Child Day Care Contract Contractor/Subcontractor Orientation

Connecticut Office of Early Childhood
Division of Early Care and Education

October 16, 2023

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WHAT WE WILL DISCUSS TODAY:

- Introductions
- Overview
- Child Day Care Contract
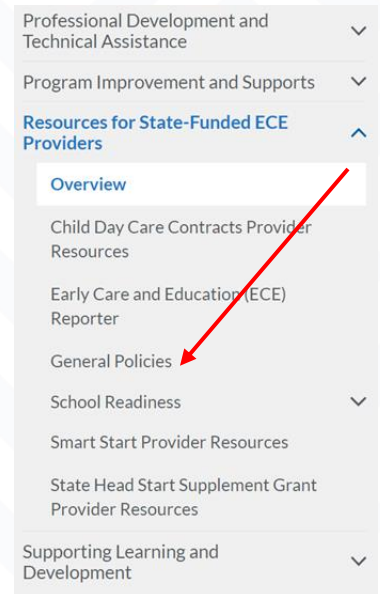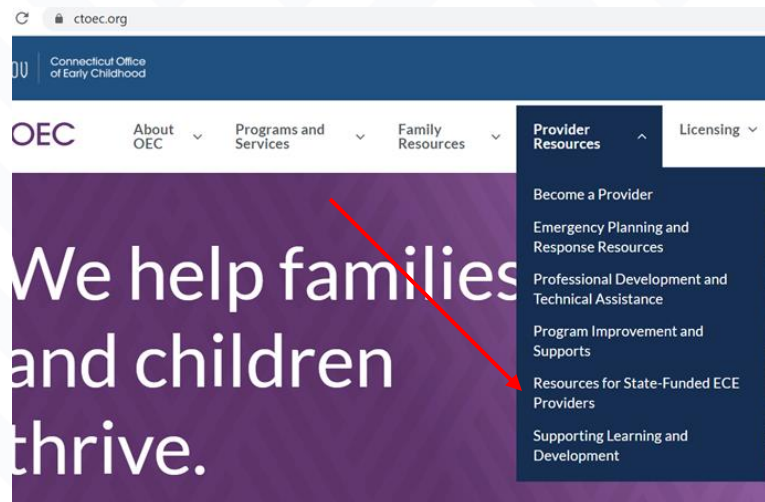- General Policies
- Questions

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Overview

Child Day Care (CDC) Contracts is established in **Section 8-210 of the Connecticut General Statutes**. Office of Early Childhood (OEC) contracts with municipalities, non-profit organizations, and in some cases ECE programs directly to provide funding to develop and operate child care programs to serve infants, toddlers, preschool and school age children throughout Connecticut who are disadvantaged by reasons of economic, social or environmental conditions.

- **CDC Contractors = 76**
- **CDC Sites = 197**

OEC General Policies

OEC General Policies – detail requirements and guidelines for School Readiness, Child Day Care Contract, Smart Start and State Head Start state-funded ECE programs. Requirements are applicable to program, not just classrooms with children enrolled in CDC.

Access OEC General Policies: **https://www.ctoec.org/general-policies/**

General Policy A-01

GP A-01: Staff Qualifications for State-Funded Programs

- **QSM** = _Qualified Staff Member_ is the individual for each classroom that meets the definition and eligibility requirements.
    - **CT General Statues (C.G.S.) Section 10-16p as amended by Public Act 19-34** details the formal terms.

- **DQSM** = _Designated Qualified Staff Member_ assigned as the Teacher to a specific classroom.
    - DQSM is designated by Program Administrator in the Registry.
        - Confirm staff member's employment.
        - Tag staff member in the role of Teacher.
        - Assign the Teacher to a specific classroom/group.

