Attachment - A

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Form: ACF-118A; OMB Approval Number: 0970-0198

Expiration Date: 06/30/2022

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CHILD CARE AND DEVELOPMENT FUND

for

TRIBE:

Inter-Tribal Council of California, Inc.

FFY 2020-2022

This Plan describes the Child Care and Development Fund (CCDF) program to be administered by the Tribal Lead Agency for the period 10/1/2019 – 9/30/2022. As provided for in the applicable statutes and regulations, the Tribal Lead Agency has the flexibility to modify this program at any time, including amending the options selected or described herein.

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

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Introduction and How to Approach Plan Development

The Child Care and Development Fund (CCDF) program provides resources to State, Territory, and Tribal Lead Agencies that enable low-income parents to work or pursue education and training so that they can better support their families and promote the learning and development of their children. The CCDF program also provides funding to enhance the quality of child care for all children. On November 19, 2014, the Child Care and Development Block Grant (CCDBG) Act of 2014 was signed into law (Pub. L. 113-186). The law reauthorizes and significantly revises the purposes of the CCDF program and requirements for States and Territories, but Congress left discretion to the Department of Health and Human Services (HHS) to determine how new provisions would apply to Tribes.

In September 2016, the CCDF Final Rule was released which outlined the regulatory requirements for the CCDF program based on the CCDBG Act of 2014. The CCDF requirements strengthen the requirements to protect the health and safety of children in child care; help parents make informed consumer choices and access information to support child development; provide equal access to stable child care for low-income children; and enhance the quality of child care and the early childhood workforce. Tribal flexibility includes tiered requirements based on the size of their FY 2016 CCDF allocation: tribes with small, medium, and large allocations.

The CCDF Final Rule exempts *tribes with small allocations* (less than $250,000 in FY 2016) from the majority of the CCDF requirements, allowing those Tribes more flexibility in how to spend their CCDF funds and to focus those funds on health and safety and quality activities. *Tribes with small allocations* must spend their CCDF funds in alignment with the goals and purposes of CCDF and comply with the health and safety, monitoring, background checks, and quality spending requirements. To align with these limited CCDF requirements, *Tribes with small allocations* will complete an abbreviated CCDF Plan. This approach balances increased flexibility with accountability and allows *Tribes with small allocations* to spend their CCDF funds in ways that would most benefit their communities.

The CCDF Plan developed by Tribal Lead Agencies is the primary mechanism that the Administration for Children and Families (ACF) uses to determine Tribal Lead Agency compliance with the requirements of the law and the Final Rule. This CCDF Plan preprint consists of two parts aligned with the flexibility Tribes have based on the size of their CCDF allocation.

Part I (*For Tribes with small, medium, and large allocations*):

1) Define CCDF Leadership and Coordination with Relevant Systems;
2) Establish Standards and Monitoring Processes to Ensure the Health and Safety of Child Care Settings;
3) Supporting Continuous Quality Improvement; and
4) *Tribes with small allocations*: Direct Services.

Part II (*For Tribes with medium and large allocations only*):

5) Provide Stable Child Care Financial Assistance to Families;
6) Ensure Equal Access to Quality Child Care for Low-Income Children; and
7) Promote Family Engagement through Outreach and Consumer Education.

These sections reflect key functions of an integrated system of child care for low-income working families. The intention is that Tribal Lead Agencies and the federal government will be able to use this information to track and assess progress, determine the need for technical assistance (TA), and determine compliance with specific requirements and deadlines.

Plan Amendments: **Tribal Lead Agencies are required to request approval from the Office of Child Care (OCC) whenever a "substantial" change in the Tribal Lead Agency's approved CCDF Plan occurs**. Please refer to the ACF Program Instruction regarding CCDF Approval of Plan Amendments CCDF-ACF-PI-2009-01 for specific details and timelines specific to the Plan amendment process.

Please note that all requirements not fully implemented by the Final Rule deadline are subject to compliance actions, such as corrective action plans and/or penalties in accordance with CCDF regulations.

Tribal Lead Agencies are encouraged to access additional guidance for their CCDF Plans through:

- Tribal Child Care And Development Fund: Guide for New Administrators
- CCDF Final Rule: Overview for American Indian and Alaska Native Grantees
- Child Care And Development Fund Final Rule Tribal Fact Sheet

Additional questions should be directed to the OCC Regional Office.

1 Define CCDF Leadership and Coordination with Relevant Systems

This section provides information on how the CCDF program is administered, including the designated Tribal Lead Agency and the administrative structure. It also addresses who was consulted in the development of the Tribal CCDF Plan and how the Tribal Lead Agency plans to coordinate CCDF services with other entities.

1.1 Tribal CCDF Applicant

1.1.1 Tribal Applicant – Official name of Tribe as listed in the Federal Register or Tribal Consortium.

a. Tribe or Tribal Consortium Information:

Name of the Federally Recognized Tribe (or Tribal Consortium):

Inter-Tribal Council of California, Inc.

Name of Tribal Chair/President/Leader:

Rile Webster

Title:

Executive Director

Address:

3425 Arden Way

City, State, Zip Code:

Sacramento California 95825

Telephone Number:

1-916-973-9581 Ext: 100

Email Address:

rilew@itccinc.org

1.1.2 Are you a Tribal Consortium?

○ No (Skip to Section 1.2)

◉ Yes.

Provide a comprehensive list of the participating member Tribes/Alaska Native Villages and include current demonstrations from the consortium's participating Tribes indicating that the consortium has the authority to seek funding on their behalf. Examples of demonstrations include a Tribal Resolution, a letter signed by the current Tribal Leader, or another official document from the Tribal/Village government (98.80(c)(1-4); 98.81(b)(8)(i)).

For Alaska Native Regional Nonprofit Corporations, the list and demonstrations are for purposes of Discretionary Funds only.

a. The list is provided as Attachment #:

Add or remove attachment

List of Consortium Tribes for 2019-2022.doc

b. The demonstrations are provided as Attachment #:

Add or remove attachment

CCDF Tribal Resolutions.pdf

If there is any change in the consortium membership, the Tribal Lead Agency must notify OCC through an amendment to the Plan. Any consortium member Tribe seeking to apply for its own CCDF grant funds must first withdraw from the Tribal consortium and contact OCC to initiate a separate application for its own funds. OCC must receive the application on or before July 1 prior to the year in which the Tribe is seeking CCDF funds.

A Tribal Consortium must describe how it coordinates services on behalf of each of its participating member Tribes/Villages. Summarize how the consortium is coordinating services (including direct services) on behalf of each participating member (98.81(b)(8)(ii); 98.83(c)(1)).

1.1.2 c. Describe, including how child care services are provided to each member of a Tribe/Village:

Inter-Tribal Council of California, Inc. (ITCC), established in 1968, is a statewide tribal association that administers federal and state programs for Tribes and Tribal Organizations in California. Through " consortium," ITCC currently administers the Child Care & Development Fund Program, Family Violence Prevention, and a new DV Wellness program through the Dept. of Justice.

The Child Care & Development Fund Program is designed to provide monetary assistance and services to low-income tribal families who are in need of child care assistance for children below the age of 13 or 18 years of age if the child has a diagnosed special needs. The CCDF program is available for the 11 tribes that are in the Consortium.

Each Tribal office has applications for the tribal members, and are encouraged to enroll clients. Potential clients may contact the ITCC office directly for the application. ITCC staff conducts outreach at community events, Pow Wows, and other gatherings to let community members know of the child care program.

The monetary assistance is designed as a certificate for families to utilize for their choice of child care for their family. ITCC Child Care & Development Fund Program also assists families, providers, and tribes with resource information and materials in the areas of health & safety, child development, and cultural enrichment resources.

The participating tribes are encouraged to attend the yearly General Council Meetings, Area Meetings, and town hall "public hearings" to voice their ideas and concerns regarding the CCDF program. The CCDF program is funded from the Department of Health and Services/ Administration for Children and Families.

1.2 Designated Tribal Lead Agency

The Tribe or Tribal Consortium will designate an agency to represent the Tribe/consortium as the Tribal Lead Agency. This designated agency agrees to administer the Tribal CCDF program in accordance with applicable Federal laws and regulations and the provisions of this Plan, including the attached assurances and certifications (658D; 658E(c)(1)); 98.83(a)).

The Tribal Lead Agency can be a department or sub-agency such as the CCDF Department, Human Services Department, Workforce Development Department, etc., and in some cases, the Tribe will administer the CCDF program.

Note: An amendment to the CCDF Tribal Plan is required in the event of a change in the designated Tribal Lead Agency.

1.2.1 Which agency has been designated by the Tribe or Tribal Consortium to administer the CCDF program?

a. Name of Tribal Lead Agency:

Inter-Tribal Council of California, Inc.

b. Web Address for Tribal Lead Agency (if any):

www.itccinc.org

1.2.2 Who is the Tribal CCDF Administrator?

Identify the CCDF Administrator designated by the Tribal Lead Agency, the day-to-day contact, or the person responsible for administering the Tribal CCDF program. If there is more than one designated contact with shared responsibility for administering the CCDF program, please identify the co-administrator/assistant administrator and include contact information.

a. Contact Information for the Tribal CCDF Administrator:

Name of Tribal CCDF Administrator:

Michael Moreno

Title:

ITCC Deputy Director

Mailing Address:

3425 Arden Way Sacramento CA 95982

Physical Address (if different than mailing address):

Same as Above

Phone Number:

916-973-9581 Ext. 106

Email Address:

michaelm@itccinc.org

b. Contact Information for Tribal CCDF Co-Administrator/Assistant Administrator (if applicable):

Name of Tribal CCDF Co-Administrator/Assistant Administrator:

Franqui Antoinette Moreno

Title:

CCDF Assistant Administrator

Mailing Address (if different from above):

N/A

Physical Address (if different than mailing address):

N/A

Phone Number:

916-973-9581 Ext. 104

Email Address:

fantoinette@itccinc.org

1.3 Administration through Contracts or Agreements

The Tribal Lead Agency has broad authority to administer the CCDF program through contracts or agreements with other governmental, non-governmental, or other public or private local agencies. The Tribal Lead Agency remains the single point of contact and retains overall responsibility for the administration of the CCDF program (658D(b)(1)(A); 98.11(a)(3); 98.16(d)(1)). Examples of such agreements could include:

- A written agreement with another Tribal department to operate Tribal child care centers or to conduct training and monitoring, etc.
- A contract with the local child care resource and referral agency to operate the Tribe's child care program (including determining family eligibility and issuing payments to child care providers or providing high quality activities).

1.3.1 Will the Tribal Lead Agency **directly** administer and operate the CCDF program (98.16(d)(1)?

This question does not apply to the demonstrations referenced in Section 1.1.2 between a consortium and its participating/constituent member Tribes/Villages.

◉ Yes, the Tribal Lead Agency will directly administer and operate **all** aspects of the CCDF program.

○ No, the Tribal Lead Agency **will not** directly administer and implement all aspects of the CCDF program.

1.3.1 a. List the names of those entities that will administer/operate aspects of the CCDF program and describe which aspects of the CCDF program they will administer/operate. List and describe:

1.3.1 a. 1. What processes will the Tribal Lead Agency use to monitor administrative and implementation responsibilities performed by other agencies? Describe:

1.3.1 a. 2. *Optional: Include copies of the contracts or agreement as Attachment #:*

Add or remove attachment

1.4 Consultation in the Development of the Tribal CCDF Plan

In the development of the Tribal CCDF Plan, the Tribal Lead Agency is required to consult with representatives of general purpose local/Tribal government (658D(b)(2); 98.10(c); 98.14(b)). Tribal Lead Agencies are also required to conduct a public hearing to provide an opportunity to comment on the provision of the child care services under the CCDF Plan (98.14(c)). For the purposes of developing this Plan, consultation involves meeting with, or obtaining input from, appropriate representatives of the Tribal community.

1.4.1 Describe how the Tribal Lead Agency consulted with representatives of general purpose local/Tribal governments and any other entities in the development of this plan. Describe:

Inter-Tribal conducted 3 Public Meetings in the which we considered areas where our Child Care Services are being utilized. The Program Plan was gone over with the audience to see where we can make changes/revisions to better provide services for the families we provide certificates to .The program plan was also sent through email to the Tribal Offices for review and send back with suggestions. As part of the TCCAC we work together on completing the plan with Region 9 Specialists to assist. The Management team reviews suggestions and appropriate changes will be made on the Program Pre-Plan. ITCC Child Care conducted the Public Hearings, General Council Meetings, Emailed Tribes/Parents/Providers,Working Committees with multi-disciplinary team and tribal subject matter experts, and Memos regarding updates of revisions.

1.4.2 Tribal Lead Agencies are required to conduct a public hearing to provide those interested with an opportunity to comment on the provision of child care services under the CCDF Plan (658D(b)(1)(C); 98.14(c)(1-3); 98.16(f)).

The Tribal Lead Agency must conduct at least one public hearing prior to the submission of the Tribal CCDF Plan, but no earlier than January 1, 2019. The Tribal Lead Agency must provide a notice of the hearing throughout the Tribe's service area. This notice must be provided no later than 20 days prior to the date of the hearing. Tribal Lead Agencies must make the contents of the Plan available to the public in advance of the hearing.

Describe the Tribal Lead Agency's public hearing process:

a. Date(s) of public hearing notice(s) (at least 20 calendar days prior to the public hearing):

December 15, January 5, 2019
February 28, 2019
March 11, 2019 (reminder Notices)

b. Date(s) of public hearing(s) (no earlier than January 1, 2019):

January 24, 2019 @ Area I Meeting
March 28-30, 2019 @ Chemehuevi Indian Reservation

1.4.2 c. Location(s) of the public hearing(s):

Big Pine Tribal Office 825 S. Main Street Big pine CA 93513
Robinson Rancheria 1545 State Hwy 20 Nice CA 95464
Inter-Tribal Council of California, Inc. Central Office 3425 Arden Way Sacramento CA 95825

d. How was the public notified of the public hearing? Check all that apply.

☒ Parent Newsletter

☐ Tribal/Local Media

☐ Internet. Provide website(s):

☒ Social Media (e.g., Facebook, Twitter, etc.)

☒ Posting on community bulletin board or some other message board

☐ Other. Describe:

1.4.2 e. Describe how the input from the public hearing(s) was taken into consideration in the development of the final Plan:

- ○ No input was received
- ○ Input was received but not taken into consideration
- ◉ Input was incorporated into the plan in the following ways:

Public hearings requested input from community members, which was recorded and internal plans developed to meet those requests. Examples:

Suggestion 1: Resources materials that promote and include symbols, pictures, and locations to promote cultural awareness and inclusion of tribal children a families.
Incorporation: Planned reprint of "California Indian Coloring Book," and development of other culturally related children's early education materials.

Suggestion 2: Provide cultural competency training for Tribal early child development for State, local and providers.
Incorporation: Planned revision of the ITCC Cultural Competency Training seminar to include specifics for early childhood development in Tribal Communities.

- ○ Other. Describe:

1.4.2 f. How was the content of the Plan made available throughout the service area prior to the public hearing? Check all that apply.

☒ Tribal Offices (including CCDF offices)

☐ Internet. Provide website(s):

☒ Email

☐ Other. Describe:

1.4.3 ***Tribes with small allocations*** are not required to make the final CCDF Plan or any subsequent Plans available to the public but have the flexibility to describe if applicable.

Tribes with large and medium allocations should post their Plan and Plan amendments on a website, to the extent practicable.

1.4.3 Describe how the Tribal Lead Agency makes the inal CCDF Plan and any subsequent Plan Amendments available to the public to the extent practicable:

Inter-Tribal Council of California, Inc. sends the Program Plan to the Consortium Tribal offices, and all who ask for the plan during the time frame of the Public Hearings. If there are any changes, they are also presented. Amendments are also forward through email to the tribal offices as a group email.

1.5 Indian Child and Indian Reservation or Service Area

Per the OCC Program Instruction, Tribes who submitted Tribal Child Count Declaration information by July 1, 2019, do not need to resubmit the information with their FY 2020-2022 Plan

Skip to Section 1.7

Identify which Indian child(ren) will be counted in your child count (98.81(b)(2)(i)).

1.5.1 Indian Child

Programs and activities are to be carried out for the benefit of Indian children.

While Tribal Lead Agencies have some flexibility in defining "Indian Child," the definition must be limited to children from federally recognized Indian Tribes, consistent with the Child Care and Development Block Grant Act's definition of Indian Tribe (98.2).

This could include children who are Tribal members, whose membership is pending, who are eligible for membership, and/or are children/descendants of members. This could also include adopted children, foster children, and step-children, etc.

1.5.1 The Tribal Lead Agency defines an "Indian child" as:

1.5.2 Indian Reservation or Service Area

Programs and activities are to be carried out for the benefit of Indian children living on or near the Indian reservation or service area. The service area must be within a reasonably close geographic proximity to the borders of a Tribe's reservation (with the exception of Tribes in Alaska, California, and Oklahoma). Tribes that do not have reservations must establish service areas within reasonably close geographic proximity to the area where the Tribe's population resides.

There is an expectation that the Tribal Lead Agency will be able to provide services to families throughout the service area. ACF will not approve an entire State as a Tribe's service area. Tribes can limit services within the reservation boundaries or go beyond the reservation boundaries.

If a Tribal Lead Agency establishes a different service area for CCDF purposes, it must be within a reasonably close geographic proximity to the borders of the Tribe's reservation or existing service area (658O(c)(2)(B); 98.80(e); 98.81(b)(2)(ii); 98.81(b)(3)(ii); 98.83(b)).

For example: "permanent residence is within the reservation boundaries; however, the participant is temporarily attending school outside of the reservation area," or "resides within 20 miles of the reservation boundaries," etc.

1.5.2 a. The Tribal Lead Agency defines the Reservation/Service Area as:

1.5.2 b. *Optional: In addition to the description above, a clearly labeled map of the service area is attached. Attachment#:*

Add or remove attachment

1.6 Child Count

For the purposes of determining a Tribe/Tribal Organization's annual CCDF funding level, **the Tribal Lead Agency is required to conduct and submit a triennial child count of children under age 13**, as defined in 98.81(b)(2)(i). The Child Count Declaration will be submitted every 3 years with the triennial Plan, except for in the case of the FY 2020–FY 2022 Plan. For the FY 2020–FY 2022 Plan period, the child count must be submitted by July 1, 2019. For new Tribal Lead Agencies entering outside of the Plan cycle, the child count will be submitted with their Plan.

The Tribal child count will be effective October 1, 2019–September 30, 2022 and valid for 3 years. If the consortia gains or loses one of its member organizations, then the adjustments will be made accordingly.

The Tribal Lead Agency may not count any children who are included in the child count of another CCDF Tribal Lead Agency. **The Tribal Lead Agency is required to confer with all other CCDF Tribal Lead Agencies that have overlapping or neighboring service areas** (98.61(c); 98.62(c); 98.80(b(1); 98.81 (b)(4)).

The child count submitted is not reflective of the number of children who receive direct services. Instead, the child count gives the number of potentially eligible children who meet the Tribal Lead Agency's definition of Indian Child and reside in the designated service area.

1.6.1 Is the service area (as defined in 1.5.2) adjacent to, or overlapping with, the service area(s) of any other Tribal Lead Agencies?

- ○ No
- ○ Yes.

☐ Identify those other Tribal Lead Agencies with neighboring or overlapping service areas. Describe:

☐ Describe your Tribal Lead Agency's process for ensuring unduplicated child counts:

1.6.2 Complete and attach the "Child Count Declaration" at Appendix #1.

A Tribal consortium must submit an individual Child Count Declaration for each participating Tribe signed by an individual authorized to act for the Tribe; and a summary listing the name of each participating Tribe, each participating Tribe's individual child count; and the total child count for the entire consortium.

☐ A "Child Count Declaration" is attached at Appendix #1.

1.7 Coordination of Services

The Tribal Lead Agency is required to coordinate services with other Tribal, Federal, State, and/ or local child care and early childhood development programs with agencies responsible for public health, employment services/workforce development, public education, and Temporary Assistance for Needy Families, etc. (658D(b)(1)(D); 98.14(a)(1)(i-xiv); 98.14(a)(4); 98.16(e)).

Tribal Lead Agencies must demonstrate in the Plan how the Tribe encourages partnerships among its agencies, other public agencies, other Tribes and Tribal organizations, private entities, and community-based organizations, to leverage existing service delivery systems and to increase the supply and quality of child care and development services.

1.7.1 Describe how the Tribal Lead Agency coordinates the delivery of CCDF services with the following state, and if applicable, Tribal agencies or entities and the results of those coordination efforts (e.g., shared goals/purposes for coordination and the process for coordinating). Check and describe all that apply.

