programs 340:110-3-278 Policy). Each program is required to provide policies to parents, and they are encouraged to construct these to meet individual program needs. On the Lead Agency consumer website, resources are available to the public that include expulsion prevention to assist caregivers, parents and the public when dealing with challenging behaviors. Resources include links for additional services agencies and entities. Caregivers are encouraged to complete professional development on children with challenging behaviors and an Oklahoma Registry Certificate of Achievement and Stipend is available upon successful completion of target professional development concentrated on approaches to managing challenging behavior.**

b. Describe what policies, if any, the Lead Agency has to prevent the suspension and expulsion of school-age children from child or youth care settings receiving CCDF funds: **The Lead Agency require programs to have expulsion policy in minimum licensing requirements. (Licensing Requirements for Child Care Programs 340:110-3-278 Policy). Each program is required to provide policies to parents, and they are encouraged to construct these to meet individual program needs. On the Lead Agency consumer website, resources are available to the public that include expulsion prevention to assist caregivers, parents and the public when dealing with challenging behaviors. Resources include links for additional services agencies and entities. Caregivers are encouraged to complete professional development on children with challenging behaviors and an Oklahoma Registry Certificate of Achievement and Stipend is available upon successful completion of target professional development concentrated on approaches to managing challenging behavior.**

9.4 Providing Information on Developmental Screenings

Lead Agencies must provide information on developmental screenings to parents as part of the intake process for families participating in CCDF and to child care providers through training and education. This information must include:

- Existing resources and services that the State can make available in conducting developmental screenings and providing referrals to services when appropriate for children who receive child care assistance, including the coordinated use of the Early and Periodic Screening, Diagnosis, and Treatment program under the Medicaid program carried out under Title XIX of the Social Security Act and developmental screening services available under IDEA Part B, Section 619 and Part C; and,
- A description of how a family or child care provider can use these resources and services to obtain developmental screenings for children who receive subsidies and who might be at risk of cognitive or other developmental delays, which can include social, emotional, physical, or linguistic delays.

Information on developmental screenings, as in other consumer education information, must be accessible for individuals with limited English proficiency and individuals with disabilities.

9.4.1 Developmental screenings

Does the Lead Agency collect and disseminate information on the following:

a. Existing resources and services available for obtaining developmental screening for parents receiving CCDF, the general public, and child care providers.

[x] Yes.

[ ] No. If no, describe:

b. Early and Periodic Screening, Diagnosis, and Treatment program under the Medicaid program—carried out under Title XIX of the Social Security Act (42 U.S.C. 1396 et seq.)—and developmental screening services available under Part B, Section 619 and Part C of the Individuals with Disabilities Education Act (20 U.S.C. 1419, 1431 et seq.).

[x] Yes.

[ ] No. If no, describe:

c. Developmental screenings to parents receiving a subsidy as part of the intake process.

[x] Yes. If yes, include the information provided, ways it is provided, and any partners in this work: **During the required interview, Lead Agency eligibility workers explain the importance of the EPSDT and SoonerStart programs to parents and families to access the developmental screenings. The Lead Agency coordinates with the Oklahoma Health Care Authority to ensure the EPSDT referrals are completed for children approved for Medicaid through the Lead Agency.**

[ ] No. If no, describe:

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

[x] Yes.

[ ] No. If no, describe:

10 Program Integrity and Accountability

Program integrity and accountability activities are integral to the effective administration of the CCDF program. As stewards of federal funds, Lead Agencies must ensure strong and effective internal controls to prevent fraud and maintain continuity of services to meet the needs of children and families. In order to operate and maintain a strong CCDF program, regular evaluation of the program's internal controls as well as comprehensive training for all entities involved in the administration of the program are imperative. In this section, Lead Agencies will describe their internal controls and how those internal controls effectively ensure integrity and accountability. These accountability measures should address reducing fraud, waste, and abuse, including program violations and administrative errors and should apply to all CCDF funds.

10.1 Effective Internal Controls

Lead Agencies must ensure the integrity of the use of CCDF funds through effective fiscal management and must ensure that financial practices are in place. Lead Agencies must have effective fiscal management practices in place for all CCDF expenditures.