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General Policy A-01

GP A-01: Staff Qualifications for State-Funded Programs

- GP A-01 gives providers a handy chart that gives an example of where someone is and where they need to achieve. (pg. 2-3)

- **Staff that are not currently meeting QSM**
  - Program support staff to achieve QSM requirements
    - Example: Confirm employment in OEC Registry and share information on OEC Scholarship Assistance Program
  - Develop and implement, tracking progress along the way, in individual and program-wide professional development plans
  - Staff enrolled in degree program must have a Plan of Study (POS) in place
    - Reviewed and referenced during professional development plan check-ins

Professional Development Plan templates can be found on the Elevate website as part of the Elevate Program Plan for Center/Group Homes and Family Child Care.

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General Policy A-03

GP A-03: Data Submission and Reporting Requirements

- **ECE Reporter**: Data system used by OEC to house state-funded child enrollment data and monthly reports.
    - Child enrollment data should be entered and updated regularly. Enrollment data, "roster", must be confirmed on a monthly basis.
    - Once enrollment data (i.e., the roster) is confirmed, programs are able to complete their monthly reports.
        - Program will need to confirm fields that are automatically completed and enter additional data (ex: total family fees collected) and submit to Contractor (if applicable) for approval.
    - All Monthly Reports are due to OEC by the 2nd Friday of the month after the reporting period ends.
        - **Monthly Report Submission Schedule for FY24** can be found on the CDC website.
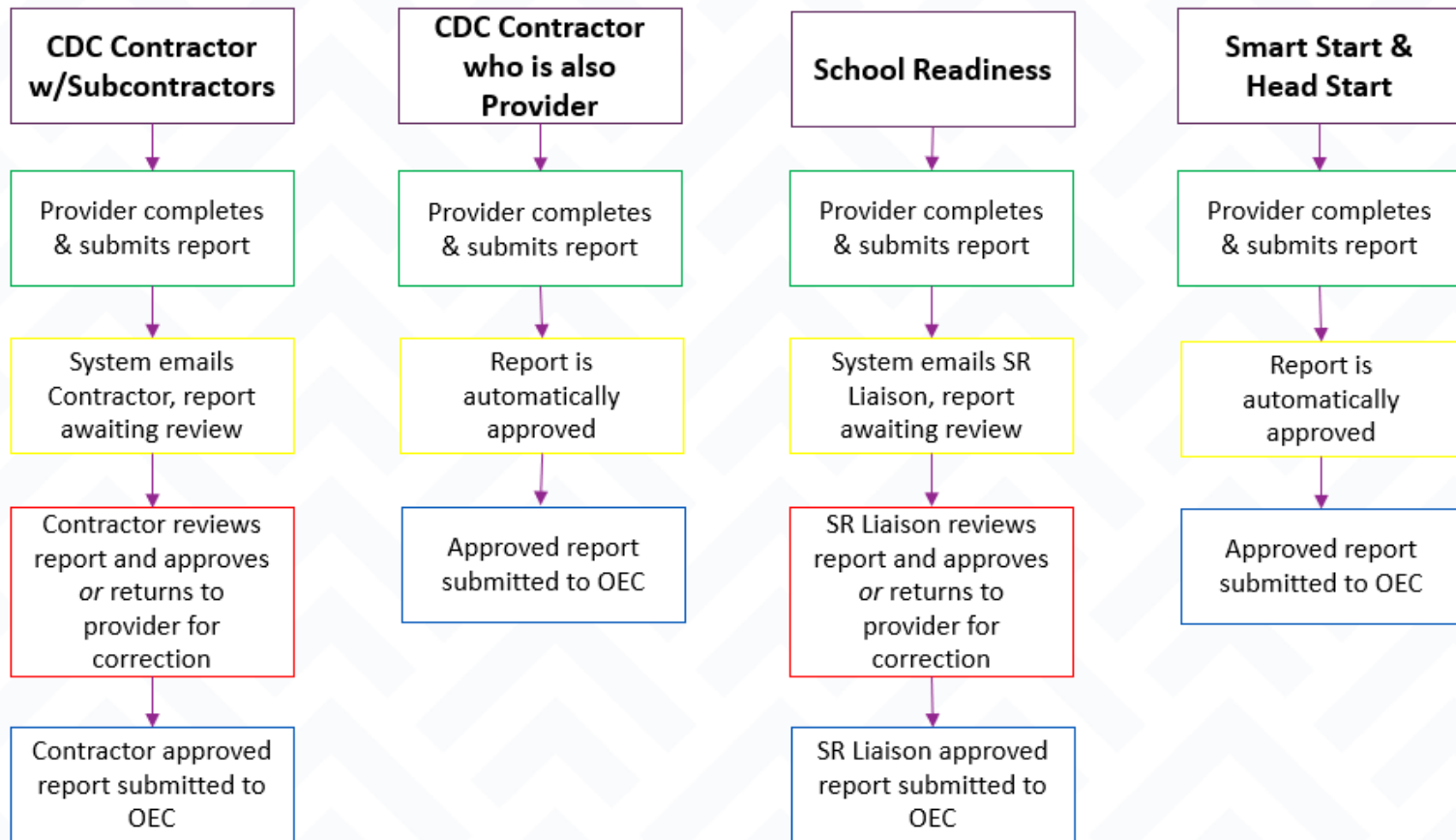
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General Policy A-03