☒ Public health, including the agency responsible for immunizations. Describe:

ITCC does not provide public health services, however the child's family (or Child Care Center) must ensure that health care and immunizations are provided. ITCC has working relationships with Tribal Indian Health Care Providers and can recommend sourcing a clinic in their regional area, including California Rural Indian Health Board (CRIHB), Sacramento Native American Health Center (SNAHC), Sonoma County Indian Health Project (SCIHP), Chapa De Indian Health Auburn Grass Valley, Consolidated Tribal Health Project, and others.

1.7.1 Check and describe all that apply.

☒ Employment services/workforce development. Describe:

ITCC provides information and referrals to families to California Indian Manpower Consortium (CIMC) Workforce Development Program and local One Stop Centers. The CIMC assists Native Americans with job readiness, assistance of job placements and also assistance of purchasing equipment needed for the job.

☒ Public education. Describe:

ITCC has partnered with universities, colleges and Indian Education programs advocating for the provision of culturally proficient services and curriculum development. ITCC will continue to expand culturally relevant materials

☒ Temporary Assistance for Needy Families. Describe:

ITCC disseminates information to the Tribal TANF programs recruiting eligible families for the CCDF program. ITCCF has provided a number of trainings attended by Tribal TANF staff i.e. Cultural Competency, Domestic Violence, and Impacts of Violence with Unborn Children, Infants, Children and Youth.

1.7.1 Check and describe all that apply.

☒ Child care licensing. Describe:

ITCC services are certificates for the families to find a child care provider (a parents choice). Most of our providers are of child care centers and licensed child care homes. They all have State Child Care Licenses. We will coordinate with the State Community Care Licensing Division to obtain the results of child care licensing inspections for our State-licensed providers.

☐ Head Start. Describe:

☒ State Advisory Council on Early Childhood Education and Care or similar coordinating body. Describe:

The CDE has a dedicated Tribal Child Care Liaison. In this role, the liaison ensures the CDE enacts its Memorandum of Understanding (MOU) with the TCCAC. A core component is assisting in quarterly meetings of the TCCAC, by connecting the needs and efficiencies of the TCCAC, with that of state agency partners within the CDE such as: Nutrition Services, the Quality Improvement Office (QIO), the Policy Office (PO), the Field Services Office (FSO), California Head Start Collaboration Office (CHSCO), F5CA and the CDSS – Community Care Licensing (CCL) and the CDSS – Child Care and Refugee Programs Branch, etc. The TCCAC is comprised of individuals who work for tribal lead agencies/grantees administering the Child Care and Development Funded Programs. TCCAC is an Association of child care professionals specializing in working with Native American families, children and communities.

1.7.1 Check and describe all that apply.

☐ Statewide after-school network or other coordinating entity for out-of-school time care (if applicable). Describe:

☒ Emergency management and response: Describe:

ITCC provides CPR/AED/1st Aid Training to Child Care Centers (Little Big Time Child Development Center of Buena Vista Rancheria of Me-wuk Indians) and for Exempt Providers at the ITCC corporate offices. All child care providers are required to have up-to-date CPR/1st Aid certificates. All Child Care Centers are required by OSHA to have a Fire Escape plan.
ITCC provides Emergency Management training to Tribes and Tribal Communities, including Community Emergency Response Team Training (CERT) and Emergency Preparedness and Planning. Families are taught how to develop Emergency Plans that incorporate the care for and reunion of children with their families who are either at school or at a child care center, in the event of a disaster.
Recent Fire Disasters in Northern California have tested the functionality of these plans. Non of our children have been lost due to environmental emergencies.

1.7.1 Check and describe all that apply.

☐ Child and Adult Care Food Program (CACFP) and other relevant nutrition programs: Describe:

☒ 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 McKinney-Vento Homeless Assistance Act (McKinney-Vento Act) (42 U.S.C. § 11431-11435) is federal legislation that ensures the educational rights and protections of children and youths experiencing homelessness. ITCC refers families to the California Department of Education for resources and services.

1.7.1 Check and describe all that apply.

☒ Agencies responsible for Medicaid and the State Children's Health Insurance Program: Describe:

ITCC provides information regarding California Department of public health to create and maintain the linkage between child care and health care. The State provides services for pregnaant women and children through various services programs such as Covered California, Medi-Cal and Healthy Family Program.

☒ Mental Health Services: Describe:

ITCC currently does not offer mental health services, however the agency does plan to offer ASIST (Applied Suicide Intervention Skills Training), and youth talking circles. This past year, ITCC hosted two youth camp-outs, which were based on GONA principles, right relationships, and whole community wellness activities. The camp outs were well received, and ITCC plans to offer more kid camps in the future.

1.7.1 Check and describe all that apply.

☒ Child care resource and referral agencies, child care consumer education organizations, and providers of early childhood education training and professional development: Describe:

ITCC meets quarterly as participants of TCCAC with staff from the R&R Network and first 5 Relevant consumer education topics and training opportunities are brought to the providers and families in the early care and education community via newsletters.

☒ Other agencies or entities with which the Tribal Lead Agency coordinated: Describe:

ITCC has an MOU with the 2 other Consortium agencies in Sacramento, which are California Indian Manpower Consortium (CIMC), Inc and California Rural Indian Health Board (CRIHB), Inc. The three (3) Consortium meet quarterly to work on trainings and other collaborative opportunities between agencies.

1.7.2 In determining the Tribal community's child care needs, **Tribal Lead Agencies must include underserved populations** such as infants and toddlers, families experiencing homelessness, children with special needs, and children in need of non-traditional hours of care.

a. Which underserved populations are included in determining the Tribal community's child care needs? Check all that apply.

☒ Infants and toddlers

☒ Families experiencing homelessness

☒ Children with special needs

☒ Children in need of non-traditional hours of care

☒ Other. Describe:

All Native / Tribal Children are undeserved and are an at-risk population.

b. What methods were used to determine the child care needs underserved populations? Check all that apply.

☐ Conduct a needs assessment. Describe:

1.7.2 b. Check and describe all that apply.

☒ Survey community members. Describe:

As part of the yearly General Council Meeting that ITCC hosts a discussion of what ITCC can do to provide services to the underserved tribal communities and attend community events to get input from community members.

☒ Survey providers. Describe:

With yearly provider visits there are discussion of what services ITCC can provide for them. ITCC gathers information and uses the information as a tool to work on resources for the providers.

☐ Other. Describe:

1.8 Program Integrity and Accountability

The Tribal Lead Agency, as the single point of contact for the administration of the Tribal CCDF program, is responsible for ensuring that policies and procedures are in place to monitor programs and services, ensure compliance with rules of the program, and provide oversight in the expenditure of all funds, including identifying improper payments and fraud prevention and recovery (98.11(b); 98.60(i); 98.66; 98.67; 98.68).

1.8.1 Tribal Lead Agencies are required to describe effective internal controls to identify improper payments.

a. How does the Tribal Lead Agency prevent and identify improper payments? Check all that apply.

- ☒ Train staff on CCDF policies and regulations.
- ☒ Conduct supervisory staff reviews or quality assurance reviews.
- ☐ Share data with other programs (e.g., State CCDF, Tribal or State TANF, Head Start, Child and Adult Care Food Program (CACFP), other Tribal offices.
- ☐ Run system reports that flag errors.
- ☒ Review enrollment documents, attendance or billing records.
- ☒ Review provider records.
- ☒ Ongoing monitoring and assessment of policy implementation.
- ☐ Other. Describe:

1.8.1 b. The Tribal Lead Agency is required to recover improper payments that are the result of fraud. How does the Tribal Lead Agency investigate and collect improper payments resulting from fraud? Check all that apply.

☐ Coordinate with, and refer to other Tribal, State, or federal agencies (e.g., Tribal Council, law enforcement)

☒ Require recovery if the improper payment exceeds a specific dollar amount. Identify the minimum dollar amount: $ 300

☒ Recover through repayment plans

☒ Reduce payments in subsequent months

☐ Recover through payroll deductions (for CCDF clients/providers/staff employed by the Tribe)

☐ Other. Describe:

1.8.1 c. *The Tribal Lead Agency has the flexibility to recover improper payments that are the result of unintentional errors/program violations*. Does the Tribal Lead Agency choose to investigate and collect improper payments resulting from unintentional errors/program violations?

○ No

◉ Yes. How will the Tribal Lead Agency investigate and collect improper payments resulting from unintentional errors/program violations? Check all that apply.

☐ Coordinate with, and refer to other Tribal, State, or Federal agencies (e.g., Tribal Council, law enforcement)

☒ Require recovery if the improper payment exceeds a specific dollar amount. Identify the minimum dollar amount: $ 300

☒ Recover through repayment plans

☒ Reduce payments in subsequent months

☐ Recover through payroll deductions (for CCDF clients/providers/staff employed by the Tribe)

☐ Other. Describe:

2 Establish Standards and Monitoring Processes to Ensure the Health and Safety of Child Care Settings

Health and safety requirements apply to all Tribes regardless of allocation size and apply to all child care providers who receive CCDF funds, including providers who only receive quality funds. **All Tribal Lead Agencies must certify that there are in effect health and safety requirements applicable to providers serving CCDF children**. These health and safety requirements must be appropriate to the provider setting (i.e., center based care, including Tribally operated centers, or home based care) and age of the children served, must include specific topics and training on those topics, and are subject to monitoring and enforcement procedures to ensure that providers are complying with the requirements.

This section covers health and safety, criminal background check, and disaster preparedness requirements, including:

- Health and safety standards (98.41(a))
- Health and safety training (98.44(b))
- Monitoring and enforcement procedures to ensure that child care providers comply with health and safety requirements (98.16(n))
- Exemptions made for relative care providers (98.16(l))
- Group size limits; child/staff ratios; and required qualifications for caregivers, teachers, and directors (98.16(m))
- Criminal background check requirements (98.16(o))
- Disaster preparedness and response (98.16(aa))

2.1 Health and Safety Standards and Requirements for CCDF Providers

Tribal Lead Agencies are required to establish health and safety standards for all types of child care programs (i.e., center based care, including Tribally operated centers, or home based care) serving children receiving CCDF assistance relating to the topics listed below, as appropriate to the provider setting and age of the children served (98.41(a)). This requirement is applicable to all child care providers receiving CCDF funds, including those providers who are receiving only CCDF quality dollars through the Tribal Lead Agency. The only exception to this requirement is for providers who are caring for their own relatives: Tribal Lead Agencies have the option to exempt relative care providers from the health and safety requirements (defined in CCDF regulations as grandparents, great-grandparents, siblings if living in a separate residence, aunts, and uncles (98.42(c))). This exemption applies only if the individual cares for relative children only.

For each category of care offered, indicate the standards that apply. For instance:

- If the Tribal Lead Agency has developed its own standards (even if those standards were adapted from other sources, such as *Caring for Our Children: Basics* and/or *Minimum Health and Safety Standards: A Guide for American Indian and Alaskan Native Child Care and Development Fund Grantees* or state licensing standards), check "Tribal Standards."
- If the Tribal Lead Agency requires providers to meet standards established by a state agency (such as state licensing or state department of education), check "State Standards."
- If the Tribal Lead Agency requires providers to meet standards from more than one source (for example, state licensing standards for off-reservation providers and Tribally developed standards for providers on the reservation), check "Tribal Standards," "State Standards," and "Other Standards or Combination of Standards " and describe which standards apply to which providers.
- If the Tribal Lead Agency requires providers to meet standards from a source not listed in the table in columns (a), (b), and (c) (such as Indian Health Service, the Child and Adult Care Food Program, Caring for Our Children Basics, Caring for Our Children 3rd Edition, etc.), then check "Other Standards or Combination of Standards" and describe the standards and the source(s) of the standards.If the Tribal Lead Agency does not support the child care for any of the types of providers, then check "This type of care is not provided."

2.1.1 If the Tribal Lead Agency uses a combination of standards, or uses other standards not noted, please describe in the table below.

Table 2.1.1 Health and Safety Standards Used by the Tribal Lead Agency

Provider Categories	Tribal Standards	State Standards	Head Start/ Early Head Start Standards	Other Standards or Combination of Standards (e.g., Tribal standards *and* State standards)	The Tribal Lead Agency does not provide this type of care
Center-based Care (e.g., Tribally operated centers)	☐	☒	☐	☐ Describe:	☐
Family Child Care	☐	☒	☐	☐ Describe:	☐
In-Home Care (in the child's home)	☒	☐	☐	☐ Describe:	☐

2.1.2 To certify, describe how the following health and safety standards for programs serving children receiving CCDF assistance are defined and established on the required topics (98.16(l)).

Note: This question is different from the health and safety training requirements, which are addressed in question 2.1.5.

For each of the required health and safety topics, Tribal Lead Agencies must provide their definition and any variations based on category of care (i.e., center based care, including Tribally operated centers, or home based care) and the ages of children served.

For example, Tribal Lead Agencies need to ensure that providers follow their safe sleep practices for each age group in a center-based program. This means that Tribal Lead Agencies need to set

standards around infant sleep practices (e.g., activities that prevent sudden infant death syndrome) and ensure that providers who cared for infants were trained on and met these standards. Likewise, Tribal Lead Agencies would set different safe sleep standards for children of different ages (e.g., no safe sleep practices for school-aged children) and ensure that providers who cared for children of other ages were aware of and met those standards.

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

1. Provide a brief summary of how this standard is defined, including any variations based on category of care or ages of the children served:

We assist families in ensuring that all children enrolling in our center-based program are up-to-date on immunizations and assist families with children who are not up-to-date in order to reduce the spread of communicable disease. The following are required for children entering our program: 3 polio; 4 DTaP; 3 HepB; 1 MMR; 1 Hib; 1 Varicella. Parents/guardians must provide the child ' s most recent immunization history prior to enrollment. Additionally, employees and regular volunteers working with children are required to be immunized against influenza, pertussis and measles.

ITCC Plans to release a "Prevention of Infectious Disease" informational flier that illuminates prevention standards and methods for in-home and center-based child care that include such items as: hand sanitation and use of gloves, diaper control, food and counter-top sanitation measures, etc., in accordance with State recommendations.

2. Are relatives exempt from this requirement?

○ No

◉ Yes. Describe (i.e., which relatives, all or part of requirement):

Family members are not required to be vaccinated. However all care providers who would be receiving compensation, must be immunized against influenza, pertussis, and measles. All family members and care providers must be aware of prevention of disease measures, control of contaminated waste, food handling and other safety measures.

2.1.2 b. Prevention of sudden infant death syndrome and the use of safe sleep practices

1. Provide a brief summary of how this standard is defined, including any variations based on category of care or ages of children served:

To prevent infant sleep related deaths (SIDS/SUID), the following practices for infants under 12 months must be implemented.
(a) Cribs, cradle boards, or infant sleeping equipment when used appropriately keep the infant safe from the dangers of suffocation, and will not allow a child to either fall, become entrapped or clothing to become entangled on a protrusion.
(b) Infants should be directly observed by sight and sound at all times, including when they are going to sleep, are sleeping, or are in the process of waking up.
(c) Place baby on back on a firm tight-fitting mattress in a crib or portable crib that meets current U.S. Consumer Product Safety Commission (CPSC) standards.
(d) Remove pillows, quilts, comforters, sheepskins, pillow-like stuffed toys, and other soft materials

2. Are relatives exempt from this requirement?

◉ No

○ Yes. Describe (i.e., which relatives, all or part of requirement):

2.1.2 c. Administration of medication, consistent with standards for parental control

1. Provide a brief summary of how this standard is defined, including any variations based on category of care or ages of children served:

1. There is a written policy for the administration, handling, and storage of medication, including traditional healing practices. T
2. There is a designated and trained staff member or members to administer, handle and store child medications.
3. Medication, including prescription and non-prescription medication, is not administered to any child, without written parental permission. Prescription medications are administered only with a physician ' s order and instructions or as directed on the prescription.
4. Records are maintained on prescription and nonprescription medication administered to a child including the date, time, dose and who administered the medication
5. Reasonable accommodations are made for parents who wish to use traditional healing practices.

2. Are relatives exempt from this requirement?

◉ No

○ Yes. Describe (i.e., which relatives, all or part of requirement):

2.1.2 d. Prevention of and response to emergencies due to food and allergic reactions

1. Provide a brief summary of how this standard is defined, including any variations based on category of care or ages of children served:

During the enrollment process, an authorized adult will complete a form stating any food allergies or other allergic tendencies.

No food is to be brought into the Child Care by staff or parents with the exception of: authentic cultural foods for children to sample. A physician must also document appropriate food alternatives for food allergies and our local school district who provides meal will make alternate meals for children.

Individual centers have policies on handling, provision and use of Epipens for children prone to extreme allergic reactions.

2. Are relatives exempt from this requirement?

- (●) No
- ( ) Yes. Describe (i.e., which relatives, all or part of requirement):

2.1.2 e. Safety of building and physical premises, including the identification of and protection from hazards that can cause bodily injury, such as electrical hazards, bodies of water, and vehicular traffic

1. Provide a brief summary of how this standard is defined, including any variations based on category of care or ages of children served:

1. All buildings should be inspected by a building inspector to ensure compliance with applicable state and local building and fire codes.
2. An environmental inspection should be conducted before construction of a new building; renovation or occupation of an older building; or after a natural disaster to properly evaluate
3. The indoor and outdoor play areas and equipment should be inspected daily for basic health and safety
4. To avoid injuries, the use of safety glass, or other such material, is required for any transparent panel accessible to children.
5. Sufficient routine maintenance is provided to keep the structure sound, and in good repair.

2. Are relatives exempt from this requirement?

- (●) No
- ( ) Yes. Describe (i.e., which relatives, all or part of requirement):

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

1. Provide a brief summary of how this standard is defined, including any variations based on category of care or ages of children served:

Caregivers/teachers are mandatory reporters of child abuse or neglect and should be trained in compliance with California ' s child abuse reporting laws. They should also be educated on child abuse and neglect to establish child abuse and neglect prevention and recognition strategies for children, caregivers/teachers, and parents/guardians. The education should address physical, sexual, and psychological or emotional abuse or neglect.

Any suspect or report of child abuse will be taken seriously and be investigated law enforcement.

2. Are relatives exempt from this requirement?

◉ No

○ Yes. Describe (i.e., which relatives, all or part of requirement):

2.1.2 g. Emergency preparedness and response planning resulting from a natural disaster or a human-caused event (such as violence at a child care facility), within the meaning of those terms under section 602(a)(1-2) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5195a(a)(1-2)).

1. Provide a brief summary of how this standard is defined, including any variations based on category of care or ages of children served:

1. Each site should have a written emergency plan that describes the practices and procedures they use to prepare for and respond to emergency or disaster situations.
2. Details in the emergency disaster plan should be reviewed and updated at least once every two years and immediately after.
3. Site staff must receive training on emergency/disaster planning and response
4. Center staff should share detailed information about center disaster planning and preparedness with parents/guardians when they enroll their children in the program
5. Centers should conduct an annual drill, test, or practice use of the communication methods other than cell phone (e.g., hand-held radios).
6. The program should have a written plan for reporting and managing any incident or unusual occurrence that is threatening to the health, safety, or welfare of the children.

2. Are relatives exempt from this requirement?

○ No

◉ Yes. Describe (i.e., which relatives, all or part of requirement):

Home care should include at a minimum: Fire Escape routes plan for the house, and basic emergency disaster plan to include: emergency call numbers, back-up communication plan with parents of child, stored water and food supply.

2.1.2 h. Handling and storage of hazardous materials and the appropriate disposal of biocontaminants

1. Provide a brief summary of how this standard is defined, including any variations based on category of care or ages of children served:

1. All wastewater is disposed of in an approved individual or community wastewater disposal system.
2. On-site wastewater treatment and disposal systems are operated as designed and are properly maintained.
3. Solid waste generated by the site and stored outside the facility is not allowed to accumulate in quantities that cannot be adequately stored.Solid waste is disposed of in an approved solid waste disposal site.
4. Solid waste is removed from inside the facility daily, or as often as necessary to prevent its build-up beyond the capacity of available receptacles. Food waste is covered.

2. Are relatives exempt from this requirement?

○ No

◉ Yes. Describe (i.e., which relatives, all or part of requirement):

In-home child care providers and family members should be aware of wastewater and solid waste disposal protocols for their home. Standards for handling and disposal of waste at a home should be similar to those at a child care facility. Special attention to waste storage and disposal should be given when babies and toddlers in diapers are being cared for.

