

**Form**: OEC-CDC Subcontractor Monitoring Plan 2019-2020

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(*Contractor)*

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(*Sub*-*Contractor)*

*Note: If the same plan is proposed for multiple subcontractors, please add additional lines).*

The Subcontractor Monitoring Plan indicates how during the term of the contract the Contractor monitors subcontractors and approves subcontractors' compliance with the OEC’s requirements for monthly Program Status Reports, NAEYC Accreditation requirements, child and family eligibility, and compliance with quality requirements. **This form is submitted once during the term of the contract unless the process is changed during the contract term.**

**Please describe the plan for monitoring each of the following CDC Contract Provisions**

1. Reporting Requirements

 Monthly Program Status Reports:Describe how the Contractor communicates with the subcontractor regarding the completion of the PSR, including how review and approval of the report is provided.

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NAEYC Accreditation process and/or Annual Report:Describe how the Contractor provides oversight to the subcontractor related to meeting the requirement to achieve and maintain NAEYC Accreditation.

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**2.** Child and Family Eligibility and OEC Fee Schedule determination process: Describe how the Contractor ensures that the subcontractor accurately implements family eligibility requirements and the OEC’s fee schedule.

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3. Compliance with quality requirements (accreditation and/or interim quality measures): Describe how the Contractor monitors the maintenance of program quality, including by providing onsite visit(s).

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**IV. Signatures**

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Print Name of Contractor (corporate/legal name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Contractor Signature (authorized individual) Date

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Sub-Contractor Signature (authorized individual) Date

*Note: If the same plan is proposed for multiple subcontractors, please add additional lines).*

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OEC Program Manager Date

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OEC Director, Division of Early Care and Education Date

Please submit this form to Annette.Cabone@ct.gov. Thank you!