- If a child attends just one day in a reporting period, do **NOT DELETE** the child from the system. Withdraw/dis-enroll the child by <u>entering an enrollment end date</u> on the E*nrollment & Funding* tab within the *Child Information Page*.

- Children enrolled in I/T Expansion spaces must be assigned to the correct space type:
    - Age Group = Infant Toddler
    - Funding Source = Infant Toddler Expansion
    - Contract Space = Full Time Expansion

- **Capacity is set by OEC** as determined by your CDC Contract and Program Space List. All space changes, including *movement of spaces from one site to another* and/or conversion of space types, must be request and approved by CDC Program Managers prior to implementation.
    - Forms may be requested from CDC Program Managers as needed

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General Policy A-03
State-Funded Monthly Report
Approval Flow

| CDC Contractor w/Subcontractors	CDC Contractor who is also Provider	School Readiness	Smart Start & Head Start
Provider completes & submits report	Provider completes & submits report	Provider completes & submits report	Provider completes & submits report
System emails Contractor, report awaiting review	Report is automatically approved	System emails SR Liaison, report awaiting review	Report is automatically approved
Contractor reviews report and approves *or* returns to provider for correction	Approved report submitted to OEC	SR Liaison reviews report and approves *or* returns to provider for correction	Approved report submitted to OEC
Contractor approved report submitted to OEC		SR Liaison approved report submitted to OEC	

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General Policy A-03

- **Need Assistance?**
  - User Guide ([English]) ([Spanish])
  - Step-by-Step [Video Tutorials]
  - Submit a [Help Desk Ticket]
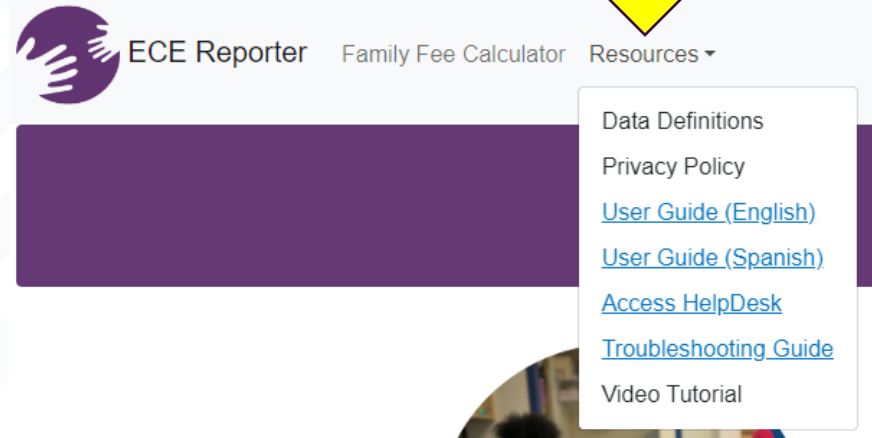
- **ECE Reporter is now available in both English and Spanish!**
  - To change the language, use the drop-down menu next to the log-in (upper right-hand corner of browser).
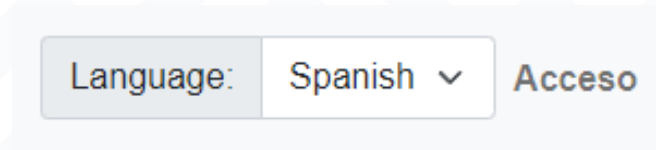
General Policy A-03