2.1.2 i. Precautions in transporting children (if applicable)

1. Provide a brief summary of how this standard is defined, including any variations based on category of care or ages of children served:

Non Applicable

2. Are relatives exempt from this requirement?

○ No

○ Yes. Describe (i.e., which relatives, all or part of requirement):

2.1.2 j. Pediatric first aid and cardiopulmonary (CPR)

1. Provide a brief summary of how this standard is defined, including any variations based on category of care or ages of children served:

The director of a center should ensure that all staff members providing direct care to children have documentation of satisfactory completion of training in pediatric first aid and pediatric CPR skills. Pediatric CPR skills should be taught by demonstration, practice, and return demonstration to ensure the technique can be performed in an emergency. These skills should be current according to the requirement specified for retraining by the organization that provided the training. Records of successful completion of training in pediatric first aid should be maintained in the personnel files of the facility.

Family child care providers should also be current with infant/pediatric CPR/First Aid. ITCC will provide this training to Family Care providers.

2. Are relatives exempt from this requirement?

○ No

◉ Yes. Describe (i.e., which relatives, all or part of requirement):

All family members are recommended to receive CPR/1st Aid training.

2.1.2 k. Recognition and reporting of child abuse and neglect

1. Provide a brief summary of how this standard is defined, including any variations based on category of care or ages of children served:

Caregivers/teachers are mandatory reporters of child abuse or neglect and should be trained in compliance with California ' s child abuse reporting laws. They should also be educated on child abuse and neglect to establish child abuse and neglect prevention and recognition strategies for children, caregivers/teachers, and parents/guardians. The education should address physical, sexual, and psychological or emotional abuse or neglect.

2. Are relatives exempt from this requirement?

○ No

◉ Yes. Describe (i.e., which relatives, all or part of requirement):

The child care providers are "mandatory reporters" according to California laws.

It is everyone's responsibility to identify and stop child abuse whenever they find it. ITCC plans to offer training on how to identify and report child abuse, as a "mandatory reporter" and as citizen.

2.1.3 *The Tribal Lead Agency may also establish standards on optional health and safety topics that reflect the needs of the community served by the Tribal Lead Agency*. These optional standards can include those related to nutrition, access to physical activity, caring for children with special needs, and any other topic determined to be relevant by the Tribal Lead Agency (98.41(a)(1)(xii)).

Does the Tribal Lead Agency include optional standards in addition to the required health and safety topics in their health and safety standards?

- ◉ No
- ○ Yes. If yes, please complete the following questions a-d, as appropriate, on optional health and safety standards.

a. Nutrition

1. Summarize how this standard is defined, including any variations based on category of care or ages of children served:

2. Are relatives exempt from this requirement?

   ○ No

   ○ Yes. Describe (i.e., which relatives, all or part of requirement):

b. Access to physical activity

1. Summarize how this standard is defined, including any variations based on category of care or ages of children served:

2. Are relatives exempt from this requirement?

○ No

○ Yes. Describe (i.e., which relatives, all or part of requirement):

c. Caring for children with special needs

1. Summarize how this standard is defined, including any variations based on category of care or ages of children served:

2. Are relatives exempt from this requirement?

○ No

○ Yes. Describe (i.e., which relatives, all or part of requirement):

d. Any other areas determined necessary to promote child development or to protect children's health and safety

1. Summarize how this standard is defined, including any variations based on category of care or ages of children served:

2. Are relatives exempt from this requirement?

◯ No

◯ Yes. Describe (i.e., which relatives, all or part of requirement):

2.1.4 Standards on Child/Staff Ratios, Group Sizes, and Qualifications for CCDF Providers

Tribal Lead Agencies are required to establish child care standards for providers receiving CCDF funds regarding appropriate child to staff ratios (by age range of child), group size limits for specific age populations, and the required qualifications for providers based on the type of child care setting (i.e., center based care, including Tribally operated centers, or home based care). This requirement also applies to providers who are only receiving quality CCDF dollars (658E(c)(2)(H); 98.16(m); 98.41(d)).

Tribal Lead Agencies have flexibility in defining standards and provider types that are reflective of the culture and language and that meet the needs of the children and families served.

a. Describe standards on child/staff ratios, group sizes, and qualifications for CCDF providers.

Table 2.1.4 Standards on Ratios, Group Sizes, and Qualifications for CCDF Providers

Center-based Child Care Providers

Infant

Define age range (infant):

0-18 months

Ratio: 4:1 Group Size: 8

Teacher/Caregiver Qualifications:

Lead teachers and teachers must be at least twenty-one years of age and must have at least twelve core units in early childhood education and three additional units for infants and school-age care.Teachers Aides and Assistants: must be 18 years

Center-based Child Care Providers

Toddler

Define age range (toddler):

18-36 months

Ratio: 6:1 Group Size: 12

Teacher/Caregiver Qualifications:

Lead teachers and teachers must be at least twenty-one years of age and must have at least twelve core units in early childhood education and three additional units for infants and school-age care.Teachers Aides and Assistants: must be 18 years

Table 2.1.4 Standards on Ratios, Group Sizes, and Qualifications for CCDF Providers

Center-based Child Care Providers

Preschool

Define age range (preschool):

3-K

Ratio: 7:1 (3 year olds)
8:1 (4-5 year olds)

Group Size: 14 (3 year olds)
16 (4-5 year olds)

Teacher/Caregiver Qualifications:

Lead teachers and teachers must be at least twenty-one years of age and must have at least twelve core units in early childhood education and three additional units for infants and school-age care.Teachers Aides and Assistants: must be 18 years

Center-based Child Care Providers

School Age

Define age range (school age):

K-12y/o

Ratio: 10:1

Group Size: 30 (Recommended 20)

Teacher/Caregiver Qualifications:

Lead teachers and teachers must be at least twenty-one years of age and must have at least twelve core units in early childhood education and three additional units for infants and school-age care.Teachers Aides and Assistants: must be 18 years

Table 2.1.4 Standards on Ratios, Group Sizes, and Qualifications for CCDF Providers

Family Child Care Providers

Infant

Define age range (infant):

0 - 18 months

Ratio: 1 adult : 4 children Group Size: 4

Teacher/Caregiver Qualifications:

18 years of age. Pre-service application screening. Orientation training. Infant/toddler CPR/1st Aid.

Describe any exemptions for relative providers:

Relative providers are exempt from teacher/caregiver qualifications.

Family Child Care Providers

Toddler

Define age range (toddler):

18 - 36 months

Ratio: 1 adult : 6 children Group Size: 6

Teacher/Caregiver Qualifications:

18 years of age. Pre-service application screening. Orientation training. Infant/toddler CPR/1st Aid.

Describe any exemptions for relative providers:
Relative providers are exempt from teacher/caregiver qualifications.

Table 2.1.4 Standards on Ratios, Group Sizes, and Qualifications for CCDF Providers

Family Child Care Providers

Preschool

Define age range (preschool):

3 - 5 years

Ratio: 1 adult: 8 children Group Size: 8

Teacher/Caregiver Qualifications:

Must be 18 years of age. Pre-service application screening. Orientation training. Infant/toddler CPR/1st Aid.

Describe any exemptions for relative providers:

Relative providers are exempt from teacher/caregiver qualifications.

Family Child Care Providers

School Age

Define age range (school age):

5 -12 years

Ratio: 1 adult 14 children Group Size: 14

Teacher/Caregiver Qualifications:

Must be 18 years of age. Pre-service application screening. Orientation training. Infant/toddler CPR/1st Aid.

Describe any exemptions for relative providers:
Relative providers are exempt from teacher/caregiver qualifications.

Table 2.1.4 Standards on Ratios, Group Sizes, and Qualifications for CCDF Providers

In-home Child Care Providers

Infant

Define age range (infant):

0 - 18 months

Ratio: 1 : 4 Group Size: 4

Teacher/Caregiver Qualifications:

18 years of age. Pre-service application screening. Orientation training. Infant/toddler CPR/1st Aid.

Describe any exemptions for relative providers:

Relative providers are exempt from teacher/caregiver qualifications.

In-home Child Care Providers

Toddler

Define age range (toddler):

18-36 months

Ratio: 1:6 Group Size: 6

Teacher/Caregiver Qualifications:

18 years of age. Pre-service application screening. Orientation training. Infant/toddler CPR/1st Aid.

Describe any exemptions for relative providers:
Relative providers are exempt from teacher/caregiver qualifications.

Table 2.1.4 Standards on Ratios, Group Sizes, and Qualifications for CCDF Providers

In-home Child Care Providers

Preschool

Define age range (preschool):

3-5

Ratio: 1:8 Group Size: 8

Teacher/Caregiver Qualifications:

18 years of age. Pre-service application screening. Orientation training. Infant/toddler CPR/1st Aid.

Describe any exemptions for relative providers:

Relative providers are exempt from teacher/caregiver qualifications.

In-home Child Care Providers

School Age

Define age range (school age):

5-12

Ratio: 1:12 Group Size: 12

Teacher/Caregiver Qualifications:

18 years of age. Pre-service application screening. Orientation training. Infant/toddler CPR/1st Aid.

Describe any exemptions for relative providers:
Relative providers are exempt from teacher/caregiver qualifications.

b. Describe how the standard on child/staff ratio, group sizes, and qualifications for providers differ in mixed age groups, if applicable:

Staff ratio and group size should be consistent with the age of most of the children.

2.1.5 Health and Safety Training for CCDF Providers on Required Topics

Tribal Lead Agencies are required to have minimum *pre-service and/or orientation training requirements* (to be completed within 3 months) for caregivers, teachers and directors, as appropriate to the provider setting and the age of children served, that address the health and safety requirements described in 2.1.2 and 2.1.3, as well as child development.

Tribal Lead Agencies must also meet *ongoing training requirements* on the health and safety topics for caregivers, teachers, and directors of children receiving CCDF funds (658E(c)(2)(I)(i); 98.44(b)(1)(iii)). The Tribal Lead Agency must describe its requirements for pre-service/orientation training and ongoing training.

Tribal Lead Agencies have flexibility in determining the number of training hours to require, but may consult *Caring for Our Children: Basics* and/or *Minimum Health and Safety Standards: A Guide for American Indian and Alaskan Native Child Care and Development Fund Grantees* for best practices and recommended guidelines to address these training requirements.

a. Pre-Service and/or Orientation Training Requirements

1. Provide the required minimum number of pre-service and/or orientation training hours on health and safety topics set by the Tribal Lead Agency for caregivers, teachers, and directors required for the following:

i. Center-based Child Care Providers:

Center-based child care providers are required to have 16 hours of Health and Safety training.

ii. Family Child Care Homes:

Orientation training. (4 hrs)
Infant / toddler / pediatric CPR/1st Aid. (8hrs)

iii. In-home Care:

Orientation training. (4 hrs)
Infant / toddler / pediatric CPR/1st Aid. (8hrs)

iv. Describe if any Relative Providers are exempt from any of these requirements:

N/A

v. Describe any differences in requirements for directors compared to caregivers and teachers:

N/A

2. Are pre-service and/or orientation training for each of the following topics required *before* caregivers, teachers, and directors are allowed to care for children unsupervised? If no, provide the length of time that child care providers have to complete trainings after being hired (must be 3 months or fewer).

Topic	Yes	No, and provide the length of time providers have to complete trainings
i. Prevention and control of infectious diseases (including immunizations)	◉	○ Describe:
ii. Prevention of sudden infant death syndrome and the use of safe-sleep practices	◉	○ Describe:
iii. Administration of medication, consistent with standards for parental consent	◉	○ Describe:
iv. Prevention and response to emergencies due to food and allergic reactions	◉	○ Describe:
v. Building and physical premises safety, including the identification of and protections from hazards, bodies of water, and vehicular traffic	◉	○ Describe:

Topic	Yes	No, and provide the length of time providers have to complete trainings
vi. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment	◉	○ Describe:
vii. Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event	◉	○ Describe:
viii. Handling and storage of hazardous materials and the appropriate disposal of bio contaminants	◉	○ Describe:
ix. Appropriate precautions in transporting children (if applicable)	◉	○ Describe:
x. Pediatric first aid and CPR	◉	○ Describe:
xi. Recognition and reporting of child abuse and neglect	◉	○ Describe:

Topic	Yes	No, and provide the length of time providers have to complete trainings
xii. Child development	◉	○ Describe:

xiii. Describe other requirements:

N/A

xiv. Describe any differences in requirements for directors compared to caregivers and teachers:

N/A

b. Ongoing Training Requirements

Provide the minimum number of annual training hours the Tribal Lead Agency requires for caregivers, teachers, and directors to stay up-to-date on new health and safety recommendations or to maintain healthy and safe environments for children for:

1. Center-based Child Care Providers:

12 hours. This includes eight hours of CPR and First Aid training every two years and mandated child abuse reporter ever two years (averaging about two hours to complete). Annual training/professional development should be based on the needs of the program and the pre-employment qualifications of staff.

2. Family Child Care Homes:

4 hour yearly health and safety.
CPR every 2 years.

3. In-home Care:

4 hour yearly health and safety.
CPR every 2 years.

4. Describe if any Relative Providers are exempt from any of these requirements:

N/A

5. Describe any differences in requirements for directors compared to caregivers and teachers:

No difference.

2.2 Monitoring and Enforcement Policies and Practices for CCDF Providers

2.2.1 Enforcement of Health and Safety Requirements

Tribal Lead Agencies must certify that procedures are in effect to ensure that child care providers caring for children receiving CCDF services comply with all applicable Tribal and/or State/local health, safety and fire standards, including those described in 98.41 and 98.42(a). This may include, but is not limited to, any systems used to ensure that providers met health and safety requirements, any documentation required to be maintained by child care providers, and any other monitoring procedures to ensure compliance. Tribal Lead Agencies are subject to the provision at 98.42(b)(2) to require inspections of child care providers and facilities that receive CCDF funds.

Tribal Lead Agencies may propose an alternative approach to meet the annual inspection requirements. In its justification, the Tribal Lead Agency must describe how the alternative approach is appropriately comprehensive and protects the health and safety of children in care.

2.2.1 a. Describe how the Tribal Lead Agency proposes to monitor its CCDF providers for compliance with health and safety requirements:

ITCC relies on the State of California to monitor all licensed centers and family care homes.
ITCC sends out resources and materials to the relative providers.
ITCC also conducts yearly site visits. Additionally, ITCC has the care provider conduct a yearly Self Certification of health and safety.

b. If monitoring and inspection is conducted by an entity or agency other than the Tribe, such as the state licensing agency or the Indian Health Service, please indicate who conducts the visits and how the Tribe obtains the results of the monitoring.

1. Center-based Child Care Providers:

Inspectors from the Community Care Licensing Division and/or the California Indian Health Services conduct routine monitoring visits. ITCC will use the Community Care Licensing Department website to stay current on any changes to licensing status for these providers. For IHS monitoring visits, ITCC will obtain a copy of the monitoring visit report from the Tribe.

2. Family Child Care Providers:

Inspectors from the Community Care Licensing Division conduct monitoring visits for State-licensed family child care providers. ITCC will use the Community Care Licensing Division website to stay current on any changes to licensing status for these providers.

3. In-home CCDF Providers:

N/A

c. Does the Tribe's approach meet the inspection requirements at 98.42(b)(2)?

◉ Yes

○ No. Describe how the alternative approach is appropriately comprehensive and protects the health and safety of children in care:

2.2.2 Monitoring Inspectors

Tribal Lead Agencies must have policies and practices that ensure that individuals who are hired as inspectors are qualified to inspect child care providers and facilities and have received health and safety training appropriate to the provider setting and age of the children served. Training shall include, but is not limited to, those requirements described in 98.41(a)(1) and all aspects of the requirements detailed in Section 2.1.2 (658E(c)(2)(K)(i)(I); 98.42(b)(1)).

Describe how the Tribal Lead Agency ensures that inspectors are qualified to inspect child care facilities and providers and that those inspectors have received training on health and safety requirements that are appropriate to the age of the children in care and the type of provider setting (98.42(b)(1)):

Inspectors from the Community Care Licensing Division and Indian Health Services are qualified because they are required to have received training on health and safety requirements. ITCC Child Care Staff also receive training on CCDF health and safety requirements.

2.2.3 **The Tribal Lead Agencies must have policies and practices that require the ratio of inspectors to child care providers and facilities to be maintained at a level sufficient to conduct effective inspections of child care providers and facilities on a timely basis in accordance with Tribal, Federal, State, and local laws** (658E(c)(2)(K)(i)(III); 98.42(b)(3)).

Describe the Tribal Lead Agency policies and practices regarding the ratio of inspectors to child care providers (i.e., number of inspectors per number of child care providers) and facilities in the Tribal Lead Agency and include how the ratio is sufficient to conduct effective inspections on a timely basis:

The Community Care Licensing Division, IHS, and ITCC Child Care Staff each maintain a ratio of inspectors to child care providers sufficient to conduct annual monitoring visits for all ITCC providers.

2.2.4 *Tribal Lead Agencies have the option to exempt relatives (defined in CCDF regulations as grandparents, great-grandparents, siblings if living in a separate residence, aunts, and uncles (98.42(c)) from inspection requirements*. This exception only applies if the individual cares for relative children only.

Does the Tribal Lead Agency exempt relatives from the inspection requirements listed in 2.1.2?

- (●) No, relatives are not exempt from inspection requirements.
- ( ) Yes, relatives are exempt from all inspection requirements. If the Tribal Lead Agency exempts relatives from all inspection requirements, describe how the Tribal Lead Agency ensures the health and safety of children in relative care:

○ Yes, relatives are exempt from some inspection requirements. If the Tribal Lead Agency exempts relatives from some inspection requirements, describe which inspection requirements do not apply to relative providers (including which relatives may be exempt) and how the Tribal Lead Agency ensures the health and safety of children in relative care:

2.3 Criminal Background Checks

Tribal Lead Agencies are required to have in effect policies and procedures to conduct criminal background checks for all child care staff members (including prospective staff members) of all child care programs that are 1) licensed, regulated, or registered under Tribal law; and, 2) all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers) (98.43(a)(1)(i)).

Background check requirements apply to any staff member who is employed by a child care provider for compensation, including contract employees and self-employed individuals, whose activities involve the care or supervision of children or who have unsupervised access to children (98.43(2)).

For family child care in homes, this requirement includes the caregiver and any other adults residing in the family child care home who are age 18 or older (98.43(a)(2)(ii)(C)). This requirement does not apply to individuals who are related to all children for whom child care services are provided (98.43(a)(2)(i)(A)).

Under the CCDF rule, a criminal background check includes specific components (98.43(b)) that are outlined in Table 2.3 below.

Tribal Lead Agencies are encouraged (but not required) to check registries maintained by the Tribe (rather than a State).

In some instances, a Tribal Lead Agency may use its CCDF funds to support direct services delivered by a child care provider whose staff have already met the State's background check requirements consistent with the CCDF rule (because that provider is licensed by the State and/or receives CCDF funding from the State). In such instances, it is not necessary for the Tribal Lead Agency to require additional or duplicative background checks.

Table 2.3 Criminal Background Check Requirements			
Required Components (Unless the Tribe Has an Approved Alternative Approach)	**National**	**Current State of Residence**	**State Where Lived Within Last Five Years**
1. FBI fingerprint check	X		
2. National Crime Information Center (NCIC) National Sex Offender Registry (NSOR)	X		
3. State criminal registry or repository		X Fingerprints required	X
4. State sex offender registry or repository		X	X
5. State child abuse and neglect registry and database		X	X

2.3.1 Background Check Components (98.43(b))

Describe the components of background checks that apply to staff of child care providers eligible to deliver CCDF services funded by the Tribal Lead Agency:

a. FBI Criminal Fingerprint Search*

- (●) Yes, the checks include this component
- ( ) No, the checks do not include this component

b. National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) Search*

- ( ) Yes, the checks include this component
- (●) No, the checks do not include this component

c. State Criminal Registry or Repository Check Requirement (in the State where the individual currently resides and in any other State where the individual has resided in the past 5 years)*

- ( ) Yes, the checks include this component
- (●) No, the checks do not include this component

d. State Sex Offender Registry or Repository Check Requirement (in the State where the individual currently resides and in any other State where the individual has resided in the past 5 years)*

- ( ) Yes, the checks include this component
- (●) No, the checks do not include this component

2.3.1 e. State Child Abuse and Neglect Registry Check Requirements (in the State where the individual currently resides and in any other State where the individual has resided in the past 5 years)*

○ Yes, the checks include this component

◉ No, the checks do not include this component

f. *Tribal Registry or Repository Check (optional)*

○ Yes, the checks include this component. Describe:

◉ No, the checks do not include this component

g. *Checks by Third Party Public or Private Entity--such as vendor (optional)*

○ Yes, the checks include this component. Describe:

◉ No, the checks do not include this component

2.3.1 h. *Any Other Component Not Listed Above (optional).* Describe:

○ Yes, the checks include this component. Describe:

◉ No, the checks do not include this component

***Required component. If a Tribal Lead Agencies' checks do not include this component, the Tribal Lead Agency must provide a justification for an alternative approach in 2.3.2.**

2.3.2 Alternative Approach for Background Checks. Tribal Lead Agencies are subject to the background check requirements for CCDF providers. However, *Tribal Lead Agencies may propose and provide a justification for an alternative approach for background checks.* The alternative approach is subject to ACF approval, and ACF will not approve approaches with blanket exemptions or waivers that bypass the intent of protecting children's safety.