10.1.1 Organizational structure to support integrity and internal controls

Describe how the Lead Agency's organizational structure ensures the oversight and implementation of effective internal controls that promote and support program integrity and accountability. Describe: **All CCDF activities are housed in the Lead Agency. All providers who receive subsidy payments must have a Child Care Provider Contract with the Lead Agency. The Child Care Subsidy unit is responsible for monitoring all provider contracts. The Lead Agency uses an electronic benefits transfer (EBT) system statewide. The Lead Agency Finance Division is responsible for payments for service based on the time and attendance information that the parent documents on a daily basis. Weekly payments are direct deposited into the provider's bank account for attendance two weeks in arrears. The Lead Agency Office of Inspector General (OIG) conducts audits to ensure compliance with program policies. Staff from all divisions responsible for CCDF compliance meet regularly to discuss any issues regarding administration of the CCDF program. Adult and Family Service (AFS) eligibility workers are required to run a case scan report which contains pertinent benefit information about the case as a whole and about individual case members prior to each eligibility determination. The report also checks the Data Exchange system which includes data regarding receipt of SSI and Social Security benefits, wage data, new hires, unemployment compensation, addresses, etc. The Office of Inspector General also uses reports of suspicious EBT activity when conducting provider audits. These efforts assist staff in making more accurate eligibility decisions and help identify potential fraud or intentional program violations.**

Include the following elements in your description:

1. Assignment of authority and responsibilities related to program integrity.
2. Delegation of duties.
3. Coordination of activities.
4. Communication between fiscal and program staff.
5. Segregation of duties.
6. Establishment of checks and balances to identify potential fraud risks.
7. Other activities that support program integrity.

10.1.2 Fiscal management practices

Describe how the Lead Agency ensures effective fiscal management practices for all CCDF expenditures, including:

a. Fiscal oversight of CCDF funds, including grants and contracts. Describe: **The Lead Agency administers all CCDF expenditures and provides oversight. All providers who receive subsidy payments must have a Child Care Provider Contract with the Lead Agency. The Child Care Subsidy unit is responsible for monitoring all provider contracts. Grants, contracts and quality funds are assigned a contract monitor in the Child Care Services division. The contract monitor is responsible for ensuring invoice is accurate and in alignment with program initiatives. The Child Care Subsidy Unit is responsible for reviewing provider payments and addressing any discrepancies. All discrepancies are staffed with Child Care Services Comptroller and Division Director to determine appropriate action.**

b. Tracking systems that ensure reasonable and allowable costs and allow for tracing of

funds to a level of expenditure adequate to establish that such funds have not been used in violation of the provision of this part. Describe: **The 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 or recording attendance via the ECC Connect smartphone app 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.**

c. Processes and procedures to prepare and submit required state and federal fiscal reporting. Describe: **Various Lead Agency divisions prepare and submit required state and federal reports depending on responsibilities within the agency. The divisions include Finance, Child Care Services and Adult and Family Services.**

d. Other. Describe:

10.1.3 Effectiveness of fiscal management practices

Describe how the Lead Agency knows there are effective fiscal management practices in place for all CCDF expenditures, including:

a. How the Lead Agency defines effective fiscal management practices. Describe: **The Finance Division performs centralized accounting, fiscal reporting, claims auditing, payroll, and budgeting functions for the Oklahoma Department of Human Services (OKDHS); and provides fiscal guidance for OKDHS personnel based on generally accepted accounting principles, governmental accounting standards, the governmental auditing standards as prescribed by the federal Office of Management and Budget (OMB) Circular A133, the cost principles for federal funds received by state government as prescribed by OMB Circular A87, and adherence to the Oklahoma Central purchasing laws.**

b. How the Lead Agency measures and tracks results of their fiscal management practices. Describe: **Dashboard reporting is designed to present budget to actual expenditures and other budget related reporting. The CARE and Audit Unit is responsible for accurately identifying the financial funding for all federal and state programs through the agency cost allocation. The unit tracks and analyzes expenditures while providing knowledge-based feedback of financial eligibility determinations to ensure compensability of federal funding. CARE conducts federal reporting of expenditures, manages cash draws, and prepares expenditure estimates for funding sources administered through OKDHS**

c. How the results inform implementation. Describe: **Staff from all divisions responsible for CCDF finance meet regularly to discuss any issues regarding administration of the CCDF program and provide input. By clearly defining the roles and responsibilities for each department under Finance responsible for implementation. The Lead Agency's Finance Division is responsible for receiving the CCDF funding, for making payments to CCDF providers, and for financial reporting to ACF.**

d. Other. Describe:

10.1.4 Identifying risk

Describe the processes the Lead Agency uses to identify risk in the CCDF program including:

a. Each process used by the Lead Agency to identify risk (including entities responsible for

implementing each process). Describe: **1) The Improper Payments error rate review process is conducted every three years as required by CCDF regulations; 2) The Child Care Subsidy unit conducts monthly random case audits using a similar method to the Improper Payments process; 3) Supervisors at the local level spot check child care subsidy cases of experienced staff for accuracy; 4) Supervisors at the local level review 100% of child care subsidy cases for new staff.**

b. The frequency of each risk assessment. Describe: **1) Improper Payments conducted every three years; 2) Child Care Subsidy unit random audits are conducted monthly; 3) Supervisors check 5 cases a month of experienced staff; 4) Supervisors review 100% of cases for new staff.**

c. How the Lead Agency uses risk assessment results to inform program improvement. Describe: **Risk Assessment Results are shared with eligibility staff and are used to create targeted training material using a variety of formats including online training tools, local back-to-basics trainings, and monthly live virtual trainings conducted by the Child Care Subsidy unit.**

d. How the Lead Agency knows that the risk assessment processes utilized are effective. Describe: **Error trends are tracked at the state and local levels to determine the effectiveness of risk assessment efforts. Targeted trainings are developed based on identified error trends to improve accuracy in the CCDF program.**

e. Other. Describe:

10.1.5 Processes to train about CCDF requirements and program integrity

Describe the processes the Lead Agency uses to train staff of the Lead Agency and other agencies engaged in the administration of CCDF, and child care providers about program requirements and integrity.

a. Describe how the Lead Agency ensures that all staff who administer the CCDF program (including through MOUs, grants, and contracts) are informed and trained regarding program requirements and integrity.

i. Describe the training provided to staff members around CCDF program requirements and program integrity: **All staff who administer the CCDF program are trained on policy changes in a variety of formats including online training tools, local back-to-basics trainings, and monthly live virtual trainings conducted by the child care subsidy unit. The Oklahoma Administrative Code (OAC) which houses all program policies is available online at the Lead Agency's website. New eligibility staff are trained on CCDF policies at New Worker Academy. Results of the improper payments error rate review process are shared with eligibility staff and are used to develop targeted training. Local leadership meet several times a year at statewide meetings to receive updates and training on new policies and procedures. Required topics include: • 45 CFR Part 48 – Child Care Development Fund**
• Office of Child Care: The Fundamentals of CCDF Administration Resource Guide
• State of Oklahoma Central Purchasing Act – Title 74
• OKDHS Procurement – Contract Monitoring Training

ii. Describe how staff training is evaluated for effectiveness: **Online training tools**

have comments and suggestions boxes for field staff to complete to determine if the tools were helpful. Additionally, focus group discussions are conducted and the feedback received is used for improvements and future training material.

iii. Describe how the Lead Agency uses program integrity data (e.g., error rate results, risk assessment data) to inform ongoing staff training needs: **In addition to the Improper Payments process, the Lead Agency conducts random audits of child care subsidy cases. The results are used to create targeted training material using a variety of formats including online training tools, local back-to-basics trainings, and monthly live virtual trainings conducted by the Child Care Subsidy unit.**

b. Describe how the Lead Agency ensures all providers for children receiving CCDF funds are informed and trained regarding CCDF program requirements and program integrity:

i. Describe the training for providers around CCDF program requirements and program integrity: **All providers are required to complete the online Orientation to Child Care Subsidy Contracts training prior to being contracted to receive subsidy payments. In addition, new providers are required to review the Child Care Subsidy Provider Handbook and sign an attestation. The Child Care Subsidy Provider Handbook is a comprehensive online tool developed for the child care provider community to ensure providers are aware of child care subsidy program policies. Providers are encouraged to access the handbook often when they have questions about the Child Care Subsidy Program. Providers may also be required to complete additional training for program violations.**