GP A-03: Data Submission and Reporting Requirements

- **OEC Early Childhood Professional Registry** 'The Registry': Houses both program and individual level accounts
    - Individual – build profile of employment and education; access trainings in CCEI; and apply for scholarships and Head Teacher credentials
    - Program - program administrators can capture employment and qualifications of staff; generate reports for funders and accrediting agencies; and houses documents to demonstrate quality assurance requirements.

Page 6 of GP

Funding Source				OEC State-Funded Early Childhood Grants and Contracts Required Reporting Guidance
SR	CDC	SHS	SS	**OEC PROFESSIONAL REGISTRY**
X	X	X	X	**Staffing and Programmatic Information:** Programs must maintain accurate staff and program information in the OEC Registry. Staff information must be confirmed on a monthly basis.
X	X	X	X	**Quality Assurance Requirements:** All State-funded programs must have either NAEYC Accreditation or Head Start Approval and must submit applicable documentation of ongoing compliance with these requirements. Specific documents to be submitted are listed below
			Recent Environmental Rating Scale (ERS)*	
			NAEYC Decision Reports and Certificates	
			NAEYC 72-Hour Notification Forms	
			NAEYC Annual Report Submission Screen Shots (Y1, Y2, Y3, Y4)	All programs receiving state funding are required to upload the applicable documents for each program site using the Program File Manager tool located in the OEC Early Childhood Professional Registry at https://www.ccacregistry.org
			NAEYC portal screen shots of completion of Enrollment, Application, Candidacy / Renewal Submission	The Program File Manager tool is used to upload PROGRAM documents or to view PROGRAM documents already on file. Admin / Multi Site Administrative (MSA) access users log in and click on Program Administration on the left menu, then Program File Manager for individual sites. Instructions for uploading documents are available in the Submitting Documents tab on the home page. Remember that NAEYC portal screen shots must include the program name.
			Head Start Grant Award Letter	
			Head Start CLASS Review Document	For program sites receiving funding from multiple sources, please upload documentation ONLY once per site.
			Head Start FA1 Review Document	
			Head Start FA2 Review Document	

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General Policy A-03

GP A-03: Data Submission and Reporting Requirements

- **CDC Annual Forms**
    - Contact Information
    - Program Space List
    - CDC Community Collaboration
    - CDC Subcontractor Monitoring Plan (as applicable)
    - Planned Weeks of Full-Time Care (as applicable)
    - Weeks of Full-Time Care Attestation (as applicable)
    - CDC Program Improvement Plan (as applicable)

- CDC Program Managers will send out information to Contractors for submission of annual forms
    - Contractors are required to collect information from all subcontractors and submit forms as a bundle by Contract

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General Policy B-01

GP B-01: Fee Schedule

- Fee Schedule, sometimes referred to as the sliding fee scale, is used by providers to determine the weekly fee families enrolled in state-funded spaces pay for care.

- Providers need to determine the following before using the fee schedule:
  - Space Type
  - Family Size
  - Annual Income

- Now available online, the **Family Fee Calculator** can be found on the ECE Reporter Homepage.
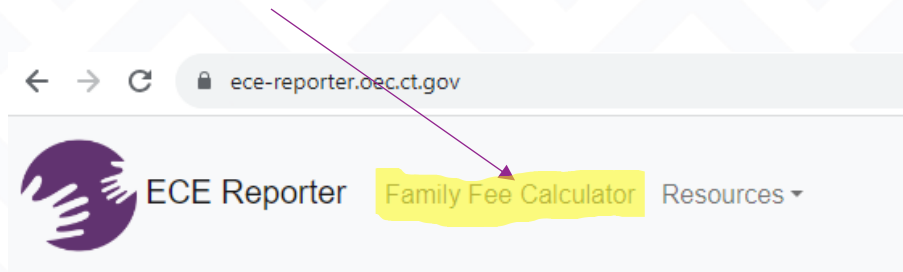
General Policy B-02

GP B-02: Fee Guidance

- Family fee shall be determined for each family upon enrollment and redetermined annually.