Does the Tribe have an alternative approach for background checks?

○ No, the Tribal Lead Agency does not have an alternative approach for background checks; it conducts all background check requirements at 45 CFR 98.43.

◉ Yes, the Tribal Lead Agency has an alternative approach for background checks.

2.3.2 a. Describe which background check requirement(s) at 45 CFR 98.43 that the Tribal Lead Agency does not conduct, and the reason:

The Tribal Lead Agency does not conduct the National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) check and the interstate checks of the State Criminal Registry, State Sex Offender Registry, and the State Child Abuse and Neglect Registry because the State of California is operating under a waiver for these background check requirements.

2.3.2 b. Describe the Tribe's alternative approach, including how it is appropriately comprehensive and protects the health and safety of children:

ITCC uses the TrustLine background check system, which checks the FBI fingerprint search and the State Criminal Registry, State Sex Offender Registry, and State Child Abuse and Neglect Registry for the State of California. This approach is appropriately comprehensive and protects the health and safety of children because we make use of all of the available background check resources in the State of California.

2.3.3 Disqualifying crimes**. Child care staff members cannot be employed by a child care provider receiving CCDF subsidy funds if they refuse a background check, make materially false statements in connection with the background check, or are registered or required to be registered on the state or National Sex Offender Registry.** Potential staff members also cannot be employed by a provider receiving CCDF funds if they have been convicted of: a felony consisting of murder, child abuse or neglect, crimes against children, spousal abuse, crimes involving rape or sexual assault, kidnapping, arson, physical assault or battery, or—subject to an individual review (at the Tribal Lead Agencies' option)—a drug-related offense committed during the preceding 5 years; a violent misdemeanor committed as an adult against a child, including the following crimes—child abuse, child endangerment, or sexual assault; or a misdemeanor involving child pornography (98.43(c)(1)).

Note: The Tribal Lead Agency may not publicly release the results of individual background checks. It may release aggregated data by crime as long as the data do not include personally identifiable information (98.43(e)(2)(iii)).

Does the Tribal Lead Agency disqualify child care staff members based on their conviction for other crimes not specifically listed in 98.43(c)(i)?

◉ No

○ Yes. Describe other disqualifying crimes and provide citation:

2.3.4 Appeals. **The Tribal Lead Agency must have a process for a child care provider/staff member to appeal the results of his or her background check to challenge the accuracy or completeness of the criminal background report**, as detailed in 98.43(e)(3).

Describe how the Tribal Lead Agency provides opportunities for applicants to appeal the results of background checks:

Providers are informed in writing of the findings and of the process of appeal. The potential provider may appeal to the agency providing the background check, TrustLine, if they feel there is a discrepancy.

2.3.5 Fees. **The Tribal Lead Agency may not charge fees that exceed the actual costs of processing applications and administering a criminal background check** (98.43(f)).

Describe how the Tribal Lead Agency ensures that fees charged for completing the background checks do not exceed the actual cost of processing and administration. Tribal Lead Agencies can report that no fees are charged if applicable (98.43(f)):

ITCC pays for the investigation, and does not charge in-home child care providers for the cost of conducting the criminal background check. The Child Care facilities cover the cost of background checks for their own employees.

2.3.6 Relatives. *Federal rules do not require background checks for relative providers who receive CCDF* (98.43(a)(2)(i)(A)); therefore, Tribes have the flexibility to decide which background check requirements relative providers must meet.

This exception only applies to grandparents, great grandparents, siblings (living is a separate residence), aunts, or uncles, and only applies if the individual cares only for relative children.

Does the Tribal Lead Agency exempt relatives from background checks?

- ○ No, relatives are not exempt from background check requirements.
- ◉ Yes, relatives are exempt from all background check requirements.
- ○ Yes, relatives are exempt from some background check requirements. If the Tribal Lead Agency exempts relatives from some background check requirements, describe which background check requirements apply to relative providers:

2.4 Disaster Preparedness and Response Plan

Tribal Lead Agencies are required to establish a Child Care Disaster Plan for the Tribal Service Area (658E(c)(2)(U)). They must describe 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 Tribal Chief Executive 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).

2.4.1 Describe how the Child Care Disaster Plan was developed in collaboration with the appropriate stakeholders, including other programs within the Tribal Lead Agency's governance structure:

ITCC does not have an up-to-date Child Care Disaster Plan for the Tribal Service area. The service area is a very large area including much of Northern California. A realistic comprehensive Disaster Plan would be challenging to develop and difficult to implement. ITCC is in no way "operational" with regards to providing manpower or resources for Disaster Response Planning and Emergency Services under existing CCDF funds. A "plan" without an operational capacity is not useful, because there is no mechanism to do the work.

As ITCC only provides certificate vouchers for children to attend child care facilities, it does not exert control of establishing emergency management procedures for those facilities, although those facilities should have plans in place.

Tribes are required to develop Emergency Management Plans for their Tribal Communities that include all Tribal residences and facilities. For many of the Northern California Tribes, however, these EM plans are often out-of-date and of limited use. Direct funding for a Tribe to develop an EM Plan, through the Office of Homeland Security/FEMA is only available to select few Tribes (those which have existing emergency services and law enforcement components.) Additionally, Tribes are generally left out of County and State Emergency Planning.

Recent fires and flooding disasters in Northern California have caused Tribal communities to look to re-address their Emergency Management plans.

ITCC has in the past been funded by CalOES and FEMA to develop Emergency Management plans and teach various levels of Emergency Response for Tribal Communities. While ITCC was administering those grants, it provided some Emergency Planning and Readiness Training to child care providers and a child care providers. ITCC has offered Community Emergency Response Team (CERT) training to over 20 Tribes in Northern California, which seems to be the most applicable for Tribes who do not have emergency response elements.

This next cycle, ITCC plans offer Disaster Planning/Emergency Management recommendations and Readiness templates to child care facilities and in-home care providers.

2.4.2 Describe how the Child Care Disaster Plan includes the Tribal Lead Agency's guidelines for the continuation of child care subsidies and child care services, which may include the provision of emergency and temporary child care services during a disaster and temporary operating standards for child care after a disaster:

ITCC will have to address Continuity of Operations in greater detail in the next three years.

One option would be to set up direct deposit payment for child care providers, which might require that ITCC set up an on-line filing system for their billing hours.

These technologies, however, have a cost and a risk factor which will have to be analyzed. Also, in the event of a Disaster, the Internet is not always functional, or the client may not have access to such resources.

ITCC works and communicates directly with the in-home providers, and it seems that the in-home child care provider finds a way, working with ITCC, to receive their funds. ITCC has even hand delivered checks to providers.

It is challenging to consider how ITCC could conceivably provide vetted and safe temporary child care services for the many tribal communities that it serves with existing funding, operational capacity and regulations.

2.4.3 Describe Tribal Lead Agency procedures for the coordination of post-disaster recovery of child care services:

ITCC does not currently have a satisfactory post-disaster recovery plan for child care services.

Again, however, ITCC only offers vouchers for child care. ITCC does not maintain a child care facility. ITCC can continue to offer vouchers through the disaster and in the recovery phase as well.

It is uncertain how post-disaster materials or resources would be funded through the current CCDF program.

2.4.4 Describe how the Tribal Lead Agency ensures that providers who receive CCDF funds have the following procedures in place: evacuation; relocation; shelter-in-place; lockdown; communications with and reunification of families; continuity of operations; and accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions (98.41(a)(1)(vii)):

Most of our providers (State-licensed) have access to resources through the State Child Care Lead Agency, which is also in the process of finalizing its child care disaster plan.

ITCC works with relative providers to have a plan in place. ITCC offers Readiness Templates to families which include considerations and recommendations for evacuation, shelter-in-place, communication and reunification with families, and accommodations for special needs.

This next funding cycle, ITCC will check with facility based child-care providers to see if they have up-to-date plans.

2.4.5 Describe how the Tribal Lead Agency requires child care staff and volunteers emergency preparedness training and practice drill procedures for providers who receive CCDF funds:

ITCC does not currently have funding necessary to provide emergency preparedness training or to execute a tribal state-wide practice drill with existing CCDF allocation, and still be able to provide direct service child care voucher subsidies.

With additional funding, ITCC could seek to provide regional training sessions for child care providers, help to develop emergency management plans and then provide practice drills.

ITCC could request that a child care facility provide proof that they have an up-to-date emergency operations plan and require that they execute a practice drill.

2.4.6 Describe if the Tribal Lead Agency exempts relative providers from any disaster preparedness and response requirements:

Relative providers should have a basic emergency plan which includes evacuation, communication, and reunification with their families. Also, families are encouraged to have back-up food and water and emergency supplies.

Relative providers do not have a requirement to practice and drill their emergency plan.

3 Supporting Continuous Quality Improvement

All Tribes are subject to an increasing quality set-aside starting at 4% in FY 2017 to 9% by FY 2022. **Tribes must spend quality funds on at least one of 10 allowable quality activities, such as training and professional development, early learning and development, quality evaluation, and other measurable quality activities** including culturally responsive activities such as language immersion (3.1.2(a) through (j) below).

3.1 Quality Improvement Goals and Activities

In completing this section, the Tribal Lead Agency should only describe activities funded either entirely, or in part, with CCDF dollars. All Tribal Lead Agencies must spend a percentage of their total CCDF expenditures on quality improvement activities.

Quality Spending	FY 2020	FY 2021	FY2022
Quality Set-Aside (All)	8%	8%	9%
Infant-Toddler (Medium and Large)	3%	3%	3%
Total Quality (Small)	8%	8%	9%
Total Quality (Medium and Large)	11%	11%	12%

3.1.1 Describe the Tribal Lead Agency's overall plan or approach for improving quality in child care during this plan cycle:

ITCC would like to utilize additional Quality Set-aside dollars to include more cultural activities for our child care centers and providers.
ITCC would like to purchase more resources for the providers to encourage learning opportunities outside and inside.
ITCC plans to re-print the California Indian Coloring Book.
ITCC plans to hold cultural youth camps and gatherings.

ITCC will also be looking to use Quality dollars on emergency/disaster planning for the child care facilities and family providers.

3.1.2 Identify the quality improvement activities in which the Tribal Lead Agency is investing during this plan cycle, checking the specific quality activities in a-k the Tribal Lead Agency will conduct (98.41; 98.83). Tribal Lead Agencies can, and are encouraged, to incorporate culturally responsive practices into their quality improvement activities.

a. Supporting the training and professional development of the child care workforce. Check all that apply:

- ☒ Required health and safety training topics as described in 2.1.3
- ☒ Implementing developmentally appropriate, culturally and linguistically responsive instruction
- ☒ Family engagement
- ☐ Access to physical activity
- ☒ Indigenous nutrition and foods
- ☐ Promotion of child development
- ☒ Language and literacy
- ☒ Developing or providing training to providers about the local Indigenous Nations and community
- ☐ Developing or providing training to providers about Indigenous early learners and epistemologies
- ☒ Caring for children with special health or developmental needs
- ☐ Fiscal management for providers
- ☐ Administration and program management for providers
- ☐ Curriculum development and instruction
- ☐ Child care as a business
- ☒ Supporting (through funding, scholarships, etc.) the career development pathways of the child care workforce through:
  - ☐ Credit towards required training hours
  - ☒ Certificate (including those incorporating Indigenous studies and Indian education for providers)
  - ☐ Credential
  - ☐ Degree (including those incorporating Indigenous studies and Indian education for providers)

3.1.2 a. Check and describe all that apply.

☒ Other:

Emergency Readiness and Disaster Preparedness for Child Care Facilities and Family-providers.

Community Emergency Response Team Training (CERT) may be an option for training at child-care facilities.

CPR/1st Aid Training for family child care providers.

Optional: Describe any of the activities checked above:

3.1.2 b. Improving on the development or implementation of early learning and developmental guidelines (658E(c)(2)(T); 658G(b)(2)).

Early learning guidelines are intended to support teachers, caregivers, and directors, to learn what children should know and be able to do at different developmental stages in order to experience school success. Early learning guidelines often provide examples of activities that can be used to develop curriculum but are not intended to serve as curriculum. Check all that apply:

- ☐ Supporting use of the State's early learning guidelines
- ☐ Developing or implementing your own Tribally specific guidelines
- ☐ Adapting a State's guidelines to reflect your Tribal Nation's language and culturally specific early learning and development goals/benchmarks
- ☒ Providing trainings for staff on child development and early learning guidelines
- ☐ Participating in the development or revision of the State's early learning guidelines
- ☐ Other. Describe:

Optional: Describe any of the activities checked above:

3.1.2 c. Developing, implementing, or enhancing a quality rating and improvement system (QRIS) for child care providers and services (658G(b)(3)).

A QRIS is a systemic approach to assess, improve, and communicate the level of quality in early and school-age care and education programs. Similar to rating systems for restaurants and hotels, QRIS award quality ratings to early and school-age care and education programs that meet a set of defined program standards.

By participating in their State or Tribe's QRIS, early and school-age care providers embark on a path of continuous quality improvement. Even providers that have met the standards of the lowest QRIS levels have achieved a level of quality that is beyond the minimum requirements to operate. Check all that apply:

☐ Participating in a State QRIS

☐ Implementing a Tribal QRIS or similar rating system

☐ Developing a Tribal QRIS or similar rating system

☒ Collaborating with other Tribes to implement a QRIS or similar rating system

☒ Other. Describe:

Working with the TCCAC to develop Standards for Family Child Care Homes

3.1.2 c. Check and describe all that apply.

Optional: Describe any of the activities checked above:

3.1.2 d. Improving the supply and quality of child care services for infants and toddlers. Check all that apply:

- ☒ Offering Non-traditional hours
- ☐ Coordinating with Early Head Start or Early Head Start-Child Care Partnerships
- ☒ Coordinating with home visiting
- ☐ Providing training and professional development to enhance child care providers' abilities to provide developmentally appropriate services for infants and toddler
- ☐ Providing coaching, mentoring, and/or technical assistance on this age group's unique needs from networks of qualified infant-toddler specialists
- ☐ Coordinating with early intervention specialists who provide services for infants and toddlers with disabilities
- ☐ Developing infant and toddler components within the early learning and developmental guidelines/standards, etc.
- ☐ Improving the ability of parents to access transparent and easy-to-understand consumer information about high-quality infant and toddler care that includes information on infant and toddler language, social-emotional, and both early literacy and numeracy cognitive development
- ☐ Indigenous language and culturally responsive practices for infants and toddlers
- ☐ Other. Describe:

3.1.2 d. Check and describe all that apply.

Optional: Describe any of the activities checked above:

3.1.2 e. Establishing or expanding a system of child care resource and referral (CCR&R) services, assisting parents with finding and choosing a child care provider; collecting and analyzing child care provider supply and demand data; and providing training and support to providers (658E(c)(3)(B)(iii); 658G(b)(5)). Check all that apply:

☐ Using a State CCR&R

☐ Operating a CCR&R

☒ Partnering with other Tribes to offer CCR&R services

☐ Incorporating CCR&R services into program services

☒ Other. Describe:

ITCC would like to work more with TCCAC to develop a CCR&R service.

Optional: Describe any of the activities checked above:

3.1.2 f. Supporting compliance with requirements for licensing, inspection, monitoring, training, and health and safety. Check all that apply:

- ☒ Provide health and safety materials/equipment
- ☐ Grants/mini-grants for health and safety equipment/materials
- ☒ Classroom materials and resources
- ☐ Financial assistance in meeting licensing requirements
- ☒ Conduct monitoring visits of child care providers
- ☐ Other. Describe:

Optional: Describe any of the activities checked above:

3.1.2 g. Evaluating the quality of child care programs, including how programs positively impact children. Check all that apply:

- ☐ Purchasing quality assessment tools
- ☒ Implementing surveys to collect stakeholder input
- ☐ Contracting with outside evaluator to assess child care program quality
- ☐ Conducting internal training so that staff members are able to conduct quality evaluations (i.e., using an environmental rating scale)
- ☐ Other. Describe:

Optional: Describe any of the activities checked above:

3.1.2 h. Supporting providers in the voluntary pursuit of accreditation.

Tribes can use quality funds to support child care providers in the voluntary pursuit of accreditation by a national accrediting body with demonstrated, valid and reliable program standards of high quality. Accreditation is one way to differentiate the quality of child care providers. In order to gain accreditation, child care centers and family child care homes must meet certain quality standards outlined by accrediting organizations. Check all that apply:

☐ Using accreditation guidelines as a quality measure

☐ Funding any aspect of national accreditation (for example, accreditation from the National Association for the Education of Young Children or the National Association for Family Child Care, or accreditation developed by a Tribal Association)

☐ Paying annual accreditation fees

☐ Other. Describe:

Optional: Describe any of the activities checked above:

3.1.2 i. Supporting the development or adoption of high-quality program standards related to health, mental health, nutrition, physical activity, and physical development. Check all that apply:

- ☐ Using Head Start Performance Standards
- ☐ Using Stepping Stones to Caring for Our Children
- ☐ Using Caring for Our Children Basics
- ☒ Using Minimum Health and Safety Standards: A Guide for American Indian and Alaska Native Grantees
- ☐ Using a combination of the above listed standards. Describe:

- ☐ Other. Describe:

3.1.2 i. Check and describe all that apply.

Optional: Describe any of the activities checked above:

3.1.2 j. Other activities determined by the Tribal Lead Agency to improve the quality of child care services and which measurement of outcomes is possible related to improved provider preparedness, child safety, child well-being, or kindergarten entry. Check all that apply:

1. ☒ Culturally Relevant Activities

- ☐ Incorporating Tribal language into child care settings
- ☐ Partnering with language and culture departments to build curricula
- ☐ Modifying curriculum to reflect Tribal culture
- ☐ Serving traditional Native foods in child care programs
- ☒ Offering culturally based training opportunities for parents and providers
- ☐ Providing information and training to non-Native providers about working with Native children and families
- ☐ Implementing immersion classrooms or language nests
- ☐ Training teachers to learn how to implement language and culture in the classroom
- ☐ Other. Describe:

3.1.2 j. Check and describe all that apply.

Optional: Describe any of the activities checked above:

3.1.2 j. Check and describe all that apply.

2. ☒ Consumer Education for Parents and Providers

- ☒ Written materials, including newsletters, brochures, checklists, etc., on child care topics
- ☐ Local/Tribal media
- ☐ Social media, such as Facebook, Twitter, Instagram
- ☐ Counseling from Resource and Referral Agencies, including information about other early childhood and social/human services programs for which families and providers may also qualify
- ☒ Internet, including electronic media, publications, and webcasts on child care topics
- ☐ Postings on community bulletin boards
- ☐ Other. Describe:

Optional: Describe any of the activities checked above:

3.1.2 j. Check and describe all that apply.

3. ☐ Describe any other quality activities, besides the activities checked above, that the Tribal Lead Agency intends to implement during this Plan period:

3.1.3 How did the Tribal Lead Agency identify the goals and activities to improve quality as described in 3.1.1? For example, did the Tribal Lead Agency conduct provider surveys or assessments that identified the need for quality improvements? Check all that apply:

☒ Surveys to parents, providers, and Tribal leadership. Describe:

When certifying and recertification a survey/questionnaire was sent out to find out what families and providers would like assistance with.

☒ Community assessments. Describe:

When doing Area meetings and General Council Meetings ITCC asks for recommendations to improve quality services.

3.1.3 Check and describe all that apply.

☐ Self-assessments. Describe:

☒ Parent, Family, Community or Tribal meetings. Describe:

ITCC conducts Area Meetings, where issues and input about the Child Care program can be addressed.

☐ Other. Describe:

3.1.4 How does the Tribal Lead Agency evaluate progress toward meeting the overall child care quality improvement goals and activities described in 3.1.1 (658G(d)(3))?

☒ Follow-up surveys to parents, providers, and Tribal leadership. Describe:

ITCC plans to use surveys to parents and providers and participating Tribal leadership on the quality improvement goals and ongoing provision of service.

☒ Ongoing community assessments. Describe:

ITCC uses its Area Meetings and General Councils to get direct input on the CCDF program.

3.1.4 Check and describe all that apply.

☒ Self-assessments/program evaluation. Describe:

ITCC will evaluate its own progress toward achieving its goals during its annual progress reports.