ii. Describe how provider training is evaluated for effectiveness: **All Child Care Provider Contracts are monitored by the Child Care Subsidy unit. In addition, the Lead Agency Office of Inspector General (OIG) conducts audits to ensure compliance with program policies. Providers who violate Lead Agency policies may be required to complete additional training.**

iii. Describe how the Lead Agency uses program integrity data (e.g., error rate results, risk assessment data) to inform ongoing provider training needs: **The Lead Agency uses program integrity data to develop new provider training material. In addition, providers are reminded of program policies via the Child Care Services monthly newsletter, broadcast messages, or updates to the online Child Care Subsidy Provider Handbook.**

10.1.6 Evaluate internal control activities

Describe how the Lead Agency uses the following to regularly evaluate the effectiveness of Lead Agency internal control activities for all CCDF expenditures.

a. Error rate review triennial report results (if applicable). Describe who this information is shared with and how the Lead Agency uses the information to evaluate the effectiveness of its internal controls: **Error rate review triennial report results are shared with all staff who administer the CCDF program through broadcast messages and online training material. The results are used to create targeted training material using a variety of formats including online training tools, local back-to-basics trainings, and monthly live virtual trainings conducted by the Child Care Subsidy unit.**

b. Audit results. Describe who this information is shared with and how the Lead Agency uses

the information to evaluate the effectiveness of its internal controls: **Random audits are conducted by the Lead Agency. The results of the audits are shared with the field staff that worked the specific case. When error trends are discovered, targeted training is created and presented in a variety of formats including online training tools, local back-to-basics trainings, and monthly live virtual trainings conducted by the Child Care Subsidy unit.**

c. Other. Describe who this information is shared with and how the Lead Agency uses the information to evaluate the effectiveness of its internal controls:

10.1.7 Identified weaknesses in internal controls

Has the Lead Agency or other entity identified any weaknesses in its internal controls?

a. **[ ]** No. If no, describe when and how it was most recently determined that there were no weaknesses in the Lead Agency's internal controls.

b. **[x]** Yes. If yes, what were the indicators? How did you use the information to strengthen your internal controls? **Information obtained in error rate data and monthly audits indicated that there were specific trends in errors that occurred due to staff training opportunities. The error trends were used to develop new online training material and the implementation of a new monthly live virtual training hosted by the Child Care Subsidy unit. These expanded training opportunities allow for increased interaction between program staff at the state office and eligibility staff located around the state.**

10.2 Fraud Investigation, Payment Recovery, and Sanctions

Lead Agencies must have the necessary controls to identify fraud and other program violations to ensure program integrity. Program violations can include both intentional and unintentional client and/or provider violations, as defined by the Lead Agency. These violations and errors, identified through the error-rate review process and other review processes, may result in payment or nonpayment (administrative) errors and may or may not be the result of fraud, based on the Lead Agency definition.

10.2.1 Strategies used to identify and prevent program violations

Check the activities the Lead Agency employs to ensure program integrity, and for each checked activity, identify what type of program violations the activity addresses, describe the activity and the results of these activities based on the most recent analysis.

a. **[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)).

i. **[x]** Intentional program violations. Describe the activities, the results of these activities, and how they inform better practice: **The eligibility system includes the federally mandated Income and Eligibility Verification System (IEVS). The system integrates eligibility for all programs (SNAP, Child Care Subsidy, Medical Assistance, and TANF) which allows for more accurate data. Exception reports can also be run. The system also interfaces with several agencies including the Social Security Administration, Oklahoma Employment Security Commission, the United**

States Postal Service and Oklahoma Child Support Services to share data for more accurate eligibility decisions. The current practice allows the Lead Agency to identify attempts of concurrent enrollment. Intentional program violations are handled by the Lead Agency's Office of Inspector General in accordance with Oklahoma Statute 340:65-9-4. The results of this practice reinforce the necessity of integrating data to identify attempts of fraud.

