

To: Sherri Sutera, Program Director
Care 4 Kids Program

From: Julie Giaccone, CCDF Administrator
Office of Early Childhood



CC: Distribution List

Subject: Health and Safety Requirements for Providers

Program Issue: The Child Care and Development Block Grant (CCDBG) Act of 2014 Pub. L. 113-186 and the regulations, 45 CFR 98.44(b)(1) require States to establish health and safety standards as specified in the law for caregivers, teachers and directors receiving a child care subsidy. These health and safety standards contain required topic areas for pre-service training or orientation and ongoing training requirements.

Background: Prior to the implementation of this policy, there were no specific requirements in the Regulations of Connecticut State Agencies (“Regulations”) governing licensed child care centers and group child care homes, licensed family child care homes, license-exempt programs or the Care 4 Kids program. The purpose of this policy transmittal is to outline the health and safety pre-service training or orientation and ongoing training requirements for each child care setting.

Policy Directives:

A. Implementation

Effective October 1, 2019, in order to meet the health and safety requirements outlined in 45 CFR 98.44 (b) (1), all caregivers, teachers, and directors of facilities that receive a Care 4 Kids subsidy are required to complete pre-service training and/or orientation and ongoing professional development. For ongoing annual professional development, caregivers, teachers, and directors in licensed-exempt programs, licensed child care centers and group child care homes, and licensed family child care homes must complete at least one training on a health and safety topic area as defined in the federal law. All documentation shall be uploaded and/or stored in the Office of Early Childhood (OEC) Professional Registry within 90 days.

Effective February 7, 2020, unlicensed Relatives are required only to complete the Pre-service Provider Orientation Program (POP). Unlicensed relatives have no annual training requirements.

For purposes of this policy directive, the following definitions shall apply:

1. "Online Health and Safety Orientation Program" means one online training module that is available through the OEC Professional Registry which consists of training material to satisfy the topic areas outlined in 45 CFR 98.44 (b) (1).
2. "Provider Orientation Program (POP)" means a pre-service training which includes federally required health and safety topics, an overview of the Care 4 Kids program, and introduction to the Family Child Care Labor Union - CSEA SEIU.

B. Requirements

1. Licensed Child Care Centers and Group Child Care Homes. All caretakers, teachers, and directors must complete the requirements outlined below:

a. Prior to being approved as a Care 4 Kids Provider:

- i. Online Health and Safety Orientation Program, accessible through the OEC Professional Registry, titled "Care 4 Kids' Federal Online Health and Safety Orientation – Partial required topics";
- ii. A training in the administration of first aid appropriate for all of the children served;
- iii. A training in cardiopulmonary resuscitation appropriate for all of the children served; and
- iv. A training in the administration of medication.

OR

- v. Online Health and Safety Orientation Program, accessible through the OEC Professional Registry, titled "Care 4 Kids' Federal Online Health and Safety Orientation – All required topics".

b. Program approved as a Care 4 Kids Provider must have all new staff members complete within 90 days of hire:

- i. Online Health and Safety Orientation Program, accessible through the OEC Professional Registry, titled "Care 4 Kids' Federal Online Health and Safety Orientation – Partial required topics";
- ii. A training in the administration of first aid appropriate for all of the children served;
- iii. A training in cardiopulmonary resuscitation appropriate for all of the children served; and

- iv. A training in the administration of medication.
OR
 - v. Online Health and Safety Orientation Program, accessible through the OEC Professional Registry, titled “Care 4 Kids’ Federal Online Health and Safety Orientation – All required topics”.
- c. Ongoing annual professional development totaling 1% of hours worked annually. At least one training must be on a health and safety topic area as defined in the federal law.
- 2. Licensed Family Child Care Homes.** The individual that holds the family child care home license must complete the requirements outlined below:
- a. Prior to being approved as a Care 4 Kids Provider:
 - i. Pre-service Provider Orientation Program (POP) (Substitutes and assistants are NOT required to complete the POP);
 - ii. Online Health and Safety Orientation Program, accessible through the OEC Professional Registry, titled “Care 4 Kids’ Federal Online Health and Safety Orientation - Family Child Care Owners”;
 - iii. A training in the administration of first aid appropriate for all of the children served;
 - iv. A training in cardiopulmonary resuscitation appropriate for all of the children served; and
 - v. A training in the administration of medication.
 - b. Substitutes and Assistants must complete within 90 days of hire:
 - i. Online Health and Safety Orientation Program, accessible through the OEC Professional Registry, titled “Care 4 Kids’ Federal Online Health and Safety Orientation – All required topics”.
 - c. Family Child Care providers and staff must complete ongoing annual professional development totaling 10 hours. At least one training must be on a health and safety topic area as defined in the federal law.
- 3. License-Exempt Programs (DCEX).** These are center-based programs that are not licensed but receive Care 4 Kids payments and are issued a DCEX number by the OEC licensing division. All caretakers, teachers and directors must complete the requirements outlined below:



- a. Prior to being approved as a Care 4 Kids Provider:
 - i. Online Health and Safety Orientation Program, accessible through the OEC Professional Registry, titled “Care 4 Kids’ Federal Online Health and Safety Orientation – Partial required topics”;
 - ii. A training in the administration of first aid appropriate for all of the children served;
 - iii. A training in cardiopulmonary resuscitation appropriate for all of the children served; and
 - iv. A training in the administration of medication.

OR

 - v. Online Health and Safety Orientation Program, accessible through the OEC Professional Registry, titled “Care 4 Kids’ Federal Online Health and Safety Orientation – All required topics”.

- b. Programs approved as a Care 4 Kids Provider must have all new staff members complete within 90 days of hire:
 - i. Online Health and Safety Orientation Program, accessible through the OEC Professional Registry, titled “Care 4 Kids’ Federal Online Health and Safety Orientation – Partial required topics”;
 - ii. A training in the administration of first aid appropriate for all of the children served;
 - iii. A training in cardiopulmonary resuscitation appropriate for all of the children served; and
 - iv. A training in the administration of medication.

OR

 - v. Online Health and Safety Orientation Program, accessible through the OEC Professional Registry, titled “Care 4 Kids’ Federal Online Health and Safety Orientation – All required topics”.

- c. Ongoing annual professional development totaling 1% of hours worked annually. At least one training on a health and safety topic area as defined in the federal law must be taken.

License-exempt youth camps (YCEX) are not required to complete the health and safety training requirements outlined in this section.

- 4. Unlicensed Relative Providers.** These are relative providers that are not licensed by the OEC licensing division but want to receive Care 4 Kids payments. The individual receiving Care 4 Kids payments must complete the requirement outlined below:

450 Columbus Blvd
Hartford, CT 06103
www.ctoec.org
860.500.4412



- a. Prior to being approved as a Care 4 Kids Provider:
 - i. Pre-service POP.

C. Compliance Date

1. Licensed Child care centers and Group Child Care Homes

Individual staff members will be considered “in compliance” and eligible for payment on the date¹ listed in the Notice of Provider Health and Safety Orientation Compliance sent to the parent and the provider from Care 4 Kids.

The program will be considered in compliance for orientation when all required staff complete the Online Health and Safety Orientation Program. New staff members must comply within 90 days of hire.

The program will be monitored annually for compliance with ongoing professional development through OEC Licensing Division Annual inspection process.

Licensed Child care center and Group homes providers who are new to the Care 4 Kids program must complete all requirements outlined in section (B) (1) (a) of this transmittal prior to being approved as a Care 4 Kids provider.

2. Licensed Family Child Care Homes

Licensed family child care home providers will be considered “in compliance” and eligible for payment on the date² listed in the Notice of Provider Health and Safety Orientation Compliance sent to the parent and the provider from Care 4 Kids.

Licensed family child care home providers who are new to the Care 4 Kids program must complete all requirements outlined in section (B) (2) (a) of this transmittal prior to being approved as a Care 4 Kids provider.

Licensed family child care home providers and staff will be monitored for compliance with the annual professional development requirements annually through a desk audit process.

¹ This date is validated by the ImpaCT Child care Eligibility System and the OEC Professional Registry

² This date is validated by the ImpaCT Child care Eligibility System and the OEC Professional Registry

If the program has an assistant or substitute, the program will be considered in compliance when all staff complete the requirements outlined in Section (B) (2) (a) (i).

3. License-Exempt Programs

The program will be considered “in compliance” and eligible for payment on the date³ listed in the Notice of Provider Health and Safety Orientation Compliance sent to the parent and the provider from C4K.

The program is in compliance when all required staff complete the Online Health and Safety Orientation Program. New staff members must comply within 90 days of hire.

The program will be monitored annually for compliance with ongoing professional development through OEC Licensing Division Annual inspection process effective January 1, 2023.

Licensed-Exempt programs who are new to the Care 4 Kids program must complete all requirements outlined in section (B) (3) (a) of this transmittal prior to being approved as a C4K provider.

4. Unlicensed Relative Providers

Unlicensed Relative Providers will be considered “in compliance” and eligible for payment the day after the POP training is completed.

D. Payment Date

For purposes of this transmittal, the provider shall be eligible for payment on the compliance date.

JG:kd

³ This date is validated by the ImpaCT Child care Eligibility System and the OEC Professional Registry