☒ Parent, Family, Community or Tribal meeting sign in sheets/attendance logs. Describe:

ITCC uses meeting sign-in sheets to track participation of community members in CCDF meetings and trainings. Trainings also employ post-training course surveys to track success and areas in need of improvement.

☐ Other. Describe:

3.2 Supporting Training and Professional Development of the Child Care Workforce with CCDF Quality Funds

The Tribal Lead Agency must develop training and professional development requirements (documented in Section 2.1.5), including pre-service or orientation training (to be completed within three months) and ongoing requirements designed to enable child care providers to promote the social, emotional, physical, and cognitive development of children and to improve the knowledge and skills of the child care workforce. Such requirements shall be applicable to child care providers caring for children receiving CCDF funds across the entire age span, from birth through age 12 (658E(c)(2)(G)). Ongoing training and professional development should be accessible and appropriate to the setting and age of the children served (98.44(b)(2)).

3.2.1 Identify how the Tribal Lead Agency's training and professional development requirements are appropriate, to the extent practicable, for child care providers who care for:

☒ Infants and toddlers. Describe:

SIDS information is distributed to all providers. Center based have options have annual pre-service trainings.The staff are provided with Staff development days monthly; each with a different topic and training opportunity.ITCC sends out materials and resources to assist the center base and family child care.

☒ Preschoolers. Describe:

Center based have options have annual pre-service as well as a training schedule for staff and families through out the year. The staff are provided with Staff development days monthly; each with a different topic and training opportunity.
ITCC sends out materials and resources to assist the center base and family child care.

3.2.1 Check and describe all that apply.

☒ School-age children. Describe:

Center based have options have annual pre-service as well as a training schedule for staff and families through out the year. The staff are provided with Staff development days monthly; each with a different topic and training opportunity.
ITCC sends out materials and resources to assist the center base and family child care.

☒ Children who are Indigenous-language learners. Describe:

Center based have options have annual pre-service as well as a training schedule for staff and families through out the year. The staff are provided with Staff development days monthly; each with a different topic and training opportunity.
ITCC sends out materials and resources to assist the center base and family child care.

☒ Children with developmental delays and disabilities. Describe:

Center based have options have annual pre-service as well as a training schedule for staff and families through out the year. The staff are provided with Staff development days monthly; each with a different topic and training opportunity.
ITCC sends out materials and resources to assist the center base and family child care.

3.2.1 a. Do Tribal CCDF providers participate in the State's training and professional development system? For example, Tribal CCDF providers might participate in trainings offered by the local child care resource and referral agencies or state-funded training organizations.

◉ Yes. Describe:

CCDF providers are encouraged to participate in the State's training and professional development programs. Available training opportunities are disseminated to CCDF providers via email and newsletters.

ITCC Child Care Program participates in the Tribal Child Care Association of California (TCCAC) Roundtable Meeting Tribes/State/Federal partnership meetings. These meetings provide a venue to learn about the State's training availability.

○ No. Check all that apply.

☐ The Tribal Lead Agency does not have sufficient information about the State's training and professional development opportunities to share with Tribal CCDF providers.

☐ The State's training and professional development opportunities are not appropriate for providers caring for Native children.

☐ The State's training and professional development opportunities are not accessible to Tribal CCDF providers.

☐ The State's training and professional development opportunities are not affordable for Tribal CCDF providers.

☐ Other. Describe:

☐ Unknown

3.2.1 b. Has the Tribal Lead Agency been contacted by the State for input on how to make the State's trainings and professional development opportunities more culturally relevant for Native American children?

◉ Yes. Describe:

ITCC is a part of the Tribal Child Care Association and State programs are involved quarterly in meetings to share information and updates. The meetings also consists of planning on trainings and cultural activities for Native American Children.

○ No

4 *Tribes with Small Allocations Only* – Direct Services

Tribes with small allocations have the option to offer direct services. *Tribes with small allocations* can determine their own eligibility requirements. *Tribes with small allocations* who provide direct services must provide OCC with an overview of their direct services requirements as part of its abbreviated CCDF Plan.

4.1 Indicate if this *Tribe with a small allocation* will offer direct child care services. Check the appropriate box below:

◉ Not applicable, as a Tribe with a medium or large allocation we will describe direct services in the next sections. (Skip to Section 5)

○ No, as a *Tribe with a small allocation* we will not be offering direct child care services.

Stop here and go to the appendices.

○ Yes, *Tribe with a small allocation* we will offer direct child care services. Complete the questions below.

a. The Tribal Lead Agency allows parents to choose from the following categories of care. Check all the apply:

☐ Center-based child care, including a Tribally operated center

☐ Family child care home

☐ In-home child care

b. How does the Tribal Lead Agency fund its direct child care services? Check all that apply:

☐ Certificates

☐ Grants or Contracts with approved child care providers

☐ CCDF funded Tribally operated center

i) Does the Tribal Lead Agency provide child care services exclusively through Tribally operated centers?

○ Yes

○ No

4.1 c. Describe eligibility criteria, such as child's age, family income and size, reason for care (e.g., work, job training, education), and priorities for vulnerable populations:

4.1 d. Describe how parents can apply for child care services:

4.1 e. Tribal Lead Agencies that have an eligibility criteria based on family income must have and periodically revise a sliding fee scale for CCDF families' contributions that varies based on income and the size of the family.

1. Attach copy of the sliding fee scale

Enter Attachment #:

Add or remove attachment

2. What is the sliding fee effective date:

f. Does the Tribal Lead Agency waive family contributions/co-payments for any families?

◯ No

◯ Yes, describe

g. Attach the Tribal Lead Agencies payment rates

Enter Attachment #:

Add or remove attachment

***Tribes with Small Allocations* Stop Here**

Go Directly to the Appendices

5 Provide Stable Child Care Financial Assistance to Families (*Tribes with Medium and Large Allocations*)

5.1 Eligible Children and Families

Tribes with large and medium allocations **must include the basis for determining family eligibility** through one of two options:

Standard Eligibility: Tribal Lead Agencies must determine eligibility for services pursuant to the criteria found in 98.20(a) and 98.81(b)(1)(ii). When eligibility is determined, children must: (1) be under age 13; (2)(a) reside with a family whose income does not exceed 85 percent of the Grantee Median Income (GMI) for a family of the same size; and (2)(b) be from families whose assets do not exceed $1,000,000 (as certified by such family member); and (3)(a) reside with a parent(s) who are working or attending a job training or educational program; or (3)(b) receive, or need to receive, protective services (658P(4); 98.20(a)).

Categorical Eligibility: If the Tribe's median income is below 85 percent of the State Median Income, the Tribal Lead Agency has the option to consider any Indian child in the Tribe's service area to be eligible to receive CCDF funds, regardless of a family's income, work, or training status, provided that the provision for services still goes to those with the highest need (98.81(b)(1)(i)). Tribal Lead Agencies who use categorical eligibility may create opportunities to align CCDF programs with other Tribal early childhood programs, including Tribal home visiting, Early Head Start, and Head Start. This provision also allows Tribes to support Early Head Start-Child Care Partnership grants.

Tribal Lead Agencies who elect to use categorical eligibility will receive the same funding allocation as if they had chosen to use standard eligibility thresholds. Additional funds will not be allocated. Additionally, Tribal Lead Agencies should take all CCDF Final Rule provisions into account when determining whether they will use categorical eligibility, such as the quality expenditure requirements, health and safety standards, and enforcement and criminal background checks.

5.1.1 Eligibility Criteria Related to the Child's Age

a. The Tribal CCDF program serves children aged from 0 weeks through 12 years. (may not equal or exceed age 13).

Note: Eligible children who reach the maximum age within the 12-month eligibility period shall continue to receive CCDF services until their current 12-month eligibility expires. Tribal Lead Agencies who opt to use Categorical Eligibility must still meet all other CCDF requirements around stable financial assistance and equal access, including age eligibility.

5.1.1 b. Does the Tribal Lead Agency allow CCDF-funded child care for children age 13 and above but below age 19 years who are physically and/or mentally incapable of self-care (658P(3); 98.20(a)(1)(ii))?

○ No

◉ Yes

1. The upper age is 18 (may not equal or exceed age 19)
2. Define "physical or mental incapacity":

ITCC defines physically or mentally incapacity as any one up tho the age of 18 years 11 months and 29 days who is incapable of self care diagnosed by a health care professional i.e. doctor, therapist, counselor , and/or psychologist.

c. Does the Tribal Lead Agency allow CCDF-funded child care for children age 13 and older but below age 19 years who are under court supervision (98.20(a)(1)(ii))?

○ No

◉ Yes, and the upper age is 18 (may not equal or exceed age 19).

5.1.2 Categorical Eligibility

Does the Tribal Lead Agency implement categorical eligibility?

- (●) No. (Skip to Section 5.1.3)
- ( ) Yes

a. Demonstrate that the Tribal Median Income (TMI) is below 85 percent of the State Median Income (SMI).

For a family size of 4:

1. 100% of State Median Income (SMI), $ /month
2. 85% of State Median Income (SMI), $ /month
3. 100% of Tribal Median Income (TMI), $ /month (must be less than 85% SMI)

b. Document the TMI and SMI data sources. Tribal Lead Agencies may use Tribally collected income data, but Census data is preferred. The data should be the most recent median income (TMI or SMI) data available.

1. Source of data and date of Tribal Median Income (e.g., American Community Survey, 2017):

5.1.2 b. 2. Source of data, date of State Median Income, and name of State:

3. Attachment # or web address:

Add or remove attachment

Web Address:

Skip to Section 5.2

5.1.3 Eligibility Criteria Based on Reason for Care

In order to be eligible to receive CCDF services, children must reside with a parent or parents(s) who are working, attending a job training or educational program, receive or need to receive protective services or are engaged in a job search activity.

Tribal Lead Agencies have broad flexibility in defining "working," "attending a job training program," and "attending an educational program." The definitions provided below should include any allowable activities, including travel time and study time. For example, a definition of "working" could include working for a salary or wages, self-employment, drug or alcohol rehabilitation, subsistence activities, job search, and/or volunteering, as well as the travel time to and from the activity. Definitions should also address any limitations, such as minimum hours required, or maximum hours allowed.

a. How does the Tribal Lead Agency define "working, job training, education and attending a job training or educational program" for the purposes of CCDF eligibility at the time of determination? Provide the definitions below:

5.1.3 1. "Working":

" ITCC defines " working " when the parent is paid for employment for a stated number of days and hours per week. Court ordered work programs will also be covered under employment however, volunteer work is not justified or defined as " working ". Self employment CCDF Child Care participants will be required to submit last years income tax statement, the last quarterly income statement and a written statement of their current earnings to qualify. Parents who are actively seeking employment will be approved for CCDF and considered working if they have been employed within the last twelve months. Parents eligible under this category "seeking employment", will be eligible for child care subsidy for up to six hours per week for up to three months and may receive this service once every two years. Parents can receive up to one additional hour per day for the purposed of commuting to and from work. The maximum number of hours per day that ITCC will pay is nine with a maximum of 45 hours per week..

2. "Job training":

ITCC defines " attending a job training program " when a parent is enrolled in a course or class that would lead directly to a trade or vocation. The documentation of course schedule is required including days and times of the courses with homework or outside of training/outside of classroom time additional hours may be included.

3. "Education":

ITCC defines " "Education" when a parent is enrolled in a charter school, high school , college, adult education program, or university and has documentation of course schedule to include days and times of courses. ITCC uses the general measurement of 12 units in college , full time charter or high school courses with homework outside of classroom time to equal up to 40 hours per week. If a parent is enrolled for part-time 6 units in college and half day for high school the parent will be allotted 20 hours of paid care per week.

5.1.3 4. "Attending job training or education program" (e.g., number of hours, travel time):

" ITCC defines " attending a job training program " when a parent is enrolled in a regular, scheduled course or class that requires at least 2 hours a day (3 hours, including travel) / 3 days a week.

Online classes also count toward job training, if they are regular and scheduled, leading to employment. The coursework needs to equal at least 2 hours a day, 3 days a week.

5.1.4 Eligibility Based on Protective Services and Membership in Vulnerable Populations

Tribal Lead Agencies have the flexibility to define protective services beyond formal child welfare or foster care cases, including other vulnerable children such as children experiencing homelessness.

If the Tribal Lead Agency provides CCDF-funded child care to children in foster care whose foster care parents are not working or in education/training activities, these children are considered to be in protective services and must be included in this definition for CCDF purposes.

a. Does the Tribal Lead Agency provide child care to children who receive, or need to receive, protective services?

○ No. (Skip to Section 5.1.5)

◉ Yes.

1. Define "protective services" for the purposes of eligibility:

ITCC defines "protective services " as a child who qualifies for care that has their care mandated by a court or agency with authority to do so and informal transfer of child guardianship as described. ITCC may accept the informal guardianship with documentation of transfer of care. A child may require adult supervision as with foster care and/or adoption agency. A child who is in the care of a family member other than a biological parent is considered to be in protective custody.

5.1.4 2. Are children in foster care considered to be in protective services?

- ○ No
- ◉ Yes, and foster care is included under the Tribal Lead Agency's definition of protective services in 5.1.4(a) above. (This means that, for CCDF purposes, the Tribal Lead Agency considers these children to be served under the protective services eligibility category).

3. Does the Tribal Lead Agency waive the income eligibility requirements for cases in which children receive, or need to receive, protective services on a case-by-case basis (658E(c)(5)?

- ○ No
- ◉ Yes

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

- ◉ No
- ○ Yes, and respite care is included under the Tribal Lead Agency's definition of protective services in 5.1.4(a) above.

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

- ◉ No
- ○ Yes. Describe policy or procedure:

5.1.5 Eligibility Criteria Based on Family Income

a. For the purposes of eligibility determination, Tribal Lead Agencies have flexibility in defining "income." This flexibility allows for the exclusion or deduction of certain types of income from calculations of total family incomes.

How does the Tribal Lead Agency define "income" for the purposes of eligibility?

ITCC defines " Income " to include gross income from employment, child support, spousal support (alimony), social security, disability insurance, worker's compensation insurance, veteran's pension, TANF. Funds that is not included in a parent's gross monthly income are financial aid, grants, loans and scholarships for school, per capita payments, adoption and foster care payments (unless used to qualify an individual child under the protective services category) and state and federal income tax returns. ITCC CCDF will only require the income of the joint parents applying for subsidy or the individual of the single parent.

b. **Tribal Lead Agencies must establish CCDF family income eligibility limits**. Those limits cannot exceed 85 percent of the Grantee Median Income (GMI). A Tribal Lead Agency has the flexibility to use either State Median Income or Tribal Median Income as its GMI. Check the appropriate box below to indicate which option the Tribal Lead Agency has selected:

◉ State Median Income (SMI) for a family of the same size.

Source (e.g., U.S. Census Bureau, etc.):

US Dept. of Health and Human Services, 2018 Report, based on SMI $80,458 (4 ppl)

State: California

Year: 2018

○ Tribal Median Income (TMI) for a family of the same size residing in the area served by the Tribal Lead Agency.

Source: (e.g., Tribal community assessment, etc.):

Year:

Tribal Lead Agencies may use Tribally collected income data, but ACF strongly recommend that Tribal Lead Agencies use Census data. For either option, the data should be the most recent SMI or TMI data available.

5.1.5 c. **Tribal Lead Agencies must establish CCDF income eligibility levels**. Complete Table 5.1.5(c) for the Tribal Lead Agency's CCDF income eligibility levels.

Column (a) lists the current GMI for each family size.

Column (b) lists 85 percent of the current GMI for each family size (by law, this is the maximum allowable income for CCDF eligibility).

1. Has the Tribal Lead Agency chosen to set income eligibility limits below 85 percent of the current GMI?

◉ No. **Do not complete columns (c)-(f).**

○ Yes. **Complete columns (c)-(f).**

Columns (c) and (d) show the Tribal Lead Agency's maximum income eligibility level for each family size at the time a family applies for CCDF services. Tribal Lead Agencies have the option of setting income eligibility limits below 85 percent of the current GMI.

Columns (e) and (f) list the Tribal Lead Agency's graduated phase-out or maximum "exit" income levels. If the Tribal Lead Agency sets income eligibility limits below 85 percent of the current GMI, it is subject to the graduated phase-out requirement described below. Tribal Lead Agencies that set their initial income eligibility levels at 85 percent of the current GMI are not subject to the graduated phase-out requirement (98.21(b)).

- Tribal Lead Agencies that establish initial family income eligibility below 85 percent of GMI must provide graduated phase-out by implementing two-tiered eligibility thresholds, with the second tier of eligibility (used at the time of eligibility re-determination) set at 85 percent of SMI for a family of the same size, or an amount lower than 85 percent of SMI, but above the Tribal Lead Agency's initial eligibility threshold. If the Tribal Lead Agency uses an amount lower than 85 percent of GMI, it must take into account the typical household budget for a low-income family, and provide justification that the eligibility threshold (1) is sufficient to accommodate increases in family income that promote and support family economic stability; and (2) reasonably allows a family to continue accessing child care services without unnecessary disruption (98.21(b)).

The income limit in column (e) cannot exceed the amount shown in column (b).

Table 5.1.5(c): Tribal CCDF Income Eligibility Levels						
	(a)	(b)	(c)	(d)	(e)	(f)
Family Size	100% of Grantee Median Income (GMI)	85% of GMI	(IF APPLICABLE) Maximum Income Level if lower than 85% Current GMI		(IF APPLICABLE) Maximum Phase-Out/Maximum "Exit" Income Level (cannot exceed 85% GMI)	
	$/month	$/month [Multiply (a) by 0.85]	$/month	% of GMI [Divide (c) by (a), multiply by 100]	$/month	% of GMI [Divide (e) by (a), multiply by 100]
1*	3618	2519.4		0		0
2	4731	4021.35		0		0
3	5844	4967.4		0		0
4	6958	5914.3		0		0
5	8071	6860.3499999		0		0
6	9184	7806.4		0		0
7	9393	7984.05		0		0
8	9601	8160.8499999		0		0

**Note*: On a case-by-case basis, Tribal Lead Agencies may consider a child in foster care to be a "family of one" for purposes of determining CCDF income eligibility.

d. During the eligibility determination or redetermination process, **the Tribal Lead Agency must consider fluctuations in family income**. Tribal Lead Agencies have the flexibility to consider irregular fluctuations in income when determining and re-determining eligibility. This is particularly important for families who rely on work that is unpredictable or seasonal in nature, such as agriculture, construction work, or subsistence activities such as hunting and fishing. Families may experience a temporary spike in income due to working increased hours over a short period, yet those earnings are not representative of the family's income over the course of a year.

How does the Tribal Lead Agency take income fluctuations into account when re-determining eligibility? Check all that apply.

☒ Averaging income annually

☐ Disregarding temporary, short-term income increases

5.1.5 d. ☐ Other. Describe:

e. Tribal Lead Agencies are required to ensure that children receiving CCDF funds do not have family assets that exceed $1,000,000, as certified by a family member (98.20(a)(2)(ii)). Tribal Lead Agencies can meet this requirement through family self-certification, either in the application, interview process, or through another method as determined by the Tribal Lead Agency.

Describe how the family member certifies that family assets do not exceed $1,000,000:

ITCC certifies that assets do not exceed $1,000,000 as a question on the application.

5.1.6 The Tribal Lead Agency has flexibility in establishing additional eligibility criteria. Additional criteria could include, for example, Tribal applicants first applying with the State CCDF program; higher income limits in one part of the Tribal service area.

a. Does the Tribal Lead Agency establish additional eligibility criteria (98.16(g)(5), 98.20(b))?

- (●) No
- ( ) Yes. Describe:

b. If additional eligibility criteria include different income eligibility limits, please attach additional income eligibility tables and indicate attachment(s) #:

Add or remove attachment

5.2 Application and Eligibility Determination/Redetermination Process

5.2.1 **Tribal Lead Agencies must inform parents of eligible children and the general public of the process by which they can apply for Tribal CCDF assistance** (658E(c)(2)(E)(i)(1)).

How are parents informed of the availability of child care assistance under Tribal CCDF? Check all that apply.

- ☒ Tribal Lead Agency
- ☒ Child care providers
- ☐ Child care resource and referral agencies
- ☐ Public and/or Tribal schools
- ☐ Early Head Start/Head Start programs
- ☒ Health Clinics
- ☒ TANF offices
- ☒ Other Tribal offices
- ☐ Other governmental offices
- ☒ Community outreach events
- ☐ Radio and/or television
- ☐ Social media
- ☒ Internet. Provide website(s):

www.itccinc.org

5.2.1 ☐ Other. Describe:

5.2.2 How can parents apply for child care services? Check all that apply.

☒ In-person interview or orientation

☒ Phone

☒ Mail

☒ At the child care provider's site

☒ Electronically via online application or email (provide website):

www.itccinc.org
michaelm@itccinc.org; fantoinette@itccinc.org

☒ Other. Describe:

Parents can begin the process of application on the phone, however, the forms need be completed, signed and returned to the ITCC office to complete enrollment.