ii. **[x]** Unintentional program violations. Describe the activities, the results of these activities, and how they inform better practice: **The eligibility system includes the federally mandated Income and Eligibility Verification System (IEVS). The system integrates eligibility for all programs (SNAP, Child Care Subsidy, Medical Assistance, and TANF) which allows for more accurate data. Exception reports can also be run. The system also interfaces with several agencies including the Social Security Administration, Oklahoma Employment Security Commission, the United States Postal Service and Oklahoma Child Support Services to share data for more accurate eligibility decisions. The Lead Agency's Office of Inspector General conducts monthly audits of child care providers. A summary is provided along with licensing memos to the Child Care Services staff. The items are reviewed by Child Care Services staff for further action. This practice helps identify areas of improvement in the provider monitoring process and topics for technical assistance.**

iii. **[x]** Agency errors. Describe the activities, the results of these activities, and how they inform better practice:: **Eligibility workers are required to run a case scan report which contains pertinent benefit information about the case as a whole and about individual case members prior to each eligibility determination. The report also checks the Data Exchange system which includes data regarding receipt of SSI and Social Security benefits, wage data, new hires, unemployment compensation, addresses, etc. The Office of Inspector General also uses reports of suspicious EBT activity when conducting provider audits. These efforts assist staff in making more accurate eligibility decisions and help identify potential fraud or intentional program violations. The AFS TANF Division of OKDHS sends a monthly swipe report for the Subsidy Contract Specialists providers to review and analyze against provider payments. This data matching activity allows the Lead Agency to identify irregularities in attendance and billing practices. Agency errors are handled by the Office of Inspector General and Financial Services Electronic Payment Systems.**

b. **[x]** Run system reports that flag errors (include types).

i. **[x]** Intentional program violations. Describe the activities, the results of these activities, and how they inform better practice: **Eligibility workers are required to run a case scan report which contains pertinent benefit information about the case as a whole and about individual case members prior to each eligibility determination. The report also checks the Data Exchange system which includes data regarding receipt of SSI and Social Security benefits, wage data, new hires, unemployment compensation, addresses, etc. The Office of Inspector General also uses reports of suspicious EBT activity when conducting provider audits. These efforts assist staff in making more accurate eligibility decisions and help identify potential fraud or intentional program violations.**

ii. **[x]** Unintentional program violations. Describe the activities, the results of these activities, and how they inform better practice: **Eligibility workers are required to run a case scan report which contains pertinent benefit information about the case as a whole and about individual case members prior to each eligibility determination. The report also checks the Data Exchange system which includes data regarding receipt of SSI and Social Security benefits, wage data, new hires, unemployment compensation, new hire list, addresses, etc. The Office of Inspector General also uses reports of suspicious EBT activity when conducting provider audits. These efforts assist staff in making more accurate eligibility decisions and help identify unintentional program violations**

iii. **[x]** Agency errors. Describe the activities, the results of these activities, and how they inform better practice: **Eligibility workers are required to run a case scan report which contains pertinent benefit information about the case as a whole and about individual case members prior to each eligibility determination. The report also checks the Data Exchange system which includes data regarding receipt of SSI and Social Security benefits, wage data, new hires, unemployment compensation, new hire list, addresses, etc. These efforts assist staff in making more accurate eligibility decisions and help identify agency errors.**

c. **[x]** Review enrollment documents and attendance or billing records.

i. **[x]** Intentional program violations. Describe the activities, the results of these activities, and how they inform better practice: **Lead Agency staff review attendance and billing records to identify potential fraud and program violations. These reviews may result in cancelation of a child care provider's subsidy contract or closure of a client assistance case. This practice reinforces the need to compare attendance and billings as another safeguard against program violations.**

ii. **[x]** Unintentional program violations. Describe the activities, the results of these activities, and how they inform better practice: **Lead Agency staff review attendance and billing records to identify unintentional program violations. These reviews may result in a corrective action plan or cancelation of a child care provider's subsidy contract.**

iii. **[x]** Agency errors. Describe the activities, the results of these activities, and how they inform better practice: **Lead Agency staff review attendance and billing records to identify agency errors. This practice allows the Lead Agency to address agency errors, identify patterns and development processes to minimize future errors.**

d. **[x]** Conduct supervisory staff reviews or quality assurance reviews.