- Documentation of family fee calculations must be maintained on file for every family, even those receiving Care4Kids.
    - If a child has an active C4K certificate, the family fee as published on the certificate shall be charged to the family, regardless of the amount of care awarded or if the amount is lower than the OEC Fee Schedule fee.

- Family fee shall be determined by figuring out the gross total annual family income using:
    - Most recently completed Federal or State Tax Return
    - One month's worth of paystubs (e.g., paid weekly need 4, paid bi-weekly need 2)
    - Other documentation of income (notarized letter from employer or disclosure of no income from family)
    - ***Document everything!***

- **Hardship Policy** = published for families that details how, when, why, and who to apply for a hardship if the family fees are unmanageable. Providers are required to charge families fees but are **not required to collect fees** (institute hardship policy).

General Policy B-03

GP B-03: Eligibility, Enrollment, Attendance in State-funded Programs

- **Eligibility**
  - *Income* – enroll at least 60% of families whose gross income is less than 75% of the state's median income guideline.

  - *Residency* – reside in CT or families who reside in MA, NY, RI who work in CT <u>and</u> receive a child care subsidy from their state of residence that can be used in CT.

  - *Work* – 80% of the families enrolled must be earning income through employment.

- **Enrolled** = The family is eligible for program services and the child has been scheduled to attend the program. The child shall be deemed to remain enrolled so long as:
  - Neither the program nor the family member terminates the child's enrollment

  - The child attends the program at least one day in each monthly reporting period

  - The child does not attend at least one day, but the program holds the space for the child and the family pays the established family fee for the space

General Policy B-03

GP B-03: Eligibility, Enrollment, Attendance in State-funded Programs

- **Attended**
    - The enrolled child attends the program at least one day in each reporting period.
        - Attendance at the minimum threshold of one (1) day during a reporting period up to two months per year.

- **Utilized Space**
    - A state-funded space in which an enrolled child attends the program at least one-day during the monthly reporting period.

    - A space can be utilized/reimbursed only ONCE per reporting period regardless of the number of children enrolled in that space during the month.

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General Policy B-04

GP B-04: State-funded Space Types, Categories of Care Utilization of Spaces and Reimbursement

Space Type	Age Served	Type of Care
Infant/Toddler Full Time	6 weeks – 3 years	Care provided at least 30 hours/week, space available minimum 10 hours/day
Infant/Toddler Wrap Around	6 weeks – 3 years	Care to children enrolled in existing part time program to extend the day to have care available minimum 10 hours/day
Preschool Full Time	3 years – 6 years *not enrolled in school 3+ hours	Care provided at least 30 hours/week, space available minimum 10 hours/day
Preschool Wrap Around	3 years – 6 years *not enrolled in school 3+ hours	Care to children enrolled in existing part time program to extend the day to have care available minimum 10 hours/day
School Age	Up to 12 years old	School in session = care provided 15 hours/week, made available at least 3 hours/day School not in session = Care provided at least 30 hours/week, space available minimum 10 hours/day

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General Policy B-04

GP B-04: State-funded Space Types, Categories of Care Utilization of Spaces and Reimbursement

- Contractor may request in writing, a waiver of an age requirement for a child who should be, based on age, in one space type but who, based upon the needs of the child, should be included more appropriately in another category.

- Operating waivers to operate for less hours than required for each space type may be requested for programs experiencing operational challenges.

- Reimbursement = funds earned are calculated by multiplying the number of *utilized* spaces by the monthly reimbursement rate for the space type in which a ***child is enrolled and attended*** for at least one day in the reporting period.
    - Payment for CDC is made 4 times per year (July, October, January, April).
        - Payment is made to the CDC Contractor who is then responsible for paying programs/subcontractors per the established internal policies.
    - Program earn funds = OEC Reimbursement + Family Fees + C4K (as applicable)

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General Policy B-05

GP B-05: Meeting Quality Assurance Requirements

- OEC-funded early care and education programs are <u>required to achieve NAEYC Accreditation, NAFCC Accreditation, or Head Start Approval</u> in accordance with legislative and contractual requirements.

- Child Day Care current contractor/subcontractor facilities that serve infants, toddlers or preschoolers must be Accredited or hold Head Start Approval, and those that are currently not accredited or hold Head Start Approval must achieve Accreditation **within a three-year window from the date upon which they first became a contractor/subcontractor.**

- All classrooms must be accredited/hold Head Start Approval, not just state funded classrooms.

- A program that is deferred or denied accreditation or experiences a loss of accreditation must contact the OEC Program Managers <u>immediately</u> for next steps.

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General Policy B-05

Alternative Interim Quality Assurance Requirements

- CDC programs that are not NAEYC Accredited or Head Start Approved must participate in the Alternative Interim Quality Assurance Process:
  - An environmental assessment using an early childhood environment rating scale (ERS) conducted by an OEC approved rater, at the program's expense.
    - Within a month following the issuance of the results of the environment rating scale assessment, or upon request, submit to the OEC Program Manager a written detailed program improvement action plan.

- All CDC programs shall maintain an annual written program improvement plan based on data collected (Accreditation tools and reports, licensing inspections, ERS).
  - Written plan must identify timelines, responsible parties, progress, and goals.
  - OEC's Elevate website has program plan templates and information on creating a program plan using SMART goals. Need help? Contact OEC's Service Navigators for assistance.

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General Policy D-02

GP D-02: Contractor and Subcontractor Responsibilities

- CDC Contractor is the entity responsible for ensuring the provisions and requirements of the CDC contract and all relevant policies are **met by the Contractor and by all subcontractor**s, as applicable.

- This includes requirements and policies related to, *but not limited to*, the following:

  - Accreditation or approval systems related to program quality
  - Reporting requirements, including monthly reports, participation in the Early Childhood Professional Registry (the Registry) and Early Care and Education Reporter (ECE Reporter)
  - Enrollment and eligibility of families
  - Implementation of the fee schedule
  - Dates and hours of operation
  - Meeting staff qualification requirements for state funded programs

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Contact Us!
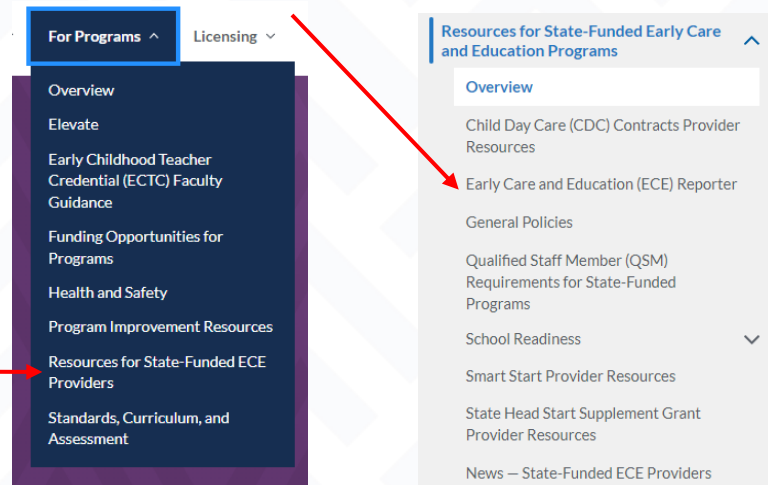
OEC CDC Contracts Co-Program Managers:

- Jennifer Jones – **jennifer.jones@ct.gov**

- Rachel Tway-Grant – **rachel.tway-grant@ct.gov**

CDC Contract Resources:

- **https://www.ctoec.org/state-funded-ece/**

- **https://www.ctoec.org/cdc-contracts-provider-resources/**

OEC Website:

- **www.ctoec.org**