5.2.3 **Tribal Lead Agencies are required to have procedures for documenting and verifying that children and families receiving CCDF funds meet eligibility criteria at the time of eligibility determination and redetermination** (98.68(c)). Check the information that the Tribal Lead Agency documents and verifies and describe, at a minimum, what information is required and how often. Check all that apply.

☒ Child's age:

ITCC documents and verifies child's age during the application process and is signed off by staff that age has been verified. ITCC uses child's birth certificate, certificate of live birth, baptismal record, or other certified document to verify the child's age. Eligibility is updated every 12 months.

☒ Work:

ITCC receives documents and verifies employment during the enrollment process. Employment can be verified by three consecutive payroll stubs, letter from employer or Tribe (if employed by Tribe), or certified contract agreement that includes salary rate. Eligibility is updated every 12 months.

☒ Job training or education program:

ITCC receives documents and verifies Job Training or educational program during the enrollment process. Education enrollment can be verified by proof of enrollment or contract with educational organization, or by letter from training or education director. Eligibility is updated every 12 months.

5.2.3 Check and describe all that apply.

☒ Family income:

ITCC requests during their application to provide 3 months of documentation of income. Eligibility is redetermined on a yearly basis.

☒ Household composition:

ITCC requests on the application of names of the family members that live in the home and are supported by the income.

☒ Applicant identity:

At application time ITCC requests for copies of identification of the parents that are applying for services.

5.2.3 Check and describe all that apply.

☒ Applicant's relationship to the child:

Applicant's relationship to child can be verified by showing a birth certificate, certificate of live birth, or baptismal or similar record. Also, court orders may be used if the child is adopted or is in legal custody of the adult.

☒ Applicant's residence:

Applicant's residence can be verified by the driver's license, utility bill, lease agreement, or letter from Tribe if living on reservation.

☐ Other:

5.2.4 Which strategies, if any, will the Tribal Lead Agency use to ensure the timeliness of eligibility determinations upon receipt of applications? Check all that apply.

☒ Time limit for making eligibility determinations. Describe length of time:

10 working days for making eligibility determination

☐ Track and monitor the eligibility determination process

☐ Other. Describe:

☐ None

5.2.5 12-Month Eligibility

Tribal Lead Agencies are required to establish a minimum 12-month eligibility and redetermination period, regardless of changes in family's eligibility, in age, including turning 13 years old during the 12-month eligibility period; and in residency within a Tribal service area (658E(c)(2)(N)(i) and (ii)); 45 C.F.R § 98.21(a)(1)).

Tribal Lead Agencies must provide a minimum 12-month eligibility and redetermination period as long as the family's income does not exceed the federal threshold of 85 percent of the grantee median income. The Tribal Lead Agency may not terminate assistance prior to the end of the 12-

month period if a family experiences temporary changes in participation in work, training, or educational activities (658E(c)(2)(N)(i) and (ii)).

5.2.5 a. Describe the Tribal Lead Agency's policies and procedures in implementing the minimum 12-month eligibility and redetermination requirements:

ITCC utilizes the Eligibility application as the initial process to determine eligibility. At the date of approval of the application, the parent's application file date is entered into a spreadsheet, and this date is used as the starting point for the 12 month eligibility. When the 12 months is up, the parent must update income eligibility, changes in work status, changes in educational status, and child's age, etc. At the 11th month, parents are sent a reminder that they need to update their file, to continue services without a lapse. If the parent does not supply necessary verification, services are terminated.

b. Check all of the following to certify that the Tribal Lead Agency's definition of a "temporary changes in activity" includes the required conditions.

☒ 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

☒ Interruption in work for a seasonal worker

☒ Student holidays or breaks for a parent participating in a training or educational program

☒ Reduction in work, training, or education hours, as long as the parent is still working or attending a training or educational program

☒ Other cessation of work or attendance at a training or educational program that does not exceed three months or a longer period of time established by the Tribal Lead Agency

☒ Changes in residency within the State, Territory, or Tribal service area

☒ A child turning 13 years old during the 12-month eligibility period

5.2.5 c. Describe any additional conditions in the Tribal Lead Agency's definition of "temporary changes in activity":

ITCC allows parents that are laid off, no longer working, or have significant reduction of hours, to have 90 days to job search and keep their child's slot.

5.2.6 *Option to discontinue assistance during the 12-month eligibility period.*

A Tribal Lead Agency has the option to discontinue assistance during the 12-month eligibility period due to a parent's non-temporary loss of work or cessation of attendance at a job training or educational program; however, it must provide at least three months of continued assistance at the same level after such loss or cessation. At the end of the minimum three-month period of continued assistance, if the parent has engaged in a qualifying work, training, or educational program activity with an income below 85 percent of SMI, assistance cannot be terminated, and the child must continue receiving assistance until the next scheduled redetermination or, at the Tribal Lead Agency option, for an additional minimum 12-month eligibility period (98.21 (a)).

a. Does the Tribal Lead Agency choose to discontinue assistance during the 12-month eligibility period due to a parent's non-temporary loss or cessation of eligible activity, and offer a minimum three-month period to allow parents to engage in a job search and to resume participation in an eligible activity?

◉ Yes. Describe the Tribal Lead Agency's policies and procedures for discontinuing assistance due to a parent's non-temporary change and the length of the job search period:

After 90 days and the family is not providing proof of working, going to school, a job training program we put the family on a waiting list until they do provide documentation.

○ No. The Tribal Lead Agency does not discontinue assistance during the 12-month eligibility period due to a parent's non-temporary change.

5.2.6 b. *The Tribal Lead Agency may discontinue assistance prior to the next 12-month redetermination in the following limited circumstances*. Check all that apply.

☐ Excessive unexplained absences (after multiple attempts to contact family, including the prior notification of a possible discontinuation of assistance.).

☒ A change in residency outside of the Tribal service area.

☒ Substantiated fraud or intentional program violations that invalidate prior determinations of eligibility. Describe the violations that lead to discontinuing assistance:

Change in residency significantly outside of the Tribal service area may be subject to termination of services.

Fraudulent acts that will lead to discontinuance of services:
- The provider is no longer caring for the children and is still submitting payment for care.
- Assistance is subject to termination if eligibility requirements are found to falsified.

5.2.7 Change reporting during the 12-month eligibility period

Families are required to report to the Tribal Lead Agency at any time during the 12-month eligibility period if the family's income exceeds 85 percent of the GMI, taking into account irregular fluctuations in income (98.21(e)(1)).

Any additional reporting requirements during the 12-month eligibility period must be limited to items that impact a family's eligibility (e.g., that impact the Tribal Lead Agency's ability to contact the family or pay the child care providers) and shall not require an office visit. In addition, the Tribal Lead Agency must offer a range of notification options to accommodate families.

Tribal Lead Agencies are required to have procedures and policies in place to ensure that parents (especially parents in families receiving assistance under the TANF program) are not required to unduly disrupt their employment, education, or job training activities to comply with the Tribal Lead Agency's or designated local entity's requirements for the redetermination of eligibility for assistance (658E(c)(2)(N)(ii); 98.21(d))

Does the Tribal Lead Agency require families to report other changes?

a. Does the Tribal Lead Agency require families to report other changes (e.g., change of address, change in need for child care, change in child care provider)?

○ No

◉ Yes. Describe

ITCC requests that families inform the agency of changes of address, change in income over the 85% of GMI, change in number of children or type of child care needed, or change in child care provider.

5.2.7 b. Describe how the Tribal Lead Agency ensures that reporting changes are not burdensome and avoid an impact on continued eligibility between redeterminations (e.g., reporting changes by mail, email, online forms, or in-person; extended submission hours; etc.):

ITCC sends out through mail and email updates and newsletter to see if we have current information with the families and providers. The redetermination is done yearly .

5.2.8 Certify by describing the Tribal Lead Agency's procedures for ensuring that parents have unlimited access to their children whenever their children are in the care of a provider who receives CCDF funds (658E(c)(2)(B); 98.16(t)):

Parents who are the legal guardians of children in the CCDF program are ensured unlimited access to their children who are in the care of a provider. Providers are informed of their responsibility to provide parents of this unlimited access to the children. Parents may remove the child from the provider's custody whenever the parent or legal guardian deems it necessary. If the provider does not allow access to the parent's child, or a similar problem happens, an incident report is generated. ITCC reserves the right not to pay the provider who is withholding the child and to terminate its contract with the provider. Withholding access to the child is illegal, and law enforcement may be called to resolve the issue.

5.2.9 **Tribal Lead Agencies are required to inform parents who receive TANF benefits about the exception to the individual penalties associated with the work requirement for any single custodial parent who has a demonstrated inability to obtain needed child care for a child younger than age 6** (98.16(v); 98.33(f)).

The TANF agency, not the Tribal CCDF Tribal Lead Agency, is responsible for establishing the following criteria or definitions. These criteria or definitions are offered in this Plan as a matter of public record. This question is for informational purposes.

The Tribal Lead Agency may choose to coordinate with either the Tribal TANF agency or agencies within the service area, the State TANF agency, or both. The definitions provided should be gathered from the TANF agency that is most relevant and works more closely with the Tribal Lead Agency.

a. Identify the TANF agency that established these criteria or definitions:

State TANF Agency:

California Department of Social Service

Tribal TANF Agency:

5.2.9 b. Provide the following criteria or definitions established by the TANF Agency:

1. "Appropriate child care":

Appropriate child care is defined as child care chosen by the parent that meets the needs of the child and parents and is either licensed for the appropriate age group or special needs category, or is license-exempt and meets TrustLine requirements (unless the child care arrangement is exempt from the TrustLine requirements).

2. "Reasonable distance":

Reasonable distance is defined as the distance customarily traveled by working families in accessing child care in the community.

3. "Unsuitability of informal child care":

Informal child care is unsuitable when the caregiver cannot be TrustLined in accordance with the TrustLine regulations or would otherwise be denied payment for child care services that are exempt from licensure because of a violent felony conviction.

5.2.9 b. 4. "Affordable child care arrangements":

Affordable child care is child care where the cost to the family does not exceed the regional market rate plus family fees established by the State in accordance with the family fee schedule.

c. How are parents who receive TANF benefits informed about the exception to individual penalties associated with the TANF work requirements? Briefly describe the process:

In writing. Describe:

ITCC informs Families who receive TANF benefits about the exceptions to individual penalties by their local TANF programs.

In the application packet, ITCC includes a policy paper explaining the TANF exceptions, which will be given to parents enrolling in the program who receive TANF benefits.

Verbally. Describe:

If you are enrolled in TANF and receiving benefits, and are a single parent with child under 6 years old, and cannot find or afford child care, the program allows for continuation of services regardless of changes in work status.

5.3 Improving Access for Vulnerable Children and Families

Tribal Lead Agencies are required to give priority for child care assistance to "children with special needs" and children experiencing homelessness (658E(c)(3)(B); 98.46(a)). The prioritization of CCDF assistance services is not limited to eligibility determination (e.g., prioritize for enrollment, serve without placing vulnerable populations on waiting lists, waive co-payments, pay higher rates for access to higher quality care, use grants or contracts to reserve slots for priority populations).

5.3.1 Children with Special Needs

Tribal Lead Agencies have flexibility in how they define "children with special needs." The definition of "children with special needs" may include children with physical or mental disabilities or children who are considered part of "vulnerable populations" (e.g., families with very low incomes, children at risk of receiving protective services, children with teen parents, etc.).

a. Describe how the Tribal Lead Agency defines "children with special needs":

1. Children with special needs children who have severe disabilities as diagnosed by a medical doctor, therapist, psychologist, ect..
2. Child at risk of abuse or neglect who are in need of protective custody as proven by parent applying for subsidy.
3. Children in special education programs as documented by doctor or educational administrator.
4. Children of teenage parents and parents through 20 years old will also be considered special needs. If there is a waiting list.

b. Describe how the Tribal Lead Agency will give priority for child care services to children with special needs:

ITCC CCDF program will give first priority for services and /or will be placed on top of the waiting list.

5.3.2 Services for Children Experiencing Homelessness

As defined in Section 725 of Subtitle VII-B of the McKinney-Vento Act (42 U.S.C. 11434a; 98.2), children experiencing homelessness are those who lack a fixed, regular, and adequate nighttime residence, and include children who are:

- Sharing the housing of others due to a housing, economic hardship, or similar reason
- Living in hotels, motels, trailer parks, or campgrounds due to the lack of alternative adequate accommodations
- Living in emergency or transitional shelters
- Abandoned in hospitals
- Living in a primary nighttime residence that is public or not designed for human beings
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Migrant children

Tribal Lead Agencies are required to expend CCDF funds to:

- Permit the enrollment (after an initial eligibility determination) of children experiencing homelessness while required documentation is obtained allowing a grace period
- Provide training and technical assistance to child care providers and the appropriate Tribal Lead Agency (or designated entity) staff in identifying and serving children experiencing homelessness
- Conduct specific outreach to families experiencing homelessness (658E(c)(3)(B)(i); 98.51)

a. Describe how the Tribal Lead Agency improves access to child care for children and families experiencing homelessness (e.g., adding new providers near homeless shelters, etc.):

ITCC will extend the time frame for requirements to families that meet the definition of " homeless " to 90 days to gather required documents for enrollment.

5.3.2 b. Describe how services are prioritized for children experiencing homelessness:

Homeless families are part of the first priority list. ITCC enrolls families to get the children in a center or family day care to get a routine for the children while families look for work, shelter and food to provide for the family.

c. Describe how the Tribal Lead Agency conducts outreach to children experiencing homelessness and their families:

ITCC has not (knowingly) had the opportunity to serve homeless children. All currently enrolled children have a home to live in.

During the next cycle, ITCC will look at how the CCDF program can identify and serve homeless children and their families in accordance with the McKinney Vento Act.

5.3.2 b. Tribal 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 immunization and other health and safety requirements. The length of such a grace period shall be established in consultation with the State, Territorial, or Tribal health agency (658E(c)(2)(I)(i)(I); 98.41(a)(1)(i)(C)).

1. Describe the grace period and how it was established:

ITCC gives families 90 days grace period to get the required documentation for enrollment the children. The grace period was established from the last review of the plan for ITCC.

2. Describe how the length of the grace period was established in consultation with Tribal health agencies for children experiencing homelessness and children in foster care:

The length of the grace period was established with the other Consortias and discussion with Tribal health agencies.

5.3.3 Does the Tribal Lead Agency have additional priority rules or categories?

◉ No

○ Yes. Define the additional priority rules:

5.3.4 Building the Supply of Child Care

Tribal Lead Agencies are required to develop and implement strategies to increase the supply of child care services and to improve the quality of care for children who are typically underserved. These populations include children in underserved areas, infants and toddlers, children with disabilities, and children who receive care during non-traditional areas (see for additional guidance).

Describe the strategies being implemented by the Tribal Lead Agency to increase the supply and improve the quality of child care services for each of the following groups of children.

a. Children in underserved areas. Describe:

ITCC staff provide outreach to under-served areas of the participating Tribes by conducting informational booths at Big Time/pow-wow events, community wellness events and gatherings, to give awareness of our programs. Fliers advertising the service are posted in the Tribal offices and TANF offices. By definition, all Tribes are under-served.

b. Infants and toddlers. Describe:

ITCC prioritizes child care services for infants and toddlers, and they are moved to the top of the waiting list.

5.3.4 c. Children with disabilities. Describe:

ITCC is placing new focus on serving children with special needs and disabilities. This is a great need in our Tribal communities, with many children suffering the effects of Fetal Alcohol and Fetal Narcotic Syndrome.

ITCC is seeking additional funding from other sources to support care for disabled children and training for providers of care for special needs children. Current CCDF funding levels do not permit much expansion in this area, as we are near max capacity for provision of service, with parents on waiting lists to receive benefits.

d. Children who receive care during non-traditional hours. Describe:

ITCC is flexible to provide child care for parents with non-traditional hours. For example, some parents work at the Tribal casinos, which are often open 24 hours. ITCC is considering expanding our outreach to include placing fliers in the employee lounge of Tribal casinos.

5.4 Family Contribution to Payments

Tribal Lead Agencies that have eligibility criteria based on family income must establish and periodically revise a sliding-fee scale that varies based on income and the size of the family to determine each family's contribution (i.e., co-payment) that is not a barrier to families receiving CCDF funds (658E(c)(5)).

5.4.1 Family Contribution to Payment

In addition to income and size of the family, the Tribal Lead Agency may use other factors when determining family contributions/co-payments. Tribal Lead Agencies, however, may not use cost of care or amount of subsidy payment in determining copayments (98.45(k)(2)).

a. Attach a copy of the sliding fee scale

Enter Attachment #:

Add or remove attachment

2017-2019 ITCC Sliding Fee Scale.pdf

b. What is the effective date of the sliding-fee scale(s)? 10/01/2019

c. Will the attached sliding fee scale be used in all parts of the service area?

- (●) Yes.
- ( ) No. Attach other sliding fee scale(s)

Attachment(s) #

Add or remove attachment

Effective date:

5.4.1 d. How will the family's contribution be calculated, and to whom will it be applied? Check all that apply.

☐ The fee is a dollar amount and:

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

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

☐ The fee is per child up to a maximum per family.

☐ No additional fee is charged after certain number of children.

☐ The fee is per family.

☐ The contribution schedule varies because it is set locally/regionally. Describe:

☐ Other. Describe:

5.4.1 d. Check and describe all that apply.

☒ The fee is a percent of income and:

- ☐ The fee is per child, with the same percentage applied for each child.
- ☐ The fee is per child, and a discounted percentage is applied for two or more children.
- ☐ The fee is per child up to a maximum per family.
- ☐ No additional percentage is charged after certain number of children.
- ☒ The fee is per family.
- ☐ The contribution schedule varies because it is set locally/regionally (as indicated in 5.4.1(c)). Describe:

☐ Other. Describe:

5.4.1 e. Does the Tribal Lead Agency use other factors in addition to income and family size to determine each family's co-payment (658E(c)(3)(B))? Reminder: Tribal Lead Agencies may not use cost of care or amount of subsidy payment in determining copayments (98.45(k)(2)).

- (●) No
- ( ) Yes, check and describe those additional factors below:
  - [ ] Number of hours the child is in care. Describe:
  - [ ] Lower co-payments for a higher quality of care, as defined by the Tribal Lead Agency. Describe:

5.4.1 e. ☐ Other. Describe:

f. How will the Tribal Lead Agency ensure that the family contribution/co-payment is affordable and is not a barrier to families receiving CCDF funds? Check all that apply.

☒ Limit the maximum co-payment per family. Describe:

ITCC will have a cap of the co-pay to 7% of the family income.

5.4.1 f. Check and describe all that apply.

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

☐ Minimize the abrupt termination of assistance before a family can afford the full cost of care ("the cliff effect") as part of the graduated phase-out of assistance. Describe:

☐ Other. Describe:

5.4.1 g. *The Tribal Lead Agency may waive contributions/co-payments from families whose incomes are at or below the poverty level for a family of the same size; for families who are receiving or needing to receive protective services, as determined for purposes of CCDF eligibility; or who meet other criteria established by the Tribal Lead Agency* (98.45(k)(4)).

Does the Tribal Lead Agency waive family contributions/co-payments? Check all that apply.

☐ Yes, the Tribal Lead Agency waives family contributions/co-payments for families with an income at or below the poverty level for families of the same size.

☐ Yes, the Tribal Lead Agency waives family contributions/co-payments for families who are receiving or needing to receive protective services, as determined by the Tribal Lead Agency for purposes of CCDF eligibility.

☐ Yes, the Tribal Lead Agency waives family contributions/co-payments for other criteria established by the Tribal Lead Agency (e.g., families experiencing homelessness, migrant workers, and victims of human trafficking, families receiving TANF, etc.). Describe the criteria:

☒ No, the Tribal Lead Agency does not waive family contributions/co-payments.

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

- (●) No
- ( ) Yes. If yes: Describe the policy and/or procedure:

6 Ensure Equal Access to Quality Child Care for Low-Income Children (*Tribes with Medium and Large Allocations*)

6.1 Description of Direct Child Care Services

CCDF direct services may be provided through a subsidy program where the Tribal Lead Agency offers certificates for parents to use in any approved child care setting; through a Tribal CCDF-Operated Center; or through grants or contracts that allocate slots with a provider who offers child care services. The Final Rule established three categories of care:

- In-home child care: care provided in the child's home
- Family child care: care provided in a private residence other than the child's residence
- Center-based child care: group care provided in a facility outside of the child's or provider's home

Tribes with large allocations **are required to operate a certificate program that permits parents to choose care from all three categories of care.**

6.1.1 Child Care Services (658E(c)(2)(A): 658E(c)(3)(A)-(B); 658P(6)-(7); 98.16(i)(1); 98.30; 98.50)

a. The Tribal Lead Agency allows parents to choose from the following categories of care. Choose all the apply (***Tribes with large allocations*** **must offer all three categories of care below**):

☒ Center-based child care, including a Tribally operated center

☒ Family child care home

☒ In-home child care

6.1.1 b. If the Tribal Lead Agency allows for in-home care (i.e., care provided in the child's own home) as described in 98.16(i)(2), does the Tribal Lead Agency limit the use of in-home care in any way?