i. **[x]** Intentional program violations. Describe the activities, the results of these activities, and how they inform better practice: **Supervisors at the local level spot check child care subsidy cases for accuracy. New staff have 100% of their cases reviewed. In addition, the Child Care Subsidy unit at the State Office conducts random quality assurance reviews of child care subsidy cases each month similar to the Improper Payments process. These reviews help the Lead Agency identify potential fraud and intentional program violations.**

ii. **[x]** Unintentional program violations. Describe the activities, the results of these activities, and how they inform better practice: **: Supervisors at the local level spot check child care subsidy cases for accuracy. New staff have 100% of their cases reviewed. In addition, the Child Care Subsidy unit at the State Office conducts random quality assurance reviews of child care subsidy cases each month similar to the Improper Payments process. These reviews help the Lead Agency identify unintentional program violations.**

iii. **[x]** Agency errors. Describe the activities, the results of these activities, and how they inform better practice: **Supervisors at the local level spot check child care subsidy cases for accuracy. New staff have 100% of their cases reviewed. In addition, the Child Care Subsidy unit at the State Office conducts random quality assurance reviews of child care subsidy cases each month similar to the Improper Payments process. These reviews help the Lead Agency identify agency errors.**

e. **[x]** Audit provider records.

i. **[x]** Intentional program violations. Describe the activities, the results of these activities, and how they inform better practice: **The Office of Inspector General reviews provider records during the course of an audit. These audits assist the Lead Agency in identifying potential fraud and intentional program violations. Program violations may result in cancellation of the provider's subsidy contract.**

ii. **[x]** Unintentional program violations. Describe the activities, the results of these activities, and how they inform better practice: **The Office of Inspector General reviews provider records during the course of a provider audit. These audits assist the Lead Agency in identifying unintentional program violations. Program violations may result in a corrective action plan or cancellation of the provider's subsidy contract.**

iii. **[x]** Agency errors. Describe the activities, the results of these activities, and how they inform better practice: **The Office of Inspector General reviews provider records during the course of a provider audit. These audits assist the Lead Agency in identifying agency errors.**

f. **[x]** Train staff on policy and/or audits.

i. **[x]** Intentional program violations. Describe the activities, the results of these activities, and how they inform better practice: **Staff are trained on the Lead Agency's program integrity efforts. Results of audits are used to identify error trends and the development of training material for eligibility staff.**

ii. **[x]** Unintentional program violations. Describe the activities, the results of these activities, and how they inform better practice: **Staff are trained on the Lead Agency's program integrity efforts. Results of audits are used to identify error trends and the development of training material for eligibility staff.**

iii. **[x]** Agency errors. Describe the activities, the results of these activities, and how they inform better practice: **Staff are trained on the Lead Agency's program integrity efforts. Results of audits are used to identify error trends and the development of training material for eligibility staff.**

g. **[ ]** Other. Describe the activity(ies):

i. **[ ]** Intentional program violations. Describe the activities, the results of these activities, and how they inform better practice:

ii. **[ ]** Unintentional program violations. Describe the activities, the results of these activities, and how they inform better practice:

iii. **[ ]** Agency errors. Describe the activities, the results of these activities, and how they inform better practice:

10.2.2 Identification and recovery of misspent funds

Lead Agencies must identify and recover misspent funds that are a result of fraud, and they have the option to recover any misspent funds that are a result of unintentional program violations or agency errors.

a. Identify which agency is responsible for pursuing fraud and overpayments (e.g., State Office of the Inspector General, State Attorney): **The Lead Agency, Office of Inspector General**

b. Check and describe all activities, including the results of such activity, that the Lead Agency uses to investigate and recover improper payments due to fraud. Consider in your response potential fraud committed by providers, clients, staff, vendors, and contractors. Include in the description how each activity assists in the investigation and recovery of improper payment due to fraud or intentional program violations. Activities can include, but are not limited to, the following:

i. **[x]** Require recovery after a minimum dollar amount of an improper payment and identify the minimum dollar amount. Describe the activities and the results of these activities based on the most recent analysis: **1) The Improper Payments error rate review process is conducted every three years as required by CCDF regulations; 2) The Child Care Subsidy unit conducts monthly random case audits using a similar method to the Improper Payments process; 3) Supervisors at the local level spot check child care subsidy cases of experienced staff for accuracy; 4) Supervisors at the local level review 100% of child care subsidy cases for new staff.**

ii. **[x]** Coordinate with and refer to the other State/Territory agencies (e.g., State/Territory collection agency, law enforcement agency). Describe the activities and the results of these activities based on the most recent analysis: **Overpayments due to fraud are referred to the courts for prosecution.**

iii. **[x]** Recover through repayment plans. Describe the activities and the results of these activities based on the most recent analysis: **Both providers and clients that have an established overpayment can contact the Lead Agency to set up a repayment plan.**

iv. **[x]** Reduce payments in subsequent months. Describe the activities and the results of these activities based on the most recent analysis: **Providers can choose to have a percentage of their payments recouped to repay overpayments.**

v. **[ ]** Recover through State/Territory tax intercepts. Describe the activities and the results of these activities based on the most recent analysis:

vi. **[ ]** Recover through other means. Describe the activities and the results of these activities based on the most recent analysis:

vii. **[x]** Establish a unit to investigate and collect improper payments and describe the composition of the unit. Describe the activities and the results of these activities based on the most recent analysis: **The Office of Inspector General Child Care Audit Unit is responsible for auditing child care providers for appropriate use of CCDF. Audits are based on referrals, random sample, or suspicious EBT activity. Any program violations identified during the course of an audit are forwarded to the Finance and Child Care Subsidy units for further action which may include establishment of overpayments and cancellation of the provider's subsidy contract. When audit results determine fraud has occurred, a referral to the OIG Investigations Unit is made.**

viii. **[ ]** Other. Describe the activities and the results of these activities:

c. Does the Lead Agency investigate and recover improper payments due to unintentional program violations?

[ ] No.

[x] Yes.

If yes, check and describe below any activities that the Lead Agency will use to investigate and recover improper payments due to unintentional program violations. Include in the description how each activity assists in the investigation and recovery of improper payments due to unintentional program violations. Include a description of the results of such activity.

i. **[x]** Require recovery after a minimum dollar amount of an improper payment and identify the minimum dollar amount. Describe the activities and the results of these activities based on the most recent analysis: **: The Lead Agency attempts to recover all established overpayments regardless of amount.**

ii. **[ ]** Coordinate with and refer to the other State/Territory agencies (e.g., State/Territory collection agency, law enforcement agency). Describe the activities and the results of these activities based on the most recent analysis:

iii. **[x]** Recover through repayment plans. Describe the activities and the results of these activities based on the most recent analysis: **Both providers and clients that have an established overpayment can contact the Lead Agency to set up a repayment plan.**

iv. **[x]** Reduce payments in subsequent months. Describe the activities and the results of these activities based on the most recent analysis: **Providers can choose to have a percentage of their payments recouped to repay overpayments.**

v. **[ ]** Recover through State/Territory tax intercepts. Describe the activities and the results of these activities based on the most recent analysis:

vi. **[ ]** Recover through other means. Describe the activities and the results of these activities based on the most recent analysis:

vii. **[x]** Establish a unit to investigate and collect improper payments and describe the composition of the unit. Describe the activities and the results of these activities based on the most recent analysis: **The Office of Inspector General Child Care Audit Unit is responsible for auditing child care providers for appropriate use of**

CCDF. Audits are based on referrals, random sample, or suspicious EBT activity. Any program violations identified during the course of an audit are forwarded to the Finance and Child Care Subsidy units for further action which may include establishment of overpayments and cancellation of the provider's subsidy contract.

viii. **[ ]** Other. Describe the activities and the results of these activities:

d. Does the Lead Agency investigate and recover improper payments due to agency errors?

[ ] No.

[x] Yes.

If yes, check and describe all activities that the Lead Agency will use to investigate and recover improper payments due to agency errors. Include in the description how each activity assists in the investigation and recovery of improper payments due to administrative errors. Include a description of the results of such activity.

i. **[x]** Require recovery after a minimum dollar amount of an improper payment and identify the minimum dollar amount. Describe the activities and the results of these activities based on the most recent analysis: **The Lead Agency attempts to recover all established overpayments regardless of amount.**

ii. **[ ]** Coordinate with and refer to the other State/Territory agencies (e.g., State/Territory collection agency, law enforcement agency). Describe the activities and the results of these activities based on the most recent analysis:

iii. **[x]** Recover through repayment plans. Describe the activities and the results of these activities based on the most recent analysis: **Both providers and clients that have an established overpayment can contact the Lead Agency to set up a repayment.**

iv. **[x]** Reduce payments in subsequent months. Describe the activities and the results of these activities based on the most recent analysis: **Providers can choose to have a percentage of their payments recouped to repay overpayments.**

v. **[ ]** Recover through State/Territory tax intercepts. Describe the activities and the results of these activities based on the most recent analysis:

vi. **[ ]**Recover through other means. Describe the activities and the results of these activities based on the most recent analysis:

vii. **[x]** Establish a unit to investigate and collect improper payments and describe the composition of the unit. Describe the activities and the results of these activities based on the most recent analysis: **The Office of Inspector General Child Care Audit Unit is responsible for auditing child care providers for appropriate use of CCDF. When an agency error is identified during the course of an audit, the Child Care Subsidy Unit is contacted for further action which may include correction or closure of a client assistance case and establishment of an overpayment.**

viii. **[ ]** Other. Describe the activities and the results of these activities:

e. What type of sanction will the Lead Agency place on clients and providers to help reduce improper payments due to intentional program violations or fraud? Check and describe all

that apply:

i. **[x]** Disqualify the client. Describe this process, including a description of the appeal process for clients who are disqualified. Describe the activities and the results of these activities based on the most recent analysis: **When it is discovered that a client was approved in error due to intentional program violations or fraud, the eligibility worker closes the child care assistance. Whenever a negative action is taken, a computer-generated notice is sent to the client describing the reason for the closure and notifying the client of his or her appeal rights. All negative actions allow for an appeal which includes an administrative hearing. In addition, there is no period of disqualification. The client may reapply at any time.**

ii. **[x]**Disqualify the provider. Describe this process, including a description of the appeal process for providers who are disqualified. Describe the activities and the results of these activities based on the most recent analysis: **Providers who are found to have violated Lead Agency policies may have their subsidy contract canceled. Following cancelation, providers are sent a notice explaining that they may request a review of the cancellation with the Deputy Director of Programs in Adult and Family Services. There is not a period of disqualification; providers may reapply for a subsidy contract at any time. However, all contracts are granted at the discretion of the Lead Agency.**

iii. **[x]** Prosecute criminally. Describe the activities and the results of these activities based on the most recent analysis: **The Office of Inspector General refers overpayments due to fraud to the courts for prosecution.**

iv. **[ ]** Other. Describe the activities and the results of these activities based on the most recent analysis:

Appendix 1: Lead Agency Implementation Plan

The Appendix will be available for Lead Agencies to use in CARS after the Plan approval letter is issued.

For each non-compliance, Lead Agencies must describe the following:

- **Action Steps:** List the action steps needed to correct the finding (e.g., update policy manual, legislative approval, IT system changes, etc.). For each action step list the:
    - ***Responsible Entity:*** Indicate the entity (e.g., agency, team, etc.) responsible for completing the action step.
    - ***Expected Completion Date:*** List the expected completion date for the action step.
- **Overall Target Date for Compliance:** List date Lead Agency anticipates completing implementation, achieving full compliance with all aspects of the findings. (Note: Compliance will not be determined until the FFY 2025-2027 CCDF Plan is amended and approved).

Appendix 1: Form

[Plan question with non-compliance and associated provision will pre-populate based on preliminary notice of non-compliance]

A. Action Steps for Implementation	B. Responsible Entity(ies)	C. Expected Completion Date
Step 1:		
Step 2 (as necessary):		
[Additional steps added as necessary]		
Overall Target Date for Compliance:		