- (●) No
- ( ) Yes. What limits does the Tribal Lead Agency set? Check all that apply.
  - [ ] Restricted based on minimum number of children in the care of the provider due to the Fair Labor Standards Act (minimum wage) requirement. Describe:
  - [ ] Restricted based on provider meeting a minimum age requirement (a relative provider must be at least 18 years of age based on the definition of eligible child care provider (98.2)). Describe:

6.1.1 b. Check and describe all that apply.

☐ Restricted based on hours of care (a certain number of hours, non-traditional work hours, etc.). Describe:

☐ Restricted to care by relatives only. Describe:

6.1.1 b. Check and describe all that apply.

☐ Restricted to care for children with special needs or medical conditions. Describe:

☐ Restricted to in-home providers that meet additional health and safety requirements beyond those required by CCDF. Describe:

6.1.1 b. Check and describe all that apply.

☐ Other. Describe:

c. How does the Tribal Lead Agency fund its direct child care services? Choose all that apply

☒ Certificates

☐ Grants or Contracts with approved child care providers

☒ CCDF funded Tribally operated center

i) Does the Tribal Lead Agency provide child care services exclusively through Tribally operated centers?

○ Yes (*option available only to Tribes with medium allocations*). Continue to Section 7

◉ No.

6.1.1 d. Does the Tribal Lead Agency use grants or contracts for child care slots to increase the supply and/or improve the quality of child care programs (658E(c)(2)(M))?

- (●) No
- ( ) Yes. Grant or contract-funded slots are used to increase the supply and/or improve the quality of the following types of child care programs through:
  - [ ] Providers offering native language education or a culturally-based curriculum
  - [ ] Providers serving specific populations (such as children with disabilities, infants and toddlers, school-age children, children experiencing homelessness, and children in isolated geographic areas
  - [ ] Providers serving children needing care during non-traditional hours
  - [ ] Providers meeting or exceeding higher quality standards, such as programs with higher Quality Rating and Improvement System (QRIS) ratings or nationally accredited programs
  - [ ] Providers offering bonuses, higher pay, or other financial incentives to teaching staff for reaching higher levels of education and/or qualifications
  - [ ] Other. Describe:

6.1.2 How are parents informed of the option to choose from the full range of child care provider categories – centers, family child care homes, in-home providers, and other provider types as applicable (658E(c)(2)(A)(i); 658P (2); 658Q))? Check all that apply.

☐ Certificate that also include information about the choice of providers, including high quality providers

☒ Consumer education materials on choosing child care

☒ Verbal communication at the time of application

☒ Community outreach, workshops, or other in-person activities

☐ Other. Describe:

6.2 Assessing Child Care Market Rates

The regulations at 98.83(d)(1)(iv) exempt all Tribal Lead Agencies from the requirement to use a market rate survey or alternative methodology to set provider payment rates because many Tribal service areas are in rural, isolated areas, making such a requirement difficult.

While they are exempt from the market rate survey requirement, **Tribal Lead Agencies must set sufficient base payment rates to provide equal access to the full range of child care services and set rates that cover the costs of providing higher quality care**. At a minimum, *Tribes with large allocations* must operate certificate programs and are required to show how payment rates are adequate, including a description of how payment rates are established and support the health, safety, quality, staffing requirements, along with the cost of providing higher quality care, and, where applicable, support cultural and linguistic appropriateness.

Tribal Lead Agencies, at their option, may still conduct a market rate survey or an alternative methodology approach or use the State's methodologies to set payment rates. If using an alternative methodology, a Tribal Lead Agency may use child care resource and referral data to assess child care costs in its service area. See for additional alternative methodology guidance.

6.2.1 How did the Tribal Lead Agency assess the cost of care? Please indicate if any of the following sources of information were used in assessing the cost of care or price of care within the service area. Choose all that apply:

☒ State Market Rate Survey. State(s):

California

Date(s) completed:

January 1,2018

☐ State Alternative Methodology. State(s):

Date(s) completed:

6.2.1 Check and describe all that apply.

☐ Child Care Resource and Referral Data. Describe:

☐ Tribal Market Rate Survey: Date completed:

☐ Alternative Methodology. Date completed:

☐ Other. Describe:

6.3 Setting Payment Rates for Child Care Services

Tribal Lead Agencies are required to establish payment rates for child care services that ensure eligible families have equal access to child care services comparable to those services provided to families not eligible to receive CCDF services (658E(c)(4); 98.16(r); 98.45(a); 98.45(b)(1)-(2); (98.45(b)(7)-(8).

6.3.1 Describe how the Tribal Lead Agency establishes payment rates:

ITCC establishes payment rate by the provider it is compared tho the California Regional Market Rate Ceilings.

6.3.2 Tribal Lead Agencies are required to set bae payment rates *at least* at a level sufficient to cover the costs to provider of the health, safety, quality and staffing requirements included in the Act and the final rule.

Describe how the Tribal Lead Agency's base payment rates enable providers to meet the health, safety, quality, and staffing requirements under CCDF:

ITCC is in the process of updating its payment rates and will use the State of California's reimbursement ceilings to inform its payment rates. California sets its payment rates at 75% of the State Market Rate, which should be sufficient to cover health, safety, quality, and staffing requirements under CCDF.

6.3.3 Describe how the Tribal Lead Agency's base payment rates support quality and meet the needs of the Tribal communities they serve (e.g., where applicable, cultural and linguistic appropriateness):

ITCC pays the maximum reimbursement rate.

6.3.4 The payment rates should reflect the variety of care offered in your program (for example, different rates based on the child's age, the category of care, hours of care offered, etc.). Tribal Lead Agencies are reminded that payment rates cannot be based on a family's eligibility such as receiving TANF or participation in education or training. Include all payment rates and definition of service areas in the attached payment rates.

a. The Tribal Lead Agency's payment rates are provided in Attachment #:

Add or remove attachment

ITCC_CCDF_Payment_Rates.pdf

b. The effective date of those payment rates is: 10/1/2019 (Include tiered/differential rates on the payment rate attachment(s).)

6.3.5 Tribal Lead Agencies can choose to establish tiered rates, differential rates, or add-ons to their base rates. This allows them to increase payments for targeted needs (i.e., a higher rate for children with special needs as an incentive and to cover additional costs).

Tribal Lead Agencies must set payment rates that ensure eligible families have the same access to care as families not eligible for subsidies. They may set the rates based on what providers charge for care, but also must take into account the cost of care to providers. Providers usually set their prices based on a number of factors impacted by the cost of providing care, such as: staff salaries and benefits, training and professional development, curricula and supplies, group size and child/staff ratios, enrollment levels, facility size, and other costs. Taking those factors into account means that Tribal Lead Agencies may set different rates for different kinds of care;

for example, payment rates for infants may be higher than rates for school-age care because it costs providers more to offer infant care given more restricted child/staff ratios.

In addition, Tribal Lead Agencies can choose to set tiered payment rates or create rate add-ons (sometimes called "differential rates") to their regular rates to increase payments for targeted needs. For example, a Tribal Lead Agency could encourage more care during non-traditional hours by paying providers who work evenings a 15 percent add-on over the regular payment rate. An example of tiered rates is paying family child care providers who earn a CDA five percent more than the regular rate and paying those that earn accreditation 10 percent more. Tiered rates and add-ons are often used to encourage and support care for specific populations (such as children with special needs, infants and toddlers, school-age children, children in rural areas, or children experiencing homelessness) and to encourage providers to increase or sustain their program quality.

Does the Tribal Lead Agency provide any type of tiered payment or differential (add-on) rates 658E(c)(4)(C)(ii))?

- (●) No
- ( ) Yes

Describe each of the tiered rates the Tribal Lead Agency has chosen to implement. Check all that apply.

- [ ] Differential rate for non-traditional hours
- [ ] Differential rate for children with special needs, as defined by the Tribal Lead Agency
- [ ] Differential rate for infants and toddlers
- [ ] Differential rate for school-age programs
- [ ] Differential rate for higher quality, as defined by the Tribal Lead Agency
- [ ] Other differential rates or tiered rates. Describe:

6.3.6 How does the Tribal Lead Agency ensure that payment rates are sufficient to ensure equal access? Equal access would offer children receiving CCDF subsidies access to the same services (type of care, quality of care) as children not receiving CCDF. To certify, check all that apply and provide a description of the rationale that the Tribal Lead Agency used to determine equal access (658E (c)(4)(A)).

☐ Feedback from parents, including parent surveys or parent complaints. Describe:

☐ Feedback from providers, including provider surveys or provider complaints.

☐ Using tiered rates/differential rates (as described in 6.3.5) to increase access for high needs populations.

☒ Payment rates are set at the 75th percentile or higher of the most recent State or Tribal market rate survey.

☐ Other. Describe:

6.4 Payment Practices and Timeliness of Payments to Providers

The Tribal Lead Agency must establish payment practices that apply to all CCDF child care providers in the Tribe's service area that include ensuring the timeliness of payments by either (1) paying prospectively prior to the delivery of services or (2) paying within no more than 21 calendar days of the receipt of a complete invoice for services. To the extent practicable, the Tribal Lead Agency must also support the fixed costs of providing child care services by delinking provider payments from a child's occasional absences by (1) paying based on a child's enrollment rather than attendance, (2) providing full payment if a child attends at least 85 percent of the authorized time, (3) providing full payment if a child is absent for five or fewer days in a month, or (4) using an alternative approach for which the Tribal Lead Agency provides a justification in its Plan (658E(c)(2)(S)(ii); 98.45(l)(2)).

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

In addition, there are other generally accepted payment practices that are required. **Tribal Lead Agencies are required to ensure that child care providers receive payment for any services in accordance with a payment agreement or an authorization for services, ensure that child care providers receive prompt notice of changes to a family's eligibility status that could impact payment, and establish timely appeal and resolution processes for any payment inaccuracies and disputes** (98.45(l)(4)-(6); 658E(c)(2)(S)(ii)).

6.4.1 The Tribal Lead Agency must ensure the timeliness of payments by either option below. Check which option you are implementing:

○ Paying providers prior to the delivery of child care services. Describe the policy or procedure:

◉ Paying providers within no more than 21 calendar days of the time a complete invoice for services has been received from the provider. Describe the policy or procedure:

timesheets are submitted to ITCC office t by email, mail or submitting to the main office. Timesheets are submitted after the last of the month. When received, the timesheets are logged into the Incoming Mail Log for the Child Care program – documenting the date it was received. Timesheets are date stamped to initiate 10 working day turn around for payment. CCDF staff receives time sheets and does the calculation for payment. All calculations are documented on timesheets. When calculation is completed the CCDF staff will complete a " Request for Check " with the information of child(rens), parents, and providers name , date of service, hours of service and amount of payment which the contract reflects, and amount being paid. The Check request and timesheets are given to another CCDF staff to review and approve. Once the calculations are approved the " Request for Checks " and timesheets are sent to the Fiscal department for processing. The process will take no longer than 10 days

6.4.2 **To the extent practicable, the Tribal Lead Agency must support the fixed costs of providing child care services by delinking provider payments from a child's occasional absences**. Tribal Lead Agencies that do not choose one of the three options listed below have the flexibility to use an alternative approach but must provide justification that the alternative approach is as thorough as the three options provided. (For example, a Tribal Lead Agency may choose to allow for additional excused and/or unexcused absences above the level of 85 percent or allow for more than five absences and still provide for the full payment. They also may choose an alternative time period for measuring absences such as using multiple months instead of just one month).

The Tribal Lead Agency must support the fixed costs of providing child care services by delinking provider payments from a child's occasional absences. Check the option below that the Tribal Lead Agency is implementing:

- ○ Paying providers based on a child's enrollment rather than paying based on attendance.
- ◉ Providing full payment to providers if the child attends at least 85% of the authorized time.
- ○ Providing full payment to providers if the child is absent for five or fewer days in a month.
- ○ Use of an alternative approach for which the Tribal Lead Agency provides justification in its plan. Describe the alternative approach and justification that this approach is not weaker than the three options listed above:

6.4.3 The Tribal Lead Agency's payment practices must reflect generally accepted payment practices of child care providers who serve children who do not receive CCDF subsidies. Describe the policy or procedure for the following two practices or evidence that such practices are not generally accepted in its service area (658E(c)(2)(S); 98.45(l)(3)). Check all that apply.

☒ Paying on a part-time or full-time basis (rather than paying hourly or for smaller increments of time). Describe the policy or procedure or describe why this practice is not generally accepted:

ITCC will pay Part Time if child care is less than 4 hours and will pay Full Time if child care is over 4 hours.

☐ Paying for reasonable mandatory registration fees that the provider charges to private paying parents (this requirement does not include other fees such as activity or transportation fees). Describe the policy or procedure or describe why this practice is not generally accepted:

6.4.4 The Tribal Lead Agency ensures that providers are paid in accordance with a written payment agreement or an authorization for services that include, at a minimum, information regarding provider payment policies, including rates, schedules, any fees charged to the providers, and dispute-resolution process. Describe the policy or procedure:

ITCC establishes a contract with the families and providers that state provider payment policies, rates, schedules, fees, and dispute resolution process.

6.4.5 The Tribal Lead Agency ensures 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 Tribal Lead Agency becomes aware that such a change will occur. Describe the policy or procedure:

During this next cycle, ITCC will develop a written policy that addresses the prompt notice to providers by ITCC, in the event that ITCC learns of an action that could impact the payments.

6.4.6 The Tribal Lead Agency ensures it has a timely appeal and resolution process for payment inaccuracies and disputes. Describe the policy or procedure:

In this next cycle, ITCC will need to develop a policy for resolution of payment inaccuracies and disputes. Currently, if a provider has a dispute on their pay, ITCC staff reviews the complaint and makes a determination. ITCC works hard to insure Tribal care providers receive the highest compensation allowable for provision of care to Tribal children.

7 Promote Family Engagement through Outreach and Consumer Education (for Tribes with Medium and Large Allocations)

Tribal Lead Agencies are required to support parents in making informed choices about the services that best suit their needs. Tribal Lead Agencies may provide information to parents through the child care assistance system, partner agencies, and other methods of their choosing.

In this section, Tribal Lead Agencies will address how information on accessing high-quality child care and other financial assistance supports is made available to eligible families. In addition, Tribal Lead Agencies will describe how information on developmental screenings and best practices concerning children's development including their social-emotional development, is shared. Tribal Lead Agencies have the option to share this information through a consumer education website targeting parents receiving CCDF assistance, the general public, and when appropriate, child care providers. Tribal Lead Agencies will also describe the process for parental in this section. Finally, this section addresses the consumer statement that is provided to parents supported with CCDF funds.

7.1 Parental Complaint Process

The Tribal Lead Agency must certify that the Tribe maintains a record of substantiated parental complaints and makes information regarding such complaints available to the public on request (658E(c)(2)(C); 98.15(b)(3)).

Tribal Lead Agencies must provide a detailed description of the reporting process for parents to submit complaints about child care providers, including the following information:

- The process for substantiating complaints
- The manner in which the Tribal Lead Agency maintains a record of substantiated parental complaints
- Ways that the Tribal Lead Agency makes information on such parental complaints available to the public on request (98.16(j); 98.32(b)(c)(d))

7.1.1 Describe the Tribal Lead Agency's reporting process through which parents can submit complaints about child care providers, including a link if it is a Web-based process:

Complaints submitted by parents against providers must be made to ITCC in writing. Once the complaint is received in writing, CCDF staff will review and investigate the incident of concern through interviews with all interested parties. CCDF staff will determine if the complaint is substantiated and, therefore, if there is evidence in the way of proving the parents complaint to be true. ITCC maintains a detailed record of all incidents including any responses or explanations from providers. If the complaint is about a State licensed provider, information about the complaint will be forwarded to the State agency.

The records are stored for 5 years in a locked cabinet.

7.1.2 Describe the Tribal Lead Agency's process and timeline for screening, substantiating and responding to complaints regarding CCDF providers, including whether the process includes monitoring:

The complaints are investigated and both parties are interviewed. Once the complaint has been established it is written up by the child care staff and depending on the severity it will be addressed and if other agencies need to be involved. ITCC will discuss with the parent of the child about next steps.

Once a complaint has been filed against a provider, ITCC will request that the California Child Care Licensing Department to conduct a monitoring visit.

7.1.3 Certify by describing how the Tribal Lead Agency maintains a record of substantiated parental complaints:

Unless completely frivolous, all complaints that are made are stored in the ITCC Central office for 5 years and are accessible upon request.

7.1.4 Certify by describing how the Tribal Lead Agency makes information about substantiated parental complaints available to the public upon request:

ITCC will keep a copy of any substantiated parental complaints in the provider's file and will make this information available to the public upon request.

7.2 Consumer Education for Parents, Providers, and the Public

7.2.1 **Tribal Lead Agencies are required to provide information to parents, the general public, and when applicable, child care providers** through a method of their choice, which is consumer-friendly and easily accessible (658E(c)(2)(E)(i)(III)). The available information must include provider-specific information, monitoring and inspection reports about the provider, and the quality of each provider (if such information is available about the provider) (658E(c)(2)(D); 98.33(a)). The information should also provide access to an annual service area report on deaths, serious injuries, and the number of substantiated cases of child abuse that have occurred in child care settings. To assist families with any additional questions, the information should provide contact information to local child care resource and referral organizations and any other agencies that can assist families in better understanding the information.

Note: Tribal Lead Agencies who only operated Tribally operated centers may enter "NA" for c-g.

a. Describe how the Tribal Lead Agency ensures that its information is consumer-friendly and easily accessible:

ITCC has a website, www.itccinc.org that has an overview of our programs. ITCC is a certificate program but we give families information on what they need to look for in a child care provider.

ITCC needs to conduct a website overhaul, and plans to expand the CCDF page information and available services, to improve the appeal and currency of the content provided.

b. Describe how the Tribal Lead Agency informs parents, providers, and the public on how it conducts monitoring and inspections of child care providers:

ITCC provides the policies and procedures for conducting monitoring inspections, in the application packet when the parents sign up for the program. Any changes or updates to the monitoring program are forwarded to the parents via email or mailing.
ITCC will be adding the monitoring schedule to the CCDF page of the ITCC website.
ITCC sends out a letter to families and providers that site visits will be conducted. In the site visit ITCC conducts a visitation checklist which is done together and at the end of the visit we make a list of resources and materials are needed to provide quality care for the children we have enrolled.

7.2.1 c. Describe how the Tribal Lead Agency informs parents, providers, and the public on the policies and procedures related to criminal background checks for provider/staff members of child care providers and the offenses that prevent individuals from being employed by a child care provider or receiving CCDF funds:

ITCC delivers its policies and procedures on criminal background checks to parents who in enroll in the program.

This information needs to be placed on the CCDF page of the ITCC website.
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7.2.1 d. Describe how the Tribal Lead Agency lists all licensed providers and, at the discretion of the Tribal Lead Agency, all providers eligible to deliver CCDF services, identified as either licensed or license-exempt. Providers caring for children to whom they are related do not need to be included:

ITCC will be listing child care providers who are licensed and vetted by ITCC on its website (if they want to be posted).

7.2.1 e. In addition to the licensed child care providers that are required to be included in the list of all licensed providers, which additional providers are included in the Tribal Lead Agency's list? Check all that apply:

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

7.2.1 f. **Tribal Lead Agencies must also identify specific quality information about each child care provider for whom they have quality information**. Tribal Lead Agencies may determine the type of quality information provided. How does the Tribal Lead Agency report quality ratings or other quality information included with provider-specific information?

- ☐ National accreditation
- ☐ Enhanced licensing system
- ☒ Meeting Head Start/Early Head Start Program Performance Standards.
- ☐ Meeting prekindergarten quality requirements
- ☐ School-age standards, where applicable
- ☒ Quality rating and improvement system managed by Tribal Lead Agency
- ☒ Quality rating and improvement system managed by the State
- ☐ Other. Describe:

7.2.1 g. For what types of providers are quality ratings or other indicators of quality available?

☒ Licensed CCDF providers. Describe the quality information:

The quality rating for Licensed Tribal CCDF providers has not been implemented by ITCC. ITCC will look to develop or implement a culturally competent quality factor rating that is of value to the Native Community.

☐ Licensed non-CCDF providers. Describe the quality information:

☐ License-exempt center-based CCDF providers. Describe the quality information:

7.2.1 g. ☐ License-exempt family child care CCDF providers. Describe the quality information:

☐ License-exempt non-CCDF providers. Describe the quality information:

☐ Relative child care providers. Describe the quality information:

7.2.1 g. ☐ Other. Describe:

7.2.2 **Tribal Lead Agencies are required to make monitoring and inspection reports available about each licensed provider and about each non-relative provider eligible to provide CCDF services**. These reports must include results of required annual monitoring visits and visits due to major substantiated complaints about a provider's failure to comply with health and safety requirements and child care policies. The reports must be in plain language (i.e., communication your audience can understand the first time they read it), as defined by the Tribal 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. Tribal Lead Agencies must provide at least three years of reports (when available), beginning October 1, 2019 and going forward.

a. Describe how the reports are made available to the public? Check all that apply.

☐ Online

☒ Hard copy by request

☐ Require provider to post

7.2.2 a. ☐ Other. Describe:

b. What is the Tribal Lead Agency's definition of plain language?

The Plain Writing Act of 2010 defines plain language as: Writing that is clear, concise, well-organized, and follows other best practices appropriate to the subject or field and intended audience.

7.2.2 c. Are monitoring and inspection reports in plain language?

◉ Yes.

○ No. If no, describe how plain language summaries are used to meet the regulatory requirements and include a link to a sample summary:

d. Describe the process for receiving feedback from parents and the public about the readability of the monitoring report:

Families, providers and public have the opportunity to give feedback to the program on the readability of monitoring reports through written and verbal communication.

7.2.2 e. Check to certify what the monitoring and inspection reports and/or their plain language summaries include:

☒ Date of inspection

☒ Full report of inspection, including areas of compliance and non-compliance

☒ Health and safety violations, including violations that resulted in fatalities or serious injuries. Describe how these health and safety violations are prominently displayed:

It is available for anyone who would like to review it.

☒ Corrective action plans taken by the Tribal Lead Agency and/or child care provider. Describe:

It is available for anyone who would like to review it.

7.2.2 e. ☒ The process for correcting inaccuracies in reports:

If there are inaccuracies in the reports, ITCC will contact the CCL to notify them of the the dispute or inaccuracy. If the error is clerical, a fix may be simply made. If the inaccuracy affects the reputation and/or safety and/or fiduciary responsibility, ITCC will send in writing on letterhead, via email or mail, the details of the case and ITCC's position.

☒ The process for providers to appeal the findings in reports, including the time requirements, and timeframes for filing the appeal, for the investigation, and for removal of any violations determined on appeal to be unfounded:

Providers can appeal at any time,

7.2.2 e. ☒ How reports are made available in a timely manner. Specifically, provide the Tribal Lead Agency's definition of "timely" and describe how it ensures that reports are made available within its timeframe:

Reports are available 30 days from the monitoring unless there is something that can be harmful to staff or children.

Although Tribal Lead Agencies define "timely," we recommend Tribal Lead Agencies update results as soon as possible and no later than 90 days after an inspection or corrective action is taken.

f. Describe the process for maintaining monitoring reports. Specifically, provide the minimum number of years reports are made available and the policy for record keeping (98.33(a)(4)(iv)):

Reports are kept 5 years at the central office.

7.2.2 g. Describe any additional providers which the Tribal Lead Agency chooses to include in reports. Licensed providers and CCDF providers must have monitoring and inspection reports made available. Check all that apply.

☐ License-exempt non-CCDF providers. Describe:

☐ Relative child care providers, Describe:

7.2.2 g. ☐ Other. Describe:

7.2.3 **Aggregate data on serious injuries, deaths, and substantiated cases of child abuse that have occurred in child care settings each year must be made available**. The data must be organized by category of care (e.g., center, family child care, etc.) and licensing status for all eligible CCDF provider categories in the Tribal Lead Agency's service area. The aggregate report should not list individual provider-specific information or names.

Certify by providing:

a. A description of how child care providers must submit reports of any serious injuries or deaths of children occurring in child care to the designated entity (98.16 (ff)):

Child care providers are required to contact ITCC CCDF staff via email or phone immediately, or soon as practicable after they talk to the child's parents, if a death or serious injury occurs to one the children in ITCC's consortium. ITCC staff will insure that an incident report is generated, including a written statement from the Child Care provider, and all facts in the case.

An incident report template will be generated for the CCDF Program, and be provided in the administrative packet given to child care providers.

7.2.3 b. A description of how the Tribal Lead Agency obtains the aggregate data from the entity:

ITCC child care providers are required to submit information about serious injuries, deaths, and substantiated cases of child abuse. ITCC will collect this information in aggregate for our own statistical data collection.

7.2.3 c. The definition of "substantiated child abuse" used by the Tribal Lead Agency for this requirement:

ITCC defines substantiated child abuse as: to having found enough evidence to support the child abuse or neglect accusation.

7.2.3 d. The definition of "serious injury" used by the Tribal Lead Agency for this requirement:

ITCC's definition of a "Serious Injury" is an injury which results in bodily harm causing dismemberment; significant disfigurement; permanent loss of use of a body organ, member, function or system; permanent consequential limitation of use of a body organ or member; significant limitation of use of a body function or system; requires hospitalization for more than 48 hours, commencing within seven days from the date the injury was received; results in a fracture of any bone (except simple fractures of fingers, toes or nose); involves lacerations which cause severe hemorrhage, nerve, muscle or tendon damage; involves second or third degree burns, or any burns affecting more than 5 per cent of the body surface; or involves verified exposure to infectious substances or injurious radiation.

7.2.4 The consumer education information should include contact information for referrals to local child care resource and referral organizations. How does the Tribal Lead Agency provide referrals to local CCR&R agencies through the consumer education information? Describe:

ITCC has developed a form that includes all the First Five and Local Resource and Referral Agencies in the area we serve.

7.2.5 The consumer education information should include how parents can contact the Tribal Lead Agency, or its designee, or other programs that can help the parent understand the information included. Describe:

All the ITCC forms have information on how to contact ITCC and the CCDF staff with any questions or concerns.

7.3 Additional Consumer and Provider Education

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

7.3.1 Describe how the Tribal Lead Agency shares information with eligible parents, the general public, and where applicable, child care providers about the availability of child care services provided through CCDF and other programs for which the family may be eligible, such as State or Tribal PreK, as well as the availability of financial assistance to obtain child care services. At a minimum, describe what is provided (e.g., such methods as written materials, and direct communications) and how information is tailored for these audiences:

ITCC has a brochure and flyer of our program and services we provide. ITCC does community outreach and participates in organizational meetings to get more agencies familiar with our program.

7.3.2 Describe the formation of any partnerships that make information about the availability of child care services available to families:

ITCC's relationship with TCCAC is important to get information about available services out to the Tribal community. ITCC builds and fosters good relationships with the participating Tribes, which critical to the success of the program. ITCC is often invited to participate in Tribal Community Events, where the CCDF program can be showcased. ITCC has great relationships with the TANF programs and case workers, which pass on our services directly to the clients who need them.

7.3.3 Describe how the Tribal Lead Agency provides the required information about the following programs and benefits to the parents of eligible children, the general public, and where applicable, providers. In the description include, at a minimum, what information is provided, how the information is provided, and how the information is tailored to a variety of audiences. Include any partners who assist in providing this information.

☒ Temporary Assistance for Needy Families (TANF) program:

ITCC disseminates information about programs which are available to Tribal people through fliers and newsletters and when having initial consultation with new parents.

ITCC offers parents information about their local TANF office, which low income tribal people are eligible for under certain circumstances.

☒ Head Start and Early Head Start programs:

ITCC disseminates information about programs which are available to Tribal people through fliers and newsletters and when having initial consultation with new parents.

There are four Head Start programs in Northern California: Yurok Tribe, Hupa Tribe, Round Valley Tribes, and the California Rural Indian Health Board (CRIHB) based in Sacramento. ITCC informs parents who might live in the areas near these Head Start Programs, and who may have a child to qualify to participate.

7.3.3 ☒ Low Income Home Energy Assistance Program (LIHEAP):

ITCC disseminates information about programs which are available to Tribal people through fliers and newsletters and when having initial consultation with new parents.

LIHEAP is a federally funded program aimed to assist low-income households that pay a high portion of their income to meet their energy needs. LIHEAP is funded by the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Community Services. ITCC staff, on initial consultation, will advise the parents of this program, if they have need of energy need relief.

☒ Supplemental Nutrition Assistance Programs (SNAP):

ITCC disseminates information about programs which are available to Tribal people through fliers and newsletters and when having initial consultation with new parents.

SNAP provides nutrition benefits to supplement the food budget of needy families so they can purchase healthy food and move towards self-sufficiency. SNAP is funded by the USDA. ITCC staff, on initial consultation, will advise on the eligibility of the program.

☒ Women, Infants, and Children Program (WIC):

ITCC disseminates information about programs which are available to Tribal people through fliers and newsletters and when having initial consultation with new parents.

The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) provides federal grants to states for supplemental foods, health care referrals, and nutrition education for low-income pregnant, breastfeeding, and non-breastfeeding postpartum women, and to infants and children up to age five who are found to be at nutritional risk. ITCC staff encourage eligible parents to enroll in this USDA program.

7.3.3 ☒ Child and Adult Care Food Program (CACFP):

ITCC disseminates information about programs which are available to Tribal people through fliers and newsletters and when having initial consultation with new parents.

The Child and Adult Care Food Program (CACFP) is a federal program that provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating child care centers, day care homes, and adult day care centers. CACFP also provides reimbursements for meals served to children and youth participating in after school care programs, children residing in emergency shelters, and adults over the age of 60 or living with a disability and enrolled in day care facilities. This program is particularly suited to children enrolled in ITCC's CCDF program.

☒ Medicaid and Children's Health Insurance Program (CHIP):

ITCC disseminates information about programs which are available to Tribal people through fliers and newsletters and when having initial consultation with new parents.

The Children ' s Health Insurance Program (CHIP) provides health coverage to eligible children, through both Medicaid and separate CHIP programs. CHIP is administered by states, according to federal requirements. The program is funded jointly by states and the federal government.

Many children have Indian Health coverage. ITCC will encourage parents who are not enrolled in IHS to seek out eh CHIP program.

☒ Programs carried out under IDEA Part B, Section 619 and Part C:

C

ITCC has not been working on programs from IDEA, which is a program for preschoolers with special needs. There have recently been requests for specialized training for providers and for a child care center that caters to children with special needs. ITCC will look into how these programs can be accessed and provided to the Tribal community.

7.3.4 Describe how the Tribal 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, particularly healthy eating and physical activity. Information about successful parent and family engagement should also be shared. At a minimum, include what and how information is provided, and how information is tailored to a variety of audiences. Include any partners who provide this information:

ITCC disseminates information about wellness and childhood development through its website, email list serve, and newsletters.

Nutrition and wellness starts with early habits. This kind of information and marketing can have young appeal. Also, young Tribal people are often more interested if the activity involves a relationship with their culture. For example, encouraging the eating of traditional foods such as acorn, amaranth, chia, salmon, etc. as they are a traditional cuisine and come with their own story.

7.3.5 Describe how information is shared on the Tribal Lead Agency's policies regarding social-emotional and behavioral issues and early childhood mental health. Include how the Tribal Lead Agency shares information on positive behavioral intervention and support models based on research and best practices for those from birth to school age. At a minimum, include what and how information is provided and tailored to a variety of audiences and include any partners in providing this information:

ITCC staff provide a thorough overview of the policies governing CCDF. ITCC has a website portal, facebook, e-mail update newsletter. Significant behavior health articles have been printed and paginated and disseminated to Tribal Council members, and for child care facility directors and for direct family providers.

7.3.6 Describe the Tribal Lead Agency's policies to prevent the suspension and expulsion of children from birth to age 5 in child care and other early childhood programs receiving CCDF funds (98.16(ee)), including how those policies are shared with families, providers, and the general public:

ITCC recognizes that suspension and/or expulsion of children from birth to age 5 is very dangerous as it weakens the child's important early childhood development. Children of this age should not be kicked out of school for any reason.

If a child is expelled from a child care facility, CCDF funds will cease to that provider. Also, if the child is suspended, those days of suspension are discounted from payment.

Families and providers are advised of this arrangement upon entry into the program as a parent or as a care provider.

The website will also post these policies.

7.4 Procedures for Providing Information on Developmental Screenings

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

7.4.1 Certify by describing:

a. How the Tribal Lead Agency collects and disseminates information on existing resources and services available for conducting developmental screenings to CCDF parents, the general public, and where applicable, child care providers (98.15(a)(9))):

ITCC provides information to parents and care providers on initial intake about the availability of screening services available for children who may be at risk of having cognitive early developmental issues. ITCC also provides this information it's pack of resources available to parents and care providers. Early screening of developmental disorders is critical to providing mitigating treatment and appropriate levels and types of education for the children. This information will also be made available on the CCDF page of the ITCC website.

7.4.1 b. The procedures for providing information on and referring families and child care providers to the EPSDT program under Medicaid and developmental screening services available under Part B and Part C of the IDEA:

ITCC provides information on the Individuals with Disabilities Education Act Part B & C are available to children with developmental needs. Information on how to enroll in these programs is part of intake. IDEA is part of the packet of resource materials provided to the parent or child care provider. If the parent is interested in participating in the program, ITCC staff will help the client enroll in the program. As these two programs go hand in hand, EPSDT for diagnosis, and IDEA for specialized education, they should be offered together as a comprehensive strategy for caring for children with potentially special needs.

7.4.1 c. How the Tribal Lead Agency provides information on developmental screenings to parents receiving a subsidy as part of the intake process. Include the information provided, how it is provided, and any partners involved:

ITCC recognizes that identifying one's child a developmentally challenged is a sensitive subject that should be presented professionally.

If a parent has children already in the program, ITCC can help the parent get access to the developmental screening. Also, yearly monitoring of the children from infant to 5 years old can detect if a child is handicapped.

During the intake process, ITCC will provide information for the parents and care providers with specifically developmentally challenged children that would benefit from developmental screening.

7.4.1 d. How CCDF families or child care providers receiving CCDF can use the available resources and services to obtain developmental screenings for CCDF children at risk for cognitive or other developmental delays:

ITCC staff provides resources and assists with applications for children to obtain developmental screenings. The Indian Health Service, through agencies such as the California Rural Indian Health Board, based in Sacramento, can provide screenings.

7.4.1 e. How child care providers receive this information through training and professional development:

ITCC seeks to provide a training on early developmental screening to child care providers. The natural follow-on would be professional training on quality care for developmentally challenged children.

7.5 Consumer Statement for Parents Receiving CCDF Funds

Tribal Lead Agencies must provide CCDF parents with a consumer statement in hard copy or electronically, if the Tribal Lead Agency has chosen to post information to a consumer education website, that contains specific information about the child care provider they select. This information should include:

- Health and safety requirements met by the provider
- Any licensing or regulatory requirements met by the provider
- The date the provider was last inspected
- Any history of violations of these requirements
- Any voluntary quality standards met by the provider

It must also describe how CCDF subsidies are designed:

- To promote equal access
- How to submit a complaint through a hotline
- How to contact local resource and referral agencies or other community-based supports that assist parents in finding and enrolling in quality child care (98.33(d))

Please note that if the consumer statement is provided electronically, Tribal Lead Agencies should consider how to ensure that the statement is accessible to parents and that parents have a way to contact someone to address questions they have.

7.5.1 Certify by describing:

a. How the Tribal Lead Agency provides parents receiving CCDF funds with a consumer statement:

ITCC's Consumer statement is given in hard copy in the packet or resources provided to parents and care providers. The Consumer statement is also to appear on the CCDF page of the ITCC website.

7.5.1 b. What is included in the statement, including when the consumer statement is provided to families:

ITCC CCDF Consumer statement must include how the public funds:
- promote equal access
- how to submit a complaint via a hot line
- How to contact local resources available

And if the report is on a website about a specific child care provider, the following information must be presented.
- health and safety requirements of the provider
- License and regulatory requirements
- Date provider was last inspected
- History of violations of these requirements
- Voluntary quality standards met child care provider

The consumer statement must be given in hard copy to the parents upon intake into the program.

7.5.1 c. Provide a sample consumer statement or a description:

The Inter-Tribal Council of California, Inc., (ITCC) Child Care and Development Fund program is funded through the Dept. of Health and Human Services, Administration for Children and Families. The program funds are designed to provide equal access to child care services for participating tribes in the ITCC CCDF consortium. To report any child care complaints, parents and members of the public can call the ITCC CCDF Office at 916-973-9581. In addition, for resources available to Tribal families seeking quality child care or child services, contact ITCC CCDF office, Monday-Friday 8am-5pm, at 916-973-9581.

APPENDIX 1

TRIENNIAL CHILD COUNT DECLARATION

Instruction, Tribes who submitted Tribal Child Count Declaration information by July 1, 2019, do not need to resubmit the information with their FY 2020-2022 Plan
(Leave this page blank)

Effective:

Name of Tribe/Tribal Lead Agency:

This certifies that the number of Indian children under age 13 (as defined in CCDF Plan) who reside on or near the reservation or service area (as defined in CCDF Plan) is: (number).

The Tribal Lead Agency may not count any children who are included in the child count of another CCDF Tribal Lead Agency. To ensure unduplicated child counts, a Tribal Lead Agency is required to confer with all other CCDF Tribal Lead Agencies that have overlapping or neighboring service areas.

This count shows the number of Indian children under age 13 as of (date).

Date:

Official Signature of Individual Authorized to Act for the Tribe

Print Name

Print Title

APPENDIX 1-A

TRIENNIAL CHILD COUNT DECLARATION (P.L. 102-477)

Per the OCC Program Instruction, Tribes who submitted Tribal Child Count Declaration information by July 1, 2019, do not need to resubmit the information with their FY 2020-2022 Plan (Leave this page blank)

Effective:

Name of Tribe/Tribal Lead Agency:

This certifies that the number of Indian children under age 13 (as defined in CCDF Plan Section of the 102-477 Plan) who reside on or near the reservation or service area (as defined in CCDF section of the 102-477 Plan) is: (number).

The Tribal Lead Agency may not count any children who are included in the child count of another CCDF Tribal Lead Agency. To ensure unduplicated child counts, a Tribal Lead Agency is required to confer with all other CCDF Tribal Lead Agencies that have overlapping or neighboring service areas.

This count shows the number of Indian children under age 13 as of (date).

Date:

Official Signature of Individual Authorized to Act for the Tribe

Print Name

Print Title

REQUEST FOR REALLOTTED TRIBAL DISCRETIONARY FUNDS

The Tribe named above requests Discretionary Funds that may be available through the reallotment process.

◯ Yes ◯ No

APPENDIX 2

AMENDMENTS LOG

Child Care and Development Fund Plan
For the period: 10/1/2019 – 9/30/2022

Tribal Lead Agencies are required to request approval from Administration for Children and Families (ACF) whenever a "substantial" change in the Tribal Lead Agency's approved CCDF Plan occurs. Please refer to the ACF Program Instruction regarding CCDF Plan amendments (CCDF-ACF-PI-2009-01) for specific details and timelines specific to the Plan amendment process.

Plan amendments must be submitted to ACF within 60 days of the effective date of the change. Under the regulation, the Plan amendment must be approved no later than the 90th day following the date on which the amendment is received by ACF unless the Tribal Lead Agency and ACF mutually agree in writing to extend the period. (§98.18 (b)).

ACF encourages Tribal Lead Agencies to contact the Child Care program staff in the appropriate ACF Regional Office to discuss any proposed amendment as early as possible.

Instructions:

(1) Tribal Lead Agency completes the first 3 columns and sends a photocopy of this log (showing the latest amendment sent to ACF) and the amended section(s) to the ACF Regional contact. A copy of the log, showing the latest amendment pending in ACF, is retained in the Tribal Lead Agency's Plan.

(2) ACF completes column 4 and returns a photocopy of the log to the Tribal Lead Agency.

(3) The Tribal Lead Agency replaces this page in the Plan with the copy of the log received from ACF showing the approval date.

Reminder: This process depends on repeated subsequent use of the same log page over the life of the Plan. At any time the log should reflect all amendments, both approved and pending in ACF. The Tribal Lead Agency is advised to retain those "old" Plan pages that are superseded by amendments in a separate appendix to its Plan.

Table: Amendment Log

Tribal Lead Agency:

Section Amended	Proposed Effective Date	Grantee Signature and Date Submitted to ACF	ACF Approving Official's Signature and Date
		Date:	Date: