

# FFY2025-2027 Child Care and Development Fund State Plan

## Section 1: CCDF Program Administration

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

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

### 1.1 CCDF Leadership

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

#### 1.1.1 Designated Lead Agency

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

i. Lead Agency or Joint Interagency Office Information:

Name of Lead Agency: *Georgia Department of Early Care and Learning*

Street Address: *2 Martin Luther King Jr. Drive, SE, Suite 754*

City: *Atlanta*

State: *Georgia*

ZIP Code: *30334*

Web Address for Lead Agency: *www.decal.ga.gov*

ii. Lead Agency or Joint Interagency Official Contact Information: Lead

Agency Official First Name: *Amy*

Lead Agency Official Last Name: *Jacobs*

Title: *Commissioner*

Phone Number: *404-651-7432*

Email Address: *Amy.Jacobs@decal.ga.gov*

#### 1.1.2 CCDF Administrator

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

designated contact with equal or shared responsibility for administering the CCDF program, identify the Co-Administrator or the person with administrative responsibilities and include their contact information.

a. CCDF Administrator Contact Information:

CCDF Administrator First Name: *Ira*

CCDF Administrator Last Name: *Sudman*

Title of the CCDF Administrator: *General Counsel*

Phone Number: *470-631-1017*

Email Address: *Ira.Sudman@decalf.ga.gov*

b. CCDF Co-Administrator Contact Information (if applicable):

CCDF Co-Administrator First Name: *Woody*

CCDF Co-Administrator Last Name: *Dover*

Title of the CCDF Co-Administrator: *Enterprise Project Management Director*

Phone Number: *404-463-0741*

Email Address: *Woody.Dover@decalf.ga.gov*

Description of the Role of the Co-Administrator: *As CCDF Co-Administrator, Mr. Dover worked closely with Mr. Sudman to oversee the development of Georgia's State Plan and works to ensure that the Lead Agency implements the plan as written. Ira Sudman (Ira.Sudman@decalf.ga.gov) and Wood Dover (Woody.Dover@decalf.ga.gov) are the day-to-day contacts for the State Plan.*

## 1.2 CCDF Policy Decision Authority

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

### 1.2.1 Entity establishing CCDF program rules

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

Check one of the following:

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

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

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

- State or Territory.
- Local entity (e.g., counties, workforce boards, early learning coalitions).
- Other. Identify the entity and describe the policies the entity can set: [Enter Text](#)

Sliding-fee scale is set by the:

- State or Territory.
- Local entity (e.g., counties, workforce boards, early learning coalitions).
- Other. Identify the entity and describe the policies the entity can set: [Enter Text](#)

Payment rates and payment policies are set by the:

- State or Territory
- Local entity (e.g., counties, workforce boards, early learning coalitions).
- Other. Identify the entity and describe the policies the entity can set: [Enter Text](#)

Licensing standards and processes are set by the:

- State or Territory.
- Local entity (e.g., counties, workforce boards, early learning coalitions).
- Other. Identify the entity and describe the policies the entity can set: [Enter Text](#)

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

- State or Territory.
- Local entity (e.g., counties, workforce boards, early learning coalitions).
- Other. Identify the entity and describe the policies the entity can set: [Enter Text](#)

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

- State or Territory.
- Local entity (e.g., counties, workforce boards, early learning coalitions).
- Other. Identify the entity and describe the policies the entity can set: [Enter Text](#)

### 1.2.2 Entities implementing CCDF services

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

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

CCDF Activity	CCDF Lead Agency	TANF Agency	Local Government Agencies	CCR&R
i. Who conducts eligibility determinations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Who assists parents in locating child care (consumer education)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Who issues payments?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Who monitors licensed providers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Who monitors license-exempt providers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Who operates the quality improvement activities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Other. List and describe any other State or Territory agencies or partners that implement or perform CCDF services and identify their responsibilities. *The Lead Agency does not enlist any other State agency or partner to implement or perform CCDF services beyond what was selected in 1.2.2.a.*

### 1.2.3 Written agreements and oversight

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

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

#### a. Tasks to be performed.

- i.  Yes. If yes, describe: : *CCR&Rs are responsible for supporting access to high quality programs in their assigned region. This support includes providing coaching and technical assistance to providers participating in the state's QRIS. Additionally, CCR&Rs will serve as regional hubs to support families and the workforce. Using available data and their well-established relationships in their communities, CCR&Rs will help families identify high quality care and will support the workforce in attaining credentials and ongoing training. See Section 8.3 for more*

*details.*

No. If no, describe: Enter Text

b. Schedule for completing tasks.

Yes. If yes, describe: *Tasks and performance measures are established on an annual basis with each contract renewal. Data from the previous year along with any new agency priorities are reviewed to determine each year's expectations and tasks.*

No. If no, describe: Enter Text

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

Yes. If Yes, describe: *The Lead Agency engages in a periodic Request for Proposals (RFP) process to identify organizations to serve as CCR&Rs in each region. The RFP process establishes baseline budgets in the following categories: Personnel, Regular Operating, Administrative, Travel, Equipment, Facility Costs, Contracts, Telecommunications, and Professional Development. Budgets are reviewed on an annual basis and are adjusted as needed based on any new contractual requirements, review of expenditures from the previous year, audit findings (if appropriate), and increasing costs due to inflation or other factors.*

No. If no, describe: Enter Text

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

Yes. If Yes, describe: *The Lead Agency enters into an annual contract with each of its six regional CCR&Rs. Annual performance measures identified in the contracts are established based on data from the previous year's work as well as upcoming agency priorities and needs. CCR&Rs work with Lead Agency staff to develop action plans for meeting each performance measure. Quarterly reports must be submitted demonstrating progress toward meeting goals and plans for addressing any roadblocks. The Lead Agency's internal research team also supports monitoring of CCR&Rs by providing analysis of internal data, such as star ratings and information on licensed providers in the region. This information is provided to CCR&Rs and Lead Agency staff to support continued progress. Action plans are updated on a quarterly basis to ensure CCR&Rs are continuing to make adequate progress toward performance measure targets. When needed, a corrective action plan is developed for CCR&Rs not making adequate progress.*

No. If no, describe: Enter Text

e. In addition to the written agreements identified above, describe any other monitoring and auditing processes used to oversee CCDF administration. *In addition to the monitoring activities described above, each CCR&R is subject to an annual audit by the Lead Agency's Audits and Compliance unit. The audit focuses on annual expenditures to ensure federal funding requirements are met and all expenses are allowable under CCDF regulations. Further, each region is expected to complete a risk assessment on an annual basis as a prerequisite to securing the next year's contract. CCR&Rs must also provide staffing plans, hiring practices, and salary/promotion guidelines annually.*

#### 1.2.4 Information systems availability

##### Certification of shareable information systems

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

Yes.

No. If no, describe: Enter Text

#### 1.2.5 Confidential and personally identifiable information

##### Certification of policies to protect confidential and personally identifiable information

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

Yes.

No. If no, describe: Enter Text

### 1.3 Consultation in the Development of the CCDF Plan

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

- (1) Appropriate representatives of units of general-purpose local government. General purpose local governments are defined by the U.S. Census at [https://www2.census.gov/govs/cog/g12\\_org.pdf](https://www2.census.gov/govs/cog/g12_org.pdf)
- (2) The State Advisory Council (SAC) on Early Childhood Education and Care (pursuant to 642B(b)(1)(A)(i) of the Head Start Act) or similar coordinating body pursuant to 98.14(a)(1)(vii).
- (3) Tribe(s) or Tribal organization(s) within the State. This consultation should be done in a timely manner and at the option of the Tribe(s) or Tribal organization(s).

#### 1.3.1 Consultation efforts in CCDF Plan development

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

- a. Describe how the Lead Agency consulted with appropriate representatives of general-purpose local government: *The proposed State plan was made available to all applicable government entities for review and comment.*

- b. Describe how the Lead Agency consulted with the State Advisory Council or similar coordinating body: *The proposed state plan was sent to the Georgia's Children's Cabinet (Georgia's State Advisory Council on Early Childhood Education and Care) for review and comment. The Commissioner of the Lead Agency is the co-chair of the Cabinet.*
- c. Describe, if applicable, how the Lead Agency consulted with Indian Tribes(s) or Tribal organizations(s) within the State: *Not applicable.*
- d. Identify other entities, agencies, or organizations consulted on the development of the CCDF Plan (e.g., representatives from the child care workforce, or statewide afterschool networks) and describe those consultation efforts: *The Lead Agency solicited feedback from other governmental entities, professional organizations, advocacy groups, and the Lead Agency's advisory group.*

### 1.3.2 Public hearing process

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

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

- i. Date of the public hearing: *The public hearings were held on May 29, 2024 and May 30, 2024.*

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

- ii. Date of notice of public hearing: *May 6, 2024*
- iii. Was the notice of public hearing posted publicly at least 20 calendar days prior to the date of the public hearing?
  - Yes.
  - No. If no, describe: *Enter Text*
- iv. Describe how the public was notified about the public hearing, including outreach in other languages, information on interpretation services being available, etc. Include specific website links if used to provide notice. *The public was notified by placing an advisory on the Lead Agency's website, mass email to stakeholders, and through multiple social media platforms. If requested, the Lead Agency uses a translation service that provides translation for multiple languages. <https://www.decal.ga.gov/BFTS/CCDFPlan.aspx>*
- v. Describe how the approach to the public hearing was inclusive of all geographic regions of the State or Territory: *All public hearings were conducted virtually. The virtual public hearings allowed all Georgia citizens interested in making public comment to attend and allowed their voices to be heard.*
- vi. Describe how the content of the Plan was made available to the public in advance of the

public hearing (e.g., the Plan was made available in other languages, in multiple formats, etc.): *The Plan was made available on the Lead Agency's website, social media platforms, and in local media.*

- vii. Describe how the information provided by the public was taken into consideration regarding the provision of child care services under this Plan: *All written and verbal comments made by the public were reviewed, considered, and incorporated into the Plan if deemed necessary and applicable.*

### 1.3.3 Public availability of final Plan, amendments, and waivers

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

- a. Provide the website link to where the Plan, any Plan amendments, and/or waivers (if applicable) are available. Note: A Plan amendment is required if the website address where the Plan is posted is changes.  
*<http://www.decal.ga.gov/BftS/CCDFPlan.aspx>*
- b. Describe any other strategies that the Lead Agency uses to make submitted and approved CCDF Plan and approved Plan amendments available to the public. Check all that apply and describe the strategies below, including any relevant website links as examples.
- i.  Working with advisory committees. Describe: *Information about the Plan was shared with the Lead Agency's advisory committee.*
- ii.  Working with child care resource and referral agencies. Describe: *Information about the Plan was shared with child care resource and referral agencies.*
- iii.  Providing translation in other languages. Describe: *If requested, the Lead Agency uses a translation service that provides translation for multiple languages.*
- iv.  Sharing through social media (e.g., Twitter, Facebook, Instagram, email). Describe: *Information was posted and shared through the Lead Agency's social media platforms. The Lead Agency uses Facebook, Twitter, Instagram, and Pinterest.*
- v.  Providing notification to key constituents (e.g., parent and family groups, provider groups, advocacy groups, foundations, and businesses). Describe: *An e-mail blast was sent to all providers and applicable stakeholder groups with information about public hearings and with links to the State Plan.*
- vi.  Working with Statewide afterschool networks or similar coordinating entities for out-of-school time. Describe: *Information about the Plan was shared with statewide afterschool networks or similar coordinating entities*
- vii.  Direct communication with the child care workforce. Describe: *An e-mail blast was sent to all providers and applicable stakeholder groups with information about public hearings and with links to the State Plan.*



viii.  Other. Describe:

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## Section 2: Child and Family Eligibility and Enrollment and Continuity of Care

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

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

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

### 2.1 Reducing Barriers to Family Enrollment and Redetermination

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

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

#### 2.1.1 Eligibility practices to reduce barriers to enrollment

- a. Does the Lead Agency implement any of the following eligibility practices to reduce barriers at the time of initial eligibility determination? Check all that apply and describe those elements checked.
  - i)  Establishing presumptive eligibility while eligibility is being determined. Describe the policy, including the populations benefiting from the policy, and identify how long the period of presumptive eligibility is: *Enter Text*
  - ii)  Leveraging eligibility from other public assistance programs. Describe: *Enter Text*
  - iii)  Coordinating determinations for children in the same household (while still ensuring each child receives 12 months of eligibility.) Describe: *At initial eligibility, the department considers all children in the household.*
  - iv)  Self-assessment screening tools for families. Describe:
  - v)  Extended office hours (evenings and/or weekends.)

- vi)  Consultation available via phone
- vii)  Other. Describe the Lead Agency policies to process applications efficiently and make timely eligibility determinations: *Eligibility information available in other eligibility program systems are used to assess and/or determine a family's eligibility. This can include documentation within the past six months and data interfaces for the purpose of verifying citizenship, identity, residence, and income (earned and unearned).*

viii)  None.

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

Yes

No. If no, describe why an online application is impracticable. [Enter Text](#)

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

Yes. If yes, describe the policies: [Enter Text](#)

No

### 2.1.2 Preventing disruption of eligibility activities

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

i.  Advance notice to parents of pending redetermination.

ii.  Advance notice to providers of pending redetermination.

iii.  Pre-populated subsidy renewal form.

iv.  Online documentation submission.

v.  Cross-program redeterminations.

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

vii.  Consultation available via phone.

viii.  Leveraging eligibility from other public assistance programs.

ix.  Other. Describe: *A redetermination interview is conducted by phone to gather information from the family and to provide resources the family may need. Via email, families can choose the time for this phone call based on their schedule and availability through Microsoft Bookings.*

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

Yes. If yes, describe the policies: [Enter Text](#)

No.

## 2.2 Eligible Children and Families

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

### 2.2.1 Eligibility criteria: age of children served

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

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

Yes.

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

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

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

No.

Yes

- i) If yes, the upper age is (may not equal or exceed age 19): *18*

- ii) If yes, provide the Lead agency definition of physical and/or mental incapacity: *A child that has a disability or developmental delay that impacts their learning, as measured and documented by appropriate diagnostic instruments and procedures by a licensed medical specialist. The disability or delay must be in one of the following areas: physical development, cognitive development, communication development, social or emotional development, or adaptive development. Children with disabilities may include: a child who is eligible for early intervention services under part C of the Individuals with Disabilities Education Act (20 U.S.C. 1431 et seq.); a child who is eligible for services under part B, section 619, of the Individuals with Disabilities Education Act (20 U.S.C. 1419); a child who is eligible for services under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); a child with a Medicaid waiver for persons with disabilities (i.e., Katie Beckett, NOW, or COMP); and a child receiving Supplemental Security Income for blindness or a disability.*

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

No.

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

- d. How does the Lead Agency define the following eligibility terms?
- i. “residing with”: *The Lead Agency defines residing with as all children included in the family unit. CAPS Policy Manual 5.3 defines a family unit as a parent with legal, biological, or day-to-day responsibility for children in the home and all those for whom the parent is responsible. This policy also notes that multiple family units may reside in the same house. CAPS Policy Manual 5.4 states that the following individuals living in the household shall be included in the family unit: Biological, adopted, or step-children under the age of 18; children under legal or physical guardianship of the parent; spouse/parent residing in the home; unmarried adults living together with a mutual biological or legal child residing in the same household; spouse of the parent temporarily absent from the household due to employment, military deployment, training, or education.*
  - ii. “in loco parentis”: *CAPS Policy Manual 2.1 defines in loco parentis as a person living with the child needing CAPS services who is one of the following: a non-custodial parent; another related person who acts as a caretaker (responsible for the care) of the child; a legal guardian; an unrelated adult who is at least age 21 and whose petition for legal guardianship of the child is pending; an unrelated adult with whom DFCS has placed a child subsequent to a court order identifying DFCS as responsible for the child’s care and supervision.*

### 2.2.2 Eligibility criteria: reason for care

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

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

- a. Identify which of the following activities are included in your definition of “working” by checking the boxes below:
- i.  An activity for which a wage or salary is paid.
  - ii.  Being self-employed
  - iii.  During a time of emergency or disaster, partnering in essential services
  - iv.  Participating in unpaid activities like student teaching, internships, or practicums
  - v.  Time for unpaid meals or breaks
  - vi.  Time for travel
  - vii.  Seeking employment or job search
  - viii.  Other. Describe: *Enter Text*
- b. Identify which of the following activities are included in your definition of “attending job training” by checking the boxes below:
- i.  Vocational/technical job skills training
  - ii.  Apprenticeship or internship program or other on-the-job training

- iii.  English as a Second Language training
  - iv.  Adult Basic Education preparation
  - v.  Participation in employment service activities
  - vi.  Time for meals and breaks
  - vii.  Time for travel
  - viii.  Hours required for associated activities such as study groups, lab experiences
  - ix.  Time for outside class study or completion of homework
  - x.  Other. Describe: *Each credit hour (or hour of online or in-person coursework) equates to two hours of state-approved activity to account for study time.*
- c. Identify which of the following diplomas, certificates, degrees, or activities are included in your definition of “attending an educational program” by checking the boxes below:
- i.  Adult High School Diploma or GED
  - ii.  Certificate programs (12-18 credit hours)
  - iii.  One-year diploma (36 credit hours)
  - iv.  Two-year degree
  - v.  Four-year degree
  - vi.  Travel to and from classrooms, labs, or study groups
  - vii.  Study time
  - viii.  Hours required for associated activities such as study groups, lab experiences
  - ix.  Time for outside class study or completion of homework
  - x.  Applicable meal and break times
  - xi.  Other. Describe including hour requirements: *Each credit hour (or hour of online or in-person coursework) equates to two hours of state-approved activity to account for study time.*
- d. Does the Lead Agency impose a Lead Agency-defined minimum number of hours of activity for eligibility?
- No.
  - Yes

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

Work. Describe: *Most parents must be working for an average of at least 24 hours per week.*

Job Training. Describe: *Parents 21 years of age or older must participate in job training at least 24 hours per week. Each credit hour (or hour of online or in-person coursework) for vocational training equates to two hours of state-approved activity to account for study time. Parents 20 years of age or younger participating in vocational training have no additional activity requirement.*

Education. Describe: *Parents 21 years of age or older must participate in education activities at least 24 hours per week. Each credit hour (or hour of online or in-person coursework) for adult education (with confirmed course hours), vocational training, early childhood education credential or*

*training courses, technical certificate of credit (TCC), technical college diploma (TCD), education or training through WorkSource Georgia, associate degree programs, and bachelor's degree programs equates to two hours of state-approved activity to account for study time. Parents 20 years of age or younger participating in middle or high school, adult education, early childhood education credential or training courses, vocational training, TCC, TCD, education or training through WorkSource Georgia, associate degree, or bachelor's degree program have no additional activity requirement.*

**Combination of allowable activities.** Describe: *Parents aged 21 or older must participate in state approved activities for an average of at least 24 hours per week. The 24-hour per week requirement may be met by employment, education, or a combination of employment and education. Each credit hour (or hour of online or in-person coursework) for adult education (with confirmed course hours), vocational training, early childhood education credential or training courses, technical certificate of credit (TCC), technical college diploma (TCD), education or training through WorkSource Georgia, associate degree programs, and bachelor's degree programs equates to two hours of state-approved activity to account for study time. Education is participation in middle or high school, adult education programs (High School Equivalency [HSE] courses which includes HiSET testing, General Equivalency Diploma [GED], and Career Plus HSE, Adult Basic Education [ABE], Adult Secondary Education [ASE], Integrated English Literacy and Civics Education [IELCE], and English as a Second Language [ESL]), vocational training programs, early childhood education programs, TCC, TCD, education or training through WorkSource Georgia, associate degree programs, and bachelor's degree programs. Parents 21 years of age or older enrolled in a self-paced (i.e., no confirmed instructional or online course hours) adult education or high school diploma program will be granted six credit hours, which equates to 12 hours of state-approved activity hours. Parents 20 years of age or younger participating in middle or high school, adult education, early childhood education credential or training courses, vocational training, TCC, TCD, education or training through WorkSource Georgia, associate degree programs, or bachelor's degree program have no additional activity requirement.*

**Other.** Describe:

- e. Does the Lead Agency allow parents to qualify for CCDF assistance based on education and training without additional work requirements?
- Yes.
- No. If no, describe the additional work requirements: *Enter Text*
- f. Does the Lead Agency extend eligibility to specific populations of children otherwise not eligible by including them in its definition of "children who receive or need to receive protective services?"

Note: A Lead Agency may elect to provide CCDF-funded child care to children in foster care when foster care parents are *not* working or are *not* in education/training

activities, but this provision should be included in the Lead Agency's protective services definition.

No. If no, skip to question 2.2.3.

Yes. If yes, answer the questions below:

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

Children in foster care

Children in kinship care

Children who are in families under court supervision

Children who are in families receiving supports or otherwise engaged with a child welfare agency

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

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

Children experiencing homelessness

Children whose family has been affected by a natural disaster

Other. Describe: *Protective services also includes families of children experiencing domestic violence and family violence, families participating in or transitioning from TANF, and families who qualify for the Need to Protect priority group with CAPS Management Approval. The Need to Protect priority group consists of children who need to receive protective services but are not formally involved with Child Protective Services (CPS). Situations include, but are not limited to: grandparents, relatives, and other caregivers (excluding biological or adoptive parents) who have taken over full-time care of a child (due to abuse, neglect, or abandonment) that is not in DFCS custody, families who had a substantiated CPS case that closed within the last 12 months, and families of children involved in the juvenile justice system.*

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

No.

Yes.

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

No.

Yes.

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



No.

Yes.

2.2.3 Eligibility criteria: deciding entity on family income limits

How are income eligibility limits established?

There is a statewide limit with no local variation.

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

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

Other. Describe: [Enter Text](#)

2.2.4 Initial eligibility: income limits

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

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

Family Size	100% of SMI (\$/Month)	Maximum Initial Eligibility Limit (or Threshold) %	Maximum Initial Eligibility Limit (or Threshold) \$
1	\$4,127	50% SMI	\$2,064
2	\$5,397	50% SMI	\$2,699
3	\$6,667	50% SMI	\$3,333
4	\$7,937	50% SMI	\$3,968
5	\$9,206	50% SMI	\$4,603

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

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

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

No. The Lead Agency establishes income eligibility limits above SMI and includes CCDF funds to pay for families with income that exceeds 85% SMI. If checked, describe: [Click or tap here to enter text.](#)

b. Complete the table below if the Lead Agency has local variation in the maximum income eligibility limit. Complete the table for the region/locality with the highest eligibility limit,

region/locality with the lowest eligibility limit, and the region/locality that is most populous:

i. Region/locality with the highest eligibility limit:

<b>Family Size</b>	<b>100% of SMI (\$/Month)</b>	<b>Maximum Initial Eligibility Limit (or Threshold) %</b>	<b>Maximum Initial Eligibility Limit (or Threshold) \$</b>
1	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>
2	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>
3	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>
4	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>
5	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>

ii. Region/locality with the lowest eligibility limit:

<b>Family Size</b>	<b>100% of SMI (\$/Month)</b>	<b>Maximum Initial Eligibility Limit (or Threshold) %</b>	<b>Maximum Initial Eligibility Limit (or Threshold) \$</b>
1	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>
2	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>
3	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>
4	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>
5	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>

iii. Region/locality that is most populous:

Family Size	100% of SMI (\$/Month)	Maximum Initial Eligibility Limit (or Threshold) %	Maximum Initial Eligibility Limit (or Threshold) \$
1	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>
2	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>
3	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>
4	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>
5	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>

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

- Not applicable. The Lead Agency does not allow income eligibility limits above 85% SMI.
- Yes, the Lead Agency certifies that they use other funds (not CCDF funds) for families with income that exceeds 85% SMI.
- No. The Lead Agency establishes income eligibility limits above 85% SMI and includes CCDF funds to pay for families with income that exceeds 85% SMI. If checked, describe: *Click or tap here to enter text.*

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

- i.  Gross wages or salary
- ii.  Disability or unemployment compensation
- iii.  Workers’ compensation
- iv.  Spousal support, child support
- v.  Survivor and retirement benefits
- vi.  Rent for room within the family’s residence
- vii.  Pensions or annuities
- viii.  Inheritance
- ix.  Public assistance
- x.  Other. Describe: *Additional income sources as prescribed in Georgia CAPS Policy 8.4 are used to determine the annual gross income for the family unit.*

d. What is the effective date for these income eligibility limits reported in 2.2.3b? *10/01/2023*

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

What federal data does the Lead Agency use when reporting the income eligibility limits?

- LIHEAP. If checked, provide the publication year of the LIHEAP guideline estimates used by the Lead Agency: *5/24/2023*
- Other. Describe: *Enter Text*

- f. Provide the direct URL/website link, if available, for the income eligibility limits. *LIHEAP IM 2023-02 State Median Income Estimates for Optional Use in FFY 2023 and Mandatory Use in FFY 2024 | The Administration for Children and Families (hhs.gov)*

### 2.2.5 Income eligibility: irregular fluctuations in earnings

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

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

- i.  Average the family's earnings over a period of time (e.g., 12 months). Identify the period of time: *Georgia CAPS Policy 8.8.6 describes the difference between regular and irregular income as it relates to income eligibility calculations at initial application and redetermination. The policy notes, when the parent's income varies considerably, staff calculate the average of all pay stubs for the past six months.*
- ii.  Request earning statements that are most representative of the family's monthly income.
- iii.  Deduct temporary or irregular increases in wages from the family's standard income level.
- iv.  Other. Describe the other ways the Lead Agency takes into account irregular fluctuations in earnings: *Families are required to report a change in their gross applicable income if it exceeds 85% of the SMI for a minimum of four consecutive weeks (CAPS policy 13.4.3).*

### 2.2.6 Family asset limit

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

Yes.

No. If no, describe (optional): *Enter Text*

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

No.

Yes. If yes, describe the policy or procedure: *CAPS Policy Manual 8.9.1 exempts children in Georgia Division of Family and Child Services (DFCS) custody (i.e., foster care) from certifying that family assets do not exceed \$1,000,000.*

#### 2.2.7 Additional eligibility criteria

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

a. Eligibility determination? If checked, describe: *CAPS Policy Manual 7.3 identifies 13 priority population categories that receive child care subsidies at times of funding restrictions. Families are required to be part of at least one of the priority population categories at initial eligibility. Families, except those of children enrolled in Georgia's Pre-K Program, do not need to demonstrate they continue to meet these conditions at redetermination. However, families may be required to submit verification documents to support eligibility at redetermination if there is a change in their circumstances. Families of children enrolled in Georgia's Pre-K Program at initial eligibility may have to identify with one of the CAPS priority populations at redetermination and re-verify applicable circumstances that were verified previously. Priority categories include: Child Protective Services and court-ordered supervision cases; families with children enrolled in Georgia's Pre-K program; children in Georgia Division of Family and Children Services custody; children with disabilities; families with very low income as defined by CAPS; grandparents raising grandchildren; minor parents (aged 20 years of age or younger); families experiencing domestic violence; families who lack fixed, regular, and adequate housing; families who have experienced a natural disaster; families participating in or transitioning from TANF; need to protect; student parent.*

b. Eligibility redetermination? If checked, describe: *Redeterminations are processed in the same manner as a new application. While the CAPS program does ask families about priority group status at redetermination, families, except those of children enrolled in Georgia's Pre-K Program, do not need to demonstrate they continue to meet priority group conditions at redetermination. Families of children enrolled in Georgia's Pre-K Program at initial eligibility may have to identify with one of the CAPS priority populations at redetermination and re-verify applicable circumstances that were verified previously.*

#### 2.2.8 Documentation of eligibility determination

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

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

Required at Initial Determination	Required at Redetermination	Information and Description
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Applicant identity. Describe how you verify: <i>CAPS Policy 6.7 requires proof of the parent’s identity and provides the following list of acceptable verification documents: federal or state issued identification card; military issued identification card; current school identification card; U.S. Passport; Medicare/Medicaid recipient card; Social Security award letter; declaration of citizenship; naturalization certificate; voter registration card; work or school visa. CAPS Policy 14.3.1 notes that parents are not required to re-verify circumstances that have already been verified and are not questionable or subject to change at redetermination.</i></p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Applicant’s relationship to the child. Describe: <i>The parent is responsible for disclosing the names and relationships of all individuals that reside together in the household to determine the composition of the family unit. For CAPS staff to determine the family unit, discussion needs to include who lives in the home, who is married, who are the parents of which children, and what the relationships are between adults and children in the home (CAPS Policy 5.3.4). CAPS Policy 14.3.1 notes that parents are not required to re-verify circumstances that have already been verified and are not questionable or subject to change at redetermination.</i></p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Child’s information for determining eligibility (e.g., identity, age, citizen/immigration status). Describe how you verify: <i>CAPS Policy 6.4.2 provides the following list of acceptable documents to verify the child’s age. (These also serve as verification of the child’s identity.): birth certificate; court records; U.S. passport; state-issued identification; hospital certificate of live birth; immigration card; social security records; immigration court order; Homeland security documents. CAPS Policy 6.5.6 provides the following list of acceptable documents to verify the child’s citizenship: birth certificate; certificate of citizenship; naturalization certificate; vital records; report of birth from abroad of a U.S. citizen; U.S. citizen I.D. card; U.S. passport; consoler’s report of birth; American Indian card (first issued by USCIS in 1983); court records of parentage, juvenile proceedings, or child support indicating place of birth; religious record of birth recorded in the U.S. or its territories within three months of birth (The document must show the date of birth or the individual’s age at the time the record was made); any document that establishes place of birth or U.S. citizenship, such as records from Social Security Administration, Veterans Administration, local government agencies, hospitals, or clinic’s record of birth or parentage; early school records showing the date of admission to the school, the child’s date and place of birth, and the names and place of birth of the parents; census record showing the name, U.S. citizenship, or a U.S. place of birth and date of birth or age of the individual; adoption finalization papers showing the child’s name and place of birth in one of the 50 states, the District of Columbia, or a U.S. Territory. CAPS Policy 14.3.1 notes that parents are not required to re-verify circumstances that have already been verified and are not questionable or subject to change at redetermination.</i></p>

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>Work.</b> Describe how you verify: <i>Acceptable forms of verification of hours of employment include pay stubs, a letter from the employer on business letterhead, CAPS Self-employment Report (Appendix CC) (for self-employed parents only), CAPS Employment Verification (Appendix F), or employer wage records.</i></p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>Job training or educational program.</b> Describe how you verify: <i>CAPS staff will verify education enrollment and participation with one or more of the following: Written verification of enrollment from the educational institution and current class schedule or approved DECAL trainer (CDA training only). At a minimum, the written verification must include: The parent’s name and enrollment date, the name of the institution, contact person, and contact information (phone and email). If not included on the class schedule, the written statement must also include the number of credit hours or the number of in-class or online hours per week. Parent can also complete the “Completed Education Verification Form” (Appendix DD).</i></p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>Family income.</b> Describe how you verify: <i>Earned Income Verification. CAPS staff will verify earned income (wages) with one or more of the following: pay stubs or receipts for the most recent four weeks of earnings, most recent 1099 form, most recent W-2 Forms, employer’s wage records, quarterly income tax payment receipts to the IRS (for cash paying jobs or self-employment only), annual income tax returns when presented in the January-March quarter (for cash paying jobs or self-employment only), letter/statement from employer (the letter/statement should be signed and dated on an employer letterhead and include contact information for the employer [phone number, title and relationship to employee], expected/current hire date, number of hours the employee is scheduled/works, and hourly rate of pay [and/or gross salary]), documentation from other state eligibility programs, if verification of income is within past six (6) months, employer completed “CAPS Employment Verification form (Appendix F)” or itemized statement completed by the employer, Military Leave Earning Statement (LES) – this is the only acceptable form of verification for a member of the military, family can complete “CAPS Self-employment Report form (Appendix CC)”, business ledgers, business receipts, previous year tax form if submitting before April 15, current tax form if submitting after April 15. Unearned Income Verification. CAPS staff will verify unearned income with one or more of the following: check stubs, award letters, social security records, worker’s compensation records, union records, unemployment insurance claim records, documentation from other state eligibility programs, child support system information, court documents. Note: The above list is not all-inclusive, and families have the right to submit other credible forms of verification/ documentation to determine income eligibility. Income can also be verified using other eligibility program system sources whenever possible.</i></p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>Household composition.</b> Describe how you verify: <i>The parent is responsible for disclosing the names and relationships of all individuals who reside in the household to determine the composition of the family unit. For CAPS staff to determine the family unit, discussion needs to include who lives in the home, who is married, who are the parents of which children, and what the relationships are between adults and children in the home.</i></p>

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Applicant residence. Describe how you verify: <i>All CAPS parents must be a resident of the State of Georgia. Proof of residency may include one of the following: current (unexpired) Georgia government issued driver's license/identification (I.D.) card, current (unexpired) lease or mortgage statement, notarized statement from landlord or person with whom the applicant resides, children's school records within current school year, voter registration card, motor vehicle registration card with residence address, wage stubs with residence address, work or school I.D. with residence address, current utility bill/statement, current property tax statement.</i></p>
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>Other. Describe how you verify:</b> <i>Families are required to be part of at least one of the priority population categories at initial eligibility. Families, except those of children enrolled in Georgia's Pre-K Program, do not need to demonstrate they continue to meet these conditions at redetermination. However, families may need to provide supporting documentation to meet program eligibility at redetermination as prescribed in CAPS policy 7.3.1. Families of children enrolled in Georgia's Pre-K Program at initial eligibility may have to identify with one of the CAPS priority populations at redetermination and re-verify applicable circumstances that were verified previously. Child Protective Services (CPS) and court-ordered supervision cases require a referral from Georgia CPS. Children in Georgia Division of Family and Children Services (DFCS) custody must have a referral from DFCS stating need for child care services and verification that the child is in DFCS custody. Families experiencing domestic violence must provide verification from the Georgia Department of Human Services, report to TANF, police report, court documents, proof of shelter residence, or other third-party documentation verifying the family has experienced domestic violence. Families of children with disabilities acceptable verification may include any of the following: written diagnosis and statement of how the child's learning is impacted from a licensed medical specialist, an Individualized Family Service Plan (Part C of IDEA), an Individualized Education Program (Part B, section 619, of IDEA), an Individual Accommodation Plan (Section 504) that indicates how the child's learning is impacted, a Medicaid waiver for persons with disabilities (Katie Beckett, NOW, or COMP), proof of Supplemental Security Income for a child who is blind or disabled. Families of children enrolled in Georgia's Pre-K Program must complete the CAPS Georgia's Pre-K Program Referral Form (Appendix S) if the child's Pre-K status cannot be verified through the state's Pre-K database. Families participating in or transitioning from TANF need a referral from TANF (Appendix FF) and a work plan. Families who have experienced a natural disaster must verify residency in the designated area during the time of the declared natural disaster. Designated areas for federal and state declared natural disasters can be verified by the Federal Emergency Management Agency at <a href="http://www.FEMA.gov/disasters">www.FEMA.gov/disasters</a>. Families who lack fixed, regular, and adequate housing must meet Georgia residency requirement. Residency can be verified with a letter from the homeowner or lease holder (does not need to be notarized), an emergency shelter, or an agency that provides homeless assistance programs in Georgia. This will also be used to verify homeless status. A written or verbal attestation from the parent that they lack a fixed, regular, and adequate nighttime residence may be accepted if no other documentation is available. Families with very low income as defined by CAPS must submit earned and unearned income verification for the last four weeks. Grandparents Raising Grandchildren (GRG) must verify participation in the DFCS GRG program. Minor parents: At least one parent must be 20 years of age or younger and provide verification of age. Need to protect: The following situations that may qualify for a need to protect include, but are not limited to: grandparents, relatives, and other caregivers (excluding biological or adoptive parents) who have taken over full-time care of a child (due to abuse, neglect, or abandonment) who is not in DFCS custody, families who had a substantiated CPS case that closed within the last 12 months, families of children involved in the juvenile justice system. Acceptable verification includes: A completed Statement of Guardianship (Appendix EE) is required for grandparents, relatives, and other caregivers raising children who are not in DFCS custody. Referral from a community service program, copy of a case plan or verification from DFCS for families who had a substantiated CPS</i></p>
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### 2.2.9 Exception to TANF work requirements

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

- a. Identify the TANF agency that established these criteria or definitions: *Georgia Division of Family and Children Services (DFCS) at the Georgia Department of Human Services (DHS)*.
- b. Provide the following definitions established by the TANF agency:
  - i. “Appropriate child care”: *A TANF participant has chosen a child care provider who is licensed, exempt, or meets the CAPS criteria to become an informal caregiver.*
  - ii. “Reasonable distance”: *The distance that will enable the TANF participant to arrive at their work activity timely without incurring any additional expenses.*
  - iii. “Unsuitability of informal child care”: *An informal caregiver who failed to meet the health and safety requirements or background check or who has not properly enrolled with CAPS.*
  - iv. “Affordable child care arrangements”: *Securing a child care choice where fees can be managed on the TANF participant's budget and does not cause a financial hardship.*
- c. How are parents who receive TANF benefits informed about the exception to the individual penalties associated with the TANF work requirements?
  - i.  In writing
  - ii.  Verbally
  - iii.  Other. Describe: *Enter Text*

## 2.3 Prioritizing Services for Vulnerable Children and Families

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

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

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

### 2.3.1 Lead Agency definition of priority groups

Describe how the Lead Agency defines:

- a. “Children with special needs”: *A child that has a disability or developmental delay that impacts their learning as measured and documented by appropriate diagnostic instruments and procedures by a licensed medical specialist. The disability or delay must be in one of the following areas: physical development, cognitive development, communication development, social or emotional development, or adaptive development. Children with disabilities may include: a child who is eligible for early intervention services under part C of the Individuals with Disabilities*

*Education Act (20 U.S.C. 1431 et seq.); a child who is eligible for services under part B, section 619, of the Individuals with Disabilities Education Act (20 U.S.C. 1419); a child who is eligible for services under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); a child with a Medicaid waiver for persons with disabilities (i.e., Katie Beckett, NOW, or COMP); and a child receiving Supplemental Security Income for blindness or a disability.*

b. “Families with very low incomes”: *Families whose income falls at or below 50 percent of the Federal Poverty Guidelines.*

**2.3.2** Prioritization of child care services

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

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

Population Prioritized	Prioritize for enrollment in child care services	Serve without placing on waiting list	Waive co-payments as described in 3.3.1	Pay higher rate for access to higher quality care	Use grants or contracts to reserve spots	Other
Children with special needs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <b>Describe:</b> <i>Click or tap here to</i>

Population Prioritized	Prioritize for enrollment in child care services	Serve without placing on waiting list	Waive co-payments as described in 3.3.1	Pay higher rate for access to higher quality care	Use grants or contracts to reserve spots	Other
						<i>enter text.</i>
Families with very low incomes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Describe: <i>Click or tap here to enter text.</i>
Children experiencing homelessness, as defined by CCDF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Describe: <i>Click or tap here to enter text.</i>
(Optional) Families receiving TANF, those attempting to transition off TANF, and those at risk of becoming dependent on TANF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Describe: <i>Click or tap here to enter text.</i>

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

No.

Yes. If yes, identify the populations prioritized and describe how the Lead Agency prioritizes services: *To support families with the greatest needs, CAPS established the additional priority groups: Child Protective Services (CPS) and court ordered supervision cases - a child who is receiving protective services; Children enrolled in Georgia's Pre-K Program; Children in Georgia Division of Family and Children Services (DFCS) Custody; Grandparents Raising Grandchildren (GRG) - Parents participating in GRG with DFCS; Minor Parents - Parents 20 years old and younger; Families experiencing domestic violence. For the purpose of this policy, domestic violence includes any violent crime that is alleged by the applicant against any past or present spouses, persons who are parents of the same child, parents and children, stepparents and stepchildren, foster parents and foster children, or other persons living or formerly living in the same household. This shall also include emotional, psychological, physical, or sexual abuse as attested to by the applicant or formally documented by a referral agency, law enforcement, or a court of competent jurisdiction; Families who have experienced a natural disaster in the family's county of residence that has been identified by government officials as an area included in the state or federal disaster area; Families participating or transitioning from TANF; Need to protect - A child who needs*

*to receive protective services but is not formally involved with Child Protective Services; Student Parent - A parent with dependent children enrolled in high school, adult education, vocational training, early childhood education credential or training courses, technical certificate of credit (TCC), technical college diploma (TCD), education or training through WorkSource Georgia, associate degree program, or bachelor's degree program. Families in these priority groups meet first-level eligibility criteria for CAPS. In addition, the CAPS program pays the full rate for child care for families of children with special needs and children in foster care. Finally, CAPS does not assess a co-payment for minor parents below the age of 18 and children in DFCS custody. The Lead Agency also partners with representatives from shelters that support families experiencing homelessness or domestic violence to prioritize applications for child care to support the safety of the children. Representatives can notify CAPS via the CAPS website that a family has applied so the application can be expedited.*

### **2.3.3** Enrollment and grace period for children experiencing homelessness

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

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

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

- a. Describe the strategies to allow CCDF enrollment of children experiencing homelessness while required eligibility documentation is obtained: *Verification of priority group status is required before an initial eligibility determination. If additional documentation is not immediately available, families are allowed an additional 45 days to submit verification of the child's citizenship or qualified alien status, child's immunization (if applicable), activity, and income without postponing their eligibility determination.*
- b. Describe the grace period for each population below and how it allows them to receive CCDF assistance while providing their families with a reasonable time to take any necessary actions to comply with immunization and other health and safety requirements:
  - i. Provide the policy for a grace period for:

*Children experiencing homelessness: CAPS Policy Manual 6.6 specifies that families experiencing homelessness have at least 45 days to verify immunization requirements. CAPS Procedure Manual 3.5.5 notes the additional 45 days does not affect approval of eligibility unless verification cannot be granted after the 45-day period. For extenuating circumstances beyond 45 days, an additional waiver allowing more time must be approved by the CAPS program. In consultation with Georgia Department of Public Health, the agency in Georgia responsible for monitoring that children in child care have current immunization certificates or an approved waiver, a 45-day time frame was*

*established as sufficient to obtain a copy of an immunization certificate or for a child to receive appropriate immunizations.*

*Children who are in foster care: CAPS Policy Manual 6.6 specifies that families of children in foster care have at least 45 days to verify immunization requirements. CAPS Procedure Manual 3.5.5 notes the additional 45 days does not affect approval of eligibility unless verification cannot be granted after the 45-day period. For extenuating circumstances beyond 45 days, an additional waiver allowing more time must be approved by the CAPS program. In consultation with Georgia Department of Public Health, the agency in Georgia responsible for monitoring that children in child care have current immunization certificates or an approved waiver, a 45-day time frame was established as sufficient to obtain a copy of an immunization certificate, or for a child to receive appropriate immunizations.*

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

Yes.

No. If no, describe (optional): *Enter Text*

c. Describe how the Lead Agency coordinates with licensing agencies and other relevant State, Territorial, Tribal, and local agencies to provide referrals and support to help families with children receiving services during a grace period comply with immunization and other health and safety requirements: *The Lead Agency refers families to the county health department and other providers participating in the federal Vaccines for Children Program, which supplies vaccines free of charge to participating providers, which are made available to children up to 19 years of age who are Medicaid enrolled, uninsured, underinsured (and seen in a federally qualified health center or rural health center), or American Indian or Alaska Native.*

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

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

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

- a. Check the strategies the Lead Agency or partners utilize to conduct outreach and provide services to eligible families with limited English proficiency. Check all that apply.
- i.  Application in languages other than English (application and related documents, brochures, provider notices)
  - ii.  Informational materials in languages other than English
  - iii.  Website in languages other than English
  - iv.  Lead Agency accepts applications at local community-based locations
  - v.  Bilingual caseworkers or translators available
  - vi.  Bilingual outreach workers
  - vii.  Partnerships with community-based organizations

- viii.  Collaboration with Head Start, Early Head Start, or Migrant and Seasonal Head Start
- ix.  Home visiting programs
- x.  Other. Describe: *The Lead Agency has a Rising Pre-K Summer Transition Program, funded in part by CCDF, that targets children who are age eligible for Pre-K the next school year and whose home language is Spanish. The program includes bilingual teachers and a strong family engagement component. Services and resources are provided to families in English and Spanish. In addition, Pre-K is launching a new family portal in January 2025 that will include the ability for families to choose their language to view and access the portal. The Lead Agency continues to recruit bilingual parents for the Family Peer Ambassador program. The Lead Agency also provides financial supports for bilingual individuals to obtain a degree or credential in early childhood education. The Lead Agency is also developing a plan to comprehensively review websites, resources, and forms to determine if these supports should be translated into other languages to make information more accessible for families and providers. As part of its child care access, consumer education, and family outreach activities, the Lead Agency funds the toll-free 877ALLGAKIDS Call Center and participation in community events around the state to distribute information about accessing early education supports and provide referrals to high-quality child care. Several of the team members delivering these services are bilingual speakers who are able to assist families whose home language is Spanish.*

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

- i.  Applications and public informational materials available in braille and other communication formats for access by individuals with disabilities
- ii.  Websites that are accessible (e.g., Section 508 of the Rehabilitation Act)
- iii.  Caseworkers with specialized training/experience in working with individuals with disabilities
- iv.  Ensuring accessibility of environments and activities for all children
- v.  Partnerships with State and local programs and associations focused on disability-related topics and issues
- vi.  Partnerships with parent associations, support groups, and parent-to-parent support groups, including the Individuals with Disabilities Education Act (IDEA) federally funded Parent Training and Information Centers
- vii.  Partnerships with State and local IDEA Part B, Section 619 and Part C providers and agencies

- viii.  Availability and/or access to specialized services (e.g., mental health, behavioral specialists, therapists) to address the needs of all children
- ix.  Other. Describe: The Lead Agency added a button to the DECAL and CAPS websites to the Resource and Referral Portal (FindHelp GA), which contains many resources for families with a person(s) with a disability, including but not limited to Mental Health and Behavioral Supports, Disability Supports, Child Development, Early Intervention, Children with Special Needs, and Caregiver Supports. The Lead Agency provides a Helpline staffed by trained Inclusion and Behavior Support Coordinator. Families and child care providers can call (1-833-354-4357) or email inclusion@dec.al.ga.gov) to provide resources and referrals to families of children with disabilities and assistance in identifying inclusive child care. A team of statewide Inclusion and Behavior Support Specialists assists child care providers by providing coaching and training on inclusive classroom practices and social emotional development.

**2.4.2 Families experiencing homelessness: Outreach and technical assistance efforts**

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

- i.  Lead Agency accepts applications at local community-based locations
- ii.  Partnerships with community-based organizations
- iii.  Partnering with homeless service providers, McKinney-Vento liaisons, and others who work with families experiencing homelessness to provide referrals to child care
- iv.  Other. Describe: *The Lead Agency and the Head Start State Collaboration Office are providing a series of trainings and ongoing technical assistance to community partners who support families and children experiencing homelessness to improve their knowledge of the early care and education programs, priorities, and the referral systems. The Lead Agency has also partnered with Our House, a nonprofit agency providing shelter and innovative services to the Atlanta homeless population, to develop and implement training for staff to enhance outreach efforts. The Lead Agency added a feature to the Contact Us form on the CAPS website to enable community programs supporting families who are homeless to communicate and expedite their subsidy applications. The Lead Agency understands that communication may be a challenge for families with limited access to technology, so this feature allows staff to work with the system on their behalf. The Lead Agency added a button to the DECAL and CAPS websites to the Resource and Referral Portal (FindHelp GA) that contains many resources for families experiencing homelessness including, but not limited to, emergency shelter, temporary housing, help find housing, help pay for housing. Families experiencing homelessness remains a priority group for the*



*CAPS subsidy program, targeting specific challenges faced by families as defined by McKinney-Vento. In addition, the Lead Agency developed a series of visual aids specific to community partners in the Continuum of Care who serve families experiencing homelessness to explain the process for child care and subsidy assistance.*

- b. The Lead Agency must provide training and technical assistance (TA) to providers and appropriate Lead Agency (or designated entity) staff on identifying and serving children and families experiencing homelessness.
  - i. Describe the Lead Agency's training and TA efforts for providers in identifying and serving children and their families experiencing homelessness. *DECAL CAPS created a new functional area, CAPS Provider Relations that includes four teams, one of which is the Education and Outreach team responsible for developing and delivering training to child care providers. This team will build on the work undertaken in previous years and collaborate with experts in serving homelessness to refine training and resource materials. This team will deliver specialized training in this area to early learning and development providers who work with families experiencing homelessness, so they are equipped to meet the needs of these families. Training is typically offered through virtual meeting platforms during hours that providers are most able to attend, i.e., during lunch/nap hours and after the work day.*
  - ii. Describe the Lead Agency's training and TA efforts for Lead Agency (or designated entity) staff in identifying and serving children and their families experiencing homelessness. *The state currently coordinates services among many programs serving homeless and low-income populations. First, Local Education Authorities that receive Georgia's Pre-K and Summer Transition Program funding must comply with McKinney-Vento's mandates by providing children who are experiencing homelessness equal access. Second, Georgia provides child care subsidies and Georgia's Pre-K funding, and Summer Transition program funding to high-quality early learning programs that serve families experiencing homelessness and coordinates the two funding sources to ensure that families experiencing homelessness have access to full-day, full-year care. Children experiencing homelessness are also a priority group for the Lead Agency's CAPS program. Additionally, an internal Homelessness Committee meets regularly to coordinate efforts among the divisions in the Lead Agency to connect with and serve Georgia's homeless populations.*

## **2.5 Promoting Continuity of Care**

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

### 2.5.1 Children’s development

Describe how the Lead Agency’s eligibility, enrollment, reporting, and redetermination policies promote continuity of care in order to support children’s development.

The Lead Agency coordinates with Head Start, Georgia’s Pre-K Program, other early learning programs, and school-age programs to accommodate parents’ work schedules. The Lead Agency determines whether the child has an Individualized Education Program (IEP) or Individual Family Services Plan (IFSP) prior to enrollment in child care subsidies. Cross-enrollment or referrals to other public benefits through the Lead Agency’s resource and referral portal (FindHelp GA) are completed to ensure families have access to appropriate services. The Lead Agency will continue to collaborate with IDEA Part B, Section 619 and Part C staff to explore how services included in a child’s IEP or IFSP can be supported and/or provided onsite and in collaboration with child care services. Using established coaching protocols, the Lead Agency will provide more intensive case management for families with children with multiple risk factors. The Lead Agency continues to implement policies and procedures that promote universal design to ensure that activities and environments are accessible to all children, including children with sensory, physical, or other disabilities.

### 2.5.2 Minimum 12-month eligibility

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

- Regardless of changes in income. Lead Agencies may not terminate CCDF assistance during the minimum 12-month period if a family has an increase in income that exceeds the Lead Agency’s income eligibility threshold but not the federal threshold of 85 percent of SMI; and
  - Regardless of temporary changes in participation in work, training, or educational activities.
- a. Does the Lead Agency certify that their policies or procedures provide a minimum 12-month eligibility period for each child at initial eligibility determination?
- Yes.
- No. If no, describe (optional): *Enter Text*
- b. Does the Lead Agency certify that its definition of “temporary change” includes each of the minimum required elements?
1. Any time-limited absence from work for an employed parent due to such reasons as the need to care for a family member or an illness
  2. Any interruption in work for a seasonal worker who is not working

3. Any student holiday or break for a parent participating in a training or educational program
4. Any reduction in work, training, or education hours, as long as the parent is still working or attending a training or educational program
5. Any other cessation of work or attendance at a training or educational program lasts a minimum of 3 months. Lead Agencies may establish a period longer than 3 months.
6. A child turning 13 years old during the minimum 12-month eligibility period.
7. Any changes in residency within the State or Territory

Yes.

No. If no, describe (optional): *Enter Text*

c. Are the policies different for redetermination?

No.

Yes. If yes, provide the additional/varying policies for redetermination:  
*Enter Text*

### 2.5.3 Job search and continued assistance

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

- i.  Yes. The Lead Agency does consider seeking employment (engaging in a job search) as an eligible activity at redetermination. If yes, briefly describe: *Enter Text*
- ii.  Yes. The Lead Agency does consider seeking employment (engaging in a job search) as an eligible activity at redetermination. If yes, describe: *Enter Text*
- iii.  No. The Lead Agency does not consider seeking employment (engaging in a job search) as an eligible activity at initial eligibility determination and/or at redetermination.

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

Yes. The Lead Agency continues assistance.

No, the Lead Agency discontinues assistance. If no:

- i. If no, describe the Lead Agency's policies for discontinuing assistance due to a parent's non-temporary change: *Parents who permanently lose their employment or stop attending*

*education/training programs 13 weeks or more prior to the end of their current eligibility period will be allowed job search as an approved activity for 13 weeks from the date the activity ended. If the parent resumes participation in a state-approved activity at any level during the 13-week job search period, child care will continue for the duration of the existing eligibility period. If the parent does not resume participation in a state-approved activity at any level and have 13 or more weeks left in their current eligibility period, the case will close at the end of the 13-week job search period. If the parent permanently loses their employment or stops attending education/training program with 12 weeks or less remaining in their current eligibility period, child care will continue through the end of their current eligibility period. At redetermination, the parent must meet applicable state-approved activity requirements. (CAPS Policy 13.8)*

- ii. If no, describe what specific actions/changes trigger the job-search period after each such loss or cessation: *The parent loses their employment or permanently stops attending their training or education program. The parent reports this change in activity to their assigned Family Support Consultant and the 13-week job search is triggered for the case.*
  - iii. If no, how long is the job-search period where a family can continue assistance (must be at least 3 months)? *13 weeks*
- c. The Lead Agency may discontinue assistance prior to the next minimum 12-month redetermination in the limited circumstances listed below. Check and provide the policy for all circumstances in which the Lead Agency chooses to discontinue assistance prior to the next minimum 12-month redetermination:
- i.  Not applicable.
  - ii.  Excessive unexplained absences despite multiple attempts by the Lead Agency or designated entity to contact the family and provider, including the prior notification of a possible discontinuation of assistance.

Provide the Lead Agency's policy defining the number of unexplained absences identified as excessive: *CAPS Policy Manual 13.10.2 allows for CAPS cases to be closed when there are excessive unexplained absences, and the parent cannot be reached using the most recently provided contact information. Excessive unexplained absence occurs when it is confirmed that CAPS subsidies have not been used by the parent for authorized children, with no contact or previous notification of absence, for at least 30 calendar days. CAPS will attempt to contact parents through each communication channel available (phone, mail, and email) at least two times before closing their case for excessive unexplained absences.*

- iii.  A change in residency outside of the State or Territory: *CAPS Policy Manual 13.4.3 requires the parent to report within 10 calendar days when the family moves out of the state. CAPS Policy 13.10.2 allows for CAPS cases to be closed when the family has moved out of the state.*
- iv.  Substantiated fraud or intentional program violations that invalidate prior determinations of eligibility.

Provide the Lead Agency's definition of fraud/intentional program violations that lead to discontinued assistance: *CAPS Policy Manual 13.10.2 allows for CAPS cases to be closed if there has been a program violation. Violations that lead to discontinued assistance are addressed in CAPS Policy Manual 16.4.4 and include the following: Parent provided inaccurate, outdated, or incomplete information or did not report a change that would have impacted eligibility; parent did not cooperate with an investigation; parent did not respond to or honor the child care claim or repayment statement; parent provided false information or documents related to their eligibility determination. CAPS Policy Manual 16.4.4.2 defines program violation as an intentional submission of incomplete, incorrect, or falsified documents or information in order to qualify for assistance or receive payments that an individual or child care provider is not authorized to receive.*

#### 2.5.4 Reporting changes during the minimum 12-month eligibility period

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

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

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

Yes.

No. If no, describe (optional): *CAPS Policy Manual 13.4.3 requires parents to report: when the family moves out-of-state; changes in contact information such as phone number, email address, and mailing address; changes in child care provider, changes in child care arrangements; and if CAPS services are no longer needed.*

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

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

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

- (i) 85 percent of SMI for a family of the same size; or,
- (ii) An amount lower than 85 percent of SMI for a family of the same size but above the Lead Agency's initial eligibility threshold that:
  - (A) Takes into account the typical household budget of a family with a low income
  - (B) Provides justification that the second eligibility threshold is:
    - (1) Sufficient to accommodate increases in family income over time that are typical for workers with low incomes and that promote and support family economic stability
    - (2) Reasonably allows a family to continue accessing child care services without unnecessary disruption

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

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

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

- a.  Not applicable. The Lead Agency sets its initial eligibility threshold at 85 percent of SMI and therefore is not required to provide a graduated phase-out period. (If checked, skip to question 3.1.1)
- b.  The Lead Agency sets the second tier of eligibility at 85 percent of SMI. If checked, describe the policies and procedures: *CAPS Policy 14.3.9: When a family is initially approved for child care assistance, the gross applicable income of the family unit must be equal to or less than 50 percent of the current SMI at the time of application. During the eligibility period, if the family's gross applicable income increases but remains at or below the maximum allowable federal limit of 85 percent of SMI, the family will remain in the program with no impact to eligibility or family fee until redetermination. Families are only required to report a change in family income during the eligibility period when a family's gross applicable income is above 85 percent of SMI for a minimum of four consecutive weeks. At redetermination, families' income will be reassessed. If a family's gross applicable income increases but remains at or below the maximum allowable federal limit of 85 percent of SMI, the family will continue to be eligible for the program. The*

*family fee will be calculated at redetermination based on the family's current gross applicable income.*

- Lead Agency adjusts the family's co-pay during the graduated phase-out period. If checked, describe how the Lead Agency gradually adjusts co-payment for families under a graduated phase-out period in proportion to a family's income growth. Include information on the percentage or amount of change made in the co-payment during graduated phase-out: *Enter Text*
    - Lead Agency requires additional reporting requirements during the graduated phase-out period. If checked, describe: *Enter Text*
- c.  The Lead Agency sets the second tier of eligibility at an amount lower than 85 percent of SMI for a family of the same size but above the Lead Agency's initial eligibility threshold. If checked, provide the following information:
  - i. Provide the income level (\$/month) and the percent of SMI for the second tier of eligibility for a family of three: *Enter Text*
  - ii. Describe how the second eligibility threshold takes into account the typical household budget of a low-income family: *Enter Text*
  - iii. Describe how the second eligibility threshold is sufficient to accommodate increases in family income over time that are typical for low-income workers and that promote and support family economic stability: *Enter Text*
  - iv. Describe how the second eligibility threshold reasonably allows a family to continue accessing child care services without unnecessary disruption: *Enter Text*
  - v.  Lead Agency adjusts the family's co-pay during the graduated phase-out period. If checked, describe how the Lead Agency gradually adjusts co-payment for families under a graduated phase-out period in proportion to a family's income growth. Include information on the percentage or amount of change made in the co-payment during graduated phase-out: *Enter Text*
  - vi.  Lead Agency require additional reporting requirements during the graduated phase-out period. If checked, describe: *Enter Text*

# FFY2025-2027 Child Care and Development Fund State Plan

## Section 3: Child Care Affordability

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

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

### 3.1 Family Co-payments

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

#### 3.1.1 Family co-payment

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

- a. What is the maximum percent of a family's gross income any family could be charged as a co-payment? *7%*
- b. Does the Lead Agency certify that their sliding fee scales are always based on income and family size (regardless of how many different scales they may use)

Yes.

No. If no, describe: *Family fees are based on a percentage of a family's annual gross applicable income and family size. The assessed fee is a family fee for all children in care, not a fee for each child. Family fees are*



*not assessed for child care services when one of the following applies: Children who are in Georgia's Division of Family and Children Services (DFCS) custody, a parent who is 17 years of age or younger at eligibility determination, and the family's gross applicable income is at or below 10% of the poverty guidelines.*

**3.1.2 Sliding fee scale**

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

a. Is the sliding fee scale set Statewide?

Yes.

No. If no, describe how the sliding fee scale is set: *Enter Text*

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

	<i>(i)</i>	<i>(ii)</i>	<i>(iii)</i>	<i>(iv)</i>	<i>(v)</i>	<i>(vi)</i>
Family size	Lowest income at initial eligibility where the family is first charged a co-pay (greater than \$0).	What is the monthly co-payment for a family of this size based on the income level in (i)?	What percentage of income is the co-payment in (ii)?	Highest income at initial eligibility where a family is charged a co-pay before a family is no longer eligible.	What is the monthly co-payment for a family of this size based on the income level in (iv)?	What percentage of income is this co-payment in (iv)?
1	<i>N/A</i>	<i>\$0</i>	<i>0.0%</i>	<i>N/A</i>	<i>\$0</i>	<i>0.0%</i>
2	<i>\$2,045/year</i>	<i>\$5.00</i>	<i>2.9%</i>	<i>\$32,381/year</i>	<i>\$188.00</i>	<i>7.0%</i>
3	<i>\$2,583/year</i>	<i>\$6.00</i>	<i>2.8%</i>	<i>\$40,000/year</i>	<i>\$233.00</i>	<i>7.0%</i>
4	<i>\$3,121/year</i>	<i>\$7.00</i>	<i>2.7%</i>	<i>\$47,619/year</i>	<i>\$277.00</i>	<i>7.0%</i>
5	<i>\$3,659/year</i>	<i>\$9.00</i>	<i>3.0%</i>	<i>\$55,239/year</i>	<i>\$322.00</i>	<i>7.0%</i>

- c. What is the effective date of the sliding-fee scale(s)? *March 1, 2024*
- d. Provide the link(s) to the sliding-fee scale(s):  
<https://caps.decal.ga.gov/assets/downloads/CAPS/AppendixD-Family%20Fee%20Assessment%20Chart.pdf>
- e. Does the Lead Agency allow providers to charge families additional amounts above the required co-payment in instances where the provider's price exceeds the subsidy payment?

No.

Yes.

If yes:

- i. Provide the rationale for the Lead Agency's policy to allow providers to charge families additional amounts above the required co-payment, including a demonstration of how the policy does not provide a barrier and promotes affordability and access for families: *The Lead Agency is committed to paying child care subsidy providers in a way that allows the greatest number of families the greatest degree of access while also ensuring long-term financial sustainability. As with other areas of policy, the Lead Agency will continuously work to balance these competing factors. Effective October 7, 2024, the first service week of the month, the temporary policy preventing providers from charging families amounts above the required co-payment will end. This change will align with new child care subsidy payment rates at the 60th percentile of the current market rate, effective on September 30, 2024. Providers will be allowed to charge families any additional amount between the total subsidy payment rate and their published rate on file. While this may place an additional burden on families, the Lead Agency also understands that preventing providers from having this option could reduce the number of providers willing to participate in the program. The Lead Agency believes that new subsidy reimbursement rates will significantly reduce the potential burden to families and allow for a better balance policy and practice to promote affordability and access.*
- ii. Provide data (including data on the size and frequency of such amounts) on the extent to which CCDF providers charge additional amounts to families: *Historically, approximately 70% of child care subsidy providers have reported charging families the additional amounts above the required co-payment. From the week starting May 17, 2021, through the week ending October 6, 2024, the Lead Agency used funding from CRRSA and ARPA to pay subsidy providers their published rate for providing child care. As a part of this change, providers were prevented from charging families any amount greater than the required co-payment. Due to this change in practice, no current data could be collected regarding the frequency of charges to families since families were not allowed to be charged. We anticipate that providers who historically charged families will return to doing so if their own public rate exceeds the total subsidy payment. Current data shows that new rates will exceed current provider rates at least 50% of the time during summer or school breaks and as much as 75%*

*of the time during the school year. Based on this, we do not believe the historical trend of 70% will return. The Lead Agency will be able to monitor the potential for providers to charge families in the future to better understand what trends will become present.*

## 3.2 Calculation of Co-Payment

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

### 3.2.1 Family co-payment calculation

- a) How is the family's contribution calculated, and to whom is it applied? Check if the fee is a dollar amount or if the fee is a percent of income below, and then check all that apply under the selection, as appropriate.
- i.  The fee is a dollar amount and (check all that apply):
- The fee is per child, with the same fee for each child.
  - The fee is per child and is discounted for two or more children.
  - The fee is per child up to a maximum per family.
  - No additional fee is charged after a certain number of children.
  - The fee is per family.
  - The contribution schedule varies because it is set locally/regionally (as indicated in 1.2.1). Describe: *Enter Text*
  - Other. Describe: *Enter Text*
- ii.  The fee is a percent of income and (check all that apply):
- The fee is per child, with the same percentage applied for each child.
  - The fee is per child, and a discounted percentage is applied for two or more children.
  - The fee is per child up to a maximum per family.
  - No additional percentage is charged after a certain number of children.
  - The fee is per family.
  - The contribution schedule varies because it is set locally/regionally (as indicated in 1.2.1). Describe: *Enter Text*
  - Other. Describe: *The percentage of income a family pays is determined by the ratio of the family's gross income to the most recent poverty guidelines issued by the U.S. Department of Health and Human Services. Family incomes are grouped into four tiers for determining what percent of income is assessed: 1) the copayment is waived for families at or below 10 percent of the poverty guidelines; 2) families above 10 percent and at or below 50 percent of the poverty guidelines*

*are assessed a copayment of 3 percent of family income; 3) families more than 50 percent and at or below 100 percent of the poverty guidelines are assessed a copayment of 5 percent of family income; 4) families more than 100 percent of the poverty guidelines are assessed a copayment of 7 percent of family income. The family fee is assessed weekly and is rounded down to the nearest dollar. Due to this methodology, the actual percentage of income paid may differ from the nominal percent assessed.*

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

No.

Yes. If yes, check and describe those additional factors below.

i.  Number of hours the child is in care. Describe: *Enter Text*

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

iii.  Other. Describe: *Family fees are not assessed for child care services when one of the following applies: Children in Georgia's Division of Family and Children Services (DFCS) custody, a parent who is 17 years of age or younger at eligibility determination, and when a family's gross applicable income is at or below 10% of the poverty guidelines.*

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

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

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

iii.  Other. Describe: *The current process for the Lead Agency does not create a barrier to access.*

### 3.3 Waiving Family Co-Payment

#### 3.3.1 Waiving family co-payment

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

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

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

Yes. If yes, identify and describe which families have their family contributions/co-payments waived.

- i.  Families with an income at or below 100% of the Federal Poverty Level for families of the same size
- ii.  Families with an income above 100% but at or below 150% of the Federal poverty level for families of the same size
- iii.  Families experiencing homelessness
- iv.  Families with children with disabilities
- v.  Families enrolled in Head Start or Early Head Start
- vi.  Children in foster care or kinship care, or otherwise receiving or needing to receive protective services. Describe the policy: *CAPS Policy Manual 9.5 notes that family fees are not assessed for children who are in Georgia's Division of Family and Children Services (DFCS) custody.*
- vii.  Families meeting other criteria established by the Lead Agency. Describe the policy: *CAPS Policy Manual 9.5 states that family fees are not assessed for child care services when a parent is 17 years of age or younger at eligibility determination and also when a family's gross applicable income is at or below 10% of the poverty guidelines.*

# FFY2025-2027 Child Care and Development Fund State Plan

## Section 4: Parental Choice, Equal Access, Payment Rates, and Payment Practices

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

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

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

### 4.1 Access to Full Range of Provider Options

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

#### 4.1.1 Parent Choice

- a. Identify any barriers to provider participation, including barriers related to payment rates and practices, (including for family child care and in-home providers), based on provider feedback, public comment, and reports to the Lead Agency. *According to the 2021 Market Rate Survey, providers reported the following reasons for not participating in CCDF: 35 percent stated the families they currently served would not qualify for child care subsidy; 20 percent stated there was too much paperwork involved; 19 percent stated they were at full enrollment without participating; 15 percent stated families in the area they operated would not qualify; 11 percent stated payment rates were too low; and 10 percent stated payments took too long to receive. Beginning in May 2021, in response to the pandemic, the Lead Agency used funds from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) and American Rescue Plan Act (ARPA) to pay all differences when the provider's rate exceeded the subsidy payment, effectively paying the full price of care for all families. Despite removing all barriers related to provider payment rates, the Lead Agency saw no increase in provider participation. This outcome indicates that payment rates are not the most significant barrier to participation*

*and reinforces the 2021 data that other barriers are more impactful in determining participation rates. Overall, the most significant barrier is that many providers operate successfully without participation and see no benefit to their business by taking on the perceived burdens of participation.*

- b. Does the Lead Agency offer child care assistance through vouchers or certificates?
- Yes.
- No.
- c. Does the Lead Agency offer child care assistance through grants or contracts?
- Yes.
- No.
- d. Describe how the parent is informed that the child care certificate allows the option to choose from a variety of child care categories, such as private, not-for-profit, faith-based providers; centers; family child care homes; or in-home providers. *CAPS staff provide consumer education to families during the application or redetermination process about different child care provider options. CAPS staff, a resource and referral website known as Find Help GA, and the 1-877-ALLGAKIDS referral helpline are available to help parents select a child care provider. QualityRated.org, all CCR&R agencies, and the statewide call center maintain information on Quality Rated providers and child care providers who accept CAPS subsidies to share with participating families. If a family needs guidance on how to select a child care provider, CAPS staff or staff at the All Georgia Kids call center are available to assist. This information is also shared during community outreach, workshops, or other in-person activities.*
- e. Describe what information is included on the child care certificate. *Information included on the child care certificate includes details on the child, the parent, the provider, the type of care, and payment amounts. The certificate reports the provider rate, family fee, and CAPS weekly payment amount to the child care provider. Dates on the certificate show when it was issued and when it is up for redetermination. Consumer education about the parent's weekly responsibility is also included on the child care certificate. The child care certificate is generated after the family has selected a provider.*

## **4.2 Assess Market Rates and Analyze the Cost of Child Care**

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

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

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

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

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

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

- a.  MRS. When were the data gathered (provide a date range; for instance, September – December 2023)? *5/1/2023 to 7/31/2023*
- b.  ACF pre-approved alternative methodology.
  - i.  The alternative methodology was completed.
  - ii.  The alternative methodology is in process.

*If the alternative methodology was completed:*

When were the data gathered and when was the study completed? *Enter Text*

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



*If the alternative methodology is in progress:*

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

c. Consultation on data collection methodology

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

- i. State Advisory Council or similar coordinating body: For its current MRS, the Lead Agency used regular reporting required by the child care stabilization program to collect current provider prices for child care. The Lead Agency engaged stakeholders, including child care program administrators, resource and referral agencies, and other organizations, through various webinars where detailed instructions and other pertinent information was offered. The webinars, like other webinars offered throughout the COVID-19 pandemic, provided opportunities for providers to submit comments and questions. All comments and questions were compiled and later posted on the Lead Agency's website. In regard to the Georgia Children's Cabinet, the State Advisory Council, the Commissioner of the Lead Agency is the co-chair of the Cabinet and provides the Cabinet with updates at each meeting.*
- ii. Local child care program administrators: For its current MRS, the Lead Agency used regular reporting required by the child care stabilization program to collect current provider prices for child care. The Lead Agency engaged stakeholders, including child care program administrators, resource and referral agencies, and other organizations, through various webinars where detailed instructions and other pertinent information was offered. The webinars, like other webinars offered throughout the COVID-19 pandemic, provided opportunities for providers to submit comments and questions. All comments and questions were compiled and later posted on the Lead Agency's website.*
- iii. Local child care resource and referral agencies: For its current MRS, the Lead Agency used regular reporting required by the child care stabilization program to collect current provider prices for child care. The Lead Agency engaged stakeholders, including child care program administrators, resource and referral agencies, and other organizations, through various webinars where detailed instructions and other pertinent information was offered. The webinars, like other webinars offered throughout the COVID-19 pandemic, provided opportunities for providers to submit comments and questions. All comments and questions were compiled and later posted on the Lead Agency's website.*
- iv. Organizations representing child care caregivers, teachers, and directors from all settings and serving all ages: For its current MRS, the Lead Agency used regular*

*reporting required by the child care stabilization program to collect current provider prices for child care. The Lead Agency engaged stakeholders, including child care program administrators, resource and referral agencies, and other organizations, through various webinars where detailed instructions and other pertinent information was offered. The webinars, like other webinars offered throughout the COVID-19 pandemic, provided opportunities for providers to submit comments and questions. All comments and questions were compiled and later posted on the Lead Agency's website.*

- v. **Other. Describe:** *For its current MRS, the Lead Agency used regular reporting required by the child care stabilization program to collect current provider prices for child care. The Lead Agency engaged stakeholders, including child care program administrators, resource and referral agencies, and other organizations, through various webinars where detailed instructions and other pertinent information was offered. The webinars, like other webinars offered throughout the COVID-19 pandemic, provided opportunities for providers to submit comments and questions. All comments and questions were compiled and later posted on the Lead Agency's website.*

- d. A market rate survey must be statistically valid and reliable.

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

- i. When was the market rate survey completed? *7/31/2023*
- ii. What was the time period for collecting the information (e.g., all of the prices in the survey are collected within a three month time period)? *5/1/2023 to 7/31/2023*
- iii. Describe how it represented the child care market, including what types of providers were included in the survey: *The Lead Agency used regular reporting required by the child care stabilization program to collect current provider prices for child care. The providers included in the data collection process were licensed child care learning centers and licensed family child care learning homes. Valid responses were collected from 3,435 licensed child care providers. This total represented 78 percent of all licensed child care providers. In Georgia, licensed child care represents the CCDF-eligible, priced market for child care.*
- iv. What databases are used in the survey? Are they from multiple sources, including licensing, resource and referral, and the subsidy program? *The Lead Agency used regular reporting required by the child care stabilization program to collect current provider prices for child care. The providers included in the data collection process were licensed child care learning centers and licensed family child care learning homes. The data was collected in a database used specifically for managing the child care licensing process and also allows licensed child care programs to publicize their child care prices to the public if they choose.*

- v. How does the survey use good data collection procedures, regardless of the method for collection (mail, telephone, or web-based survey)? *The data collection process consisted of licensed child care providers using a web-based application by logging into their child care license self-service account. After logging in, providers were asked to provide their current child care prices using an established process developed more than eight years ago to collect and advertise provider prices.*
- vi. What is the percent of licensed or regulated child care centers responding to the survey? *79 percent*
- vii. What is the percent of licensed or regulated family child care homes responding to the survey? *73 percent*
- viii. Describe if the survey conducted in any languages other than English? *The web-based application used to collect the data is in English by default but can be translated to multiple languages using Google Translate.*
- ix. Describe if data analyzed in a manner to determine price of care per child? *Yes, the data was collected in a manner that allowed the Lead Agency to determine the market price, on a per child basis, statewide and in each market zone, for each type of care and provider type.*
- x. Describe if data analyzed from a sample of providers and if so, was the sample weighted? *The data analyzed was a collected sample that represented 78 percent of the statewide child care market eligible to receive CCDF. No weighting was applied to this sample.*

e. Price Variations reflected

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

- i. Describe how the market rate survey or pre-approved alternative methodology reflected variation in geographic area (e.g., county, region, urban, rural). Include information on whether parts of the state or territory were not represented by respondents and include information on how prices could be linked to local geographic areas. *Results of the market rate survey were analyzed at the state and county levels. Based on county-level data and reported rates, counties were assigned to one of three market rate zones. Zone One encompasses the highest tier of rates and generally coincides with the counties in the Atlanta metro area; Zone Two encompasses the middle tier of rates and generally coincides with the state's counties encompassing mid-sized metro areas; Zone Three encompasses the lowest tier of rates and consists of the remainder of the state's counties.*
- ii. Describe how the market rate survey or pre-approved alternative methodology reflected variation in type of provider (e.g., licensed providers, license-exempt providers, center-based providers, family child care home providers, home based providers). *Results of the market rate survey were analyzed and reported by child care learning centers and family child care learning homes, the two types of providers that make up the priced market for CCDF.*

- iii. Describe how the market rate survey or pre-approved alternative methodology reflected age of child (e.g., infant, toddler, preschool, school-age). *Results of the market rate survey were analyzed and reported by the following age groups: under 1 year, 1 year olds, 2 year olds, 3 year olds, 4 year olds, 5 year olds, and school-age. In addition, results were reported by age groups that align with subsidy payment rates: infant (birth - 12 months), toddler (1 - 2 years), preschool (3 - 5 years), school-age (5 years and older).*
- iv. Describe any other key variations examined by the market rate survey or ACF pre-approved alternative methodology, such as quality level: *Results were broken out by different Quality Rated (QRIS) levels and by providers' participation in CCDF subsidy.*

#### 4.2.2 Cost analysis

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

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

- a. How did the Lead Agency conduct a narrow cost analysis (e.g., a cost model, a cost study, existing data or data from the Provider Cost of Quality Calculator)? *Instead of a narrow cost analysis, the Lead Agency conducted a "total cost study" in three parts: development of a cost model, review of internally available provider-level data, and extensive survey efforts administered externally to a large number of child care providers. The second and third parts informed assumptions in the model in a statistically valid and representative manner. The goal of the total cost study was to understand what expenses providers actually paid considering the constraints under which they operate rather than develop estimates based on aspirational case studies. Cost model development was initiated by the Lead Agency in 2019 and involved significant modifications to the Cost of Provider Quality & Revenue (CPQ&R) tool from the National Institute of Early Education Research (NIEER). The developer of the CPQ&R assisted the Lead Agency in these modifications after being introduced to the Lead Agency by NIEER representatives. That CPQ&R is a system-level model for estimating preschool costs at the provider, district, and state level, and allows a population of children to be modeled based on a mix of part-day, full-day, and extended-day slots (e.g., 3-, 6-, and 11-hour care). It was modified for the Lead Agency to accommodate any age-group participating in subsidized child care as well as programs of varying duration that may operate simultaneously within a single child care facility. To that end, several new concepts were introduced in the model calculations: the ability to vary operating assumptions by time of day; the impact of shared or unused*

classrooms on calculated costs per child; and the acceleration or deceleration of depreciation expense based on asset utilization rates. Cost calculations at the district and state level in the CPQ&R were removed so that the Lead Agency's model focused solely on costs at the provider level, and a user interface was created allowing the Lead Agency to navigate between model parameters and assumptions more easily. The two provider types included in subsidy reimbursement rate tables in Georgia are licensed child care learning centers (CCLCs) and licensed family child care learning homes (FCCLHs). Additional dimensions in the rate tables include three geographic regions (Market Rate Zones 1, 2, and 3), three quality rating levels (Quality Rated One Star, Two Star, and Three Star), and two types of care (Full-Day and Before-/After-School). In addition, the Lead Agency wanted a cost model that could dynamically vary assumptions by facility size (for CCLCs), by providers' level of participation in child care subsidy (a socioeconomic indicator), and by season. The Lead Agency observed that the distribution of children by age group that it serves varies between the summer and the school year. Initially, the Lead Agency used its state licensing standards and indicators from its Quality Rated program, data from the Bureau of Labor Statistics (BLS), and other publicly available secondary data sources to inform its first round of cost model estimates in 2020. However, it had concerns with using this information to establish new subsidy rates. Among its concerns: Licensing standards identify only the minimum requirements for metrics of potential interest to cost modeling. Quality Rated indicators are not mandates, and providers do not have to meet the scoring thresholds on any structural quality indicator (e.g., group size) to achieve a higher rating. Furthermore, a previous Quality Rated Validation Study conducted by the Lead Agency found that the scores earned by providers on structural quality indicators—those most strongly associated with child care costs—were not strongly correlated with their final quality rating. A previous Economic Impact Study conducted on behalf of the Lead Agency included data (collected by survey) that questioned the validity in applying published BLS statistics to Georgia's private child care providers and their workers. BLS data is neither collected or reported in a manner that would inform wages exclusive to private child care centers and account for variations by region (below the state level); nor is it available in any form for family home providers and their workers. These concerns led the Lead Agency to engage in a strategic planning process for its cost modeling efforts in early 2022. The strategic plan identified two internal data sources that could be used to improve the quality of cost model assumptions. The first was the Lead Agency's most recent (at the time) market rate survey in 2021, for which it received responses from more than 2,800 providers including information pertaining to their operating structure (hours of operation, number of classrooms by age group, single or multiple sites under management). The second, and more compelling internal data source was the Lead Agency's Quality Rated information system, which recorded structural quality indicator measurements for each rating issued, including but not limited to, observed group size and child-adult ratios, staff education credentials, and annual training hours. All providers participating in child care subsidy program are required to participate in Quality Rated, and a total of 2,712 providers (representing 11,863 classrooms) were included in the data set analyzed by the Lead Agency. With guidance from its strategic plan, in late 2022 (and through the summer of 2023), the Lead Agency engaged in a series of surveys with providers to address key assumptions in the cost model not addressed by the market rate survey or Quality Rated data. The Lead Agency was able to leverage its American Rescue Plan Act (ARPA) stabilization subgrant program, STABLE 4ward, in this regard by requiring participating

providers to submit quarterly reports, including responses to survey questions about their unit costs and primary cost drivers. Furthermore, because the reports were collected quarterly, the Lead Agency was able to vary the information it requested from providers in each period. 3,677 providers participated in STABLE 4ward, representing more than 34,000 active child care workers in Georgia. The Lead Agency was able to collect hourly wage and education credentials for these workers; identify staffing levels for non-teaching staff as a function of facility size; gather information on employee benefits, occupancy costs, and the cost to provide child meals; and obtain information specifically from FCCLH providers to establish their effective hourly wage in a manner commensurate with the wage treatment of hourly staff employed at CCLCs. This information addresses unit costs for most of the expenses incurred by providers.

- b. In the Lead Agency's analysis, were there any relevant variations by geographic location, category of provider, or age of child? *In the subsequent analysis of the internal and external data collected, provider measurements were grouped according to child age (classroom), geography (Market Rate Zone), provider type (CCLC versus FCCLH), and quality rating—as well as by facility size, type of care, and whether the provider served children on subsidies. The distribution of measurement values for each group was examined, and selected statistics were compared between relevant groups. If the difference in observed mean values between groups was found to be statistically significant, then this increased the Lead Agency's confidence in assuming variations in the cost model. Provider type, geography, and child age were all relevant in the variations observed in the data by the Lead Agency. The Lead Agency observed several interesting variations in its analysis: higher wages among CCLC staff possessing higher education credentials but not among FCCLH providers possessing higher education credentials; higher wages among FCCLH providers rated at higher quality levels but not among CCLC staff (controlling for education credentials); higher wages among CCLC and FCCLH staff at providers who did not care for children on subsidies and for providers in more urban areas; increasing class size for older age groups at CCLCs (consistent with licensing) but smaller class sizes than state licensing guidelines would suggest (i.e., well below the maximum group sizes allowable); higher annual training hours for staff at providers with higher quality ratings and higher at all quality levels than Quality Rated guidelines suggest; higher mortgage/lease costs per square foot in more urban areas but not higher utilities, insurance, and maintenance/repair costs per square foot. The Lead Agency also observed many interesting lack of variations in its analysis: Calculated effective hourly wages for FCCLH providers were not universally lower than hourly wages paid to CCLC lead teachers. Non-teaching staff counts at CCLCs did not, in general, change as a function of facility size or quality rating. Class sizes at FCCLHs were, in general, close to the state licensing guidelines (i.e., their maximum allowable group size). Class size reductions by quality level were smaller than expected for both CCLCs and FCCLHs. Staff education credentials by quality rating varied less than expected. Very few providers were observed to provide additional benefits to their employees, regardless of their quality rating or participation in child care subsidies. Mortgage/lease, utilities, building insurance, and maintenance/repair costs per square foot, in general, did not change as a function of facility size. Usable classroom square footage per child decreased with increasing child age less than expected and did not change as function of quality rating. Facility shared space factors (allowances for hallways, bathrooms, offices, etc.) did not change as a function of facility size. Providers did not spend more on child meals than current CACFP*

rates, regardless of their quality rating, participation in child care subsidies, and geographic location.

- c. What assumptions and data did the Lead Agency use to determine the cost of care at the base level of quality (e.g., ratios, group size, staff compensations, staff training, etc.)? *The Lead Agency defines the base level of quality as 1 star under its Quality Rated program. Provider level data was filtered only for providers rated 1 star; this data was further filtered by provider type, geography (as defined by Market Rate Zone), and child age (for classroom-level data). The Lead Agency included 725 providers rated one star in the analysis described in Section 4.2.5.a. The distribution of measurement values for each filtered data set was examined, and statistics supporting variations between data sets were identified by the Lead Agency to inform cost model assumptions. Major assumptions in the cost model include the following: group size, hours of care, number of children per classroom adult, maximum number of lead teachers per class, maximum number of assistant teachers per class, number of target age classrooms per facility, number of total classrooms per facility, percent of lead teachers by education credential (at the facility), percentage of assistant teachers by education credential (at the facility), center director or family home provider education credential, number of annual professional development training hours for center directors (or family home providers), number of annual professional development training hours for lead teachers, number of annual professional development training hours for assistant teachers, hourly wage by credential level for center directors, hourly wage by credential level for lead teachers, hourly wage by credential level for assistant teachers, effective hourly wage for family home providers, non-teaching staff hourly wages, non-teaching staffing levels, mandatory benefits rate, additional benefits rate, cost per child meal or snack, number of meals and snacks offered per day, percentage of children served meals and snacks, transportation cost per child-trip, number of child-trips offered per day, percentage of children served by transportation, education supplies cost per child, office supplies and miscellaneous operations expense per child, lease/mortgage cost per square foot, utilities cost per square foot, insurance cost per square foot, and maintenance cost per square foot, square footage allocated per child, site-level cost per child for telephone/internet, site-level cost per child for professional services, instructional assessment cost per child, percentage of children assessed, annualized replacement cost per child for durable education equipment, and annualized replacement cost per child for other durable equipment. Among One-Star providers, virtually all the assumptions listed above were varied by provider type (CCLCs versus FCCLHs). Assumptions for hourly wages, facilities, and site-level costs were also varied by geography (MRZ). Assumptions for group size, number of children per classroom adult, percentage of children served by transportation, square footage allocated per child, percentage of children assessed, and annual replacement cost for durable education equipment were varied by child age.*
- d. How does the Lead Agency define higher quality and what assumptions and data did the Lead Agency use to determine cost at higher levels of quality (e.g., ratio, group size, staffing levels, staff compensation, professional development requirements)? A Lead Agency can use a quality improvement system or other system of quality indicators (e.g., accreditation, pre-Kindergarten standards, Head Start Program Performance Standards, or State-defined quality measures). *The Lead Agency defines higher levels of quality according to Quality Rated 2-star and 3-star ratings it issues to providers. A key question the Lead Agency sought to answer in its total cost study was the degree to which child*

care costs differed between higher Quality Rated and lower Quality Rated providers. As mentioned, Quality Rated does not include mandates that require higher costs to achieve a higher quality rating. By analyzing the data as described in Section 4.2.5.a. from 1,380 2-star providers and 491 3-star providers, the Lead Agency was able to observe variations compared to 1-star providers that could inform cost model assumptions regarding the true cost of quality. The Lead Agency observed variations by quality level in the following provider measurements: group size, percentage of lead teachers by education credential (at the facility), percentage of assistant teachers by education credential (at the facility), number of annual professional development training hours for center directors (or family home providers), number of annual professional development training hours for lead teachers, number of annual professional development training hours for assistant teachers, square footage allocated per child (CCLCs only), site level facility costs per child, annualized replacement cost per child for durable education equipment, and annualized replacement cost per child for other durable equipment (CCLCs only). Coupled with variations reported in Section 4.2.5.b., the Lead Agency was able to develop a robust set of assumptions to inform its cost model for its total cost study.

- e. What is the gap between cost and price, and how did the Lead Agency consider this while setting payment rates? Did the Lead Agency target any rate increases where gaps were the largest or develop any long-term plans to increase rates based on this information? *For the Lead Agency, 30 distinct rates exist for the child care subsidy program. When evaluating each rate individually and at an individual provider level, the gap between the price at the 60th percentile and the estimated cost varies greatly and identifies how price and cost do not align consistently. Eight subsidy rates meet or exceed the estimated cost of care. Typically, 69 percent of children are served at these rates during the school year, and 62 percent are served at these rates during school breaks. The average value of the amount over the cost per child, per week is \$20.29 during school and \$24.42 during school breaks. These rates include: center-based, before and after school care in market zones 1, 2, and 3; center-based, full-time care in market zone 1 for toddlers (1-2), and preschool (3-5), and school-age children; family home-based, full-time care in market zone 1 for infants; and center-based, full-time care in market zone 2 for school-age children. Seven subsidy rates have a low price-to-cost gap of less than 10 percent. The average value of the gap per child, per week is \$7.65 during school and \$7.85 during school breaks. Typically, 7.9 percent of all children are served at these rates during the school year, and 10.5 percent are served at these rates during school breaks. These rates include: family home-based, before and after school care in market zones 1 and 2; family home-based, full-time care in market zone 1 for toddlers (1-2) and preschool (3-5); family home-based, full-time care in market zone 2 for infants and toddlers (1-2); and center-based, full-time care in market zone 2 for preschool (3-5). Thirteen subsidy rates have a moderate price-to-cost gap of 11 percent to 33 percent. The range of the gap per child, per week is from \$7 to \$64, depending on the rate, and the average value of the gap per child, per week is \$46.70 during school and \$42.34 during school breaks. Typically, 18.8 percent of all children are served at these rates during the school year, and 23 percent are served at these rates during school breaks. These rates include: family home-based, before and after school care in market zone 3; center-based, full-time care in market zone 1 for infants; family home-based, full-time care in market zone 1 for school-age children; center-based, full-time care in market zone 2 for toddlers (1-2); family home-based, full-time care in market zone 2 for preschool (3-5) and school-age children; center-based, full-time care in market zone 3 for toddlers (1-2), preschool (3-5), and school-age children; and*



family home-based, full-time care in market zone 3 for infants, toddlers (1-2), preschool (3-5), and school-age children. Two subsidy rates have a high price-to-cost gap of 40 percent to 48 percent. The average value of the gap per child, per week is \$112 during school and school breaks. Typically, 4 percent of all children are served at these rates each week. These rates include: center-based, full-time care in market zone 2 for infants and center-based, full-time care in market zone 3 for infants. Provider level analysis was completed and based on the total of typical weekly payments for care when paying at the 60th percentile of the market rate zone compared to the baseline level of total cost for a 1-star provider in that same market rate zone. Child care centers in market zone 1 benefit the greatest, and child care centers and family child care learning homes in market zone 3 benefit the least from the proposed rates. For child care centers in market zone 1, which is 43 percent of all subsidy providers, the Lead Agency estimates that 98 percent of providers during school and 97 percent during school breaks would receive total funding more than total cost. The programs in the 2 percent and 3 percent of programs that do not receive total funding are not overly reliant on child care subsidies for total revenue. These programs typically serve an average between 16 percent and 21 percent of their capacity on children in the subsidy program, and the total price to cost gap averages between \$54 and \$71 per week or less than 5 percent below cost. For family child care home providers in market zone 1, the Lead Agency estimates that during school weeks, total payments will meet or exceed cost for 53 percent of providers. For the remaining 47 percent, total payments would average less than 5 percent below cost. During summer weeks, the results shift, and for 83 percent, total payments would average 7 percent below cost. For child care centers in market zone 2, the Lead Agency estimates that 85 percent of providers during school and 92 percent during school breaks would receive on average total funding of 13 percent less than total cost. For family child care home providers in market zone 2, the Lead Agency estimates that during school weeks, total payments will meet or exceed cost for 33 percent of providers. For the remaining 67 percent, total payments would average less than 8 percent below cost. During summer weeks, the results shift, and for 92 percent, total payments would average 10 percent below cost. For child care centers in market zone 3, the Lead Agency estimates that 97 percent of providers during school and 99 percent during school breaks would receive on average total funding of 24 percent less than total cost. For family child care home providers in market zone 3, the Lead Agency estimates that during school weeks, total payments will meet or exceed cost for 19 percent of providers. For the remaining 81 percent, total payments would average less than 20 percent below cost. During summer weeks, the results shift, and for 98 percent, total payments would average 23 percent below cost. In general, when considering the relationship between price and cost, two key trends exist. One, for both price and cost, geography factors in significantly. However, when going from market zone 1 to 3, the cost does not decline to the degree that price does. This leads to greater price to cost gaps in market zones 2 and 3 as mentioned in the analysis above. Second, in addition to the first key, family child care tends to underprice their services relative to cost when compared to child care centers, specifically for children in preschool and school-age children in full-time care. For full-time care in family child care homes, the cost per child does not vary much from age group to age group, but family child care home providers tend to lower their prices as children age, similarly to child care centers. These key trends underscore how using only price evaluation when setting child care subsidy rates can lead to disproportionate impact in relation to the estimated cost of care. These disproportionate impacts create price to cost gaps that

*cannot be overcome by selecting a higher percentile of the market for child care subsidy rates. When updating child care subsidy rates, the Lead Agency did not ultimately focus on price to cost gaps. However, the Lead Agency gave significant consideration to the existing gaps and intends to increase stakeholder engagement to communicate more broadly the findings of the total cost study and the Lead Agency's cost model.*

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

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

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

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

- i.* Provide the date the report was completed: *May 20, 2024*
- ii.* Provide the date the report containing results was made widely available (no later than 30 days after the completion of the report): *May 31, 2024*
- iii.* Provide a link to the website where the report is posted and describe any other strategies the Lead Agency uses to make the detailed report widely available:  
*<https://www.decal.ga.gov/BFTS/Research.aspx>*
- iv.* Describe how the Lead Agency considered partner views and comments in the detailed report. Responses should include which partners were engaged and how partner input influenced the market rate survey or alternative methodology: *For its current MRS, the Lead Agency used regular reporting required by the child care stabilization program to collect current provider prices for child care. The Lead Agency engaged stakeholders, including child care program administrators, resource and referral agencies, and other organizations, through various webinars where detailed instructions and other pertinent information was offered.*

### **4.3 Adequate Payment Rates**

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

The ages and types of care listed in the base payment rate tables are meant to provide a snapshot of the categories of rates and are not intended to be comprehensive of all categories that might

exist or to reflect the terms used by the Lead Agency for particular ages. If rates are not statewide, please provide all variations of payment rates when reporting base payment rates below.

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

#### 4.3.1 Payment Rates

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

Yes. If yes, check if the Lead Agency:

- i) If yes, check if the Lead Agency:

Sets the same payment rates for the entire State or Territory

Sets different payment rates for different Regions in the State or Territory

No.

- ii) If no, identify how many jurisdictions set their own payment rates: *Enter Text*

- b. Provide the date the current payment rates became effective (i.e., date of last payment rate update based on most recent MRS or ACF pre-approved alternative methodology as reported in 4.2.1). *The proposed rates will be effective September 29, 2024.*

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

Provide the citation, or link, if available, to the payment rates.

<https://caps.decal.ga.gov/assets/downloads/CAPS/AppendixC-CAPS%20Reimbursement%20Rates.pdf>

#### 4.3.2 Base payment rates

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

The preamble to the 2016 final rule states that a benchmark for adequate payment rates is the 75th percentile of the most recent MRS. The 75th percentile benchmark applies to the base rates. The 75th percentile is the number separating the lowest 75 percent of rates from the highest 25 percent. Setting rates at the 75th percentile, while not a requirement, would ensure that eligible families can afford three out of four child care providers. In

addition to reporting the 75th percentile in the tables below, the Lead Agency must also report the 50th percentile and 60th percentile for each identified category.

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

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

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

Care Type	Base payment rate (specify unit, e.g., per day, per week, per month)	% of providers receiving Base rate	Full-Time Weekly Base Payment Rate	What is the percentile of the rate? (MRS)	What is the 50th percentile of the rate? (MRS)	What is the 60th percentile of the rate? (MRS)	What is the 75th percentile of the rate? (MRS)	What is the estimated cost of care? (Alternative Methodology)	What percent of the estimated cost of care is the rate?
Center Care for Infants (6 months)	\$260 per Week	100%	\$260	60th	\$240	\$260	\$315	\$324	80.2%
Family Child Care for Infants (6 months)	\$199 per Week	100%	\$199	60th	\$180	\$199	\$224	\$190	104.7%
Center Care for Toddlers (18 months)	\$248 per Week	100%	\$248	60th	\$225	\$248	\$299	\$251	98.8%
Family Child Care for Toddlers (18 months)	\$188 per Week	100%	\$188	60th	\$175	\$188	\$206	\$192	97.9%
Center Care for Preschoolers (4 years)	\$221 per Week	100%	\$221	60th	\$200	\$221	\$275	\$181	122.1%
Family Child Care for Preschoolers (4 years)	\$180 per Week	100%	\$180	60th	\$170	\$180	\$200	\$198	90.1%

Center Care for School-Age (6)	<i>\$185 per Week</i>	100%	\$185	60th	\$170	\$185	\$225	\$154	120.1%
Family Child Care for School - Age (6)	<i>\$156 per Week</i>	100%	\$156	60th	\$150	\$156	\$185	\$191	81.7%

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

Yes.

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

#### 4.3.3 Tiered rates, differential rates, and add-ons

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

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

Yes. If yes, please describe the add-ons, including what they are, who is eligible to receive the add-ons, and how often are they paid: *Effective September 29, 2024, the Lead Agency will begin implementing a new process that will result in payment rate add-ons for high-quality child care providers, Quality Rated 2-star or 3-star, providing care in the child care subsidy program. Rate add-ons will be based on a percentage of net base payment, base payment less the family fee, made to a provider. Quality Rated 2-star providers will receive a 5 percent add-on bonus, and Quality Rated 3-star providers will receive a 10 percent add-on bonus.*

No.

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

Yes.

No. Tiered or differential rates are not implemented.

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

- i.  Differential rate for non-traditional hours. Describe: *Enter Text*
- ii.  Differential rate for children with special needs, as defined by Lead Agency. Describe: *The Lead Agency will pay a child care provider's full public price for care provided to children with special needs. In addition, upon review and approval, the Lead Agency may pay an amount greater than a provider's full public rate determined by the specific needs of the care situation. Historically, 6 percent of all children receiving care in the subsidy program are impacted by this payment rate policy.*

iii.  Differential rate for infants and toddlers. Note: Do not check if the Lead Agency has a different base rate for infants/toddlers with no separate bonus or add-on. Describe: *Enter Text*

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

v.  Differential rate for higher quality, as defined by the State/Territory. Describe: *Enter Text*

vi.  Other differential rates or tiered rates. For example, differential rates for geographic area, or for type of provider. Describe: *The Lead Agency will pay a child care provider's full public price for care provided to children in foster care. Historically, 11 percent of all children receiving care in the subsidy program are impacted by this payment rate policy.*

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

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

Yes. If yes, describe: *If a provider's public price is below their subsidy payment, the Lead Agency will authorize a payment rate equal to the provider's public price.*

No.

#### 4.3.4 Establishing payment rates

Describe how the Lead Agency established payment rates:

a. What was the Lead Agency's methodology or process for setting the rates or how did the Lead Agency use their data to set rates? *The process for setting rates involved balancing multiple factors to achieve the highest possible rate structure while recognizing the applicable limitations. The factors considered include: the long-standing intent to provide care to at least 50,000 children each week, new market rates collected in 2023, cost per child amounts developed through the total cost study, an estimate of funding available, knowledge that add-ons for quality are not creditable toward the evaluation of rate levels, cost impact to families, and minimum rate levels required by OCC interpretation of applicable law. The primary limitation when setting rates was the estimated amount of funding available to apply to child care rates while not sacrificing the integrity of other requirements of CCDF. The first step in the process of setting rates involved compiling child care subsidy data to create a model population of children and providers. With the model data, the Lead Agency developed a rate-setting tool that allowed agency leaders to evaluate the impact and total estimated cost of various scenarios for base rate levels and quality add-ons. For each scenario, the*

*tool would also analyze how each scenario would impact providers. While the Lead Agency did evaluate scenarios that incorporated cost-based rates for all rates as well as a cost/price hybrid approach, the Lead Agency did not adopt this approach due to the need for additional stakeholder engagement since it would represent a significant departure from prior rate setting using the MRS. Ultimately, the Lead Agency decided to set rates based on the MRS at the highest sustainable level. Doing so would provide the greatest impact to families by minimizing their potential cost burden to the greatest extent possible.*

- b. *How did the Lead Agency determine that the rates are adequate to meet health, safety, quality, and staffing requirements under CCDF? When considering the degree to which base subsidy rates are adequate to meet health, safety, quality, and staffing requirements under CCDF, historical precedence and the scale of each provider's participation must be considered. Historically, despite low base rates, there is no evidence to suggest that receiving low subsidy payments undermined a provider's ability to meet CCDF requirements for health, safety, and staffing. At an individual provider level, there are no quality requirements under CCDF. However, quality-based payment add-ons have been used to offset the potential costs of higher quality. In addition, whether payment rates are adequate to support the requirements of CCDF heavily depends on the scale of each provider's participation. For providers that only care for a small number of children with subsidy relative to the total number cared for, payment rates will have no true impact on whether that provider can meet CCDF requirements. On the other hand, for programs where most of the children cared for are in the subsidy program, payment rates will have a greater impact on the program's ability to meet CCDF requirements because their financial viability is intrinsically linked to their total subsidy funding. When determining if payment rates are adequate to meet CCDF requirements, the Lead Agency is increasing base rates to the 60<sup>th</sup> percentile of the current MRS, a level that meets or exceeds the base level quality for many rates. This determination was supported by evaluating the cost of the base level of quality in a total cost study in comparison to the proposed rates. The Lead Agency must focus on how these rates will impact the providers who participate to a higher degree of scale. Careful analysis shows that providers who care for many children with subsidy, across a variety of ages, will see increased total payments compared to historical rates, and for most, total payments will exceed their total cost of care for those children. Also, history and experience demonstrate that payment rates have not compromised CCDF requirements in the past, and thus higher payment rates relative to the past, as proposed, would not logically change this precedent.*
- c. *How did the Lead Agency use the cost of care, either from the narrow cost analysis or the ACF pre-approved alternative methodology to inform rate setting, including how using the cost of care promotes the stabilization of child care providers? The Lead Agency used the cost of care at the base level of quality to inform rate setting. Doing so provided valuable perspective for interpreting the impact of rates. The Lead Agency intends to continue to monitor the cost of care and engage with stakeholders on the value that understanding the cost of care can bring to setting subsidy rates and consideration of other policies impacting the ECE system in Georgia.*



- d. How did the Lead Agency account for the cost of higher quality while setting payment rates? *When setting base rates, the Lead Agency considered only the base level of quality but not high quality since the Office of Child Care makes compliance determinations only at the lowest rate available. High quality, which makes up most subsidy providers, was considered when determining add-on payments for Quality Rated 2- and 3-star programs.*
- e. Identify and describe any additional facts (not covered in responses to 4.3.1 – 4.3.3) that the Lead Agency considered in determining its payment rates to ensure equal access. *Not applicable.*

#### 4.4 Payment Practices to Providers

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

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

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

##### 4.4.1 Prospective and enrollment-based payment practices

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

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

Yes. If yes, describe: *Enter Text*

No, it is not a generally-accepted payment practice for each provider type. If no, describe the provider type not paid prospectively and the data demonstrating it is not a generally-accepted payment practice for that provider type, and describe the Lead Agency's payment practice that ensures timely payment for that provider type. *Payments are made to providers every week to ensure business continuity. To provide more time and flexibility to providers, the Lead Agency's system allows providers to begin entering attendance for children on Friday evening of each service week, since most providers are open only during the work week. Providers have until the Tuesday after the service week ends to submit their payment request to receive the payment in the soonest possible timeframe. Currently, 65 percent of all payments are requested in the first payment following a service week. Many providers enter their payment requests monthly instead of weekly. Typically, it takes nine weeks for all provider payment requests to be submitted for each service week. To allow time for quality assurance and program integrity measures to be conducted on every payment cycle, payments are made to the provider 10-12 days after payment requests are submitted.*

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

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

No, it is not a generally-accepted practice for each provider type. If no, describe the provider types not paid by authorized enrollment, including the data showing it is not a generally-accepted payment practice for that provider type, and describe how the payment policy accounts for fixed costs:  
*Enter Text*

No, it is impracticable. Describe provider type(s) for which it is impracticable, why it is impracticable, and the alternative approach the Lead Agency uses to delink provider payments from occasional absences, including evidence that the alternative approach will not undermine the stability of child care programs, and thereby accounts for fixed costs: *The Lead Agency does not currently pay any provider types based on authorized enrollment. The primary reason for this is that, in program policy, there is no such process as authorized enrollment. Present policy allows families to apply and enroll, if eligible, in the child care subsidy program. Eligible families are then able to select the provider for care to create a child care scholarship that allows the provider to bill for care. Whether or not a family enrolls with that provider is not known to the Lead Agency but can only be assumed to have happened if the provider requests a payment for care. Currently, the Lead Agency requires attendance to occur for a payment request to be submitted. To delink provider payments to the extent possible, the Lead Agency does not prorate weekly payments based on attendance. This means that only a single day of attendance in a week is required to receive the full weekly payment. Also, a provider can claim up to two full weekly payments a year even if there is no attendance. To pay based on authorized enrollment, the Lead Agency must*

*create an authorized enrollment process that involves action by the family and provider to know when enrollment has taken place.*

#### 4.4.2 Other payment practices

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

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

Yes.

No. If no, describe the policies or procedures that are different than paying on a part-time or full-time basis: *Enter Text*

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

Yes. If yes, identify the fees the Lead Agency pays for. *The Lead Agency allows each provider to claim and be paid a registration fee up to \$65 once a year for each child with a CAPS scholarship issued to the provider.*

No. If no, identify the data and how data were collected to show that paying for fees is not a generally accepted payment practice. *Enter Text*

- c. Describe how the Lead Agency ensures that providers are paid in accordance with a written payment agreement or an authorization for services that includes, at a minimum, information regarding provider payment policies, including rates, schedules, any fees charged to providers, and the dispute-resolution process: *Child care providers serving children participating in the CAPS program are required to sign a Child Care Provider Agreement (CPA) at initial enrollment and on an annual basis thereafter. The CPA defines provider rights and responsibilities, including CAPS payment policies, payment calculations, and the payment dispute resolution process. CAPS payment policies are posted on the CAPS website. Child care providers may also call or email the Lead Agency for questions related to payment policies.*

- d. Describe how the Lead Agency provides prompt notice to providers regarding any changes to the family's eligibility status that could impact payments, and such a notice is sent no later than the day that the Lead Agency becomes aware that such a change will occur: *Notices are sent to providers through Georgia Gateway, the system where family eligibility for CAPS is determined, when a family's care begins or ends from their program.*

- e. Describe how the Lead Agency has a timely appeal and resolution process for payment inaccuracies and disputes: *Payment disputes and concerns regarding payment inaccuracies are addressed through the Lead Agency's Provider Relations Quality Assurance and Payments team. A provider can request payment adjustments in the payment system, Georgia's Child Care and Administrative Payment System, GACAPS, for various reasons that resulted in an under or overpayment to the provider. These payment requests are reviewed by the team, and payments are netted against previous payments, when applicable. CAPS Policy 12.3.3.2 provides appeal rights for providers receiving subsidies through the CAPS program. The policy states that providers have the right to appeal finance related matters and can request a hearing. CAPS Policy 18.4.2 describes providers' right to an administrative hearing and providers' right to request a reconsideration related to reclaiming funds. When funds are recouped from a provider through payment reviews conducted by the Quality Assurance and Payments team, they will receive a request for reconsideration and review the prior decision. If the decision is affirmed, the provider has the right to appeal. Appeals are handled by the Lead Agency's Legal Division. A reconsideration and appeal process is also afforded to providers for reviews conducted by the Lead Agency's Audits and Compliance team.*
  
- f. Other. Describe any other payment practices established by the Lead Agency:  
Enter Text

#### **4.4.3 Payment practices and parent choice**

How do the Lead Agency's payment practices facilitate provider participation in all categories of care? *The Lead Agency uses a web-based billing portal to process provider claims. Once eligible providers sign up to be a program provider for child care subsidy, they are automatically enrolled to use the web-based portal. All providers are paid via an ACH transfer to the account provided. The web-based portal allows providers to view eligible children assigned to their program, track attendance, and quickly submit an invoice for care weekly. In addition, as noted in 4.4.1, the Lead Agency has taken steps to support equal access to a range of providers by: delinking provider payments from a child's occasional absence and paying providers for a full week of care if the child is present at least one day that week; paying providers up to two weeks a year even if the child is absent the entire week; paying for full-time or part-time care (rather than hours or other smaller increments); and paying for registration fees.*

### **4.5 Supply Building**

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

#### **4.5.1 Child care services available through grants or contracts.**

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

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

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

No. If no, skip to question 4.5.2.

If no, skip to question 4.5.2

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

Children with disabilities. Number of slots allocated through grants or contracts: *Enter Text*

Infants and toddlers. Number of slots allocated through grants or contracts: *Enter Text*

Children needing non-traditional hour care. Number of slots allocated through grants or contracts: *Enter Text*

School-age children. Number of slots allocated through grants or contracts: *Enter Text*

Children experiencing homelessness. Number of slots allocated through grants or contracts: *Enter Text*

Children in urban areas. Percent of CCDF children served in an average month: *Enter Text*

Children in rural areas. Percent of CCDF children served in an average month: *Enter Text*

Other populations. If checked, describe: *Enter Text*

ii. If yes, how are rates for contracted slots within grants and contracts determined by the Lead Agency? *Enter Text*

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

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

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

Yes.

No.

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

- i.  Restricted based on the minimum number of children in the care of the in-home provider to meet the Fair Labor Standards Act (minimum wage) requirements. Describe: *Enter Text*
- ii.  Restricted based on the in-home provider meeting a minimum age requirement. Describe: *The provider must be at least 21 years old.*
- iii.  Restricted based on the hours of care (i.e., certain number of hours, nontraditional work hours). Describe: *Enter Text*
- iv.  Restricted to care by relatives. (A relative provider must be at least 18 years of age based on the definition of eligible child care provider.) Describe: *Enter Text*
- v.  Restricted to care for children with special needs or a medical condition. Describe: *Enter Text*
- vi.  Restricted to in-home providers that meet additional health and safety requirements beyond those required by CCDF. Describe: *Enter Text*
- vii.  Other. Describe: *Per Lead Agency policy, In-home care is considered an Informal Caregiver. An Informal Caregiver is a family, friend, or neighbor who provides care for no more than two unrelated (or no more than six related) children for pay. Informal Caregivers are not required to be licensed but must register with the CAPS program. Informal care can only be authorized in limited situations as detailed in CAPS Participating Providers Policy (CAPS/00-11) when one of following criteria exists: 1) No other licensed care is available within a reasonable geographic area; 2) Care is during non-traditional hours when licensed care is not available; 3) The child in care meets the definition of children with disabilities; 4) The child's primary language is other than English, and no licensed provider equipped for dual language families is available within a reasonable geographic area.*

#### 4.5.3 Shortages in the supply of child care

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

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

- a. In infant and toddler programs:
  - i. Data sources used to identify shortages: *The Lead Agency houses an internal Research and Policy Analysis Team that conducts on-going analyses using existing administrative data and publicly available data. These analyses are*

*used to define a shortage of supply and identify where a shortage in supply may exist for infant and toddler programs in the state. This work includes identifying different areas where there are general gaps in access to infant and toddler child care as well as gaps in access to the state's ECE (early care and education) programs that support infant and toddler child care. The analysis can then be used to make informed decisions about how to direct additional resources.*

- ii. Method of tracking progress: The Lead Agency's Research and Policy Analysis Team and Enterprise PM Director report trends for relevant data at the weekly, monthly, quarterly, and annual level.*
  - iii. What is the plan to address the child care shortages using family child care homes? The Lead Agency's Infant and Toddler program provides the LITTLE (Lifting Infants and Toddlers Through Language Rich Environments) Grant to improve quality of care in center-based and family child care programs. In the past, programs in rural areas have received priority points on their grant application based on the county in which the program is located, giving these programs more opportunity to receive LITTLE grants and therefore increase the quality of infant and toddler care in child care deserts. Over the next three years, the Lead Agency plans to fund three new family child care learning home cohorts of 10 providers for the LITTLE grant and will give priority points to programs in rural areas. In addition to the LITTLE Grant, the Lead Agency's Infant and Toddler program provides referral-based technical assistance to all infant and toddler programs. Lastly, the state's CCR&R network will provide technical assistance to programs to improve practice as they prepare to be rated by Quality Rated, the state's QRIS.*
  - iv. What is the plan to address the child care shortages using child care centers? The Lead Agency's Infant and Toddler program provides the LITTLE (Lifting Infants and Toddlers Through Language Rich Environments) Grant to improve quality of care in both center-based and family child care programs. In the past, programs in rural areas have received priority points on their grant application based on the county in which the program is located, giving these programs more opportunity to receive LITTLE grants and therefore increase the quality of infant and toddler care in child care deserts. Over the next three years, the Lead Agency plans to fund three new child care learning center cohorts of 15 programs each for the LITTLE grant and will give priority points to programs in rural areas. In addition to the LITTLE Grant, the Lead Agency's Infant and Toddler program provides referral-based technical assistance to all infant and toddler programs. Lastly, the state's CCR&R network will provide technical assistance to programs to improve practice as they prepared to be rated by Quality Rated, the state's QRIS.*
- b. In different regions of the State or Territory:**
- i. Data sources used to identify shortages: The Lead Agency houses an internal Research and Policy Analysis Team that conducts on-going analyses using*

*existing administrative data and publicly available data. These analyses are used to define a shortage of supply and identify where a shortage in supply may exist in different regions of the state. This work includes identifying different areas where there are general gaps in access to child care as well as gaps in access to the state's ECE (early care and education) programs. The analysis can then be used to make informed decisions about how to direct additional resources. For example, these data have been used to support Community Transformation Grant applications. The Research and Policy Analysis unit also works closely with the Enterprise PM Director to develop appropriate methodologies and additional analyses related to cost and supporting quality. In addition to the internal teams, the Lead Agency works with research partners from the Urban Institute, Child Trends, University of Georgia, Georgia State University, and others to conduct formal research studies.*

- ii. **Method of tracking progress:** *The Lead Agency's Research and Policy Analysis Team and Enterprise PM Director report trends for relevant data at the weekly, monthly, quarterly, and annual level.*
  - iii. **What is the plan to address the child care shortages using family child care homes?** *Analyses have shown a long term trend that the numbers of family child care learning homes in the state are decreasing. While the pandemic did not accelerate this trend, the resources made available throughout the pandemic did little to change the trajectory of this decline. The Lead Agency has various initiatives in place to support current family child care learning homes and increase the supply of new ones. The Lead Agency offers various business supports through its Thriving Child Care Business Academy, manages child care engagement networks across different geographic regions, and offers community transformation grants that may be used to increase the number of family child care learning homes. The Lead Agency continues to develop better data infrastructure and analysis to better define and monitor the footprint of family child care learning homes in the ECE landscape.*
  - iv. **What is the plan to address the child care shortages using child care centers?** *Analyses have shown that while there is a trend of decreasing family child care learning homes in the state, child care capacity overall has not decreased. This is due to an increase in overall child care capacity by child care learning centers. The Lead Agency continues to develop better data infrastructure and analysis to better define and monitor the footprint of child care centers in the ECE landscape.*
- c. **In care for special populations?**
- i. **Data sources used to identify shortages:** *In 2021, the Lead Agency commissioned the Urban Institute to conduct stakeholder engagement activities that identified overall early education needs across the state. One of the needs identified was for child care during nontraditional work hours. Based on these initial findings, the Urban Institute conducted further research to determine where nontraditional hour care was most needed. This*



*supplemental research study was completed in early 2023. Based on these findings, the Lead Agency created a pilot program: EXPAND grants, offering child care providers and community collaboratives funds to extend hours and/or create local community solutions.*

- ii. Method of tracking progress: *The Lead Agency has contracted with researchers from the University of Georgia to evaluate EXPAND. Results should be available in 2025.*
- iii. What is the plan to address the child care shortages using family child care? *Two family child care learning homes have received EXPAND grants.*
- iv. What is the plan to address the child care shortages using child care centers? *Five child care learning centers have received EXPAND grants.*

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

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

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

a. Underserved geographic areas. Describe: *The Lead Agency will continue to provide a Pre-K Summer Transition Program focused on language and literacy, math, and social-emotional development to support school readiness. The program is offered in 62 counties in Georgia. Communities who do not currently offer the Summer Transition Program are targeted and prioritized for funding each year. DECAL has awarded two rounds of Community Transformation Grants to communities across the state to strengthen local supports and services for the birth to eight population and their families across the state. In 2021, DECAL awarded the first cohort to eight community collaboratives and in 2022, DECAL awarded the second cohort to eighteen community collaboratives. Grantees selected one of nine focus areas to develop and implement community projects that will increase access to high-quality early childhood programs for children living in rural areas of Georgia. Community projects are focused on increasing school readiness; on supporting the improvement of literacy levels for all children, and implementing a pilot program to increase the number of family child care learning homes in three counties to provide greater access to high-quality early childhood programs for children and families. DECAL engaged GEEARS (Georgia Early Education Alliance for Ready Students) to conduct an independent evaluation of the Community Transformation Grant program. This report is still in draft and will be complete by the end of 2024. DECAL plans to fund new cohorts of Community Transformation Grants over the next three years to support children in underserved areas.*

b. Infants and toddlers. Describe: *DECAL has awarded two rounds of Community Transformation Grants to communities across the state to strengthen local supports and services for the birth to eight population and their families. In 2021, DECAL awarded the first cohort to eight community collaboratives and in 2022, DECAL awarded the second cohort to eighteen community collaboratives. Grantees selected one of nine focus areas to develop and implement community projects that will increase access to high-quality early childhood*

*programs for infants and toddlers (6 weeks to 36 months) and build awareness around the importance of early learning. Community projects are focused on ensuring that children receive abundant, language-rich adult-child interactions, which are scientifically proven to increase neural connections in a young child's brain. DECAL engaged GEEARS (Georgia Early Education Alliance for Ready Students) to conduct an independent evaluation of the Community Transformation Grant program. This report is still in draft and will be complete by the end of 2024. DECAL plans to fund new cohorts of Community Transformation Grants over the next three years to support infants and toddlers. The Lead Agency's Infant and Toddler Program has a team of 14 regionally based Infant Toddler Specialists who work with early learning professionals to provide coaching and training on literacy, early brain development, responsive caregiving, and other relevant needs. The Infant and Toddler program offers Lifting Infants and Toddlers Through Language-rich Environments (LITTLE) grants, awarded through a grant application process to child care centers and family child care learning homes that serve infants and toddlers. These grants are designed to increase classroom quality through targeted training and coaching to help teachers use responsive caregiving practices to build literacy skills in infants and toddlers in their care. The grants provide funds for salary and benefits for a peer coach, language and literacy materials for classrooms, and stipends to teachers, peer coaches, and administrators for participating in professional learning opportunities. Coaches work with an Infant and Toddler Specialist to provide classroom-based support through coaching. Since the program started, three cohorts of child care learning centers and two cohorts of family child care learning home providers have been created. The Lead Agency plans to fund three new child care learning center cohorts of 15 programs each and three new family child care learning home provider cohorts of 10 providers over the next three years. The Infant and Toddler Specialists also receive referrals from the child care resource and referral agencies to provide coaching and technical assistance to child care programs to improve the quality of infant and toddler care in child care programs. Additionally, specialists provide an activity training series to enhance best practices in infant toddler classrooms.*

c. **Children with disabilities.** *Describe DECAL has awarded two rounds of Community Transformation Grants to communities across the state to strengthen local supports and services for the birth to eight population and their families. In 2021, DECAL awarded the first cohort to eight community collaboratives and in 2022, DECAL awarded the second cohort to eighteen community collaboratives. Grantees selected one of nine focus areas to develop and implement community projects that will provide enhanced services to young children related to the early identification and treatment of developmental delays and disabilities and build awareness around the importance of early learning. Community projects are focused on providing free vision screenings, exams, and glasses for children to eliminate the financial barriers that many families experience when their children have been identified with impaired vision. The objectives of the grant program included: providing community-level supports for Georgia's children birth to eight and their families; increasing opportunities for sustainable community collaboration; creating new opportunities for communities to innovate at the local level to address critical needs; and supporting the development of community-based initiatives that can be expanded or taken to scale. DECAL engaged GEEARS (Georgia Early Education Alliance for Ready Students) to conduct an independent evaluation of the Community Transformation Grant program. This evaluation report will be complete at the end of 2024. DECAL plans to fund new cohorts of Community Transformation Grants over the next three years to support children with disabilities. The Lead Agency has an Inclusion and Behavior Support Program with 20 regionally-based specialists who work with birth to five and school-*

age programs to provide training and coaching on the benefits of including children with disabilities and on modifying and adapting the classroom environment and activities to accommodate all. The team provides an inclusion training series for early learning professionals focusing on understanding the importance of inclusion, the laws that support children with disabilities, and strategies to implement inclusive practices in early learning environments. This series was designed to increase access to quality child care for children with disabilities and their families by increasing educators' understanding of inclusion and confidence in providing an inclusive environment for children with disabilities. Educators receive a stipend and classroom materials that support creating inclusive classrooms. The Lead Agency plans to provide the training series to three cohorts of early learning professionals over the next three years. The Lead Agency also provides an inclusion mini grant to early learning professionals who would benefit from technical assistance to support including children with disabilities in their care. Professionals receive coaching from an Inclusion and Behavior Support Specialist, who assists the professional in implementing inclusive practices, identifying materials, equipment, or training needed to support the child's development and inclusion in the program. The Lead Agency plans to fund at least 75 mini grants over the next three years. The Lead Agency is currently piloting an Infant Early Childhood Mental Health Consultation (IECMHC) Program, which pairs a master's level mental health professional with an Inclusion and Behavior Support Specialist to provide enhanced support to teachers, child care center staff, children, and their families. This program helps with the early identification of children who struggle with social emotional issues or who have experienced early childhood trauma (such as the foster care population, children with high Adverse Childhood Experiences [ACES], exposure to domestic violence and abuse, etc.). IECMHC also supports caregivers, including teachers and parents, to access mental health treatment and resources effectively in their communities. Currently, seven mental health consultants are serving 12 child care programs. The Lead Agency is conducting an evaluation of the pilot project which will inform expansion of the program over the next three years. :

d. Children who receive care during non-traditional hours. Describe: DECAL contracted with the Urban Institute to better understand the need for non-traditional hour child care in Georgia through surveys of providers, focus groups with families who need non-traditional hour care, and analyses of DECAL administrative data and statewide census data. While DECAL collects and tracks the operating hours that licensed programs are authorized to open, programs may open later or close earlier than their authorized hours. Defining non-traditional hour child care as between 6:00 PM and 7:00 AM on weekdays and any time on weekends, the Urban Institute found that DECAL may be overestimating the supply of non-traditional hour care by as much as 50 percent by comparing provider survey-reported operating hours to licensed operating hours. To address the gap in available non-traditional hour child care, DECAL launched the Expanding Parents Access to Nontraditional Delivery (EXPAND) grants program in fall 2023. There are two types of EXPAND grants: one for licensed child care providers to expand their operating hours and a second for government entities and nonprofit organizations to form collaboratives to address the child care access challenges in their communities. Funded by the American Rescue Plan (ARP) Act, five licensed child care learning centers, two licensed family child care learning homes, and six nonprofit and government entities received EXPAND grants in October 2023. Providers received awards up to \$500,000 and nonprofit and government entities up to \$750,000. Project periods run through December 31, 2024, with provider grantees using funds to implement the supports they need to extend their hours and nonprofit and government entities using funds to support

*providers in their areas and offer child care tuition assistance to their local communities. DECAL is working with University of Georgia's Carl Vinson Institute of Government to evaluate the implementation and impact of these grants.*

- e. Other. Specify what population is being focused on to increase supply or improve quality. Describe: *Not applicable*

#### **4.5.5** Prioritization of investments in areas of concentrated poverty and unemployment

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

Describe how the Lead Agency prioritizes increasing access to high-quality child care and development services for children of families in areas that have significant concentrations of poverty and unemployment and that do not have access to high-quality programs. *As part of its child care access, consumer education, and family outreach activities, the Lead Agency funds participation in community events to distribute information about accessing early education supports and to provide referrals to high-quality child care. The Lead Agency prioritizes participating in activities held in underserved regions and targeted to families experiencing low-income, poverty, or unemployment who do not have widespread access to high-quality child care programs.*

# FFY2025-2027 Child Care and Development Fund State Plan

## Section 5: Health and Safety of Child Care Settings

Child care health and safety standards and enforcement practices are essential to protect the health and safety of children while out of their parents' care. CCDF provides a minimum threshold for child care health and safety policies and practices but leaves authority to Lead Agencies to design standards that appropriately protect children's safety and promote nurturing environments that support their healthy growth and development. Lead Agencies should set standards for ratios, group sizes limits, and provider qualifications that help ensure that the child care environment is conducive to safety and learning and enable caregivers to promote all domains of children's development.

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

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

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

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

### 5.1 Licensing Requirements

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

#### 5.1.1 Providers subject to licensing

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

- a. Identify the center-based provider types subject to child care licensing: *Child Care Learning Centers*

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

Yes. If yes, describe: *Enter Text*

No.

b. Identify the family child care providers subject to licensing: *Family Child Care Learning Homes*

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

Yes. If yes, describe: *Enter Text*

No.

c. Identify the in-home providers subject to licensing: *N/A*

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

Yes. If yes, describe: *A license is not required for Informal Caregivers unless they meet the FCCLH or CCLC requirements, but they must register with the CAPS program. An Informal Caregiver is a family, friend, or neighbor who provides care for no more than two unrelated (or no more than six related) children for pay. Informal care can be provided only when no other licensed care is available within a reasonable geographic area, during non-traditional hours when licensed care is not available, or if the child in care is determined to meet the special needs definition. For "relative informal child care" the arrangement may take place at the relative's residence or in the child's residence. The relative must not be included in the family unit. For "non-relative informal child care," the non-relative caregiver must provide care in his/her own residence and may not be a resident of the household of the child(ren) receiving care.*

No.

### 5.1.2 CCDF-eligible providers exempt from licensing

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

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

i. Identify the categories of CCDF-eligible center-based child care providers who are exempt from licensing requirements. *Georgia law allows some types of classes or groups of programs to be exempt from licensing requirements. While Georgia has 14 exemption classes or groups, the Lead Agency has made a policy decision to pay subsidy in two types of programs: Government-owned and operated programs and school-age day camp programs.*

ii. Describe the exemptions based on length of day, threshold on the number of children in care, ages of children in care, or any other factors

applicable to the exemption. 1. *Government-owned and operated programs: Programs owned and operated by a department or agency of federal, state, county, or municipal government can receive subsidies. Most government-owned and operated programs in Georgia are operated by local school boards at public schools to serve families that need afterschool child care. The remainder of the programs in this exemption category are mostly operated by local parks and recreation departments for children's extracurricular activities occurring after school or at day camps.* 2. *School-age day camp programs: Day camp programs for children age five and older that are operated between school terms, whose primary purpose is to provide organized recreational, religious, or instructional activities, can receive subsidies. The day camp programs may operate during summer and other school breaks and shall operate for no more than 12 hours per day. Children in day camp programs are school age only, and the program operates only during school breaks. In some areas of the state, there is a lack of licensed care, meaning that on-site after school programs and day camps are the only resources for working families for care outside school hours. Without this exemption category and the opportunity for subsidy children to attend, families and children could be at risk of having no child care options available to them. These exempt programs receiving CCDF are monitored annually by the Lead Agency, which ensures that all staff working in these programs have met Criminal Record Check requirements, have attended pre-service orientation, and have met training requirements; an emergency preparedness, response, and recovery plan is in place; and ensures that the program is meeting the health and safety standards defined by the Lead Agency. Data from previous monitoring efforts show that programs in these categories are substantially meeting the Georgia core rules around health and safety. In addition, all exempt programs are required to notify families that they are not licensed to ensure the families are fully informed that the program is not subject to the rules and regulations for licensed facilities.*

- iii. Describe how the exemptions for these CCDF-eligible providers do not endanger the health, safety, and development of children. *To ensure that these exemptions do not endanger children receiving CCDF services, the Lead Agency has the following policies/requirements in place. Exempt programs are required to: Post a notification that their program is exempt from licensing; obtain a form signed by parents acknowledging that they know the program is exempt from licensing requirements; and post the Lead Agency phone number and website address for parents to see. Additionally, exempt programs are required to: Ensure the Lead Agency has their current contact information; submit copies of policies, advertisements, and parental agreement forms to the Lead Agency to verify that the program functions as an exempt program; notify the Lead Agency of any changes in their accreditation and other changes in the program that may affect the program's exempt status; maintain children's attendance records and parents' signed forms that acknowledge that the*

*program is not licensed. The Lead Agency also has the authority to rescind an exemption if a program fails to meet the requirements. Finally, regional and state authorities such as the health department, state and local fire marshal, and local building and zoning officials continue to have authority to inspect and approve exempt programs. In July 2018, the Lead Agency began visiting a random sample of exempt programs that are not eligible to accept CCDF subsidies to collect health and safety data and to ensure compliance with the requirements of the type of exemption for which the program was approved. A sample of programs requesting exemption from licensing by application will be visited before approval to ensure the programs meet exemption requirements. Informal care providers receiving CCDF are monitored annually by the Lead Agency to ensure that all persons residing at these homes have met Criminal Record Check requirements and that the care provider has attended Health and Safety Orientation and meets annual training requirements. The Lead Agency visits the informal care provider to ensure that the program is meeting the defined health and safety standards. The Lead Agency also has the authority to rescind an exemption if a program fails to meet the requirements. Finally, regional and state authorities, such as the health department, state and local fire marshal, and local building and zoning officials, continue to have authority to inspect and approve exempt programs.*

- b. License-exempt family child care. Describe by answering the questions below.
  - i. Identify the categories of CCDF-eligible family child care providers who are exempt from licensing requirements. *N/A*
  - ii. Describe the exemptions based on length of day, threshold on the number of children in care, ages of children in care, or any other factors applicable to the exemption. *N/A*
  - iii. Describe how the exemptions for these CCDF-eligible providers do not endanger the health, safety, and development of children. *N/A*
- c. In-home care (care in the child's own home by a non-relative). Describe by answering the questions below.
  - i. Identify the categories of CCDF-eligible in-home care (care in the child's own home by a non- relative) providers who are exempt from licensing requirements. *In-home care or informal care*
  - ii. Describe the exemptions based on length of day, threshold on the number of children in care, ages of children in care, or any other factors applicable to the exemption. *In-home care or informal care is limited to two unrelated children for pay or a maximum of six related children. The total group size may not exceed six children for related and unrelated children. Informal care is provided as an option for family choice if that best meets the family's needs. CCDF subsidy is available for informal care to meet the needs for families requiring child care if there is no licensed care within a reasonable geographic area; during nontraditional hours when no licensed care is available; or if the child(ren) require*



*special care, defined as having special needs not available at licensed facilities.*

- iii. Describe how the exemptions for these CCDF-eligible providers do not endanger the health, safety, and development of children. *To ensure that these informal caregivers do not endanger children receiving CCDF services, the Lead Agency has the following policies/requirements in place. Informal caregivers receive a monitoring visit to evaluate compliance with health and safety standards between 90 and 120 days after enrollment in the CAPS program and once per federal fiscal year (October 1 through September 30) thereafter. Informal caregivers must provide care that meets state health and safety standards as reflected in the health and safety monitoring checklists. The checklist can be found at: [https://caps.decal.ga.gov/assets/downloads/CAPS/Appendix\\_HH-Health%20and%20Safety%20Standards%20for%20Informal%20Providers.pdf](https://caps.decal.ga.gov/assets/downloads/CAPS/Appendix_HH-Health%20and%20Safety%20Standards%20for%20Informal%20Providers.pdf) Health and safety standards for informal caregivers will be enforced in an appropriate and progressive manner depending on the type, severity, and number of violations. Repeated findings of noncompliance may result in additional enforcement actions as outlined in CAPS Policy Manual CAPS/00-15 CAPS Health and Safety Standards.*

## **5.2 Ratios, Group Size, and Qualifications for CCDF Providers**

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

### **5.2.1 Age classifications**

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

- a. Infant. Describe: *0 to 12 months*
- b. Toddler. Describe: *12 to 24 months, who are walking, and 25 to 35 months old*
- c. Preschool. Describe: *Three and four years old*
- d. School-Age. Describe: *Five years old and older*

### **5.2.2 Ratio and group size limits**

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

- a. Licensed CCDF center-based care:
  - i. Infant.  
Ratio: *1:6*  
Group size: *12*
  - ii. Toddler.  
Ratio: *1:8 (one year olds; 1:10 (two year olds)*

- Group size: 16 (one year olds); 20 (two year olds)
    - iii. Preschool.
      - Ratio: 1:15 (three year olds); 1:18 (four year olds)
      - Group size: 30 (three year olds); 36 (four year olds)
    - iv. School-Age.
      - Ratio: 1:20 (five year olds); 1:25 (six year olds and older)
      - Group size: 40 (five year olds); 50 (six year olds and older)
    - v. Mixed-Age Groups (if applicable).
      - Ratio: *In licensed center-based care, Georgia has established rules and regulations for ratios, group sizes, and requirements for mixed-age groups. A center can combine children in mixed-age groups, but the staff: child ratios for a mixed-age group will be based on the ages of the youngest children in the group if more than 20 percent of the children in the mixed-age group belong to younger age groups. Children under age three must be housed in physical areas separate from older children and cannot be mixed with older children except during early morning times of arrival and late afternoon times of departure; infants and children younger than three years old may be grouped with older children if staff: child ratios and group size are met based on the age of the youngest child in the group. If staff: child ratios and group size are met based on the age of the youngest child in the group. For child care learning centers with a capacity of seven to 18 children, all age groups can be mixed if the staff: child ratio is based on the age of the youngest child in care.*
      - Group size: *In licensed center-based care, Georgia has established rules and regulations for ratios, group sizes, and requirements for mixed-age groups. A center can combine children in mixed-age groups, but the staff: child ratios for a mixed-age group will be based on the ages of the youngest children in the group if more than 20 percent of the children in the mixed-age group belong to younger age groups. Children under age three must be housed in physical areas separate from older children and cannot be mixed with older children except during early morning times of arrival and late afternoon times of departure; infants and children younger than three years old may be grouped with older children if staff: child ratios and group size are met based on the age of the youngest child in the group. For child care learning centers with a capacity of seven to 18 children, all age groups can be mixed if the staff: child ratio is based on the age of the youngest child in care.*
- b. If different, provide the ratios and group size requirements for the license-exempt center-based providers who receive CCDF funds under the following age groups:
  - i.  Not applicable, There are no differences in ratios and group size requirements.
  - ii. Infant: SAA
  - iii. Toddler: SAA

- iv. Preschool: *SAA*
- v. School-Age: *SAA*
- vi. Mixed-Age Groups: *SAA*

c. Licensed CCDF family child care home providers:

i. Infant (if applicable)

*Ratio: Family child care learning homes (FCCLH) are limited to the number of children not related to the provider in the FCCLH, for pay or not for pay, to not exceed six children. To meet the threshold to qualify as an FCCLH, the family must have at least three unrelated children for care for pay. Notwithstanding the limitation to six children prescribed by the definition of an FCCLH, a provider may care for two additional children who are three years of age or older for two designated one-hour periods daily upon approval by the Lead Agency. Whenever related children or children who reside in the home are present in the home, the number of children under the age of 13 years may not exceed 12. An assistant, who must be at least 16 years of age, must be present to assist with supervision whenever 1) More than three children under the age of 12 months are present; or 2) More than six children under the age of three years are present; or 3) More than eight children under the age of five years are present.*

*Group size: Family child care learning homes (FCCLH) are limited to the number of children not related to the provider in the FCCLH, for pay or not for pay, to not exceed six children. To meet the threshold to qualify as an FCCLH, the family must have at least three unrelated children for pay. Whenever related children or children who reside in the home are present in the home, the number of children under the age of 13 years may not exceed 12. An assistant, who must be at least 16 years of age, must be present to assist with supervision whenever 1) More than three children under the age of 12 months are present; or 2) More than six children under the age of three years are present; or 3.) More than eight children under the age of five years are present.*

ii. Toddler (if applicable)

*Ratio: Family child care learning homes (FCCLH) are limited to the number of children not related to the provider in the FCCLH, for pay or not for pay, to not exceed six children. To meet the threshold to qualify as an FCCLH, the family must have at least three unrelated children for care for pay. Notwithstanding the limitation to six children prescribed by the definition of FCCLH, a provider may care for two additional children who are three years of age or older for two designated one-hour periods daily upon approval by the Lead Agency. Whenever related children or children who reside in the home are present in the home, the number of children under the age of 13 years may not exceed 12. An assistant, who must be at least 16 years of age, must be present to assist with supervision whenever 1) More than three children under the age of*

*12 months are present; or 2) More than six children under the age of three years are present; or 3) More than eight children under the age of five years are present.*

*Group size: Family child care learning homes (FCCLH) are limited to the number of children not related to the provider in the FCCLH, for pay or not for pay, to not exceed six children. To meet the threshold to qualify as an FCCLH, the family must have at least three unrelated children for pay. Whenever related children or children who reside in the home are present in the home, the number of children under the age of 13 years may not exceed 12. An assistant, who must be at least 16 years of age, must be present to assist with supervision whenever 1) More than three children under the age of 12 months are present; or 2) More than six children under the age of three years are present; or 3) More than eight children under the age of five years are present.*

iii. **Preschool (if applicable)**

*Ratio: Family child care learning homes (FCCLH) are limited to the number of children not related to the provider in the FCCLH, for pay or not for pay, to not exceed six children. To meet the threshold to qualify as an FCCLH, the family must have at least three unrelated children for care for pay. Notwithstanding the limitation to six children prescribed by the definition of FCCLH, a provider may care for two additional children who are three years of age or older for two designated one-hour periods daily upon approval by the Lead Agency. Whenever related children or children who reside in the home are present in the home, the number of children under the age of 13 years may not exceed 12. An assistant, who must be at least 16 years of age, must be present to assist with supervision whenever 1) More than three children under the age of 12 months are present; or 2) More than six children under the age of three years are present; or 3) More than eight children under the age of five years are present.*

*Group size: Family child care learning homes (FCCLH) are limited to the number of children not related to the provider in the FCCLH, for pay or not for pay, to not exceed six children. To meet the threshold to qualify as an FCCLH, the family must have at least three unrelated children for pay. Whenever related children or children who reside in the home are present in the home, the number of children under the age of 13 years may not exceed 12. An assistant, who must be at least 16 years of age, must be present to assist with supervision whenever 1) More than three children under the age of 12 months are present; or 2) More than six children under the age of three years are present; or 3) More than eight children under the age of five years are present.*

iv. **School-Age (if applicable)**

*Ratio: Family child care learning homes (FCCLH) are limited to the number of children not related to the provider in the FCCLH, for pay or not for pay, to not exceed six children. To meet the threshold to qualify as an FCCLH, the family must have at least three unrelated children for care for pay. Notwithstanding the limitation to six children prescribed by the definition of FCCLH, a provider may care for two additional children*

*who are three years of age or older for two designated one-hour periods daily upon approval by the Lead Agency. Whenever related children or children who reside in the home are present in the home, the number of children under the age of 13 years may not exceed 12. An assistant, who must be at least 16 years of age, must be present to assist with supervision whenever 1) More than three children under the age of 12 months are present; or 2) More than six children under the age of three years are present; or 3) More than eight children under the age of five years are present.*

*Group size: Family child care learning homes (FCCLH) are limited to the number of children not related to the provider in the FCCLH, for pay or not for pay, to not exceed six children. To meet the threshold to qualify as an FCCLH, the family must have at least three unrelated children for care for pay. Notwithstanding the limitation to six children prescribed by the definition of FCCLH, a provider may care for two additional children who are three years of age or older for two designated one-hour periods daily upon approval by the Lead Agency. Whenever related children or children who reside in the home are present in the home, the number of children under the age of 13 years may not exceed 12. An assistant, who must be at least 16 years of age, must be present to assist with supervision whenever 1) More than three children under the age of 12 months are present; or 2) More than six children under the age of three years are present; or 3) More than eight children under the age of five years are present.*

v. **Mixed-Age Groups**

*Ratio: Family child care learning homes (FCCLH) are limited to the number of children not related to the provider in the FCCLH, for pay or not for pay, to not exceed six children. To meet the threshold to qualify as an FCCLH, the family must have at least three unrelated children for care for pay. Notwithstanding the limitation to six children prescribed by the definition of FCCLH, a provider may care for two additional children who are three years of age or older for two designated one-hour periods daily upon approval by the Lead Agency. Whenever related children or children who reside in the home are present in the home, the number of children under the age of 13 years may not exceed 12. An assistant, who must be at least 16 years of age, must be present to assist with supervision whenever 1) More than three children under the age of 12 months are present; or 2) More than six children under the age of three years are present; or 3) More than eight children under the age of five years are present.*

*Group size: Family child care learning homes (FCCLH) are limited to the number of children not related to the provider in the FCCLH, for pay or not for pay, to not exceed six children. To meet the threshold to qualify as an FCCLH, the family must have at least three unrelated children for care for pay. Notwithstanding the limitation to six children prescribed by the definition of FCCLH, a provider may care for two additional children who are three years of age or older for two designated one-hour periods daily upon approval by the Lead Agency. Whenever related children or children who reside in the home are present in the home, the number of children under the age of 13 years may not exceed 12. An assistant, who must be at least 16 years of age, must be present to assist with supervision whenever 1) More than three children under the age of 12 months are*

*present; or 2) More than six children under the age of three years are present; or 3) More than eight children under the age of five years are present.*

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

No.

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

Not Applicable. *The Lead Agency does not have license-exempt family child care homes.*

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

i. Infant (if applicable)

Ratio: *There are no ratio requirements pertaining to the ages of the children for informal caregivers.*

Group size: *If the relative cares for children for pay, the number of children in care cannot exceed six. Of the children in care, no more than two can be unrelated for pay.*

ii. Toddler (if applicable)

Ratio: *There are no ratio requirements pertaining to the ages of the children for informal caregivers.*

Group size: *If the relative cares for children for pay, the number of children in care cannot exceed six. Of the children in care, no more than two can be unrelated for pay.*

iii. Preschool (if applicable)

Ratio: *There are no ratio requirements pertaining to the ages of the children for informal caregivers.*

Group size: *If the relative cares for children for pay, the number of children in care cannot exceed six. Of the children in care, no more than two can be unrelated for pay.*

iv. School-Age (if applicable)

Ratio: *There are no ratio requirements pertaining to the ages of the children for informal caregivers.*

Group size: *If the relative cares for children for pay, the number of children in care cannot exceed six. Of the children in care, no more than two can be unrelated for pay.*

v. Mixed-Age Groups (if applicable)

Ratio: *There are no ratio requirements pertaining to the ages of the children for informal caregivers.*

Group size: *If the relative cares for children for pay, the number of children in care cannot exceed six. Of the children in care, no more than two can be unrelated for pay.*

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

*N/A*

No.

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

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

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

- a. Licensed center-based care

- i. Describe the teacher qualifications for licensed CCDF center-based care (e.g., degrees, credentials, etc.), including any variations based on the ages of children in care: *Teachers in licensed center-based care must meet the following qualifications: Be at least 18 years of age; possess at least one of the following sets of minimum academic requirements and qualifying experience at the time of employment: (i) Child Development Associate (CDA); (ii) Technical Certificate of Credit (TCC) in Early Childhood Education or Child Development; (iii) Technical Certificate of Credit (TCC) in Infant and Toddler; (iv) Technical Certificate of Credit (TCC) in Program Administration; (v) Technical Certificate of Credit (TCC) in School Age and Youth Care; (vi) Technical College Diploma (TCD) in Early Childhood Education or Child Development; (vii) Associate degree in Early Childhood Education or Child Development (AA, AAS, AAT); (viii) Paraprofessional Certificate issued by the Georgia Professional Standards Commission; (ix) 25 quarter hours or 15 semester hours from an accredited college or university in Early Childhood Education or Child Development; (x) Bachelor's degree from an accredited college or university in a field other than Early Childhood Education or Child Development and three months of qualifying child care experience; (xi) Bachelor's degree from an accredited college or university in Early Childhood Education or Child Development; (xii) Master's degree from an accredited college or university in Early Childhood Education or Child Development.*
- ii. Describe the director qualification for licensed CCDF center-based care, including any variations based on the ages of children in care or the number of staff employed: *Directors of center-based care must meet the following qualifications: Be at least 21 years of age; possess at least one of the following sets of minimum academic requirements and qualifying child care experience: (i) Child Development Associate (CDA) and six months of qualifying child care experience; (ii) Technical Certificate of Credit (TCC) in Early Childhood Education or Child Development and six months of qualifying child care experience; (iii) Technical Certificate of Credit (TCC) in Infant and Toddler and six months of qualifying child care experience; (iv) Technical Certificate of Credit (TCC) in Program Administration and six months of qualifying child care experience; (v) Technical Certificate of Credit (TCC) in School Age and Youth Care and six months of qualifying child care experience; (vi) Technical College Diploma (TCD) in Early Childhood*

*Education or Child Development and six months of qualifying child care experience; (vii) 40-hour director training course approved by the Lead Agency and employed for a minimum of five years as an on-site child care learning center director; (viii) Associate degree in Early Childhood Education or Child Development and six months of qualifying child care experience; (ix) Paraprofessional Certificate issued by the Georgia Professional Standards Commission and six months of qualifying child care experience; (x) 25 quarter hours or 15 semester hours from an accredited college or university in Early Childhood Education or Child Development and six months of qualifying child care experience; (xi) Bachelor's degree from an accredited college or university in a field other than Early Childhood Education or Child Development and three months of qualifying child care experience; (xii) Bachelor's degree from an accredited college or university in Early Childhood Education or Child Development; (xiii) Master's degree from an accredited college or university in Early Childhood Education or Child Development.*

b. Licensed family child care

*Describe the provider qualifications for licensed family child care homes, including any variations based on the ages of children in care: Pre-service training is required before submitting an application to be a family child care learning home. The applicant who will be responsible for the day-to-day operations shall complete the following pre-service training approved by the Lead Agency: 1. Orientation that provides, at a minimum, instruction on the application process and gives an overview of the state's rules and regulations relating to operating a family child care learning home; 2. Training course that includes provider competencies that serve as a framework for professional development, which includes, but is not limited to, early learning standards, communication, developmentally appropriate practices, professional and leadership development, business management, and advocacy for the family child care learning home, parents, children, and staff; 3. Cardiopulmonary resuscitation (CPR) and First Aid training offered by certified or licensed health care professionals and approved by the Lead Agency, which include emergency care for infants and children. Providers who apply for the initial license must submit valid evidence/documentation of one of the following credentials/degrees issued by one of the following organizations, an accredited educational institution, or another organization approved/recognized by the Lead Agency: (a) Child Development Associate (CDA); (b) Technical Certificate of Credit (TCC) in Early Childhood Education; (c) Technical College Diploma (TCD) in Early Childhood Education; (d) Associate Degree in Early Childhood Education (AA, AAS, AAT); (e) Paraprofessional Certificate issued by the Georgia Professional Standards Commission; (f) Bachelor's degree in Early Childhood Education; or (g) Master's degree in Early Childhood Education. Providers and applicants who have applied for a license on or before June 30, 2009, shall be exempt from the requirement stated in (2)(a) through (g) above, except if the family child care learning home closes for business and then submits a new application for a license on or after July 1, 2009. Any provider who applies for a license on or after July 1, 2009, must meet one of the education requirements listed above. Any provider who submits a new application for a license on or before June 30, 2009, shall have a high school diploma, General Education Diploma (GED), or other credentials and shall submit valid evidence/documentation of such credential.*



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

Describe the provider qualifications for licensed, regulated, or registered in-home child care providers (care in the child’s own home) including any variations based on the ages of children in care: *A license is not required for informal caregivers unless they meet the FCCLH or CCLC requirements, but they must register with the CAPS program. An informal caregiver is a family, friend, or neighbor who provides care for no more than two unrelated (or no more than six related) children for pay. Informal care can be provided only when no other licensed care is available within a reasonable geographic area, during non-traditional hours when licensed care is not available, or if the child in care is determined to meet the special needs definition. For “relative informal child care,” the arrangement may take place at the relative’s residence or in the child’s residence. The relative must not be included in the family unit. For “non-relative informal child care,” the non-relative caregiver must provide care in his/her own residence and may not be a resident of the household of the child(ren) receiving care. Informal caregivers must be 21 years of age or older to receive payment through CAPS. All providers participating in CAPS must comply with the Lead Agency’s Comprehensive Background Check policy. License-exempt providers (including all staff) and informal caregivers must comply with health and safety standards as defined by the Lead Agency. Additionally, license-exempt, and informal caregivers must have evidence of completing cardiopulmonary resuscitation (CPR) training for infants and toddlers, pre-service orientation, and 10 hours of training each calendar year thereafter.*

#### 5.2.4 Teacher/caregiver qualifications for license-exempt providers

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

- a. License-exempt center-based child care. *All staff at license-exempt centers participating in CAPS must comply with the Lead Agency’s Comprehensive Background Check policy. License-exempt child care center staff must comply with health and safety standards as defined by the Lead Agency. Additionally, license-exempt center staff must have evidence of completing cardiopulmonary resuscitation (CPR) training for infants and toddlers, pre-service orientation, and 10 hours of training each calendar year thereafter.*
- b. License-exempt home-based child care. *N/A*
- c. License-exempt in-home care (care in the child’s own home). *N/A*

### 5.3 Health and Safety Standards for CCDF Providers

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

the option of exempting certain relatives from any some or all CCDF health and safety requirements.

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

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

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

- a. Provide the standards, appropriate to the provider setting and age of children, that addresses the prevention and control of infectious diseases for the following CCDF-eligible providers:
  - i. All CCDF-eligible licensed center care. Provide the standard: *Child Care Learning Centers: Rules & Regulations: 591-1-1-.06(1), (4), (7) Bathrooms; 591-1-1-.07(1-3) Children's Health; 591-1-1-.08(2) Children's Records; 591-1-1-.10(1-4), (7-9) Diapering; 591-1-1-.12(2), (8) Equipment and Toys; 591-1-1-.14(3) First Aid and CPR; 591-1-1-.15(3-4), (6)(a) Food Service and Nutrition; 591-1-1-.17(4), (7-8), (10-11) Hygiene; 591-1-1-.18(1-2), (5-8), (10-11) Kitchen Operations; 591-1-1-.21(1)(g) Operational Policies & Procedures; 591-1-1-.25(3) Physical Plant; 591-1-1-.27 Posted Notices; 591-1-1-.29(2) Required Reporting; 591-1-1-.30(1)(d), (4) Safe Sleeping and Resting Requirements; 591-1-1-.33(2-5) Staff Training. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - ii. All CCDF-eligible licensed family child care homes. Provide the standard: *Family Child Care Learning Homes: Rules & Regulations: 290-2-3-.07(6-7), (9) Staffing & Supervision; 290-2-3-.08(2), (8)(b)(4), (8)(b)(6-7) Children's Records; 290-2-3-.10(3)(c),(4-5), (7)(b), (10-15), (17-19) Nutrition and Food Services; 290-2-3-.11(1)(a-b), (1)(e-k), Health, Safety, and Discipline; 290-2-3-.12(2-3), (5), (12), Equipment and Supplies; 290-2-3-.13(1) Building and Grounds; 290-2-3-.14(4) Reporting; 290-2-3-.19(1)(a), (1)(d), (4) Safe Sleeping and Resting Requirements. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - iii. All CCDF-eligible licensed in-home care. Provide the standard: *N/A*
  - iv. All CCDF-eligible license-exempt center care. Provide the standard: *The Lead Agency does not have jurisdiction to require license-exempt programs to maintain these requirements. Annual monitoring visits are made to license-exempt programs receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. The Georgia Department of Public Health (DPH) monitors and enforces immunization requirements at certain types of exempt facilities, such as private schools, and those with limited attendance requirements, such as half-day programs. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for License-exempt Providers: B. Bathrooms; F. Equipment and Toys; H. Hygiene; J. Policies and Procedures; P. Staff*

*Training; T. Required Reporting; U. Diapering; V. Safe Sleep Requirements; CAPS Policy Manual – CAPS/00-6 Child’s Immunization Requirements; DPH Rules and Regulations: Chapter 511-2-2.02. These are applicable to infants, toddlers, preschoolers, and school-age children.*

- v. All CCDF-eligible license-exempt family child care homes. Provide the standard: *N/A*
  - vi. All CCDF-eligible license-exempt in-home care. Provide the standard: *The Lead Agency has no jurisdiction to require these practices for relative care. Visits are made to these caregivers if classified as an informal caregiver receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for Informal Providers – Appendix HH: B. Bathrooms; F. Equipment and Toys; H. Hygiene; J. Policies and Procedures; O. Staff Training; S. Required Reporting; T. Diapering; U. Safe Sleep Requirements; CAPS Policy Manual – CAPS/00-6 Child’s Immunization Requirements; DPH Rules and Regulations: Chapter 511-2-2.02. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: *The Lead Agency does not have separate requirements for out-of-school programs. Standards related to out-of-school programs can be found in the licensing regulations and the health and safety standards for the program types indicated above.*
- b. Provide the standards, appropriate to the provider setting and age of children, that address that addresses that children attending child care programs under CCDF are age-appropriately immunized, according to the latest recommendation for childhood immunizations of the respective State public health agency, for the following CCDF-eligible providers:
- i. All CCDF-eligible licensed center care. Provide the standard: *Child Care Learning Centers: Rules & Regulations: 591-1-1-.08(2) Children’s Records. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - ii. All CCDF-eligible licensed family child care homes. Provide the standard: *Family Child Care Learning Homes: Rules & Regulations: 290-2-3-.08(2) Children’s Records. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - iii. All CCDF-eligible licensed in-home care. Provide the standard: *N/A*
  - iv. All CCDF-eligible license-exempt center care. Provide the standard: *The Lead Agency does not have jurisdiction to require license-exempt programs to maintain these requirements. Annual monitoring visits are made to license-exempt programs receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. The Georgia DPH monitors and enforces immunization requirements at certain types of exempt facilities, such as*

*private schools, and those with limited attendance requirements, such as half-day programs. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers; CAPS Policy Manual – CAPS/00-6 Child’s Immunization Requirements; DPH Rules and Regulations: Chapter 511-2-2.02 These are applicable to infants, toddlers, preschoolers, and school-age children.*

- v. All CCDF-eligible license-exempt family child care homes. Provide the standard: *N/A*
- vi. All CCDF-eligible license-exempt in-home care. Provide the standard: *The Lead Agency has no jurisdiction to require these practices for relative care. Visits are made to these caregivers if classified as an informal caregiver receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers; CAPS Policy Manual – CAPS/00-6 Child’s Immunization Requirements; DPH Rules and Regulations: Chapter 511-2-2.02. These are applicable to infants, toddlers, preschoolers, and school-age children.*
- vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: *The Lead Agency does not have separate requirements for out-of-school programs. Standards related to out-of-school programs can be found in the licensing regulations and the health and safety standards for the program types indicated above.*

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

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

- i. All CCDF-eligible licensed center care. Provide the standard: *Child Care Learning Centers: Rules & Regulations: 591-1-1-.21(1)(q), (2) Operational Policies and Procedures; 591-1-1-.30(1)(a)(1-3), (2), (2)(a-c) Safe Sleeping and Resting Equipment; 591-1-1-.33(2-3) Staff Training. These are applicable to infants, toddlers, preschoolers, and school-age children.*
- ii. All CCDF-eligible licensed family child care homes. Provide the standard: *Family Child Care Learning Homes: Rules & Regulations: 290-2-3-.07(6-7) Staffing & Supervision; 290-2-3-.08(8)(b)(16) Children’s Records; 290-2-3-.19(1)(a)(1-3), (2)(a-c) Safe Sleeping and Resting Requirements. These are applicable to infants, toddlers, preschoolers, and school-age children.*
- iii. All CCDF-eligible licensed in-home care. Provide the standard: *N/A*
- iv. All CCDF-eligible license-exempt center care. Provide the standard: *The Lead Agency does not have jurisdiction to require license-exempt programs to maintain these requirements. Annual monitoring visits are made to license-exempt programs receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance*

*Standards for License-exempt and Informal Providers - Health & Safety Standards for License-exempt Providers: P. Staff Training; V. Safe Sleep Requirements. These are applicable to infants, toddlers, preschoolers, and school-age children.*

- v. All CCDF-eligible license-exempt family child care homes. Provide the standard: *N/A*
- vi. All CCDF-eligible license-exempt in-home care. Provide the standard: *The Lead Agency has no jurisdiction to require these practices for relative care. Visits are made to these caregivers if classified as an informal caregiver receiving CCDF subsidy and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for Informal Providers – Appendix HH: O. Staff Training; U. Safe Sleep Requirements. These are applicable to infants, toddlers, preschoolers, and school-age children.*
- vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: *The Lead Agency does not have separate requirements for out-of-school programs. Standards related to out-of-school programs can be found in the licensing regulations and the health and safety standards for the program types indicated above.*

**5.3.3** Administration of medication, consistent with standards for parental consent health and safety standard(s).

- a. Provide the standards, appropriate to the provider setting and age of children, that address the administration of medication.
  - i. All CCDF-eligible licensed center care. Provide the standard: *Child Care Learning Centers: Rules & Regulations: 591-1-1-.11(2) Discipline; 591-1-1-.20(2),(3),(5),(6) Medications; 591-1-1-.21(1)(e) Operational Policies and Procedures; 591-1-1-.33(2-3) Staff Training. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - ii. All CCDF-eligible licensed family child care homes. Provide the standard: *Family Child Care Learning Homes: Rules & Regulations: 290-2-3-.07(6-7) Staffing & Supervision; 290-2-3-.08(5), (8)(b)(3), (8)(b)(5) Children’s Records; 290-2-3-.11(1)(b), (1)(d), (3)(a) Health, Safety, and Discipline. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - iii. All CCDF-eligible licensed in-home care. Provide the standard: *N/A*
  - iv. All CCDF-eligible license-exempt center care. Provide the standard: *The Lead Agency does not have jurisdiction to require license-exempt programs to maintain these requirements. Annual monitoring visits are made to license-exempt programs receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health &*

*Safety Standards for License-exempt Providers: E. Discipline; I. Medications; P. Staff Training. These are applicable to infants, toddlers, preschoolers, and school-age children.*

- v. All CCDF-eligible license-exempt family child care homes. Provide the standard: *N/A*
  - vi. All CCDF-eligible license-exempt in-home care. Provide the standard: *The Lead Agency has no jurisdiction to require these practices for relative care. Visits are made to these caregivers if classified as an informal caregiver receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for Informal Providers – Appendix HH: E. Discipline; I. Medications; O. Staff Training. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: *The Lead Agency does not have separate requirements for out-of-school programs. Standards related to out-of-school programs can be found in the licensing regulations and the health and safety standards for the program types indicated above.*
- b. Provide the standards, appropriate to the provider setting and age of children, that address obtaining permission from parents to administer medications to children for the following CCDF-eligible providers:
- i. All CCDF-eligible licensed center care. Provide the standard: *Child Care Learning Centers: Rules & Regulations: 591-1-1-.11(2) Discipline; 591-1-1-.20(1), (6) Medications. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - ii. All CCDF-eligible licensed family child care homes. Provide the standard: *Family Child Care Learning Homes: Rules & Regulations: 290-2-3-.11(1)(d), (3)(a) Health, Safety, and Discipline. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - iii. All CCDF-eligible licensed in-home care. Provide the standard: *N/A*
  - iv. All CCDF-eligible license-exempt center care. Provide the standard: *The Lead Agency does not have jurisdiction to require license-exempt programs to maintain these requirements. Annual monitoring visits are made to license-exempt programs receiving CCDF subsidy and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for License-exempt Providers: E. Discipline; I. Medications. These are applicable to infants, toddlers, preschoolers, and school-age children.*

- v. All CCDF-eligible license-exempt family child care homes. Provide the standard: *N/A*
- vi. All CCDF-eligible license-exempt in-home care. Provide the standard: *The Lead Agency has no jurisdiction to require these practices for relative care. Visits are made to these caregivers if classified as an informal caregiver receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for Informal Providers – Appendix HH: E. Discipline; I. Medications; O. Staff Training. These are applicable to infants, toddlers, preschoolers, and school-age children.*
- vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: *The Lead Agency does not have separate requirements for out-of-school programs. Standards related to out-of-school programs can be found in the licensing regulations and the health and safety standards for the program types indicated above.*

**5.3.4** Prevention of and response to emergencies related to food and allergic reactions health and safety standard(s).

- a. Provide the standards, appropriate to the provider setting and age of children, that address the prevention of emergencies due to food and allergic reactions for the following CCDF-eligible providers:
  - i. All CCDF-eligible licensed center care. Provide the standard: *Child Care Learning Centers: Rules & Regulations: 591-1-1-.08(1) Children’s Records; 591-1-1-.13(6) Field Trips; 591-1-1-.15(2)(a-g) Food Service and Nutrition; 591-1-1-.36(7)(b) Transportation; 591-1-1-.33(3) Staff Training. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - ii. All CCDF-eligible licensed family child care homes. Provide the standard: *Family Child Care Learning Homes: Rules & Regulations: 290-2-3-.07(7) Staffing & Supervision; 290-2-3-.08(4) Children’s Records; 290-2-3-.10(3) Nutrition & Food Services. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - iii. All CCDF-eligible licensed in-home care. Provide the standard: *N/A*
  - iv. All CCDF-eligible license-exempt center care. Provide the standard: *The Lead Agency does not have jurisdiction to require license-exempt programs to maintain these requirements. Annual monitoring visits are made to license-exempt programs receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for License-exempt Providers: J. Policies and Procedures; P.*

*Staff Training. These are applicable to infants, toddlers, preschoolers, and school-age children.*

- v. All CCDF-eligible license-exempt family child care homes. Provide the standard: *N/A*
  - vi. All CCDF-eligible license-exempt in-home care. Provide the standard: *The Lead Agency has no jurisdiction to require these practices for relative care. Visits are made to these caregivers if classified as an informal caregiver receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for Informal Providers – Appendix HH: J. Policies and Procedures; O. Staff Training. These are applicable to infants, toddlers, preschoolers, and school-age Children.*
  - vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: *The Lead Agency does not have separate requirements for out-of-school programs. Standards related to out-of-school programs can be found in the licensing regulations and the health and safety standards for the program types indicated above.*
- b. Provide the standards, appropriate to the provider setting and age of children, that address the response to emergencies due to food and allergic reactions for the following CCDF-eligible providers:
- i. All CCDF-eligible licensed center care. Provide the standard: *Child Care Learning Centers: Rules & Regulations: 591-1-1-.08(1) Children’s Records; 591-1-1-.13(6) Field Trips; 591-1-1-.36(7)(b) Transportation; 591-1-1-.33(3) Staff Training. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - ii. All CCDF-eligible licensed family child care homes. Provide the standard: *Family Child Care Learning Homes: Rules & Regulations: 290-2-3-.07(7) Staffing & Supervision; 290-2-3-.08(1), (4) Children’s Records. This is applicable to infants, toddlers, preschoolers, and school-age children.*
  - iii. All CCDF-eligible licensed in-home care. Provide the standard: *N/A*
  - iv. All CCDF-eligible license-exempt center care. Provide the standard: *The Lead Agency does not have jurisdiction to require license-exempt programs to maintain these requirements. Annual monitoring visits are made to license-exempt programs receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for License-exempt Providers: J. Policies and Procedures; P.*



*Staff Training. These are applicable to infants, toddlers, preschoolers, and school-age children.*

- v. All CCDF-eligible license-exempt family child care homes. Provide the standard: *N/A*
- vi. All CCDF-eligible license-exempt in-home care. Provide the standard: *The Lead Agency has no jurisdiction to require these practices for relative care. Visits are made to these caregivers if classified as an informal caregiver receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for Informal Providers – Appendix HH: J. Policies and Procedures; O. Staff Training. These are applicable to infants, toddlers, preschoolers, and school-age children.*
- vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: *The Lead Agency does not have separate requirements for out-of-school programs. Standards related to out-of-school programs can be found in the licensing regulations and the health and safety standards for the program types indicated above.*

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

- a. Provide the standards, appropriate to the provider setting and age of children, that address the identification of and protection from building and physical premises hazards for the following CCDF-eligible providers:
  - i. All CCDF-eligible licensed center care. Provide the standard: *Child Care Learning Centers: Rules & Regulations: 591-1-1-.05(1-2) Animals; 591-1-1-.12(1-2), (4) Equipment and Toys; 591-1-1-.18(12) Kitchen Operations; 591-1-1-.25(3), (8), (10), (12-13), (15-17), (19), (21) Physical Plant; 591-1-1-.26(3-9) Playgrounds; 591-1-1-.30(1)(d) Safe Sleeping and Resting Requirements; 591-1-1-.33(2-3) Staff Training. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - ii. All CCDF-eligible licensed family child care homes. Provide the standard: *Family Child Care Learning Homes: Rules & Regulations: 290-2-3-.07(6-7) Staffing and Supervision; 290-2-3-.08(8)(b)(8), (13), (15); Children’s Records 290-2-3-.11(1)(n-o), (2)(d-i) Health, Safety, and Discipline; 290-2-3-.12(3-7) Equipment and Supplies; 290-2-3-.13(1), (1)(c-f), (2)(a-d) Building and Grounds; 290-2-3-.19(1)(d) Sleeping and Resting Requirements . These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - iii. All CCDF-eligible licensed in-home care. Provide the standard: *N/A*
  - iv. All CCDF-eligible license-exempt center care. Provide the standard: *The Lead Agency does not have jurisdiction to require license-exempt programs to maintain these requirements. Annual monitoring visits are made to license-*

- exempt programs receiving CCDF subsidy and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for License-exempt Providers: F. Equipment and Toys; J. Policies and Procedures; L. Physical Plant; M. Playgrounds; P. Staff Training. These are applicable to infants, toddlers, preschoolers, and school-age children.*
- v. All CCDF-eligible license-exempt family child care homes. Provide the standard: *N/A*
  - vi. All CCDF-eligible license-exempt in-home care. Provide the standard: *The Lead Agency has no jurisdiction to require these practices for relative care. Visits are made to these caregivers if classified as an informal caregiver receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for Informal Providers – Appendix HH: F. Equipment and Toys; J. Policies and Procedures; L. Physical Plant; M. Playgrounds; O. Staff Training. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: *The Lead Agency does not have separate requirements for out-of-school programs. Standards related to out-of-school programs can be found in the licensing regulations and the health and safety standards for the program types indicated above.*
- b. Provide the standards, appropriate to the provider setting and age of children, that address the identification of and protection from bodies of water for the following CCDF-eligible providers:
- i. All CCDF-eligible licensed center care. Provide the standard: *Child Care Learning Centers: Rules & Regulations: 591-1-1-.33(2-3) Staff Training; 591-1-1-.35(2) Swimming. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - ii. All CCDF-eligible licensed family child care homes. Provide the standard: *Family Child Care Learning Homes: Rules & Regulations: 290-2-3-.07(6-7) Staffing and Supervision; 290-2-3-.13(2)(d) Building and Grounds. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - iii. All CCDF-eligible licensed in-home care. Provide the standard: *N/A*
  - iv. All CCDF-eligible license-exempt center care. Provide the standard: *The Lead Agency does not have jurisdiction to require license-exempt programs to maintain these requirements. Annual monitoring visits are made to license-exempt programs receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for License-exempt Providers: M. Playgrounds; P. Staff Training; Q.*

- Swimming Pools and Water Related Activities. These are applicable to infants, toddlers, preschoolers, and school-age children.*
- v. All CCDF-eligible license-exempt family child care homes. Provide the standard: *N/A*
  - vi. All CCDF-eligible license-exempt in-home care. Provide the standard: *The Lead Agency has no jurisdiction to require these practices for relative care. Visits are made to these caregivers if classified as an informal caregiver receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for Informal Providers – Appendix HH: O. Staff Training; P. Swimming Pools and Water Related Activities. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: *The Lead Agency does not have separate requirements for out-of-school programs. Standards related to out-of-school programs can be found in the licensing regulations and the health and safety standards for the program types indicated above.*
- c. Provide the standards, appropriate to the provider setting and age of children, that address the identification of and protection from vehicular traffic hazards for the following CCDF-eligible providers.
- i. All CCDF-eligible licensed center care. Provide the standard: *Child Care Learning Centers: Rules & Regulations: 591-1-1-.25(16) Physical Plant; 591-1-1-.26(3-4) Playgrounds; 591-1-1-.33(2-3) Staff Training; 591-1-1-.36(12) Transportation. These are applicable to infants, toddler, preschoolers, and school-age children.*
  - ii. All CCDF-eligible licensed family child care homes. Provide the standard: *Family Child Care Learning Homes: Rules & Regulations: 290-2-3-.07(6-7) Staffing and Supervision; 290-2-3-.13(2)(d) Building and Grounds. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - iii. All CCDF-eligible licensed in-home care. Provide the standard: *N/A*
  - iv. All CCDF-eligible license-exempt center care. Provide the standard: *The Lead Agency does not have jurisdiction to require license-exempt programs to maintain these requirements. Annual monitoring visits are made to license-exempt programs receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for License-exempt Providers: M. Playgrounds; P. Staff Training. These are applicable to infants, toddlers, preschoolers, and school-age children.*

- v. All CCDF-eligible license-exempt family child care homes. Provide the standard: *N/A*
- vi. All CCDF-eligible license-exempt in-home care. Provide the standard: *The Lead Agency has no jurisdiction to require these practices for relative care. Visits are made to these caregivers if classified as an informal caregiver receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for Informal Providers – Appendix HH: M. Playgrounds; O. Staff Training. These are applicable to infants, toddlers, preschoolers, and school-age children.*
- vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: *The Lead Agency does not have separate requirements for out-of-school programs. Standards related to out-of-school programs can be found in the licensing regulations and the health and safety standards for the program types indicated above.*

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

- a. Provide the standard, appropriate to the provider setting and age of children, that addresses the prevention of shaken baby syndrome and abusive head trauma and indicate the age of children it applies to for the following CCDF-eligible providers:
  - i. All CCDF-eligible licensed center care. Provide the standard: *Child Care Learning Centers: Rules & Regulations: 591-1-1-.11(1-2) Discipline; 591-1-1-.21(1)(k) Operational Policies and Procedures; 591-1-1-.29(1) Required Reporting; 591-1-1-.33(2-3) Staff Training. These standards are applicable for children ages birth to 2 years old.*
  - ii. All CCDF-eligible licensed family child care homes. Provide the standard: *Family Child Care Learning Homes: Rules & Regulations: 290-2-3-.07(6-7) Staffing and Supervision; 290-2-3-.08(8)(b)(4) Children’s Records; 290-2-3-.11(3), (3)(a) Health, Safety, and Discipline. These standards are applicable for children ages birth to 2 years old.*
  - iii. All CCDF-eligible licensed in-home care. Provide the standard: *N/A*
  - iv. All CCDF-eligible license-exempt center care. Provide the standard: *The Lead Agency does not have jurisdiction to require license-exempt programs to maintain these requirements. Annual monitoring visits are made to license-exempt programs receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for License-exempt Providers: A. Activities; E. Discipline; P. Staff Training; T. Required Reporting. These are applicable for children birth to 2 years old.*

- v. All CCDF-eligible license-exempt family child care homes. Provide the standard: *N/A*
  - vi. All CCDF-eligible license-exempt in-home care. Provide the standard: *The Lead Agency has no jurisdiction to require these practices for relative care. Visits are made to these caregivers if classified as an informal caregiver receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for Informal Providers – Appendix HH: A. Activities; E. Discipline; O. Staff Training; S. Required Reporting. These are applicable for children birth to 2 years old.*
  - vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: *The Lead Agency does not have separate requirements for out-of-school programs. Standards related to out-of-school programs can be found in the licensing regulations and the health and safety standards for the program types indicated above.*
- b. Provide the standards, appropriate to the provider setting and age of children, that address the prevention of child maltreatment and indicate the age of children it applies to for the following CCDF-eligible providers.
- i. All CCDF-eligible licensed center care. Provide the standard: *Child Care Learning Centers: Rules & Regulations: 591-1-1-.03(9) Activities; 591-1-1-.11(1-2) Discipline; 591-1-1-.21(1)(k) Operational Policies and Procedures; 591-1-1-.29(1) Required Reporting; 291-1-1-.32(7) Staff: Child Ratios and Supervision; 591-1-1-.33(2-3) Staff Training. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - ii. All CCDF-eligible licensed family child care homes. Provide the standard: *Family Child Care Learning Homes: Rules & Regulations: 290-2-3-.07(6-7), (17) Staffing and Supervision; 290-2-3-.08(8)(b)(4) Children’s Records; 290-2-3-.09(8) Children’s Activities; 290-2-3-.11(3), (3)(a) Health, Safety, and Discipline; 290-2-3-.14(3) Reporting. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - iii. All CCDF-eligible licensed in-home care. Provide the standard: *N/A*
  - iv. All CCDF-eligible license-exempt center care. Provide the standard: *The Lead Agency does not have jurisdiction to require license-exempt programs to maintain these requirements. Annual monitoring visits are made to license-exempt programs receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for License-exempt Providers: A. Activities; E. Discipline; J. Policies and Procedures; O. Staff: Child Ratios and Supervision; P. Staff Training; T. Required*

*Reporting. These are applicable to infants, toddlers, preschoolers, and school-age children.*

- v. All CCDF-eligible license-exempt family child care homes. Provide the standard: *N/A*
- vi. All CCDF-eligible license-exempt in-home care. Provide the standard: *The Lead Agency has no jurisdiction to require these practices for relative care. Visits are made to these caregivers if classified as an informal caregiver receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for Informal Providers – Appendix HH: A. Activities; E. Discipline; J. Policies and Procedures; N. Staffing and Supervision; O. Staff Training; S. Required Reporting. These are applicable to infants, toddlers, preschoolers, and school-age children.*
- vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: *The Lead Agency does not have separate requirements for out-of-school programs. Standards related to out-of-school programs can be found in the licensing regulations and the health and safety standards for the program types indicated above.*

### 5.3.7 Emergency preparedness and response planning standard

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

- i.  Evacuation
- ii.  Relocation
- iii.  Shelter-in-place
- iv.  Lock down
- v. Staff emergency preparedness
  - Training
  - Practice drills
- vi. Volunteer emergency preparedness
  - Training
  - Practice drills
- vii.  Communication with families
- viii.  Reunification with families
- ix.  Continuity of operations
- x. Accommodation of

- Infants
- Toddlers
- Children with disabilities
- Children with chronic medical conditions

**5.3.8** Handling and storage of hazardous materials and the appropriate disposal of bio contaminants health and safety standard

- a. Provide the standard that addresses the handling and storage of hazardous materials.
  - i. All CCDF-eligible licensed center care. Provide the standard: *Child Care Learning Centers: Rules & Regulations: 591-1-1-.25(13), (15) Physical Plant; 591-1-1-.33(3) Staff Training. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - ii. All CCDF-eligible licensed family child care homes. Provide the standard: *Family Child Care Learning Homes: Rules & Regulations: 290-2-3-.07(7) Staffing and Supervision; 290-2-3-.11(2)(d), 2(f) Health, Safety, and Discipline. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - iii. All CCDF-eligible licensed in-home care. Provide the standard: *N/A*
  - iv. All CCDF-eligible license-exempt center care. Provide the standard: *The Lead Agency does not have jurisdiction to require license-exempt programs to maintain these requirements. Annual monitoring visits are made to license-exempt programs receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for License-exempt Providers: J. Policies and Procedures; L. Physical Plant; P. Staff Training. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - v. All CCDF-eligible license-exempt family child care homes. Provide the standard: *N/A*
  - vi. All CCDF-eligible license-exempt in-home care. Provide the standard: *The Lead Agency has no jurisdiction to require these practices for relative care. Visits are made to these caregivers if classified as an informal caregiver receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for Informal Providers – Appendix HH: J. Policies and Procedures; L. Physical Plant; O. Staff Training. These are applicable to infants, toddlers, preschoolers, and school-age children.*

- vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: *The Lead Agency does not have separate requirements for out-of-school programs. Standards related to out-of-school programs can be found in the licensing regulations and the health and safety standards for the program types indicated above.*
- b. Provide the standard that addresses the disposal of bio contaminants.
  - i. All CCDF-eligible licensed center care. Provide the standard: *Child Care Learning Centers: Rules & Regulations: 591-1-1-.17(6-8) Hygiene; 591-1-1-.18(8-11) Kitchen Operations; 591-1-1-.33(3) Staff Training. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - ii. All CCDF-eligible licensed family child care homes. Provide the standard: *Family Child Care Learning Homes: Rules & Regulations: 290-2-3-.07(7) Staffing and Supervision; 290-2-3-.10(15-18) Nutrition and Food Services; 290-2-3-.11(1)(e), (1)(i-k) Health, Safety, and Discipline. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - iii. All CCDF-eligible licensed in-home care. Provide the standard: *N/A*
  - iv. All CCDF-eligible license-exempt center care. Provide the standard: *The Lead Agency does not have jurisdiction to require license-exempt programs to maintain these requirements. Annual monitoring visits are made to license-exempt programs receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for License-exempt Providers: H. Hygiene; J. Policies and Procedures; P. Staff Training. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - v. All CCDF-eligible license-exempt family child care homes. Provide the standard: *N/A*
  - vi. All CCDF-eligible license-exempt in-home care. Provide the standard: *The Lead Agency has no jurisdiction to require these practices for relative care. Visits are made to these caregivers if classified as an informal caregiver receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for Informal Providers – Appendix HH: H. Hygiene; J. Policies and Procedures; O. Staff Training. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: *The Lead Agency does not have separate requirements for out-of-school programs. Standards related to out-of-school programs can be found in the licensing regulations and the health and safety standards for the program types indicated above.*



### 5.3.9 Precautions in transporting children health and safety standard

Provide the standards, appropriate to the provider setting and age of children, that address precautions in transporting children for the following CCDF-eligible providers:

- i. All CCDF-eligible licensed center care. Provide the standard: *Child Care Learning Centers: Rules & Regulations: 591-1-1-.13(4) Field Trips 591-1-1-.14(1)(a), (3) First Aid and CPR 591-1-1-.21(1)(d) Operational Policies and Procedures 591-1-1-.32(7) Staff: Child Ratios and Supervision 591-1-1-.33(3) Staff Training 591-1-1-.36(1-13) Transportation. These are applicable to infants, toddlers, preschoolers, and school-age children.*
- ii. All CCDF-eligible licensed family child care homes. Provide the standard: *Family Child Care Learning Homes: Rules & Regulations: 290-2-3-.07(7), (8), (17) Staffing and Supervision 290-2-3-.08(7), (8)(a), (8)(b)(9) Children's Records 290-2-3-.11(1)(e), (2)(j-m) Health, Safety, and Discipline . These are applicable to infants, toddlers, preschoolers, and school-age children.*
- iii. All CCDF-eligible licensed in-home care. Provide the standard: *N/A*
- iv. All CCDF-eligible license-exempt center care. Provide the standard: *The Lead Agency does not have jurisdiction to require license-exempt programs to maintain these requirements. Annual monitoring visits are made to license-exempt programs receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for License-exempt Providers: R. Transportation; S. Field Trips. These are applicable for infants, toddlers, preschoolers, and school-age children.*
- v. All CCDF-eligible license-exempt family child care homes. Provide the standard: *N/A*
- vi. All CCDF-eligible license-exempt in-home care. Provide the standard: *The Lead Agency has no jurisdiction to require these practices for relative care. Visits are made to these caregivers if classified as an informal caregiver receiving CCDF subsidy and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for Informal Providers – Appendix HH: Q. Transportation; R. Field Trips. These are applicable for Infants, Toddlers, Preschoolers, and School-age children.*
- vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: *The Lead Agency does not have separate requirements for out-of-school programs. Standards related to out-of-school programs can be found in the licensing regulations and the health and safety standards for the program types indicated above.*

### 5.3.10 Pediatric first aid and pediatric cardiopulmonary resuscitation (CPR) health and safety standard(s).

- a. Provide the standards, appropriate to the provider setting and age of children, that address pediatric first aid for all staff for the following CCDF-eligible providers:
- i. All CCDF-eligible licensed center care. Provide the standard: *Child Care Learning Centers: Rules & Regulations: 591-1-1-.14(1-3) First Aid and CPR. These are applicable for infants, toddlers, preschoolers, and school-age children.*
  - ii. All CCDF-eligible licensed family child care homes. Provide the standard: *Family Child Care Learning Homes: Rules & Regulations: 290-2-3-.04(2)(b)(3) Requirements for Applications and Licenses; 290-2-3-.07(8) Staffing and Supervision; 290-2-3-.11(1)(e) Health, Safety, and Discipline. These are applicable for infants, toddlers, preschoolers, and school-age children.*
  - iii. All CCDF-eligible licensed in-home care. Provide the standard: *N/A*
  - iv. All CCDF-eligible license-exempt center care. Provide the standard: *The Lead Agency does not have jurisdiction to require license-exempt programs to maintain these requirements. Annual monitoring visits are made to license-exempt programs receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for License-exempt Providers: G. First Aid and CPR. CAPS Policy Manual – CAPS/00-6.6 Child’s Immunization Requirements; CAPS Policy Manual – CAPS/00-12.4.8 – Record Keeping & Reviews. These are applicable for infants, toddlers, preschoolers, and school-age children.*
  - v. All CCDF-eligible license-exempt family child care homes. Provide the standard: *N/A*
  - vi. All CCDF-eligible license-exempt in-home care. Provide the standard: *The Lead Agency has no jurisdiction to require these practices for relative care. Visits are made to these caregivers if classified as an informal caregiver receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for Informal Providers – Appendix HH: G. First Aid and CPR. CAPS Policy Manual – CAPS/00-6.6 Child’s Immunization Requirements; CAPS Policy Manual – CAPS/00-12.4.8 – Record Keeping & Reviews. These are applicable for infants, toddlers, preschoolers, and school-age children.*
  - vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: *The Lead Agency does not have separate requirements for out-of-school programs. Standards related to out-of-school programs can be found in the licensing regulations and the health and safety standards for the program types indicated above.*

- b. Provide the standards, appropriate to the provider setting and age of children, that address the pediatric cardiopulmonary resuscitation for all staff for the following CCDF-eligible providers:
- i. All CCDF-eligible licensed center care. Provide the standard: *Child Care Learning Centers: Rules & Regulations: 591-1-1-.14(1-3) First Aid and CPR. These are applicable for infants, toddlers, preschoolers, and school-age children.*
  - ii. All CCDF-eligible licensed family child care homes. Provide the standard: *Family Child Care Learning Homes: Rules & Regulations: 290-2-3-.04(2)(b)(3) Requirements for Applications and Licenses; 290-2-3-.07(8) Staffing and Supervision; 290-2-3-.11(1)(e) Health, Safety, and Discipline. These are applicable for infants, toddlers, preschoolers, and school-age children.*
  - iii. All CCDF-eligible licensed in-home care. Provide the standard: *N/A*
  - iv. All CCDF-eligible license-exempt center care. Provide the standard: *The Lead Agency does not have jurisdiction to require license-exempt programs to maintain these requirements. Annual monitoring visits are made to license-exempt programs receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for License-exempt Providers: G. First Aid and CPR. CAPS Policy Manual – CAPS/00-6.6 Child’s Immunization Requirements; CAPS Policy Manual – CAPS/00-12.4.8 – Record Keeping & Reviews. These are applicable for infants, toddlers, preschoolers, and school-age children.*
  - v. All CCDF-eligible license-exempt family child care homes. Provide the standard: *N/A*
  - vi. All CCDF-eligible license-exempt in-home care. Provide the standard: *The Lead Agency has no jurisdiction to require these practices for relative care. Visits are made to these caregivers if classified as an informal caregiver receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for Informal Providers – Appendix HH: G. First Aid and CPR. CAPS Policy Manual – CAPS/00-6.6 Child’s Immunization Requirements; CAPS Policy Manual – CAPS/00-12.4.8 – Record Keeping & Reviews. These are applicable for infants, toddlers, preschoolers, and school-age children.*
  - vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: *The Lead Agency does not have separate requirements for out-of-school programs. Standards related to out-of-school programs can be found in the licensing regulations and the health and safety standards for the program types indicated above.*

### 5.3.11 Identification and reporting of child abuse and neglect health and safety standard

- a. Provide the standards, appropriate to the provider setting and age of children, that address the identification of child abuse and neglect for the following CCDF-eligible providers:
  - i. All CCDF-eligible licensed center care. Provide the standard: *Child Care Learning Centers: Rules & Regulations: 591-1-1-.33(2), (3), (5) Staff Training. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - ii. All CCDF-eligible licensed family child care homes. Provide the standard: *Family Child Care Learning Homes: Rules & Regulations: 290-2-3-.07(6-7), (9) Staffing and Supervision. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - iii. All CCDF-eligible licensed in-home care. Provide the standard: *N/A*
  - iv. All CCDF-eligible license-exempt center care. Provide the standard: *The Lead Agency does not have jurisdiction to require license-exempt programs to maintain these requirements. Annual monitoring visits are made to license-exempt programs receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for License-exempt Providers: J. Policies and Procedures; P. Staff Training; T. Required Reporting. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - v. All CCDF-eligible license-exempt family child care homes. Provide the standard: *N/A*
  - vi. All CCDF-eligible license-exempt in-home care. Provide the standard: *The Lead Agency has no jurisdiction to require these practices for relative care. Visits are made to these caregivers if classified as an informal caregiver receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for Informal Providers – Appendix HH: J. Policies and Procedures; O. Staff Training; S. Required Reporting. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: *The Lead Agency does not have separate requirements for out-of-school programs. Standards related to out-of-school programs can be found in the licensing regulations and the health and safety standards for the program types indicated above.*

- b. Provide your standards, appropriate to the provider setting and age of children, that address the reporting of child abuse and neglect for the following CCDF-eligible providers:
- i. All CCDF-eligible licensed center care. Provide the standard: *Child Care Learning Centers: Rules & Regulations: 591-1-1-.21(1)(k) Operational Policies and Procedures; 591-1-1-.29(1) Required Reporting; 591-1-1-.33(2), (3), (5) Staff Training; 591-1-1-.37(a)(2) Inspections and Investigations. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - ii. All CCDF-eligible licensed family child care homes. Provide the standard: *Family Child Care Learning Homes: Rules & Regulations: 290-2-3-.05(a)(2) Inspections and Investigations; 290-2-3-.07(6-7), (9) Staffing and Supervision; 290-2-3-.14(3) Required Reporting. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - iii. All CCDF-eligible licensed in-home care. Provide the standard: *N/A*
  - iv. All CCDF-eligible license-exempt center care. Provide the standard: *The Lead Agency does not have jurisdiction to require license-exempt programs to maintain these requirements. Annual monitoring visits are made to license-exempt programs receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for License-exempt Providers: J. Policies and Procedures; P. Staff Training; T. Required Reporting. These are applicable to infants, toddlers, preschoolers, and school-age children.*
  - v. All CCDF-eligible license-exempt family child care homes. Provide the standard: *N/A*
  - vi. All CCDF-eligible license-exempt in-home care. Provide the standard: *The Lead Agency has no jurisdiction to require these practices for relative care. Visits are made to these caregivers if classified as an informal caregiver receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for Informal Providers – Appendix HH: J. Policies and Procedures; O. Staff Training; S. Required Reporting. These are applicable to infants, toddlers, preschoolers, and school-age children*
  - vii. All CCDF-eligible out-of-school programs (afterschool programs, summer camps, day camps, etc.). Provide the standard: *The Lead Agency does not have separate requirements for out-of-school programs. Standards related to out-of-school programs can be found in the licensing regulations and the health and safety standards for the program types indicated above.*

- c. Confirm if child care providers must comply with the Lead Agency's procedures for reporting child abuse and neglect as required by the Child Abuse Prevention and Treatment Act (42 U.S.C. 5106a(b)(2)(B)(i):
- i.  Yes, confirmed.
  - ii.  No. Describe: *Enter Text*

#### 5.3.12 Additional optional standards

In addition to the required health and safety standards, does the Lead Agency require providers to comply with the following optional standards?

- Yes.
- No. If no, skip to subsection 5.4.

If yes, describe the standard(s).

**Nutrition.** Describe: *Facilities are required to meet the United States Department of Agriculture (USDA) Nutritional Guidelines for children in child care. Meals and snacks with serving sizes dependent on the age of the child must meet nutritional guidelines as established by the USDA Child and Adult Care Food Program. Meals and snacks must be varied daily, and additional servings of nutritious food must be offered to children over and above the required daily minimum if not contraindicated by special diets. Feeding plans are required for infants. As part of the annual ongoing training requirements, nutrition is listed as a topic that could be taken for approved training. For child care learning centers, within the first year of employment, the director and the person primarily responsible for food preparation must receive four clock hours of training in food nutrition, planning, preparation, serving, proper dish washing, and food storage. Child Care Learning Centers: Rules & Regulations: 591-1-1-.15(1-3), (5), (6)(a), (8-9); 591-1-1-.33(4-5); Family Child Care Learning Homes: Rules & Regulations: 290-2-3-.10(1-4), (6), (7)(a), (9); 290-2-3-.07(9); Training for license-exempt and informal providers must cover nutrition. CAPS Policy Manual 15.5.3.3*

**Access to physical activity.** Describe: *Child care learning center rules require that centers provide appropriate activities to promote all areas of development, including physical play and a balance of quiet and active periods and large and small motor activities. Outdoor activities must be provided daily, weather permitting, in accordance with the following: 1. Centers operating five hours or more per day must provide each child who is not an infant at least one and one-half hours of outdoor activity per day; 2. Infants must spend at least one hour daily outdoors; 3. Centers operating less than five hours per day must provide a brief outdoor period for the children daily. Family child care learning home rules require that time is spent outdoors daily, weather permitting. In addition, rules require a balance of activities to include quiet and active periods of play and to provide activities for developing gross motor skills. License-exempt providers accepting CCDF subsidies must follow the Health and Safety Standards for License-Exempt Providers Receiving Subsidy. The standards require programs to provide developmentally appropriate activities that promote physical development of each child, along with social, emotional, physical, cognitive, and language and literacy activities. Child care learning centers and family child care learning homes may*

*include physical activity as one of the topics addressed in the annual training requirement. Child Care Learning Centers: Rules & Regulations: 591-1-1-.26(1)(a-b); 591-1-1-.03(1), (5)(a)(b)(e), (7)(a)-(c); 591-1-1-.33(5); Family Child Care Learning Homes: Rules & Regulations: 290-2-3-.09(1)(a), (b), (e); 290-2-3-.09(3); 290-2-3-.07(9); CAPS Policy Manual 15.5.3.3: Health & Safety Standards for Informal Providers: A. Activities; Health & Safety Standards for License-Exempt Providers: A. Activities*

**Caring for children with special needs.** Describe: *Rules state that a program's standard program of care or activities should accommodate children with special needs. State child care licensing rules require adaptation of the child care program's standard program of care or activities to accommodate children with special needs. The special adaptation that the child care program agrees to must be in writing and the result of a mutual agreement between the child care program and the parents of the child with special needs. The agreement must be made when the child enrolls in the program or when the special need becomes apparent to the child care program or the parents. Child care learning centers and family child care learning homes may include caring for children with special needs as one of the topics addressed in the annual training requirement. Child Care Learning Centers: Rules & Regulations: 591-1-1-.03(4); 591-1-1-.04(2); 591-1-.08(1)(a); 591-1-1-.21(2); 591-1-1-.33(5); Family Child Care Learning Homes: Rules & Regulations: 290-2-3-.08(8)(b)(12); 290-2-3-.09(1); 290-2-3-.07(9); CAPS Policy Manual 12.4.1.4*

**Any other areas determined necessary to promote child development or to protect children's health and safety.** Describe: *Additional rules for licensed child care programs address the instruction and learning environment for children. These rules specifically address teaching methods, lesson plans, and developmentally appropriate play activities. The additional rules include the following: 1. The child care program must provide a daily planned program of varied and developmentally appropriate activities that promote the social, emotional, physical, cognitive, language, and literacy development of each child; 2. Staff must use a variety of teaching methods to accommodate the needs of the children's different learning styles; 3. Current lesson plans must be kept on site and reflect appropriate instruction practices and activities to support children's development. The child care program must have sufficient and varied play and learning equipment and materials to support the program of activities in all developmental areas described above. Additionally, through technical assistance and training, child care teachers are encouraged to use the Georgia Early Learning and Development Standards (GELDS) to plan activities that are age-appropriate for the children in care. The GELDS are a set of appropriate, attainable standards that are flexible enough to support children's individual rates of development, approaches to learning, and cultural context. The GELDS are a continuum of skills, behaviors, and concepts that children develop throughout this time of life. They are divided into age groups and serve as a framework for learning. The GELDS are aligned with the Head Start Child Outcomes Framework, the Common Core Georgia Performance Standards (CCGPS) for K-12, and the Work Sampling System Assessment. Child care learning centers and family child care learning homes may include child development as one of the topics addressed in the annual training requirement. Child Care Learning Centers: Rules & Regulations: 591-1-1-.03(1-3), (5); 591-1-1-.33(5); Family Child Care Learning Homes: Rules & Regulations: 290-2-3-.09(1)(a-k); 290-2-3-.07(9); CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for License-exempt Providers: A. Activities; Health & Safety Standards for Informal Providers: A. Activities*

#### **5.4 Pre-Service or Orientation Training on the Health and Safety Standards for CCDF Providers**

Lead Agencies must have requirements for all caregivers, teachers, and directors at CCDF providers to complete pre-service or orientation training (within 3 months of starting) on all CCDF health and safety standards and child development. The training must be appropriate to the

setting and the age of children served. This training must address the required health and safety standards and the content area of child development. Lead Agencies have flexibility in determining the minimum number of training hours to require and are encouraged to consult with Caring for our Children Basics for best practices.

Exemptions for relative providers' training requirements are addressed in question 5.8.1.

**5.4.1 Health and safety pre-service/orientation training requirements**

Lead Agencies must certify staff have pre-service or orientation training on each standard that is appropriate to different settings and age groups. Lead Agencies may require pre-service or orientation to be completed before staff can care for children unsupervised. In the table below, check the boxes for which you have training requirements.

	<b>Is this standard is addressed in the pre-service or orientation training?</b>	<b>Is the pre-service or orientation training on this standard appropriate to different settings &amp; age groups?</b>	<b>Does the Lead Agency require staff to complete the training before caring for children unsupervised?</b>
<b>a. Prevention and control of infectious diseases (including immunizations)</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>b. SIDS prevention and use of safe sleep practices</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>c. Administration of medication</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>d. Prevention and response to food and allergic reactions</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>e. Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic.</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>f. Prevention of shaken baby syndrome, abusive head trauma and child maltreatment</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>g. Emergency preparedness and response planning and procedures</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>h. Handling and storage of hazardous materials and disposal of bio contaminants</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



i. Appropriate Precautions in transporting children, if applicable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
j. Pediatric first aid and pediatric CPR (age-appropriate)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
k. Child abuse and neglect recognition and reporting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
l. Child development including major domains of cognitive, social, emotional, physical development and approaches to learning.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

m. If the Lead Agency does not certify implementation of all the health and safety pre-service/orientation training requirements for staff in programs serving children receiving CCDF assistance, please describe: *N/A*

n. Are there any provider categories to whom the above pre-service or orientation training requirements do not apply?

No

Yes. If yes, please describe: *The Lead Agency has no jurisdiction to require these practices for relative care. Visits are made to these caregivers if classified as an informal caregiver receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy requires that training for informal providers may be completed online or through instructor-led courses and must cover, at a minimum, the listed topic areas. The Lead Agency does not have jurisdiction to require license-exempt programs to maintain these requirements. Annual monitoring visits are made to license-exempt programs receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy requires that training for license-exempt providers may be completed online or through instructor-led courses and must cover, at a minimum, the listed topic areas. CAPS Policy Manual – CAPS/00-15.5*

## 5.5 Monitoring and Enforcement of Licensing and Health and Safety Requirements

### 5.5.1 Inspections for licensed CCDF providers

Licensing inspectors must perform at least one annual, unannounced inspection of each licensed CCDF provider for compliance with all child care licensing standards, including an inspection for compliance with health and safety and fire standards. Lead Agencies must conduct at least one pre-licensure inspection for compliance with health, safety, and fire standards of each child care provider and facility in the State/Territory.

a. Licensed CCDF center-based child care providers

- i. Does your pre-licensure inspection for licensed center-based providers assess compliance with health standards, safety standards, and fire standards?
- Yes.
- No. If no, describe: *Enter Text*
- ii. Identify the frequency of annual unannounced inspections for licensed center-based providers addressing compliance with health, safety, and fire standards:
- Annually.
- More than once a year. If checked, describe: *Licensed providers receive at minimum the required unannounced licensing inspection annually. In addition to those inspections, licensing staff also conduct unannounced monitoring visits and complaint investigations and scheduled prelicensure visits to monitor for health and safety compliance with rules and regulations.*
- Other. If other, describe: *Enter Text*
- iii. Does the Lead Agency implement a differential monitoring approach when monitoring licensed center-based providers?
- Yes. If yes, describe how the differential monitoring approach is representative of the full complement of health and safety requirements. *The Lead Agency uses differential monitoring in their inspections of child care learning centers. Providers receive an annual, on-site licensing study where all rules, including fire safety, are evaluated. Providers also receive on-site monitoring visits where core rules (rules the Lead Agency has identified as having the greatest impact on health and safety) are evaluated, in addition to any rules cited at the previous visit. Additional follow-up visits or complaint investigations may also be conducted during which certain identified rules are evaluated.*
- No.
- iv. Identify which department or agency is responsible for completing the inspections for licensed center-based providers. *Statewide licensing inspectors in the Child Care Services division within the Lead Agency are responsible for completing inspections.*

b. Licensed CCDF family child care providers

- i. Does your pre-licensure inspection for licensed family child care homes assess compliance with health standards, safety standards, and fire standards?
- Yes.
- No. If checked, describe: *Enter Text*

- ii. Identify the frequency of annual unannounced inspections for licensed family child care homes addressing compliance with health, safety, and fire standards:

Annually.

More than once a year. If checked, describe: *Licensed providers receive at minimum the required unannounced licensing inspection annually. In addition to those inspections, licensing staff also conduct unannounced monitoring visits and complaint investigations and scheduled preclosure visits to monitor for health and safety compliance with rules and regulations.*

Other. If other, describe: *Enter Text*

- iii. Does the Lead Agency implement a differential monitoring approach when monitoring licensed family child care providers?

Yes. Describe how the differential monitoring approach is representative of the full complement of health and safety requirements. *The Lead Agency uses differential monitoring in their inspections of family child care learning homes. Providers receive an annual, on-site licensing study where all rules, including fire safety, are evaluated. Providers also receive on-site monitoring visits where core rules (rules the Lead Agency has identified as having the greatest impact on health and safety) are evaluated, in addition to any rules cited at the previous visit. Additional follow-up visits or complaint investigations may also be conducted during which certain identified rules are evaluated.*

No. If no, describe: *Enter Text*

- iv. Identify which department or agency is responsible for completing the inspections for licensed family child care providers. *Statewide licensing inspectors in the Child Care Services division within the Lead Agency are responsible for completing inspections.*

c. Licensed in-home CCDF child care providers

- i. Does your Lead Agency license CCDF in-home child care (care in the child's own home) providers?

No.

Yes. If yes, does your pre-licensure inspection for licensed in-home providers assess compliance with health, safety, and fire standards?

Yes.

No. If checked, describe: *Click or tap here to enter text.*

- ii. Identify the frequency of annual unannounced inspections for licensed in-home child care providers for compliance with health, safety, and fire standards completed:

Annually.

More than once a year. If checked, describe: *Enter Text*

Other. If other, describe: *N/A*

- iii. Does the Lead Agency implement a differential monitoring approach when monitoring licensed in-home child care providers?

Yes. Describe how the differential monitoring approach is representative of the full complement of health and safety requirements. *Enter Text*

No.

- iv. Identify which department or agency is responsible for completing the inspections for licensed in-home providers. *N/A*

### 5.5.2 Inspections for license-exempt providers

Licensing inspectors must perform at least one annual monitoring visit of each license-exempt CCDF provider for compliance with health, safety, and fire standards. Inspections for relative providers will be addressed in subsection 5.8.

Describe the policies and practices for the annual monitoring of:

- a. License-exempt CCDF center-based child care providers

- i. Identify the frequency of inspections for compliance with health, safety, and fire standards for license-exempt center base providers:

Annually.

More than once a year. If more than once a year, describe: *Enter Text*

Other. If other, describe: *Enter Text*

- ii. Does the Lead Agency implement a differential monitoring approach when monitoring license-exempt center-based providers?

Yes. If yes, describe how the differential monitoring approach is representative of the full complement of health and safety requirements. *Enter Text*

No.

- iii. Identify which department or agency is responsible for completing the inspections for license-exempt center-based CCDF providers. *Statewide licensing inspectors in the Child Care Services division within the Lead Agency are responsible for completing inspections.*

- b. License-exempt CCDF family child care providers

- i. Identify the frequency of the inspections of license-exempt family child care home providers to determine compliance with health, safety and fire standards:

Annually.

More than once a year. If more than once a year, describe: *Enter Text*

Other. If other, describe: *N/A*

- ii. Does the Lead Agency implement a differential monitoring approach when monitoring license-exempt family child care home providers?

Yes. If yes, describe how the differential monitoring approach is representative of the full complement of health and safety requirements. *Enter Text*

No.

- iii. Identify which department or agency is responsible for completing the inspections for license-exempt family child care home CCDF providers. *N/A*

### 5.5.3 Inspections for CCDF license-exempt in-home child care providers

Lead Agencies may have the option to develop alternate monitoring requirements for care provided in the child’s home that are appropriate to the setting. For example, Lead Agencies may choose to monitor in-home providers on basic health and safety requirements such as training and background checks. Lead Agencies could choose to focus on health and safety risks that pose imminent danger to children in care. This flexibility cannot be used to bypass the monitoring requirement altogether. States should develop procedures for notifying parents of monitoring protocols and consider whether it would be appropriate to obtain parental permission prior to entering the home for inspection.

- a. Describe the requirements for the annual monitoring of CCDF license-exempt in-home child care (care in the child’s own home) providers, including if monitoring is announced or unannounced, occurs more frequently than once per year, and if differential monitoring procedures are used. *Informal caregivers will receive a monitoring visit to evaluate compliance with health and safety standards between 90 and 120 days after enrolling in the CAPS program and once per federal fiscal year (October 1 through September 30) thereafter. Annual, unannounced monitoring visits of each CCDF informal caregiver occurs to ensure compliance with health, safety, and fire standards. Differential monitoring is not currently in place.*
- b. List the entity(ies) in your State/Territory responsible for conducting inspections of license-exempt CCDF in-home child care (care in the child’s own home) providers: *Statewide licensing inspectors in the Child Care Services division of the Lead Agency conduct inspections for CCDF informal caregivers.*

### 5.5.4 Posting monitoring and inspection reports

Lead Agencies must post monitoring and inspection reports on their consumer education website for each licensed and CCDF child care provider, except in cases where the provider is related to all the children in their care. These reports must include the results of required annual monitoring visits and visits due to major substantiated complaints about a provider’s failure to comply with health and safety requirements and child care policies. A full report covers everything in the monitoring visit, including areas of compliance and non-compliance. If the Lead Agency does not produce any reports that include areas of compliance, the website must include information about all areas covered by a monitoring visit.

The reports must be in plain language or provide a plain language summary Lead Agency and be timely to ensure that the results of the reports are available and easily understood by parents when they are deciding on a child care provider. Lead Agencies must post at least 3 years of monitoring and inspection reports.

- a. Does the Lead Agency post? (Check all that apply):
    - i.  Pre-licensing inspection reports for licensed programs.
    - ii.  Full monitoring and inspection reports that include areas of compliance and non-compliance for all non-relative providers eligible to provide CCDF services.
-

- iii.  Monitoring and inspection reports that include areas of non-compliance only, with information about all areas covered by a monitoring visit posted separately on the website (e.g., a blank checklist used by monitors) for all non-relative providers eligible to provide CCDF services. Note: This option is only allowable if the Lead Agency does not produce monitoring reports that include both areas of compliance and non-compliance. If checked, provide a direct URL/website link to the website where a blank checklist is posted: *Enter Text*
- b. Check if the monitoring and inspection reports and any related plain language summaries include:
  - i.  Date of inspection.
  - ii.  Health and safety violations, including those violations that resulted in fatalities or serious injuries occurring at the provider. Describe how these health and safety violations are prominently displayed: *The Lead Agency prominently displays in plain language any health and safety violations and any fatalities and serious injuries, described in citations under the heading "Not Met" found on all inspection reports. Additionally, any case of serious injury that was substantiated by the Lead Agency will be deemed as Extreme Harm and Imminent Danger according to the Lead Agency's Integrated Enforcement and Compliance System and will be included in the Federal Reporting Data published on the Lead Agency's website annually.*
  - iii.  Corrective action plans taken by the Lead Agency and/or child care provider. Describe: *Monitoring and Inspection reports include plans of improvement for each regulation citation along with a due date for each correction. These plans of improvement are developed jointly between the licensing inspector and program administrator and are intended to describe how the program will correct rule violations and maintain compliance.*
  - iv.  A minimum of 3 years of results, where available.
  - v. If any of the components above are not selected, please explain: *Enter Text*
- c. Lead Agencies must post monitoring and inspection reports and/or any related summaries in a timely manner.
  - i. Provide the direct URL/website link to where the reports are posted: <http://families.decal.ga.gov/ChildCare/Search> and <https://caps.decal.ga.gov/en/CAPSCaregiverVisits/>
  - ii. Identify the Lead Agency's established timeline for posting monitoring reports and describe how it is timely: *The Lead Agency requires that monitoring reports be posted to the agency's website within ten business days of the visit date or investigation completion. The posting of reports is reviewed on a bi-weekly basis to ensure that posting is timely. While new staff are being trained, their inspection reports are posted to the public website after being reviewed.*
- d. Monitoring and inspection reports or the summaries must be in plain language so they are understandable to parents and other consumers.

Does the Lead Agency certify that the monitoring and inspection reports or the summaries are in plain language that is understandable to parents and other consumers?

Yes.

No. If no, describe (optional): *Enter Text*

e. Does the Lead Agency certify that there is a process for correcting inaccuracies in the monitoring and inspection reports?

Yes.

No. If no, describe (optional): *Enter Text*

f. Does the Lead Agency maintain monitoring and inspection reports on the consumer education website?

Yes.

No. If no, describe (optional): *Enter Text*

### 5.5.5 Qualifications and training of licensing inspectors

Lead Agencies must ensure that individuals who are hired as licensing inspectors (or qualified monitors designated by the Lead Agency) are qualified to inspect child care providers and facilities and have received health and safety training appropriate to the provider setting and age of the children served.

Describe how the Lead Agency ensures that licensing inspectors (or qualified monitors designated by the Lead Agency) are qualified and have received training on health and safety requirements that are appropriate to the age of the children in care and the type of provider setting. *The Lead Agency implements a two-phased onboarding process for training each licensing inspector on the health and safety requirements appropriate to the age of the children in care and the type of provider setting. This process includes classroom training on all areas of the state's licensing rules and regulations, on internal Child Care Services (CCS) policies and procedures, and on regulatory administration based on the principles and competencies found in the National Association for Regulatory Administration (NARA) best practices. The first phase of the onboarding process outlines the basic skills and competencies needed to become a licensing inspector provided through classroom training and scaffolded, hands on, field-based, skills training by shadowing veteran licensing staff. The second phase of the onboarding process focuses on newer licensing inspectors learning more advanced regulatory skills including assessing risk based on information given by outside reporters, conducting investigations, and amending program licenses. Additionally, during this second phase, new licensing inspectors acquire more detailed knowledge of the organization of CCS and DECAL inclusion services. All CCS licensing inspectors must complete 24 hours of professional development each fiscal year. Ongoing professional development is offered throughout the year to all CCS staff including specific annual professional development days. Professional development for licensing inspectors includes risk assessment, case management, advance knowledge of licensing policies, and refresher on skills including licensor competencies, rule evaluation, updates to child development, updates to shaken baby preventions, best practices in safe sleep, school age programming, health and safety standards, and cultural awareness.*

### 5.5.6 Ratio of licensing inspectors

Lead Agencies must ensure the ratio of licensing inspectors to child care providers and facilities in the State/Territory are maintained at a level sufficient to enable the Lead Agency to conduct effective inspections of child care providers and facilities on a timely basis in accordance with federal, State, and local laws.

Provide the ratio of licensing inspectors to child care providers (i.e., number of inspectors per number of child care providers) and facilities in the State/Territory and include how the ratio is sufficient to conduct effective inspections on a timely basis. *When fully staffed, child care licensing consultants have a caseload of approximately 50 providers. This average is based on the total number of consultant-level staff within the Child Care Services division of the Lead Agency. Some of the consultant staff have been identified for specialized work duties (i.e., initial licensure processes, critical complaint investigations, and training). This ratio allows for timely and thorough unannounced inspections of all licensed and license-exempt providers annually. In addition to those inspections, licensing staff also conduct unannounced monitoring visits and complaint investigations, as well as scheduled prelicensure visits to monitor for health and safety compliance with rules and regulations.*

## 5.6 Ongoing Health and Safety Training

Lead Agencies must have ongoing training requirements for all caregivers, teachers, and directors of eligible CCDF providers for health and safety standards but have discretion on frequency and training content (e.g., pediatric CPR refresher every year and recertification every 2 years). Lead Agencies have discretion on which health and safety standards are subject to ongoing training. Lead Agencies may exempt relative providers from these requirements.

### 5.6.1 Required ongoing training of health and safety standards

Describe any required ongoing training of health and safety standards for caregivers, teachers, and directors of the following CCDF eligible provider types.

a. Licensed child care centers: *The Lead Agency requires that every calendar year after the first year of employment, all supervisory and caregiver personnel, except independent contractors, students-in-training, and volunteers, shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety, and early childhood or child development related topics and which is offered by an accredited college, university, vocational program, or other department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control, and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. The Lead Agency works with the Georgia Training Approval System to ensure all private training vendors are creating training that is relevant and current to best practices and incorporating all health and safety topics required by the rule. Child Care Learning Centers: Rules & Regulations: 591-1-1-.33(5)*

b. License-exempt child care centers: *The Lead Agency does not have jurisdiction to require license-exempt programs to maintain these requirements. Annual monitoring visits are made to license-exempt programs receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for License-exempt Providers: P. Staff Training.*



- c. Licensed family child care homes: *The Lead Agency requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, students-in-training, and volunteers, shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety, and early childhood or child development related topics and which is offered by an accredited college, university, vocational program, or other department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. The Lead Agency works with the Georgia Training Approval System to ensure all private training vendors are creating training that is relevant and current to best practices and incorporating all health and safety topics required by the rule. Family Child Care Learning Homes: Rules & Regulations: 290-2-3-.07(9).*
- d. License-exempt family child care homes: *N/A*
- e. Regulated or registered in-home child care: *N/A*
- f. Non-regulated or registered in-home child care: *The Lead Agency has no jurisdiction to require these practices for relative care. Visits are made to these caregivers if classified as an informal caregiver receiving CCDF subsidies, and a Health & Safety Checklist is completed during this visit. CAPS Policy Manual – CAPS/00-15.5 Compliance Standards for License-exempt and Informal Providers - Health & Safety Standards for Informal Providers – Appendix HH: O. Staff Training.*

## 5.7 Comprehensive Background Checks

Lead Agencies must conduct comprehensive background checks for all child care staff members (including prospective staff members) of all child care providers that are (1) licensed, regulated, or registered under State/Territory law, regardless of whether they receive CCDF funds; or (2) all other child care providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible child care providers). Family child care home providers must also submit background check requests for all household members age 18 or older.

A comprehensive background check must include: three in-state checks, two national checks, and three interstate checks if the individual resided in another State or Territory in the preceding 5 years. The background check components must be completed at least once every five years.

All child care staff members must receive a qualifying result from either the FBI criminal background check or an in-state fingerprint criminal history check before working (under supervision) with or near children. Lead Agencies must apply a CCDF-specific list of disqualifying crimes for child care providers serving families participating in CCDF.

These background check requirements do not apply to individuals who are related to all children for whom child care services are provided. Exemptions for relative providers will be addressed in subsection 5.8.

### 5.7.1 In-state criminal history check with fingerprints

- a. Does the Lead Agency conduct in-state criminal history background checks with fingerprints for all child care staff members (including prospective staff members) of licensed, regulated, or registered child care providers, regardless of CCDF participation?
- Yes.  
 No. If no, describe any categories of licensed, regulated, or registered child care providers for whom you do not conduct in-state criminal background checks with fingerprints. *Enter Text*
- b. Does the Lead Agency conduct in-state criminal history background checks with fingerprints for all child care staff members (including prospective staff members) of all other child care providers eligible for CCDF participation (i.e., license-exempt providers) other than relative providers?
- Yes.  
 No. If no, describe any categories of child care providers eligible for CCDF participation for whom you do not conduct in-state criminal background checks with fingerprints. *Enter Text*
- c. Does the Lead Agency conduct the in-state criminal background check with fingerprints for all individuals age 18 or older who reside in a family child care home?
- Yes.  
 No. If no, describe individuals age 18 or older who reside in a family child care home who do not receive an in-state criminal background check with fingerprints. *Enter Text*

#### 5.7.2 National Federal Bureau of Investigation (FBI) criminal history check with fingerprints

- a. Does the Lead Agency conduct FBI criminal history background checks with fingerprints for all child care staff members (including prospective staff members) of licensed, regulated, or registered child care providers, regardless of CCDF participation?
- Yes  
 No. If no, describe any categories of licensed, regulated, or registered child care providers for whom you do not conduct FBI criminal background checks with fingerprints. *Enter Text*
- b. Does the Lead Agency conduct FBI criminal history background checks with fingerprints for all child care staff members (including prospective staff members) of all other child care providers eligible for CCDF participation (i.e., license-exempt providers)?
- Yes.  
 No. If no, describe any categories of child care providers eligible for CCDF participation for whom you do not conduct FBI criminal background checks. *Enter Text*
- c. Does the Lead Agency conduct the FBI criminal background check with fingerprints for all individuals age 18 or older who reside in a family child care home?

- i.  Yes.
- ii.  No. If no, describe individuals age 18 or older who reside in a family child care home who do not receive an FBI criminal background check with fingerprints. *Enter Text*

**5.7.3 National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) name-based check**

The majority of NCIC NSOR records are fingerprint records and are automatically included in the FBI fingerprint criminal background check. But a small percentage of NCIC NSOR records are only name-based records and must be accessed through the required name-based search of the NCIC NSOR.

- a. Does the Lead Agency conduct NCIC NSOR named based background checks with fingerprints for all child care staff members (including prospective staff members) of licensed, regulated, or registered child care providers, regardless of CCDF participation?
  - Yes.
  - No. If no, describe any categories of licensed, regulated, or registered child care providers for whom you do not conduct NCIC NSOR name-based background checks. *Enter Text*
- b. Does the Lead Agency conduct NCIC NSOR name-based background checks for all child care staff members (including prospective staff members) of all other child care providers eligible for CCDF participation (i.e., license-exempt providers)?
  - Yes.
  - No. If no, describe any categories of child care providers eligible for CCDF participation for whom you do not conduct NCIC NSOR name-based background checks. *Enter Text*
- c. Does the Lead Agency conduct the NCIC NSOR name-based background check for all individuals age 18 or older who reside in a family child care home?
  - Yes.
  - No. If no, describe individuals age 18 or older who reside in a family child care home who do not receive a NCIC NSOR name-based background check. *Enter Text*

**5.7.4 In-state sex offender registry (SOR) check**

- a. Does the Lead Agency conduct in-state SOR checks for all child care staff members (including prospective staff members) of licensed, regulated, or registered child care providers, regardless of CCDF participation?
  - Yes.
  - No. If no, describe any categories of licensed, regulated, or registered child care providers for whom you do not conduct in-state SOR background checks. *Enter Text*
- b. Does the Lead Agency conduct in-state SOR background checks for all child care staff members (including prospective staff members) of all other child care providers eligible for CCDF participation (i.e., license exempt providers)?

Yes.

No. If no, describe any categories of child care providers eligible for CCDF participation for whom you do not conduct in-state SOR background checks. [Enter Text](#)

- c. Does the Lead Agency conduct the in-state SOR background check for all individuals age 18 or older who reside in a family child care home?

Yes.

No. Describe individuals age 18 or older who reside in a family child care home who do not receive a SOR background check. [Enter Text](#)

#### 5.7.5 In-state child abuse and neglect (CAN) registry check

- a. Does the Lead Agency conduct CAN registry checks with fingerprints for all child care staff members (including prospective staff members) of licensed, regulated, or registered child care providers, regardless of CCDF participation?

Yes.

No. If no, describe any categories of licensed, regulated, or registered child care providers for whom you do not conduct CAN registry checks. [Enter Text](#)

- b. Does the Lead Agency conduct CAN registry checks for all child care staff members (including prospective staff members) of all other child care providers eligible for CCDF participation (i.e., license-exempt providers)?

Yes

No. If no, describe any categories of child care providers eligible for CCDF participation for whom you do not conduct CAN registry checks. [Enter Text](#)

- c. Does the Lead Agency conduct the CAN registry check for all individuals age 18 or older who reside in a family child care home?

Yes.

No. If no, describe individuals age 18 or older who reside in a family child care home who do not receive a CAN registry check. [Enter Text](#)

#### 5.7.6 Interstate criminal history check

These questions refer to requirements for a Lead Agency to conduct an interstate check for a child care staff member (including prospective child care staff members) who currently lives in their State or Territory but has lived in another State, Territory or Tribal land within the previous 5 years.

- a. Does the Lead Agency conduct interstate criminal history background checks for any staff member (or prospective staff member) who resided in other state(s) in the past 5 years of licensed, regulated, or registered child care providers, regardless of CCDF participation?

Yes.

- No. If no, describe any categories of licensed, regulated, or registered child care providers for whom you do not conduct interstate criminal history background checks. *Enter Text*
- b. Does the Lead Agency conduct interstate criminal history background checks for any staff member (or prospective staff member) who resided in other state(s) in the past 5 years eligible for CCDF participation (i.e., license-exempt providers)?
- Yes.
- No. If no, describe any categories of child care providers eligible for CCDF participation for whom you do not conduct interstate criminal history background checks. *Enter Text*
- c. Does the Lead Agency conduct interstate criminal history background checks for all individuals age 18 or older who reside in a family child care home and resided in other state(s) in the past 5 years.
- Yes.
- No. If no, describe why individuals age 18 or older that resided in other state(s) in the past 5 years who reside in a family child care home that do not receive an interstate criminal history background check. *Enter Text*

#### 5.7.7 Interstate Sex Offender Registry (SOR) check

These questions refer to requirements for a Lead Agency to conduct an interstate check for a child care staff member (including prospective child care staff members) who currently lives in their State or Territory but has lived in another State, Territory, or Tribal land within the previous 5 years.

- a. Does the Lead Agency conduct interstate SOR checks for any staff member (or prospective staff member) who resided in other state(s) in the past 5 years of licensed, regulated, or registered child care providers, regardless of CCDF participation?
- Yes.
- No. If no, describe any categories of licensed, regulated, or registered child care providers for whom you do not conduct interstate SOR checks. *Enter Text*
- b. Does the Lead Agency conduct interstate SOR checks for any staff member (or prospective staff member) who resided in other state(s) in the past 5 years eligible for CCDF participation (i.e., License-exempt providers)?
- Yes.
- No. If no, describe any categories of child care providers eligible for CCDF participation for whom you do not conduct interstate SOR checks. *Enter Text*
- c. Does the Lead Agency conduct the interstate SOR checks for all individuals age 18 or older who resided in other state(s) in the past 5 years who reside in a family child care home?
- i.  Yes.

- ii.  No. If no, describe individuals age 18 or older that resided in other state(s) in the past 5 years who reside in a family child care home that do not receive an interstate SOR check. *Enter Text*

#### 5.7.8 Interstate child abuse and neglect (CAN) registry check

These questions refer to requirements for a Lead Agency to conduct an interstate check for a child care staff member (including prospective child care staff members) who currently lives in their State or Territory but has lived in another State, Territory, or Tribal land within the previous 5 years.

- a. Does the Lead Agency conduct interstate CAN registry checks for any staff member (or prospective staff member) that resided in other state(s) in the past 5 years of licensed, regulated, or registered child care providers, regardless of CCDF participation?

Yes.

No. If no, describe any categories of licensed, regulated, or registered child care providers for whom you do not conduct CAN registry checks. *Enter Text*

- b. Does the Lead Agency conduct CAN registry checks for any staff member (or prospective staff member) who resided in other state(s) in the past 5 years eligible for CCDF participation (i.e., license-exempt providers)?

Yes.

No. If no, describe any categories of child care providers eligible for CCDF participation for whom you do not conduct interstate CAN registry checks. *Enter Text*

- c. Does the Lead Agency conduct the interstate CAN registry checks for all individuals age 18 or older who resided in other state(s) in the past 5 years who reside in a family child care home?

Yes.

No. If no, describe individuals age 18 or older that resided in other state(s) in the past 5 years who reside in a family child care home that do not receive interstate CAN registry checks. *Enter Text*

#### 5.7.9 Disqualifications for child care employment

The Lead Agency must prohibit employment of individuals with child care providers receiving CCDF subsidy payment if they meet any of the following disqualifying criteria:

- Refused to consent to a background check.
- Knowingly made materially false statements in connection with the background check.
- Are registered, or are required to be registered, on the State/Territory sex offender registry or repository or the National Sex Offender Registry.
- Have been convicted of a felony consisting of murder, child abuse or neglect, crimes against children (including child pornography), spousal

abuse, crimes involving rape or sexual assault, kidnapping, arson, physical assault, or battery.

- Have a violent misdemeanor committed as an adult against a child, including the following crimes: child abuse, child endangerment, sexual assault, or any misdemeanor involving child pornography.
- Convicted of a felony consisting of a drug-related offense committed during the preceding 5 years.

- a. Does the Lead Agency disqualify the employment of child care staff members (including prospective staff members) by child care providers receiving CCDF subsidy payment for CCDF-identified disqualifying criteria?

Yes.

No. If no, describe the disqualifying criteria: *Enter Text*

- b. Does the Lead Agency use the same criteria for licensed, regulated, and registered child care providers regardless of CCDF participation?

Yes.

No. If no, describe any disqualifying criteria used for licensed, regulated, and registered child care providers: *Enter Text*

- c. How does the Lead Agency use results from the in-state child abuse and neglect registry check?

Does not use them to disqualify employment.

Uses them to disqualify employment. If checked, describe: *When an applicant appears on the Georgia Child Abuse and Neglect Database (Known in Georgia as IONS) for deprivation, abuse, or neglect, the Lead Agency initially disqualifies the applicant from being present in a child care facility. If the applicant appeals the initial disqualification, the matter is submitted to the Georgia Office of State Administrative Hearings (OSAH) for review. If affirmed by the court, the applicant will remain disqualified from working in a child care facility.*

- d. How does the Lead Agency use results from the interstate child abuse and neglect registry check?

Does not use them to disqualify employment.

Uses them to disqualify employment. If checked, describe: *The Lead Agency only uses interstate child abuse and neglect registry information received from another state, if that state offers appeal rights, to challenge their placement on the registry.*

#### 5.7.10 Privacy

Lead Agencies must ensure the privacy of prospective staff members by notifying child care providers of the individual's eligibility or ineligibility for child care employment based on the results of the comprehensive background check without revealing any documentation of criminal history or disqualifying crimes or other related information regarding the individual.

Does the Lead Agency certify they ensure the privacy of child care staff members (including prospective child care staff member) when providing the results of the comprehensive background check?

Yes.

No. If no, describe the current process of notification: *Enter Text*

#### 5.7.11 Appeal's process for background checks

Lead Agencies must provide for a process that allows child care provider staff members (and prospective staff members) to appeal the results of a background check to challenge the accuracy or completeness of the information contained in the individual's background check report.

Does the appeals process:

- i. Provide the affected individual with information related to each disqualifying crime in a report, along with information/notice on the opportunity to appeal.  
 Yes.  
 No.
- ii. Provide the affected individual with clear instructions about how to complete the appeals process for each background check component if they wish to challenge the accuracy or completeness of the information contained in such individual's background report.  
 Yes.  
 No.
- iii. Ensure the Lead Agency attempts to verify the accuracy of the information challenged by the individual, including making an effort to locate any missing disposition information related to the disqualifying crime.  
 Yes.  
 No.
- iv. Get completed in a timely manner.  
 Yes.  
 No.
- v. Ensure the affected individual receives written notice of the decision. In the case of a negative determination, the decision must indicate (1) the Lead Agency's efforts to verify the accuracy of information challenged by the individual, (2) any additional appeals rights available to the individual, and (3) information on how the individual can correct the federal or State records at issue in the case.  
 Yes.  
 No.
- vi. Facilitate coordination between the Lead Agency and other agencies in charge of background check information and results (such as the Child Welfare office and the State Identification Bureau), to ensure the appeals process is conducted in accordance with the Act.  
 Yes.  
 No.



### 5.7.12 Provisional hiring of prospective staff members

Lead Agencies must at least complete and receive a qualifying result for either the FBI criminal background check or a fingerprint-based in-state criminal background check where the individual resides before prospective staff members may provide services or be in the vicinity of children.

Until all the background check components have been completed, the prospective staff member must be supervised at all times by someone who has already received a qualifying result on a background check within the past five years.

Check all background checks for which the Lead Agency requires a qualifying result before prospective child care staff member begins work with children.

a. FBI criminal background check.

Yes.

No. If no, describe. *Enter Text*

b. In-state criminal background check with fingerprints.

Yes.

No. If no, describe. *Enter Text*

c. In-state Sex Offender Registry.

Yes.

No. If no, describe. *Enter Text*

d. In-state child abuse and neglect registry.

Yes.

No. If no, describe. *Enter Text*

e. Name-based national Sex Offender Registry (NCIC NSOR).

Yes.

No. If no, describe. *Enter Text*

f. Interstate criminal background check, as applicable.

Yes.

No. If no, describe. *A provisional employee is permitted to begin working in a child care facility, for a period of no more than forty five days, while an interstate criminal record check is in process, so long as the provisional employee is supervised by a staff member who has a satisfactory comprehensive background check.*

g. Interstate Sex Offender Registry check, as applicable.

Yes.

No. If no, describe. *A provisional employee is permitted to begin working in a child care facility, for a period of no more than forty five days, while an interstate sex offender record check is in process, so long as the provisional employee is supervised by a staff member who has a satisfactory comprehensive background check.*

- h. Inter-state child abuse and neglect registry check, as applicable.
- Yes.
  - No.
- i. Does the Lead Agency require provisional hires to be supervised by a staff member who received a qualifying result on the comprehensive background check while awaiting results from the provisional hire's full comprehensive background check?
- Yes.
  - No. If no, describe the policy: *Enter Text*

**5.7.13** Completing the criminal background check within a 45-day timeframe.

The Lead Agency must carry out a request from a child care provider for a criminal background check as expeditiously as possible, and no more than 45 days after the date on which the provider submitted the request.

- a. Does the Lead Agency ensure background checks are completed within 45 days (after the date on which the provider submits the request)?
- Yes.
  - No. If no, describe the timeline for completion for categories of providers, including which background check components take more than 45 days. *Enter Text*
- b. Does the Lead Agency ensure child care staff receive a comprehensive background check when they work in your State but reside in a different State?
- Yes.
  - No. If no, describe the current policy: *Enter Text*

**5.7.14** Responses to interstate background check requests

Lead Agencies must respond as expeditiously as possible to requests for interstate background checks from other States/Territories/Tribes in order to meet the 45-day timeframe.

- a. Does your State participate in the National Crime Prevention and Privacy Compact or National Fingerprint File programs?
- Yes.
  - No.
- b. Describe how the State/Territory responds to interstate criminal history, Sex Offender Registry, and Child Abuse and Neglect Registry background check requests from another state. *The Lead Agency's website, found at [Criminal Records Check - State Contacts \(ga.gov\)](#), contains detailed instructions on how to obtain Georgia Child Abuse and Neglect information as well as Georgia Sex Offender Registry information. The website informs applicants that no criminal history is required from Georgia because Georgia participates in the National Fingerprint File program.*

c. Does your State/Territory have a law or policy that prevents a response to CCDF interstate background check requests from other States/Territories/Tribes? [Click or tap here to enter text.](#)

- Yes. If yes, describe the current policy. [Enter Text](#)
- No. [Enter Text](#)

**5.7.15** Consumer education website links to Interstate background check processes

Lead Agencies must include on their consumer education website and the website of local Lead Agencies if the CCDF program is county-run, the policies and procedures related to comprehensive background checks. This includes the process by which a child care provider or other State or Territory may submit a background check request.

a. Provide the direct URL/website link that contains instructions on how child care providers and other States and Territories should initiate background check requests for prospective and current child care staff members: [Criminal Records Check \(ga.gov\)](#)

Check to certify that the required elements are included on the Lead Agency's consumer and provider education website for each interstate background check component.

b. Interstate criminal background check:

- i.  Agency name
- ii.  Address
- iii.  Phone number
- iv.  Email
- v.  Website
- vi.  Instructions
- vii.  Forms
- viii.  Fees
- ix.  Is the State a National Fingerprint File (NFF) State?
- x.  Is the State a National Crime Prevention and Privacy Compact State?
- xi. If not all boxes above are checked, describe: [As Georgia is an NFF state and part of the National Crime Prevention and Privacy Compact, it is not necessary for another state, territory, or tribe to contact local law enforcement.](#)

c. Interstate sex offender registry (SOR) check:

- i.  Agency name
- ii.  Address
- iii.  Phone number
- iv.  Email
- v.  Website
- vi.  Instructions
- vii.  Forms
- viii.  Fees
- ix. If not all boxes above are checked, describe: [Enter Text](#)

- d. Interstate child abuse and neglect (CAN) registry check:
- i.  Agency name
  - ii.  Is the CAN check conducted through a county administered registry or centralized registry?
  - iii.  Address
  - iv.  Phone number
  - v.  Email
  - vi.  Website
  - vii.  Instructions
  - viii.  Forms
  - ix.  Fees
  - x. If not all boxes above are checked, describe: *The Georgia Child Abuse and Neglect website requires the user to send an e-mail, by using a link on their webpage, to obtain any information about whether the subject has a substantiated incident.*

#### 5.7.16 Background check fees

The Lead Agency must ensure that fees charged for completing the background checks do not exceed the actual cost of processing and administration.

Does the Lead Agency certify that background check fees do not exceed the actual cost of processing and administering the background checks?

- Yes.
- No. If no, describe what is currently in place and what elements still need to be implemented. *Enter Text*

#### 5.7.17 Renewal of the comprehensive background check. Renewal of comprehensive background check

Does the State or Territory conduct the background check at least every 5 years for all components?

- Yes.
- No. If no, what is the frequency for renewing each component? *Enter Text*

### 5.8 Exemptions for Relative Providers

Lead Agencies may exempt relatives (defined in CCDF regulations as grandparents, great-grandparents, siblings if living in a separate residence, aunts, and uncles) from certain health and safety requirements. This exception applies only if the individual cares only for relative children.

#### 5.8.1 Exemptions for relative providers

Does the Lead Agency exempt any federally defined relative providers from licensing requirements, the CCDF health and safety standards, preservice/orientation training, ongoing training, inspections, or background checks?

- a.  No.
- b.  Yes. If yes, which type of relatives do you exempt, and from what requirements (licensing requirements, CCDF health and safety standards, preservice/orientation training, ongoing training, inspections, and/or

background checks) do you exempt them from? *Relative providers are exempt from a portion of monitoring and enforcement requirements in that informal caregivers receive a monitoring visit to evaluate compliance with health and safety standards between 90 and 120 days after enrolling in the CAPS program and once per federal fiscal year (October 1 through September 30) thereafter.*

# FFY2025-2027 Child Care and Development Fund State Plan

## Section 6: Support for a Skilled, Qualified, & Compensated Child Care Workforce

A skilled child care workforce with adequate wages and benefits underpins a stable high-quality child care system that is accessible and reliable for working parents and that meets their needs and promotes equal access. Positive interactions between children and caregivers provide the cornerstone of quality child care experiences. Responsive caregiving and rich interactions support healthy socio-emotional, cognitive, and physical development in children. Strategies that successfully support the child care workforce address key challenges, including low wages, poor benefits, and difficult job conditions. Lead Agencies can help mitigate some of these challenges through various CCDF policies, including through ongoing professional development and supports for all provider types and embedded in the payment policies and practices covered in Section 4. Lead Agencies must have a framework for training, professional development, and post-secondary education. They must also incorporate health and safety training into their professional development. Lead Agencies should also implement policies that focus on improving wages and access to benefits for the child care workforce. When implemented as a cohesive approach, the initiatives support the recruitment and retention of a qualified and effective child care workforce, and improve opportunities for caregivers, teachers, and directors to advance on their progression of training, professional development, and postsecondary education.

This section addresses Lead Agency efforts to support the child care workforce, the components and implementation of the professional development framework, and early learning and developmental guidelines.

### 6.1 Supporting the Child Care Workforce

Lead Agencies have broad flexibility to implement policies and practices to support the child care workforce.

#### 6.1.1 Strategies to improve recruitment, retention, compensation, and well-being

a. Identify the Lead Agency activities related to strengthening workforce recruitment and retention of child care providers. Check all that apply:

- i)  Providing program-level grants to support investments in staff compensation
- ii)  Providing bonuses or stipends paid directly to staff, like sign-on or retention bonuses.
- iii)  Connecting family child care providers and center-based child care staff to health insurance or supporting premiums in the Marketplace.
- iv)  Subsidizing family child care provider and center-based child care staff retirement benefits.
- v)  Providing paid sick, personal, and parental leave for family child care providers and center-based child care staff.
- vi)  Providing student loan debt relief or loan repayment for family child care providers and center-based child care staff.
- vii)  Providing scholarships or tuition support for center-based child care staff and family child care providers.
- viii)  Other. Describe: *The Lead Agency is currently piloting a program (funded through ARPA) to support child care providers (center and family child care) by offering a*

*tuition assistance benefit for their program staff. Through the pilot, providers receive funding to help offset the cost of child care for their employees who have children attending the same program in which they work. Data from the pilot is currently being collected to determine if offering the benefit supports recruitment efforts and increased retention of existing staff. The program will continue during the next state plan (three years) funded through CCDF and will be adjusted as needed based on information from the pilot. Additionally, recognizing that business owners in the child care industry would need skills to help them become financially self-sustaining as federal coronavirus relief funds reached an end, the Lead Agency partnered with a national management consulting firm and a statewide small business development center in 2023 to create the Thriving Child Care Business Academy. The Academy provides an online platform of free training and resources to give owners and administrators of child care centers and family homes the knowledge and tools to enhance their financial management, leadership, marketing, and human resources management skills to make their facilities thriving businesses. The training in human resources management includes webinars, small study groups, individual coaching, and bilingual self-study guides and videos covering staff recruitment and retention. Providers who take advantage of these resources can receive state-approved training hours and stipends in some cases.*

- b. Describe any Lead Agency ongoing efforts and future plans to assess and improve the compensation of the child care workforce in the State or Territory, including increasing wages, bonuses, and stipends. *Using ARPA funding, the Lead Agency has developed the Providing Our Workforce Essential Recognition for Educational Development (POWER-ED) program. Through POWER-ED, professionals participating in the DECAL Scholars program receive a wage supplement each semester they are enrolled in an ECE degree or credential program. Upon graduation, recipients can participate in the Incentives program if they continue to meet eligibility requirements (see 6.1.5 for more information on Incentives). Early data from the pilot shows POWER-ED is encouraging professionals to pursue ECE degrees or credentials. The Lead Agency plans to use CCDF funding to continue the program.*
- c. Describe any Lead Agency's ongoing efforts and future plans to expand access to benefits, including health insurance, paid sick, personal, and parental leave, and retirement benefits. *The Lead Agency will explore methods for supporting access to telehealth services for ECE professionals.*
- d. Describe the Lead Agency's ongoing efforts and future plans to support the mental health and well-being of the child care workforce. *Through the Infant Early Childhood Mental Health (IECMH) Consultation Pilot, a master's level mental health professional is accessible to all child care center staff participating in the pilot. This contracted mental health provider can link the workforce to effective mental health resources in their communities and/or provide resources to the workforce as needed to support mental health and emotional wellbeing. The IECMH Consultant also provides mental health training to child care staff and families. The pilot currently serves 12 child care centers across three geographic areas (Savannah, Macon, and Atlanta - DeKalb County). The Lead Agency plans to continue this pilot. Expansion of the program will be informed by the pilot evaluation.*
- e. Describe any other strategies the Lead Agency is developing and/or implementing to support providers' recruitment and retention of the child care workforce. *The Lead Agency currently*

*oversees the DECAL Scholars program, a workforce program that supports professionals in pursuing ECE degrees and credentials. In addition to the POWER-ED program described in 6.1.2, DECAL Scholars includes scholarships that pay tuition costs for students pursuing a degree at a technical college or university and training costs for students pursuing a CDA. Upon graduation, recipients are eligible to apply for the Incentives program, which offers an annual bonus payment (up to five years) if the individual maintains employment with the same employer. Using CCDF and ARPA funding, the DECAL Scholars program was revamped in 2023 to increase access to benefits for more professionals. Program changes included adjusting eligibility requirements to make more professionals eligible for the program and increasing financial supports for earning a CDA. Early data show the program changes are resulting in more people accessing DECAL Scholars. CCDF funding will be used to maintain program changes.*

### **6.1.2 Strategies to support provider business practices**

- a. Describe other strategies that the Lead Agency is developing and/or implementing to strengthen child care providers' business management and administrative practices. *Recognizing that business owners in the child care industry would need skills to help them become financially self-sustaining as federal coronavirus relief funds reached an end, the Lead Agency partnered with a national management consulting firm and a statewide small business development center in 2023 to create the Thriving Child Care Business Academy. The Academy provides an online platform of free training and resources to give owners and administrators of child care centers and family homes the knowledge and tools to enhance their financial management, leadership, marketing, and human resources management skills to make their facilities thriving businesses. The training includes webinars, small study groups, individual coaching, and self-study guides and videos covering dozens of business topics for which providers can receive state-approved training hours and stipends in some cases. The Lead Agency plans to use CCDF funds to continue the Thriving Child Care Business Academy training program and expand its offerings during the next state plan period, including adding 3 – 5 new trainings and associated resources. Additionally, the Lead Agency incorporates training around business practices into its grants offered to child care administrators and will continue to provide offerings during the next state plan period. Directors of child care programs participating in Project LITTLE (Lifting Infants and Toddlers through Language Rich Environments) participate in a Director's Forum that covers topics on leadership, supporting grant implementation, and administrative practices that contribute to running successful child care programs.*
- b. Check the topics addressed in the Lead Agency's strategies for strengthening child care providers' administrative business practices. Check all that apply
- i)  Fiscal management
  - ii)  Budgeting
  - iii)  Recordkeeping
  - iv)  Hiring, developing, and retaining qualified staff
  - v)  Risk management
  - vi)  Community relationships
  - vii)  Marketing and public relations
  - viii)  Parent-provider communications
  - ix)  Use of technology in business administration



- x)  Compliance with employment and labor laws
- xi)  Other. Describe any other efforts to strengthen providers' administrative business: *The free Thriving Child Care Business Academy's online business training and resources available to center and family learning home owners and administrators also cover topics like tax planning, credits, deductions, and returns preparation; best practices leading to revenue growth and sustainability; business formation and incorporation; access to capital; staff benefits and compensation; emergency planning and continuity; retirement and succession planning; insurance; time management; enrollment management; setting rates; incorporation; enrolling in the CACFP; depreciation; reducing stress; creating a tuition assistance policy.*

### 6.1.3 Strategies to support provider participation

Lead Agencies must facilitate participation of child care providers and staff with limited English proficiency and disabilities in the child care subsidy system. Describe how the Lead Agency will facilitate this participation, including engagement with providers to identify barriers and specific strategies used to support their participation:

- a. Providers and staff with limited English proficiency: *CAPS created training videos which are accessible on the CAPS Provider Relations web page captioned in English and Spanish. The Georgia Child Care Administrative Payment System (GACAPS) provider portal offers a drop-down where users can select page translation in four different languages. The provider handbook and user guides will also be available in Spanish. DECAL contracts with an interpreting service to accommodate non-English speaking individuals or persons with limited English proficiency. CAPS emails providers before training sessions to determine if a provider needs the session in a language other than English.*
- b. Providers and staff who have disabilities: *CAPS created tutorial videos for providers containing American with Disabilities Act (ADA) approved captioning in Spanish and English for individuals with hearing impairments. All training and resource materials are created with ADA approved font. Prior to any training session, providers are contacted to determine if they need any accommodations. In-person technical assistance is also offered to providers.*

## 6.2 Professional Development Framework

A Lead Agency must have a professional development framework for training, professional development, and post-secondary education for caregivers, teachers, and directors in child care programs that serve children of all ages. The framework must include these components:

(1) professional standards and competencies, (2) career pathways, (3) advisory structures, (4) articulation, (5) workforce information, and (6) financing. CCDF provides Lead Agencies flexibility on the strategies, breadth, and depth of the framework. The professional development framework must be developed in consultation with the State Advisory Council on Early Childhood Education and Care or a similar coordinating body.

### 6.2.1 Updates and consultation

- a. Did the Lead Agency make any updates to the professional development framework since the FFY 2022-2024 CCDF Plan was submitted?

Yes. If yes, describe the elements of the framework that were updated and describe if and how the State Advisory Council on Early Childhood Education and Care (if applicable) or similar coordinating body was consulted: *Enter Text*

No.

- b. Did the Lead Agency consult with other key groups in the development of their professional development framework?

Yes. If yes, identify the other key groups: *In 2022, the Lead Agency convened a Workforce Taskforce to make recommendations about continued workforce development and professional learning across the state. The taskforce included representatives from advocacy organizations, higher education, family child care, center directors and teachers, and professional organizations. Taskforce recommendations will be used to inform expansion of and updates to the state's professional development framework during the next state plan period.*

No.

### 6.2.2 Description of the professional development framework

- a. Describe how the Lead Agency's framework for training and professional development addresses the following required elements:

- i) Professional standards and competencies. For example, Lead Agencies can include information about which roles in early childhood education are included (such as teachers, directors, infant and toddler specialists, mental health consultants, coaches, licensors, QIS assessors, family service workers, home visitors). *Georgia's Workforce Knowledge and Competencies (WKC) are a set of professional standards that guide the development of professional learning opportunities for early learning and school-age professionals across the state. The WKC answer the question, "What should early learning and school-age professionals know and be able to do?" The Lead Agency has recently revised the WKC for child care administrators, technical assistance providers, and trainers that will be published in the coming year. Once published, the Lead Agency will review the WKC for teachers (last revised in 2017) to determine what updates are required to ensure the WKC continue to align with best practices in ECE. The Lead Agency used Preschool Development Grant (PDG) funding to help ten master's level mental health professionals obtain a certificate from Georgetown University in Infant Early Childhood Mental Health Consultation (IECMHC). This workforce development effort supports the IECMHC pilot and increases access to mental health services for children and their caregivers. The Lead Agency contracts with the IECMH Consultants to support child care center staff, teachers, children, and their families, providing resources and referring for mental health treatment as needed.*
- ii) Career pathways. For example, Lead Agencies can include information about professional development registries, career ladders, and levels. *The Georgia Professional Development System (GaPDS) tracks the education, training, and career experiences of the state's early learning professionals. Participants in GaPDS are assigned a Career Level that aligns with the state's Career Level Lattice. GaPDS is used by teachers, assistant teachers, child care administrators, family child care providers, state approved trainers, home visitors, technical*

- assistance providers and coaches, and Lead Agency staff. Based on recommendations from the previously mentioned Workforce Taskforce, the career levels will be updated during the state plan period.*
- iii) **Advisory structure.** For example, Lead Agencies can include information about how the professional development advisory structure interacts with the State Advisory Council on Early Childhood Education and Care. *The Lead Agency convenes advisory committees that include representatives from state education agencies, technical colleges, universities, and early learning professionals working directly with children for professional development projects. Advisory committee makeup depends on the specific project or initiative. The committees review and make recommendations on the state's professional learning initiatives.*
  - iv) **Articulation.** For example, Lead Agencies can include information about articulation agreements, and collaborative agreements that support progress in degree acquisition. *Georgia has collaboratively developed a strong articulation system from the community-based CDA to technical college credentials to four-year degrees. The 120 clock hours of early learning coursework required for the CDA, earned from the Council for Professional Recognition, may be used for credit toward a certificate, diploma, or degree program from a technical college. The technical certificates will articulate into an associate's degree. Many of Georgia's technical colleges have individual agreements with regional four-year institutions. As part of the state's ongoing work in this area, the Lead Agency is working collaboratively with the Technical College System of Georgia and the University System of Georgia to expand articulation and to embed the previously mentioned WKC's into coursework across participating institutions. Further, the Lead Agency has established strong relationships with the Georgia Department of Education to support the Career, Technical, and Agricultural Education (CTAE) program, which includes a track for high school students to receive initial training in early childhood education.*
  - v) **Workforce information.** For example, Lead Agencies can include information about workforce demographics, educator well-being, retention/turnover surveys, actual wage scales, and/or access to benefits. *GaPDS tracks the credentials, degrees, trainings, and work history of the state's early learning workforce. While the information provided in GaPDS is self-reported by each individual user, degrees, credentials, and trainings are verified by the Georgia Professional Standards Commission (PSC), the same state agency that verifies degrees and credentials for K-12 teacher certification. GaPDS also allows users to search and register for trainings offered by the Lead Agency. GaPDS provides the Lead Agency with one central, readily-accessible system to gather data on the professional learning pathways of the early learning workforce.*
  - vi) **Financing.** For example, Lead Agencies can include information about strategies including scholarships, apprenticeships, wage enhancements, etc. *As described in section 6.1.5, the Lead Agency's DECAL Scholars program provides scholarships and financial incentives for qualifying early learning professionals to obtain an initial or higher degree or credential in early learning. In addition to providing scholarships to attend public or private state institutions, the DECAL Scholars program also provides participants with stipends to help purchase books and materials needed to adequately participate in their chosen degree or credential program. Upon completing a degree or credential, qualified participants may also receive financial bonuses to*

*reward successful completion of the program and to encourage retention with their same employer. Using ARPA funds, the Lead Agency has also expanded work with the Technical College System of Georgia (TCSG) to support ECE credential attainment in adult education programs. Students in adult education are pursuing a credential while also earning a high school equivalency. The Lead Agency has partnered with TCSG to offer grants to individual technical colleges to embed either the CDA or Technical Certificate of Credit (TCC) into adult learning programs. Through this effort, the Lead Agency has worked with the Council for Professional Recognition (the organization that oversees the CDA) to change policies from accepting only a GED to accepting any state-approved high school equivalency as a prerequisite for earning the CDA. Data from the first round of grants will be used to inform program changes, and CCDF funds will be used to continue the program as appropriate. The Lead Agency is also exploring methods for embedding registered apprenticeships into the state's professional development framework.*

b. Does the State/Territory use additional elements?

Yes.

If yes, describe the element(s). (Check all that apply)

- i.  Continuing education unit trainings and credit-bearing professional development? Describe: *Enter Text*
- ii.  Engagement of training and professional development providers, including higher education, in aligning training and educational opportunities with the Lead Agency's framework? Describe: *Enter Text*
- iii.  Other. Describe: *Enter Text*

No.

### 6.2.3 Impact of the Professional Development Framework

Describe how the framework improves the quality, diversity, stability, and retention of caregivers, teachers, and directors and identify what data are available to assess the impact.

- a. Professional standards and competencies. For example, do the professional standards and competencies reflect the diversity of providers across role, child care setting, or age of children served? *Georgia regularly reviews and, as necessary, updates its Workforce Knowledge and Competencies (WKC)s to ensure they align with best practices in early childhood. Guiding principles for each set of competencies include a focus on respect for and recognition of the diverse backgrounds and experiences of professionals working in early childhood. Georgia has WKC)s for early learning and school age professionals; child care administrators and educational leaders; technical assistance providers and coaches; and trainers.*
- b. Career pathways. For example, Lead Agencies and family child care homes? *Georgia's Career Levels are based on the highest level of education earned, beginning with a high school diploma or high school equivalency at Level I and ending with a doctoral degree at Level XII. All early childhood professionals, regardless of role, are assigned a Career Level using the*

*same criteria. In 2023, Georgia convened a Workforce Taskforce to recommend ways to address workforce issues in the state. The final recommendations included revising the Career Levels, which will be done in the new state plan period.*

- c. Advisory structure. For example, has the advisory structure identified goals for child care workforce compensation, including types of staff and target compensation levels? Does the Lead Agency have a Preschool Development Birth-to-Five grant and is part of its scope of work child care compensation activities? Are they represented in the advisory structure? *As discussed above, the Lead Agency has convened a Workforce Taskforce to make recommendations for continued workforce development in the state. The recommendations include publishing an annual workforce report that includes data on compensation, turnover, credentials/degrees, and other relevant workforce data as appropriate. The annual report will be used to track the state's progress in these areas.*
- d. Articulation. For example, how does the advisory structure include training and professional development for providers, including higher education, to assist in aligning training and education opportunities? *Georgia has existing early childhood articulation agreements among technical colleges and four-year colleges that support professionals moving from a certificate, diploma, two-year and four-year degree. The agreements are strongest within programs in the same geographic region in the state. The Workforce Taskforce included representatives from advocacy organizations, child care center directors, family child care learning home operators, teachers, university faculty, technical college faculty, CCR&R staff, and approved trainers. Strengthening articulation agreements through defined career pathways was identified as a need by the Workforce Taskforce. This will be a focus area for the Lead Agency during the next state plan period.*
- e. Workforce information. For example, does the Lead Agency have data on the existing wages and benefits available to the child care workforce? Do any partners such as the Quality Improvement System, child care resource and referral agencies, Bureau of Labor Statistics and universities and research organizations collect compensation and benefits data? Does the Lead Agency monitor child care workforce wages and access to benefits through ongoing data collection and evaluation? Can the data identify any disparities in the existing compensation and benefits (by geography, role, child care setting, race, ethnicity, gender, or age of children served)? *The Lead Agency regularly conducts an economic impact study that includes information on workforce wages and benefits. The study uses data from provider surveys as well as information from the US Census and US Bureau of Labor Statistics. The report includes a comparison of child care workforce data to other industries and also compares ECE workforce compensation in Georgia with other southern states. As reported above, the Workforce Taskforce also included a recommendation for an annual workforce report. Compensation, benefits, and any disparities will be tracked through the annual report.*
- f. Financing. For example, has the Lead Agency set a minimum or living wage as a floor for all child care staff? Do Lead Agency-provider subsidy agreements contain requirements for staff compensation levels? Do Lead Agencies provide program-level compensation grants to support staff base salaries and benefits? Does the Lead Agency administer bonuses or stipends directly to workers? *Through its DECAL Scholars program, the Lead Agency provides wage supplements to child care staff who are pursuing a degree or credential in early childhood education. Recipients receive a \$1,000 supplement for each semester they are enrolled in an eligible*

*program. Additionally, upon graduation, recipients are eligible to receive an annual retention bonus (up to five years after graduation) for each year they remain with the same employer. The Lead Agency is responsible for administering Georgia's Pre-K Program. The minimum salary for Georgia's Pre-K lead and assistant teachers is set by the Lead Agency. The funds for salary and benefits for Georgia's Pre-K lead and assistant teachers is included in the Pre-K grant funding provided by the Lead Agency.*

### **6.3 Early Learning and Developmental Guidelines**

#### **6.3.1 Required hours of ongoing training**

Provide the number of hours of ongoing training required annually for CCDF eligible providers in the following settings:

- a) Licensed child care centers: *10*
- b) License-exempt child care centers: *10*
- c) Licensed family child care homes: *10*
- d) License – exempt family child care homes: *N/A*
- e) Regulated or registered in-home child care: *10*
- f) Non-regulated or registered in-home child care: *N/A*

#### **6.3.2 Accessibility of professional development for Tribal organizations**

Describe how the Lead Agency's training and professional development are accessible to providers supported through Indian tribes or Tribal organizations receiving CCDF funds (as applicable.) *N/A*

#### **6.3.3 Professional development appropriate for the diversity of children, families, and child care Providers**

Describe how the Lead Agency's training and professional development requirements reflect the diversity of children, families, and child care providers participating in CCDF. To the extent practicable, how does professional development include specialized training or credentials for providers who care for infants or school-age children; individuals with limited English proficiency; children who are bilingual; children with developmental delays or disabilities; and/or Native Americans, including Indians, as the term is defined in Section 900.6 in subpart B of the Indian Self-Determination and Education Assistance Act (including Alaska Natives and Native Hawaiians)? *The state's health and safety trainings must include infant and toddler specific information, such as safe sleep practices and preventing shaken baby syndrome. Further, training requirements specify that information on emergency preparedness must address accommodations for infants and toddlers, children with disabilities, and children and staff with chronic medical conditions. The state has recently added health and safety training to its Online Learning Library Initiative (OLLI) in English and Spanish, the top two languages spoken in Georgia. All other OLLI trainings for child care providers are available in English and Spanish. Topics include, but are not limited to, licensure orientation (for family and center providers), social emotional development, inclusive classroom practices, developmental milestones, use of the Georgia Early Learning and Development Standards (GELDS), language and literacy development, and creating safe*

*environments. In addition, state approved trainers are allowed to submit trainings in English or Spanish for review and approval and are encouraged to develop trainings that address the unique needs of the regions of the state where the trainings will be offered. The Lead Agency also offers a Specialty Trainer designation for individuals with expertise in working with children with disabilities. Further, the Lead Agency's DECAL Scholars program, which provides financial supports for the workforce to attain a degree or credential, offers higher stipend rates for individuals pursuing an infant/toddler or family child care specific credential, such as the Infant Toddler or Family Child Care CDA. Through the DECAL Scholars program, the Lead Agency also supports CDA Professional Development Specialists, the individuals responsible for conducting the in-class observation required as part of earning a CDA. The Lead Agency provides financial support to these individuals to conduct observations in areas of need, specifically rural communities and areas where supply of Spanish speaking observers is low.*

## **6.4 Early Learning and Development Guidelines**

Lead Agencies must develop, maintain, or implement early learning and developmental guidelines appropriate for children from birth to kindergarten entry. Early learning and developmental guidelines should describe what children should know and be able to do at different ages and cover the essential domains of early childhood development, which at a minimum includes cognition, including language arts and mathematics; social, emotional, and physical development; and approaches toward learning.

### **6.4.1 Early learning and developmental guidelines**

- a. Check the boxes below to certify the Lead Agency's early learning and developmental guidelines are:
  - i)  Research-based.
  - ii)  Developmentally appropriate.
  - iii)  Culturally and linguistically appropriate.
  - iv)  Aligned with kindergarten entry.
  - v)  Appropriate for all children from birth to kindergarten entry.
  - vi)  Implemented in consultation with the educational agency and the State Advisory Council on Early Childhood Education and Care or similar coordinating body.
  - vii)  If any components above are not checked, describe: *Enter Text*
- b. Check the boxes below to certify that the required domains are included in the Lead Agency's early learning and developmental guidelines.
  - i)  Cognition, including language arts and mathematics.
  - ii)  Social development.
  - iii)  Emotional development.
  - iv)  Physical development.
  - v)  Approaches toward learning.

- vi)  Other optional domains. Describe any optional domains: *Enter Text*
  - vii)  If any components above are not checked, describe: *Enter Text*
- c. When were the Lead Agency’s early learning and developmental guidelines most recently updated and for what reason? *The current Georgia Early Learning and Development Standards (GELDS) were published in 2013 after an extensive two-year review and revision process. Since that time, the Lead Agency has continued to expand resources and trainings to support professionals in using the GELDS to guide instruction. The revamped GELDS website (gelds.decal.ga.gov), which includes a lesson planning portal and comprehensive activity library, was launched in January 2023. During the new state plan period, the Lead Agency will review and update the GELDS to align with updates to the K-12 Georgia Standards.*
- d. Provide the Web link to the Lead Agency’s early learning and developmental guidelines and if available, the school-age guidelines. <https://gelds.decal.ga.gov/>

**6.4.2 Use of early learning and development guidelines**

- a. Describe how the Lead Agency uses its early learning and developmental guidelines. *The Georgia Early Learning and Development Standards (GELDS) are used to guide instruction in birth – five classrooms across the state. The Lead Agency provides training and resources on how to use the GELDS in the following ways: online trainings are available on the state’s Online Learning Library Initiative (OLLI); face-to-face trainings are offered through the CCR&R network; state approved trainers who have completed the GELDS training for trainers series are authorized to offer GELDS trainings in face-to-face or webinar formats; resource guides, activity boxes, lesson planning guides, and family engagement resources are offered free of charge; the online GELDS portal offers lesson planning tools and a robust repository of activities aligned with each standard, domain, and age group.*
- b. Check the boxes below to certify that CCDF funds are not used to develop or implement an assessment for children that:
  - i.  Will be the primary or sole basis to determine a child care provider ineligible to participate in the CCDF.
  - ii.  Will be used as the primary or sole basis to provide a reward or sanction for an individual provider.
  - iii.  Will be used as the primary or sole method for assessing program effectiveness.
  - iv.  Will be used to deny children eligibility to participate in CCDF.
  - v.  If any components above are not checked, describe: *Enter Text*



# FFY2025-2027 Child Care and Development Fund State Plan

## Section 7: Quality Improvement Activities

The quality of child care directly affects children’s safety and healthy development while in care settings, and high-quality child care can be foundational across the lifespan. Lead Agencies may use CCDF for quality improvement activities for all children in care, not just those receiving child care subsidies. OCC will collect the most detailed Lead Agency information about quality improvement activities in annual reports instead of this Plan. Lead Agencies must report on CCDF child care quality improvement investments in three ways:

1. In this Plan, Lead Agencies will describe the types of activities supported by quality investments over the 3-year period.
2. An annual expenditure report (the ACF-696). Lead Agencies will provide data on how much CCDF funding is spent on quality activities. This report will be used to determine compliance with the required quality and infant and toddler spending requirements.
3. An annual Quality Progress Report (the ACF-218). Lead Agencies will provide a description of activities funded by quality expenditures, the measures used to evaluate its progress in improving the quality of child care programs and services within the State/Territory, and progress or barriers encountered on those measures.

In this section of the Plan, Lead Agencies will describe their quality activities needs assessment and identify the types of quality improvement activities where CCDF investments are being made using quality set-aside funds.

### 7.1 Quality Activities Needs Assessment

#### 7.1.1 Needs assessment process and findings

- a. Describe the Lead Agency needs assessment process for expending CCDF funds on activities to improve the quality of child care, including the frequency of assessment, how a diverse range of parents and providers were consulted, and how their views are incorporated: *The Lead Agency has a robust Research and Policy Analysis Unit that routinely oversees and conducts programmatic and system-level evaluations of early learning in the state. The state uses data from the components of Quality Rated, Georgia’s quality rating and improvement system (QRIS), to assess where additional quality activities are needed. For example, Georgia uses the workforce data submitted by child care programs as part of their portfolio to assess the credential levels of the early childhood workforce and plan for supports. In addition to the portfolio, programs also receive an unannounced observation using the ERS. The data from the indicators covered in these observations reveal additional areas where improvement is needed or where quality is already well supported. Most recently, the Lead Agency, in consultation with an external expert committee, reviewed ERS data to plan and develop a Quality Nutrition and Physical Activity Endorsement. The endorsement development is underway and will be*

*piloted in late 2024 into 2025. Feedback from the provider participants will be incorporated into implementing a full-scale endorsement that will be incorporated into the revision of Quality Rated and available for all Quality Rated programs. The Lead Agency's assessment process is ongoing and includes mechanisms for feedback loops between the Research and Policy Analysis Unit and program leaders. The Research and Policy Analysis Unit regularly meets with Quality Rated leaders to review data and design needed evaluations. An example of this is the ongoing work currently focusing on needed revisions for the entire Quality Rated system. Throughout 2023, the Lead Agency conducted a comprehensive review to evaluate all aspects of the current system. The Lead Agency collaborated with external partners including Georgia Early Education Alliance for Ready Students (GEEARS), Child Trends, and the Urban Institute. Extensive data gathering included surveys of licensed child care programs, including family child care providers, child care centers, and school-age only providers; multiple targeted focus group sessions held virtually and in-person with various stakeholders, including child care providers (QR participating and non-QR), families (including those requiring care during non-traditional hours), CCR&R technical assistance providers, DECAL QR staff, and other concerned advocates and stakeholder groups; virtual and in-person targeted data walks to discuss outcomes from the surveys and focus groups and seek feedback at a deeper level into the results of the initial data findings. Two statewide stakeholder convenings were held in March 2024 to present the results of the data gathering and propose recommended revisions to the system – followed by a public released webinar and comment period. Provider views will be incorporated into the revisions of the system. System revisions will also include plans for ongoing continuous quality improvement of quality feedback, including regularly collecting stakeholder feedback about the rating process and system as a whole. The Lead Agency has several mechanisms for evaluating other quality activities. These include: exploring the incorporation of school-age care in center-based child care programs for QR. The purpose of this exploratory evaluation with research partners at the Georgia Statewide Afterschool Network (GSANS) was to gain a better understanding of the levels of quality in the state's school-age classrooms within center-based child care programs and to develop initiatives to better support and incorporate school-age classrooms into the revision of Quality Rated. Evaluating the Quality Rated Language and Literacy Endorsement (QRLLE). After offering two rounds of the QRLLE to child care learning centers and one to family child care learning homes, DECAL has awarded QRLLEs to 23 center-based programs and nine family homes. Before offering another round of the QRLLEs, DECAL wanted to evaluate the degree to which the QRLLE helps programs improve their language and literacy practices. An evaluation is currently underway with researchers from the Frank Porter Graham Institute of Child Development at the University of North Carolina Chapel Hill. Researchers are observing classrooms in 10 QRLLE and non-QRLLE programs using the Classroom Assessment Scoring System (CLASS)-Toddler, CLASS-Pre-K, and Early Language and Literacy Environment Observation (ELLCO). Results of the evaluation are expected in summer 2024 and will include recommendations on next steps for the QRLLE. Providers going through the Quality Rated rating process receive a survey after their ERS observation to collect feedback about their experience with the observation process. Provider feedback helps identify needed improvements to the observation*

process.

DECAL's Research and Policy Analysis Unit is developing a DECAL Research Agenda to direct agency research activities moving forward. This will include research questions and regular data tracking on the quality of child care in Georgia. Recognizing that business owners in the child care industry would need skills to help them become financially self-sustaining as federal coronavirus relief funds reached an end, the Lead Agency partnered with a national management consulting firm and a statewide small business development center in 2023 to create the Thriving Child Care Business Academy, an online platform of free training and resources to give owners and administrators of child care centers and family homes the knowledge and tools to enhance their financial management, leadership, marketing, and human resources management skills with the goal of making their facilities thriving businesses. The Academy's skills training includes webinars, small study groups, individual coaching, and self-study guides and videos covering dozens of business topics for which providers can receive state-approved training hours and stipends in some cases. The Lead Agency believes that the business skills training will help owners and administrators to bolster the financial strength and stability of their programs, which in turn will enhance their quality. The skills taught in the Academy are based on identified provider needs gleaned from surveys and assessments over the years by the Lead Agency, its partner organizations, and industry consultants. Most recently, the Lead Agency asked a national management consulting firm to conduct an assessment of child care providers' business training needs in 2023. It has also asked the firm to conduct an evaluation of the Thriving Child Care Business Academy at the end of its first year in fall 2024. The Lead Agency plans to use CCDF funds to continue the training program and expand its offerings during the next state plan period, including adding between three to five new trainings and associated resources. These future trainings will be informed by feedback from biannual surveys and interviews with child care business owners and stakeholders.

- b. Describe the findings of the assessment, including any findings related to needs of different populations and types of providers, and if any overarching goals for quality improvement were identified: *The Lead Agency is conducting a comprehensive review of its QRIS to inform the design and implementation of revisions to make the system more responsive to family and provider needs. DECAL contracted with the Urban Institute and Child Trends to conduct an array of surveys, interviews, focus groups, and data walks with providers, families, DECAL staff, child care resource and referral agency staff, and other stakeholders to get their perspectives on needed revisions to the system. Based on this extensive data gathering, the Urban Institute summarized six recommendations for DECAL to consider when revising Quality Rated: 1) Verify system goals and shape the system to meet them; 2) Simplify but tailor to match many strengths and diverse needs; 3) Reframe the system to reflect and support experiences; 4) Consider how and how often to verify the experiences; 5) Provide more education, more continuously about the system; and 6) Consider what feedback is for (and should be included in) Quality Rated, and where to strengthen links with other programs or systems. The review process is in the data-sharing phase where feedback from surveys, interviews, and focus groups are being presented to stakeholders for comment. In the next phase,*

*those comments will be incorporated into the planning process and the Lead Agency will use the comments to draft QRIS revisions for further study and review. The needs assessment related to child care providers' business training revealed that the owners and administrators face acute financial challenges and exhibit low business acumen; the staffing crisis dominates their concerns; and a technology skills gap slows their advancement. Based on these findings, the researchers recommended that the Thriving Child Care Business Academy focus on providing resources and trainings that help providers increase revenue and decrease costs in the near- and long-term; help increase skills in recruitment and retention; and include training on technology ensuring that providers are equipped with the necessary tools and skills to optimize their operations. In September 2021, DECAL contracted with the Urban Institute to conduct stakeholder engagement with Georgia families, child care providers, the early care and education (ECE) workforce, DECAL staff, and other stakeholder groups about supports Georgia's ECE system needed. Based on the feedback, the Urban Institute shared nine recommendations with DECAL to improve Georgia's ECE system: 1) Provide support to encourage more people to become and remain early childhood educators; 2) Focus attention on and provide information about basic health and safety; 3) Reconsider group sizes and child-to-staff ratios; 4) Provide more accessible information to families about available early care and learning services; 5) Consider how to support more providers in offering care, providing longer hours, and participating in CAPS (the child care subsidy program); 6) Support providers in taking care of children's social-emotional and behavioral needs; 7) Consider new benchmarks for affordable care in Georgia and CAPS parent contributions; 8) Support CAPS program operations to increase responsiveness to parents; and 9) Offer more grants and supports for financial sustainability and business planning. DECAL used this feedback to inform how the agency allocated federal COVID-19 relief funding and continues to reference the results to inform needed improvements to Georgia's ECE system.*

## **7.2 Use of Quality Set-Aside Funds**

Lead Agencies must use a portion of their CCDF expenditures for activities designed to improve the quality of child care services and to increase parental options for and access to high-quality child care. They must use the quality set-aside funds on at least one of 10 activities described in CCDF and the quality activities must be aligned with a Statewide or Territory-wide assessment of the State's or Territory's need to carry out such services and care.

### **7.2.1 Quality Improvement Activities**

- a. Describe how the Lead Agency will make its Quality Progress Report (ACF – 218) and expenditure reports, available to the public. Provide a link if available. <https://www.decal.ga.gov/documents/attachments/GAQualityProgressReportFY2023.pdf>
- b. Identify Lead Agency plans, if any, to spend CCDF funds for each of the following quality improvement activities. If an activity is checked “yes”, describe the Lead Agency's current and/or future plans for this activity.

- i. Supporting the training and professional development of the child care workforce, including birth to five and school-age providers.

No plans to spend in this category of activities at this time.

Yes. If yes, describe current and future investments. *The Georgia Training Approval (GTA) System oversees approval of all trainings offered to providers. When submitting trainings for approval, trainers must indicate the topic areas covered in each training, goals/objectives for the training, competencies that will be addressed, and a scope and sequence of content delivery. Trainers are also required to provide information about relevant research used to inform trainings in these areas. Additionally, GTA approves trainers with relevant experience and education in key “specialty areas” to offer trainings in those areas. Specialty areas include Health and Safety; Foods and Nutrition; School-Age Care; Special Needs and Inclusion; Administrative Management of Programs; and Social Work, Mental Health, and Family Services. Trainings in specialty areas are also reviewed to ensure alignment with state requirements specific to each area. Licensing regulations specify that all staff working in licensed programs must complete at least 10 hours of GTA approved training annually. Through GTA, the Lead Agency can ensure the quality and appropriateness of trainings provided to the workforce. The Lead Agency also maintains a strong relationship with GTA approved trainers providing support and technical assistance to trainers to continue to support quality of trainings. Through this network of support, the Lead Agency can also guide trainers to topic areas that are priorities for the agency. Moving forward, two focus areas for increasing the supply and quality of training will be school age and language/literacy. To increase the supply and quality of school-age trainings, the Lead Agency will work with state experts in school-age programming to support trainers to understand how to develop and deliver training specific to the needs of school-age programs. This work will include supporting trainers in understanding the Georgia After School and Youth Development Standards and aligning their trainings with the standards. Further, the Lead Agency will begin a comprehensive review of all language and literacy trainings approved through GTA to ensure they align with the latest knowledge on the science of reading. Updates to the Georgia Professional Development System will also be made to ensure users are able to easily locate and register for language and literacy trainings. Further, the Lead Agency will continue to expand its Online Learning Library Initiative (OLLI) to add three to five additional trainings on language and literacy as well as three to five additional trainings for school-age professionals. The Lead Agency’s Infant Toddler, Inclusion and Behavior Support, and Pre-K Specialists provide professional learning opportunities. There is a current focus on training on the Pyramid Model for Promoting the Social Emotional Competence of Infants and Young*

*Children (Pyramid Model) to teachers and administrators in child care and Pre-K programs across the state. The Pyramid Model provides a research-based framework of practices that equip teachers with strategies to prevent challenging behaviors and focus on building children's social-emotional competence. By building these skills, educators have an increased capacity to appropriately manage persistent challenging behavior, thereby reducing the likelihood of preschool suspension and expulsion. Professional Learning Communities of directors and teachers are supported by a team of Infant Toddler, Pre-K, and Inclusion and Behavior Support Specialists. The Lead Agency also provides training to early learning technical college faculty on how to embed the Pyramid Model framework into their course curriculum to be taught to students and prospective early learning educators. These efforts have been funded with recovery act (ARPA) funding in the current year but will be funded with CCDF dollars moving forward. The Lead Agency plans to provide nine cohorts of the training series available for infant and toddler, preschool, Pre-K, and family child care providers over the next three years. As mentioned in section 4.54, the Lead Agency provides an inclusion training series for early learning professionals focusing on understanding the importance of inclusion, the laws that support children with disabilities, and strategies to implement inclusive practices in early learning environments. This series was designed to increase access to quality child care for children with disabilities and their families by increasing educators' understanding of inclusion and confidence in providing an inclusive environment for children with disabilities. The Lead Agency plans to train 500 educators across the next three years. The Inclusion and Behavior Support program provides a mini-grant to early learning professionals who would benefit from technical assistance to support the inclusion of children with disabilities in their care. Professionals receive coaching from an Inclusion and Behavior Support Specialist, who assists the professional in implementing inclusive practices, identifying materials, equipment, or training needed to support the child's development and inclusion in the program. The Lead Agency plans to fund at least 75 mini-grants over the next three years. As described in section 4.54, the Lead Agency's Infant and Toddler Program plans to fund three additional cohorts of the LITTLE (Lifting Infants and Toddlers Through Language Rich Environments) with center-based and family child care providers over the next three years. The Infant and Toddler Program will continue coaching Infant and Toddler Programs referred by the child care resource and referral agencies across the state to increase program quality as it relates to language development, literacy, responsive caregiving, and social emotional learning practices. The Infant and Toddler Program also plans to continue the activity training series to train 150 teachers a year for the next three years. The Lead Agency's Child and Family Development Program provides*

*training and resources on developmental milestones and developmental monitoring for child care professionals using the CDC's Learn the Signs, Act Early initiative and works with a team of Family Peer Ambassadors to provide information and resources on child development to families and child care providers within their community. The Lead Agency plans to recruit and train 20 Family Peer Ambassadors per year across the next three years. The Lead Agency plans to use CCDF funds to continue the Thriving Child Care Business Academy online training platform for child care business owners and administrators and expand its offerings during the next state plan period, including adding between three and five new trainings and associated resources. These future trainings will be informed by feedback from biannual surveys and interviews with child care business owners and stakeholders.*

- ii. Developing, maintaining, or implementing early learning and developmental guidelines.

No plans to spend in this category of activities at this time.

Yes. If yes, describe current and future investments. *As described in Section 6.3, the Lead Agency provides a training series and resources for using the GELDS to inform instruction. Moving forward, the Lead Agency will have two key priority areas for continued use of the GELDS. First, the GELDS trainings will be expanded. Existing trainings are currently being revised, and training topics related to the GELDS will be increased. Second, based on recommendations from the previously described Workforce Taskforce, the Lead Agency will begin reviewing the existing standards to determine if revisions are needed, especially in supporting dual language learners, the science of reading, supporting children with disabilities, and supporting school age children.*

- iii. Developing, implementing, or enhancing a quality improvement system.

No plans to spend in this category of activities at this time.

Yes. If yes, describe current and future investments. *Georgia's primary mechanism for measuring quality is Quality Rated, the state's quality rating and improvement system, which launched in 2012. Programs are assigned a one-, two-, or three-star rating based on five standards submitted via an electronic portfolio and an independent observation using the Environment Rating Scale (ERS) family of instruments. The portfolio measures structural quality, including standards for teacher and director qualifications, family engagement, nutrition and health, intentional teaching practices, and ratios. A team of assessors conducts the ERS observations and another team scores portfolios and assigns ratings. Ratings are valid for three years, at which time the rating process*

*is repeated. Currently, more than 2,800 providers are Quality Rated including 72% of licensed child care centers and 47% of family child care homes. CCDF providers who are eligible for a rating are required to be rated or in the process of earning a rating.*

*DECAL has contracted with external research partners at Child Trends and the Urban Institute to engage in the comprehensive review of Quality Rated. Extensive data-gathering activities occurred during 2023 with data analysis and stakeholder convenings planned for 2024, leading to proposed revisions to the entire QR system. Anticipated new system development will occur in 2025 with an anticipated launch date of January 2026 for providers to begin participating in the new system. Current investment costs also include developing a new IT application that will be fully integrated with other Lead Agency programs in the ongoing upgrade of DECAL's Child Care Solution. To improve customer service and response time, the Lead Agency has contracted with IT partners to enhance the functionality of the Quality Rated HelpDesk into a fully functional ticketing Call Contact Center with automated response and AI generated knowledge base.*

- iv. Improving the supply and quality of child care services for infants and toddlers.

No plans to spend in this category of activities at this time.

Yes. If yes, describe current and future investments. *To help improve the quality of child care services for infants and toddlers, Quality Rated has revised the on-site assessment component of the rating to specify that all centers offering infant and toddler care will automatically have at least one infant and one toddler room assessed rather than following the author's guidelines of assessing 1/3 of each ITERS (infant/toddler environment rating scale) age group. This change will allow providers to receive feedback on the quality of their environment for infants and toddlers instead of having just one ITERS assessment conducted on the randomly selected infant or toddler classroom. As described in section 4.5.4 b, the Lead Agency provides coaching and training to infant and toddler teachers, administrators, and family child care learning home providers serving infants and toddlers on topics including responsive caregiving, early literacy and developmentally appropriate practices, developmental milestones and monitoring, family engagement, and promoting strong social emotional development in infants and toddlers across several initiatives. Through our partnership with the child care resource and referral agencies, infant and toddler teachers will continue to receive coaching on responsive caregiving, early language and literacy development, and social-emotional development from Infant Toddler Specialists across the next three years. The Lead Agency plans to continue to provide professional development for early learning professionals caring for infants and toddlers through our LITTLE grant by funding three new child care learning center cohorts of 15 programs each and three new family child care learning home provider cohorts of 10 providers for the LITTLE grant over the next three years. The agency plans to continue*



*the Infant and Toddler Activity Training Series to 150 teachers a year for the next three years. The agency provides mental health training and technical assistance to increase the quality of care, early identification of, and response to infants and toddlers who have experienced trauma through the Infant and Early Childhood Mental Health pilot.*

- v. Establishing or expanding a statewide system of CCR&R services.

No plans to spend in this category of activities at this time.

Yes. If yes, describe current and future investments. *The Lead Agency currently has a CCR&R network composed of six regional CCR&Rs across the state. During the next state plan period, the CCR&Rs will continue their work of supporting providers to meet quality standards. Additionally, the Lead Agency will explore avenues for leveraging CCR&Rs as regional hubs to support key focus areas, including workforce development, credential attainment, and increasing the supply of high-quality care for target audiences, such as infants and toddlers or children with disabilities. See Section 8.3 for additional information.*

- vi. Facilitating compliance with Lead Agency child care licensing, monitoring, inspection and health and safety standards.

No plans to spend in this category of activities at this time.

Yes. If yes, describe current and future investments. *The Lead Agency has child care licensing consultants that help facilitate compliance with child care licensing, monitoring, inspection and health and safety standards. These staff are regionally based and work in supporting these initiatives through a variety of capacities Regionally, child care licensing consultants are conducting annual unannounced licensing and monitoring visits to assess for compliance. In addition, DECAL also has specialized staff in identified units that also support in various roles. The Special Investigations Unit staff are responsible for the extreme incident investigations and monitoring of compliance for child care programs around rule violations as a result of those. The Applicant Services Unit staff are responsible for the initial licensing of child care programs to ensure compliance with health and safety standards and licensing requirements, prior to being given a license to operate., The Technical Assistance Unit staff are responsible for assisting licensed programs in areas of technical assistance to help support compliance around rules and regulations, health and safety standards, training, and proven best practices for program operation. The Exemption Unit staff are responsible for the inspection and oversight of exempt and informal child care programs receiving CCDF funds, ensuring compliance with health and safety standards.*

- vii. Evaluating and assessing the quality and effectiveness of child care services within the State/Territory.

No plans to spend in this category of activities at this time.

Yes. If yes, describe current and future investments. *DECAL assesses child care quality through Quality Rated, the state's quality rating and improvement system, which assigns ratings up to three stars based on observations using the ERS family of instruments and scoring a portfolio made up of five standards.*

viii. Accreditation support.

No plans to spend in this category of activities at this time.

Yes. If yes, describe current and future investments.

Supporting State/Territory or local efforts to develop high-quality program standards relating to health, mental health, nutrition, physical activity, and physical development.

No plans to spend in this category of activities at this time.

Yes. If yes, describe current and future investments. *Using \$87,500 from the United Way of Greater Atlanta, the Lead Agency will explore developing a Nutrition and Physical Activity Endorsement to Quality Rated. Pilot development is under way and includes a pre- and post-training assessment using Go NAPSACC (Nutrition and Physical Activity Self-Assessment for Child Care), conducted with providers as an interview by DECAL Nutrition and Quality Rated staff. Nutrition and physical activity tool-kit materials and participation stipends will be made available to pilot participants. Participants will engage in self-assessment to identify specific goals and draft an action plan focused on three areas of improvement. They will attend training workshops and receive targeted TA tailored to each participant. The pilot will help determine the scalability of a Nutrition and Physical Activity Endorsement and the role this may play in the revision of Quality Rated.*

ix. Other activities determined by the Lead Agency to improve the quality of child care services and the measurement of outcomes related to improved provider preparedness, child safety, child well-being, or kindergarten entry.

No plans to spend in this category of activities at this time.

Yes. If yes, describe current and future investments. *The Lead Agency will continue to provide a Pre-K Summer Transition Program focused on language and literacy, math, and social-emotional development to support school readiness. The program is designed to support students who need additional academic support over the summer. The Pre-K Summer Transition Program will continue to run for five weeks during June and July and is a full-day instructional program. Currently, there are 324 Rising Kindergarten classes that support more than 4,500 students and is offered in 62 counties in Georgia. The Lead Agency is currently supporting an Infant Early Childhood Mental Health Consultation (IECMHC) pilot project to increase child care programs, staff, and family access to mental health resources and services through funding from the American Rescue Plan Act (ARPA). Currently, CCDF funding supports 12 child care sites receiving IECMHC services in the Macon,*

*Savannah, and metro Atlanta areas and will cover the evaluation of the project. The project evaluation will inform whether the IECMHC pilot will be expanded.*

# FFY2025-2027 Child Care and Development Fund State Plan

## 8 Lead Agency Coordination and Partnerships to Support Service Delivery

Coordination and partnerships help ensure that the Lead Agency's efforts accomplish CCDF goals effectively, leverage other resources, and avoid duplication of effort. Such coordination and partnerships can help families better access child care, can assist in providing consumer education to parents, and can be used to improve child care quality and the stability of child care providers. Such coordination can also be particularly helpful in the aftermath of disasters when the provision of emergency child care services and the rebuilding and restoring of child care infrastructure are an essential part of ensuring the well-being of children and families in recovering communities.

This section identifies who the Lead Agency collaborates with to implement services, how match and maintenance-of-effort (MOE) funds are used, coordination with child care resource and referral (CCR&R) systems, and efforts for disaster preparedness and response plans to support continuity of operations in response to emergencies.

### 8.1 Coordination with Partners to Expand Accessibility and Continuity of Care

Lead Agencies must coordinate child care services supported by CCDF with other federal, State/Territory, and local level programs. This includes programs for the benefit of Indian children, infants and toddlers, children with disabilities, children experiencing homelessness, and children in foster care.

#### 8.1.1 Coordination with required and optional partners

Describe how the Lead Agency coordinates and the results of this coordination of the provision of child care services with the organizations and agencies required by CCDBG to expand accessibility and continuity of care and to assist children enrolled in early childhood programs in receiving full-day services that meet the needs of working families.

The Lead Agency must coordinate with the following agencies:

- a. State Advisory Council on Early Childhood Education and Care or similar coordinating body (pursuant to 642B(b)(1)(A)(i) of the Head Start Act). Describe the coordination and results of the coordination: *The Georgia Children's Cabinet serves as the State Advisory Council (SAC) in Georgia. The Commissioner of the Lead Agency is the co-chair of the Georgia Children's Cabinet and as such provides applicable updates to the Cabinet as necessary and required. The Georgia Children's Cabinet meets every two months to ensure ongoing communication and information sharing.*
- b. Indian Tribe(s) and/or Tribal organization(s), at the option of the Tribe or Tribal organization. Describe the coordination and results of the coordination, including which Tribe(s) was (were) involved: *Enter Text*
  - Not applicable. Check here if there are no Indian Tribes and/or Tribal organizations in the State/Territory.
- c. State/Territory agency(ies) responsible for programs for children with disabilities, including early intervention programs authorized under the Individuals with Disabilities Education Act. Describe the coordination and results

of the coordination: *Georgia's Part C program is housed in the Department of Public Health (DPH). The Lead Agency coordinates with the Individuals with Disabilities Education Act (IDEA) Coordinator to ensure that children receive coordinated supports and services in their child care setting. The Lead Agency is represented on the State Interagency Coordinating Council for Part C of IDEA, and a representative of Part C is also a member of the Georgia Children's Cabinet, along with the Commissioner of the Lead Agency. The Georgia Children's Cabinet meets every two months to ensure ongoing communication and information sharing. The Lead Agency coordinates services and supports with the IDEA Part B, Section 619 Coordinator at the Georgia Department of Education. Additionally, representatives from Part C for infants and toddlers and Part B, Section 619 for preschool collaborate with the Lead Agency as a part of the state's Cross Agency Child Data System (CACDS). These collaborative relationships facilitate and expand the seamless transition of children between programs and link children with comprehensive services. In addition, the Lead Agency has an Inclusion and Behavior Support Program that focuses on collaboration among child care professionals, early intervention providers, and families of children with disabilities. The program provides coaching and training for professionals and supports coordinating services for children with IFSPs and IEPs. The SEEDS Helpline refers families to Part C and Part B agencies, provides resources to families, identifies programs with inclusion services, and coordinates referrals for classroom coaching and workforce training.*

- d. State/Territory office/director for Head Start State collaboration. Describe the coordination and results of the coordination: *The Lead Agency houses the Head Start State Collaboration Office which facilitates cooperation, communication, coordination, and alignment among Head Start and other CCDF-supported entities.*
- e. State/Territory agency responsible for public health, including the agency responsible for immunizations. Describe the coordination and results of the coordination: *The Lead Agency collaborates with DPH, the state agency responsible for the Women, Infants, and Children (WIC) program, nutrition (including breast feeding support), and childhood obesity prevention. The Commissioner of DPH sits on the Georgia Children's Cabinet along with agency heads of all Georgia's child-serving agencies, including the Commissioner of the Lead Agency. The Georgia Children's Cabinet connects all departments and agencies serving children to align state priorities and programs. The Georgia Children's Cabinet meets every two months to ensure ongoing communication and information sharing.*
- f. State/Territory agency responsible for employment services/workforce development. Describe the coordination and results of the coordination: *Housed at the Georgia Department of Economic Development, the State Workforce Development Board (SWDB) administers Workforce Innovations and Opportunity Act funds across the state and oversees the Governor's State Workforce Development initiatives. The Lead Agency will continue to work with the SWDB to align available resources to support the child care workforce. The Lead Agency also oversees a two-generation policy grant to which the SWDB and the*

*Georgia Department of Labor contribute.*

- g. State/Territory agency responsible for public education, including pre-Kindergarten. Describe the coordination and results of the coordination: *The Lead Agency collaborates with the Georgia Department of Education (DOE) on a variety of initiatives, including participation in the state's longitudinal data system, IDEA Part B, Section 619, and the Kindergarten Readiness Check. These collaborations help ensure that services critical to CCDF-eligible children and families are aligned. The Lead Agency administers Georgia's Pre-K Program, the state-funded prekindergarten program. The Lead Agency works to ensure that instruction in B-5 programs, including Georgia's Pre-K Program, is aligned with K-3 instruction. The Lead Agency and the DOE work on aligning learning standards, curricula, and school readiness standards.*
- h. State/Territory agency responsible for child care licensing. Describe the coordination and results of the coordination: *The child care licensing division and the CCDF subsidy division, both housed in the Lead Agency, work together closely to coordinate and align services.*
- i. State/Territory agency responsible for the Child and Adult Care Food Program (CACFP) and other relevant nutrition programs. Describe the coordination and results of the coordination: *The Lead Agency administers the Child and Adult Care Food Program (CACFP) in Georgia. CACFP and subsidy leaders work together closely to coordinate and align services.*
- j. McKinney-Vento State coordinators for homeless education and other agencies providing services for children experiencing homelessness and, to the extent practicable, local McKinney-Vento liaisons. Describe the coordination and results of the coordination: *The state currently coordinates services among many programs serving homeless and low-income populations. First, Local Education Agencies that receive Pre-K funding must comply with McKinney-Vento's mandates by providing children who are experiencing homelessness equal access. Also, the Lead Agency provides child care subsidies, Georgia's Pre-K funding, and Summer Transition Program funding to high-quality early learning programs that serve families who are experiencing homeless and braids funding to ensure that families who are homeless have access to full-day, full-year care.*
- k. State/Territory agency responsible for the TANF program. Describe the coordination and results of the coordination: *The Executive Director of the Georgia Division of Family and Children's Services, the state's child welfare agency, and the Director of the State Office of the Child Advocate sit on the Georgia Children's Cabinet with the Commissioner of the Lead Agency. The Georgia Children's Cabinet connects all departments and agencies serving children in the state to align state priorities and programs. The Georgia Children's Cabinet meets every two months to ensure ongoing communication and information sharing.*
- l. State/Territory agency responsible for Medicaid and the State Children's Health

Insurance Program. Describe the coordination and results of the coordination: *The Lead Agency collaborates with the state agency responsible for Medicaid and the state's Children's Health Insurance Program. The Commissioner of the Georgia Department of Community Health sits on the Georgia Children's Cabinet along with the agency heads of all Georgia's child-serving agencies. The Georgia Children's Cabinet connects all departments and agencies serving children in the state to align state priorities and programs. The Georgia Children's Cabinet meets every two months to ensure ongoing communication and information sharing.*

- m. State/Territory agency responsible for mental health services. Describe the coordination and results of the coordination: *The Lead Agency collaborates with the Georgia Department of Behavioral Health and Developmental Disabilities (DBHDD), the state agency responsible for mental health. Lead Agency staff serve on the Interagency Director's Team that is charged with creating and implementing a System of Care plan for mental health services for children and youth from birth to 21. The current System of Care State Plan includes goals to support young children's mental and behavioral health from birth to age 4 for the first time. These goals include developing and implementing strategies around early prevention/intervention, expanding the capacity of the workforce, and exploring Medicaid billing pathways to better serve young children and their families in Georgia. The Commissioner of the Lead Agency also sits on the State Mental Health Coordinating Council. In addition, the Lead Agency convenes the Infant Early Childhood Mental Health Taskforce which includes representatives from all the state agencies responsible for children's mental health. The taskforce is developing a statewide System of Care for young children's mental health. Results from the taskforce include increasing access to mental health clinicians trained in early childhood trauma treatment models (i.e. Child Parent Psychotherapy) through blended funding sources. Service billing issues were also addressed by creating the Clinician Medicaid Billing Toolkit for Dyadic Treatment Models. Additionally, DBHDD is an EXPAND Grantee. EXPAND grants support families who need child care during non-traditional working hours.*
- n. Child care resource and referral agencies, child care consumer education organizations, and providers of early childhood education training and professional development. Describe the coordination and results of the coordination: *The Lead Agency funds the network of child care resource and referral agencies in Georgia and closely supports and monitors their work. The Lead Agency also funds the Georgia Professional Development System that supports training and professional development for early care and education professionals in the state. Also, the Commissioner of the Lead Agency and members of the Lead Agency's leadership team meet quarterly with applicable stakeholders to seek input from key partners and providers about services, programs, and policies.*
- o. Statewide afterschool network or other coordinating entity for out-of-school time care (if applicable). Describe the coordination and results of the coordination: *The Lead Agency partners with the Georgia Statewide Afterschool*

*Network (GSAN), a public/private collaborative dedicated to advancing, connecting, and supporting quality afterschool programs to promote the success of children and youth throughout Georgia. Results from this coordination include joint projects aimed at raising quality and increasing access to higher quality school-age projects. Currently, the Lead Agency is collaborating with GSAN on a project to strengthen how school-age care is part of Georgia's QRIS.*

- p. Agency responsible for emergency management and response. Describe the coordination and results of the coordination: *The Lead Agency seeks input from the Georgia Emergency Management Agency (GEMA) and distributes information to child care providers throughout the state based on GEMA's guidance.*
- q. The following are examples of optional partners a Lead Agency might coordinate with to provide services. Check which optional partners the Lead Agency coordinates with and describe the coordination and results of the coordination.
- i.  State/Territory/local agencies with Early Head Start – Child Care Partnership grants. Describe: *Enter Text*
- ii.  State/Territory institutions for higher education, including community colleges. Describe: *The Lead Agency collaborates regularly with higher education to train staff and deliver supports and services through a Two-Generation (2Gen) framework. Through the 2Gen initiative, the Lead Agency and higher education coordinate services for student parents and refer parents who are interested in post-secondary education opportunities. The agency collaborates with the Technical College System of Georgia (TCSG) and with individual technical colleges to help targeted audiences attain ECE credentials. This includes supporting infant/toddler teachers in attaining an infant/toddler specific credential, supporting high school students to begin a career in early learning, and piloting efforts to increase the state's bilingual workforce. The Commissioner of TCSG and the University System of Georgia's Executive Chancellor for Academic Affairs sit on the Georgia Children's Cabinet along with agency heads of all Georgia's child serving agencies, including the Commissioner of the Lead Agency. The Georgia Children's Cabinet connects all departments and agencies serving children in the state to align state priorities and programs. The Georgia Children's Cabinet meets every two months to ensure ongoing communication and information sharing. The Lead Agency is collaborating with TCSG on a 2Gen student parent pilot where Lead Agency staff are located on TCSG campuses to enhance supports for child care assistance.*
- iii.  Other federal, State, local, and/or private agencies providing early childhood and school-age/youth-serving developmental services. Describe: *The Lead Agency is the leader of the Center for Disease Control's (CDC) Act Early Georgia Team, which is a collaboration focused on supporting the development of young*



children. Partners include The Georgia Department of Education, the Georgia Department of Public Health's Babies Can't Wait program, the Georgia Head Start Association, Early Intervention Services, and the Georgia Department of Human Service's Better Brains for Babies program. The Lead Agency also partners with The Rollins Center for Language and Literacy whose mission is to provide equitable approaches to building literacy skills in young children and youth within our LITTLE grant program to support language and literacy initiatives with families and early childhood professionals. The Lead Agency participates in the Office of Child Care's Infant Toddler Specialist Network meetings alongside other state agencies to build and strengthen infant toddler specialist networks and increase access to high-quality child care. The Lead Agency collaborates with the National Center for Pyramid Model Innovations, a collaborative funded by the Office of Special Education, to improve state and local capacity to implement and sustain effective practices and policies to support the social, emotional, and behavioral outcomes of young children who have or are at risk of developmental delays or disabilities through our Pyramid Model training and coaching. The Lead Agency is the facilitator of the Pyramid Model State Leadership Team, which includes members from the Georgia Early Education Alliance for Ready Students (GEEARS), the Georgia Association for the Education of Young Children (GAEYC), the Georgia Department of Public Health (Babies Can't Wait), the Georgia Department of Education's Teaching and Learning Supports for School Climate team and Preschool Special Education team, and early childhood faculty and administration from the University System of Georgia and TCSG.

- iv.  State/Territory agency responsible for implementing the Maternal, Infant, Early Childhood Home Visiting (MIECHV) programs grant. Describe: *The Lead Agency collaborates with the Georgia Department of Public Health (DPH), the state agency responsible for the Maternal and Child Home Visitation programs. The Commissioner of DPH sits on the Georgia Children's Cabinet along with agency heads of all Georgia's child-serving agencies, including the Commissioner of the Lead Agency. The Georgia Children's Cabinet connects all departments and agencies serving children in the state to align state priorities and programs. The Georgia Children's Cabinet meets every two months to ensure ongoing communication and information sharing. Representatives from the DPH Home Visiting Program serve on the Infant Early Childhood Mental Health Taskforce and participate in the Promotion/ Prevention workgroup.*
  
- v.  Agency responsible for Early and Periodic Screening, Diagnostic, and Treatment Program. Describe: *The Lead Agency collaborates with the Georgia Department of Community Health (DCH), the state agency responsible for Medicaid/Early Periodic Screening,*

*Diagnostic, and Treatment. The Commissioner of DCH sits on the Georgia Children's Cabinet along with the agency heads of all Georgia's child serving agencies. The Georgia Children's Cabinet connects all departments and agencies serving children in the state to align state priorities and programs. The Georgia Children's Cabinet meets every two months to ensure ongoing communication and information sharing. The DCH Director of Behavioral Health serves as the co-chair of the Policy/Finance workgroup of the Infant Early Childhood Mental Health Taskforce. Successful collaboration resulted in the creation of a billing toolkit for clinicians working with young children and families. This supports early and periodic screening, diagnostic and treatment practices and makes mental health services more accessible to children and families. The Lead Agency also serves as the ambassador for the CDC's Act Early Georgia team, which includes partnerships with the Children First program, Children's Medical Services, and the Babies Can't Wait program within the Georgia Department of Public Health, the state agency responsible for early identification and diagnostic programs for children birth through age five. Other agencies represented on the Act Early team are the Georgia Department of Education's 619 Preschool Special Education program, the Division of Family and Children Services Prevention and Community Support program, the Georgia Chapter of the American Association of Pediatrics and the Georgia State University Center for Leadership in Disability.*

- vi.  **State/Territory agency responsible for child welfare. Describe:**  
*The Lead Agency collaborates with the Division of Family and Children Services (DFCS), the state's child welfare agency, to ensure that foster children receive top priority. The Executive Director of DFCS and the Director of the State Office of the Child Advocate sit on the Georgia Children's Cabinet with the Commissioner of the Lead Agency. The Georgia Children's Cabinet connects all departments and agencies serving children in the state to align state priorities and programs. The Georgia Children's Cabinet meets every two months to ensure ongoing communication and information sharing. Representatives from DFCS are members of the Infant and Early Childhood Mental Health Taskforce and on the MATCH (Multi-Agency Treatment Team) Committee to ensure children with complex needs are receiving the support and services. DCFS is a member of the Act Early Georgia team, which is described above in section 8.1.1.b.iii. DFCS sits on the Pyramid Model State Leadership team (above) and works with the SEEDS Helpline Coordinator within the Inclusion and Behavior Support program to coordinate technical assistance and to help child care programs resolve issues that might result in preschool suspension or expulsion. DCFS and DECAL work with the Georgia Department of Adult Services on the Kinship Care Work Team to support relative caregivers in keeping children in their family unit when biological parents are unable to maintain custody. The agency works with Prevent Child Abuse Georgia and Georgia*

*State University on the leadership team of the Strengthening Families Protective Factors Framework and Strategic Outreach Committee, a statewide partnership of agencies that deliver trainings to parents and professionals focusing on resilience, child development, social emotional competence, and caregiver support.*

- vii.  Child care provider groups or associations. Describe: *The Commissioner of the Lead Agency and members of the Lead Agency's leadership team meet quarterly with the Georgia Child Care Association, the Georgia Association on Young Children, Black Child Development Institute, and the Professional Family Child Care Alliance of Georgia. The Lead Agency also convenes advisory groups throughout the year to seek input from key partners and providers about services, programs, and policy. The Lead Agency collaborates with these partners to resolve issues that may hinder accessibility or continuity of care and to improve quality in early learning programs. The Lead Agency also collaborates with the Georgia Preschool Association within our Child and Family Development unit by sharing information at local events and conferences annually.*
- viii.  Parent groups or organizations. Describe: *The Lead Agency employs a Child and Family Development unit to help providers support children and families in their programs. The unit oversees the Family Peer Ambassador Program and works with parent groups and organizations to ensure that families are continually being engaged. The Lead Agency engages families by including them in focus groups, early education advisory boards, and committees. The Lead Agency provides funding through the Pre-K Summer Transition Program for a Transition Coach to work with families to provide training, support, and resources during the program. The Infant Early Childhood Mental Health Director works with the Georgia Parent Support Network (GPSN) to share information and collaborate on events. The Lead Agency works with Parent to Parent of Georgia, an organization of families of children with disabilities within the Act Early Georgia team.*
- ix.  Title IV B 21st Century Community Learning Center Coordinators. Describe: *Enter Text*
- x.  Other. Describe: *Enter Text*

## **8.2 Optional Use of Combined Funds, CCDF Matching, and Maintenance-of-Effort Funds**

Lead Agencies may combine CCDF funds with other Federal, State, and local child care and early childhood development programs including those in 8.1.1. These programs include preschool programs, Tribal child care programs, and other early childhood programs, including those serving infants and toddlers with disabilities, children experiencing homelessness, and children in foster care.

Combining funds may include blending multiple funding streams, pooling funds, or layering funds from multiple funding streams to expand and/or enhance services for infants, toddlers, preschoolers, and school-age children and families to allow for the delivery of comprehensive quality care that meets the needs of children and families. For example, Lead Agencies may use multiple funding sources to offer grants or contracts to programs to deliver services; a Lead Agency may allow a county/local government to use coordinated funding streams; or policies

may be in place that allow local programs to layer CCDF funds with additional funding sources to pay for full-day, full-year child care that meets Early Head Start/Head Start Program Performance Standards or State/Territory pre-Kindergarten requirements in addition to State/Territory child care licensing requirements.

As a reminder, CCDF funds may be used in collaborative efforts with Head Start and Early Head Start programs to provide comprehensive child care and development services for children who are eligible for both programs.

### 8.2.1 Combining funding for CCDF services

Does the Lead Agency combine funding for CCDF services with Title XX of the Social Services Block Grant (SSBG), Title IV B 21<sup>st</sup> Century Community Learning Center Funds, State-only child care funds, TANF direct funds for child care not transferred into CCDF, Title IV-B, IV-E funds, or other federal or State programs?

No. (If no, skip to question 8.2.2)

Yes.

i. If yes, describe which funds you will combine? Combined funds may include, but are not limited to:

Title XX (Social Services Block Grant, SSBG)

Title IV B 21<sup>st</sup> Century Community Learning Center Funds (Every Student Succeeds Act)

State- or Territory-only child care funds

TANF direct funds for child care not transferred into CCDF

Title IV-B funds (Social Security Act)

Title IV-E funds (Social Security Act)

Other. Describe: *Enter Text*

ii. If yes, what does the Lead Agency use combined funds to support, such as extending the day or year of services available (i.e., full-day, full-year programming for working families), smoothing transitions for children, enhancing and aligning quality of services, linking comprehensive services to children in child care, or developing the supply of child care for vulnerable populations? *Enter Text*

### 8.2.2 Funds used to meet CCDF matching and MOE requirements

Lead Agencies may use public funds and donated funds to meet CCDF match and maintenance of effort (matching MOE) requirements.

Note: Lead Agencies that use State pre-Kindergarten funds to meet matching requirements must check State pre-Kindergarten funds and public and/or private funds.

Use of private funds for match or maintenance-of-effort: Donated funds do not need to be under the administrative control of the Lead Agency to qualify as an expenditure for federal

match. However, Lead Agencies must identify and designate in the State/Territory CCDF the donated funds given to public or private entities to implement the CCDF child care program.

Not applicable. The Lead Agency is a Territory (skip to 8.3.1)

1) Does the Lead Agency use public funds to meet match requirements?

Yes. If yes, describe which funds are used: *The Lead Agency uses state general funds to meet CCDF matching and MOE requirements.*

No.

2) Does the Lead Agency use donated funds to meet match requirements?

Yes. If yes, identify the entity(ies) designated to receive donated funds:

i.  Donated directly to the state.

ii.  Donated to a separate entity(ies) designated to receive donated funds. If checked, identify the name, address, contact, and type of entities designated to receive private donated funds: *Enter Text*

No.

3) Does the Lead Agency certify that, if State expenditures for pre-Kindergarten programs are used to meet the MOE requirements, the following is true:

- The Lead Agency did not reduce its level of effort in full-day/full-year child care services.
- The Lead Agency ensures that pre-Kindergarten programs meet the needs of working parents.
- The estimated percentage of the MOE Fund requirement that will be met with pre-Kindergarten expenditures (does not to exceed 20 percent).
- If the percentage is more than 10 percent of the MOE requirement, the State will coordinate its pre-Kindergarten and child care services to expand the availability of child care.

Public pre-Kindergarten funds may also serve as MOE funds as long as the State can describe how it will coordinate pre-Kindergarten and child care services to expand the availability of child care while using public pre-Kindergarten funds as no more than 20 percent of the State's MOE or 30 percent of its matching funds in a single fiscal year. If expenditures for pre-Kindergarten services are used to meet the MOE requirement, does the Lead Agency certify that the State or Territory has not reduced its level of effort in full-day/full-year child care services?

Yes.

No. If no, describe (optional): *The Lead Agency does not use state pre-kindergarten expenditures to meet MOE requirements*

### 8.3 Coordination with Child Care Resource and Referral Systems

Lead Agencies may use CCDF funds to establish or support a system or network of local or

regional child care resource and referral (CCR&R) organizations that is coordinated, to the extent determined by the Lead Agency, by a statewide public or private non-profit, community-based or regionally based, lead child care resource and referral organization (such as a statewide CCR&R network).

If Lead Agencies use CCDF funds for local CCR&R organizations, the local or regional CCR&R organizations supported by those funds must, at the direction of the Lead Agency:

- Provide parents in the State with consumer education information concerning the full range of child care options (including faith-based and community-based child care providers), analyzed by provider, including child care provided during non-traditional hours and through emergency child care centers, in their area.
- To the extent practicable, work directly with families who receive assistance to offer the families support and assistance to make an informed decision about which child care providers they will use to ensure that the families are enrolling their children in the most appropriate child care setting that suits their needs and one that is of high quality (as determined by the Lead Agency).
- Collect data and provide information on the coordination of services and supports, including services under Part B, Section 619 and Part C of the Individuals with Disabilities Education Act.
- Collect data and provide information on the supply of and demand for child care services in areas of the State and submit the information to the State.
- Work to establish partnerships with public agencies and private entities, including faith-based and community-based child care providers, to increase the supply and quality of child care services in the State and, as appropriate, coordinate their activities with the activities of the State Lead Agency and local agencies that administer funds made available through CCDF.

### 8.3.1 Funding a system or network of CCR&R organization(s)

Does the Lead Agency fund a system or network of local or regional CCR&R organization(s)?

No. The Lead Agency does not fund a system or network of local or regional CCR&R organization(s) and has no plans to establish one.

No, but the Lead Agency has plans to develop a system or network of local or regional CCR&R organization(s).

Yes. The Lead Agency funds a system or network of local or regional CCR&R organization(s) with all the responsibilities outlined above. If yes, describe the activities outlined above carried out by the CCR&R organization(s), as directed by the Lead Agency: *The state's six regional CCR&Rs are tasked with supporting access to high quality child care in their respective regions. During the current state plan, their support has focused primarily on supporting child care providers, especially those receiving subsidy, to participate in Quality Rated, the state's QRIS. QRIS support has focused on recruiting providers to participate, providing technical assistance to providers through each step of the rating process, making referrals to DECAL divisions for additional program support as needed (e.g., infant toddler or inclusion), and supporting programs after the rating, especially*

*programs that scored low on the Environment Rating Scales (ERS). Moving forward, in addition to continuing to support quality in each region through QRIS, quality activities will also focus on the ECE system in each region. This will include collecting data on supply and demand of child care in the region emphasizing ensuring access for targeted populations, such as children with disabilities, multi-lingual learners, or infants and toddlers; serving as workforce development hubs in the region to ensure providers and staff are receiving up-to-date, high-quality trainings on crucial topics, such as GELDS, strong business practices, and social/emotional development; supporting credential and degree attainment for ECE professionals in the region; and connecting families with high-quality child care in their areas. Because each region's needs are unique, action plans will be developed to address each of these priority areas in a way that meets the specific needs of the region. The Lead Agency also funds the toll-free 877ALLGAKIDS call center and encourages participation in community events to distribute information about accessing early education supports and to provide referrals to high-quality child care.*

## **8.4 Public-Private Partnerships**

Lead Agencies must demonstrate how they encourage partnerships among other public agencies, Tribal organizations, private entities, faith-based organizations, businesses, or organizations that promote business involvement, and/or community-based organizations to leverage existing service delivery (i.e., cooperative agreement among providers to pool resources to pay for shared fixed costs and operation) to leverage existing child care and early education service delivery systems and to increase the supply and quality of child care services for children younger than age 13.

### **8.4.1 Lead Agency public-private partnerships**

Identify and describe any public-private partnerships encouraged by the Lead Agency to leverage public and private resources to further the goals of CCDF: *Partnerships at the state, community, and local levels are a critical part to delivering services in Georgia's early childhood education system. These partnerships are used to raise quality and expand access to high-quality early care and education programs. These partnerships are evident in the way the Lead Agency has expanded its voluntary quality rating and improvement system, Quality Rated. Throughout its development and expansion, Quality Rated has relied on support and funding from private and philanthropic sources. Upon achieving a star rating, child care providers receive cash bonuses for teachers and administrative staff funded by the federal American Rescue Plan Act (ARPA) and administered by a private partner - Care Solutions Inc. Quality Rated also has an advisory committee made up of representatives from private child care providers, faith-based child care providers, family child care learning homes, Head Start providers, technical college and university operated child care providers, and the Georgia Child Care Association. The goal of this committee is for partners to share frontline experience and expertise to inform improvements to Quality Rated policies and standards. The work of the committee was put on hold temporarily but will be reinstated during the ongoing Quality Rated revision period. In 2023, the Lead Agency began developing a Quality Rated Nutrition and Physical Activity Endorsement. The endorsement will provide training and resources to child care providers to increase their capacity to appropriately support*

children's healthy growth and development. The endorsement will be piloted in 2024; the funding is being provided by DECAL's Foundation through a private philanthropic partner – The Whitehead Foundation. The Lead Agency also administers Georgia's Pre-K Program, which operates through public-private partnerships at the community level. Georgia's Pre-K Program is offered to all four-year-old children regardless of family income through funding from the Georgia Lottery for Education. A variety of providers offer Georgia's Pre-K Program, among them private nonprofit and for-profit child care learning centers, public elementary schools, Head Start sites, military bases, and postsecondary technical institutions. The Lead Agency also promotes partnership and collaboration on child care issues at the community level by funding the statewide network of CCR&Rs. Partnerships are expanded through the work of the CCR&Rs with business and education leaders in their communities who provide technical assistance to child care providers of all types to increase the quality of care offered in the community. The Lead Agency also offers Community Impact Grants: 2Gen Innovation Grants, Trauma-Responsive Care Grants, and Community Transformation Grants. The 2Gen Innovation Grants encourage communities to create alignment opportunities between workforce and child care. The Trauma-Responsive Care Grants encourage communities to pilot or expand programs that increase understanding of how early childhood trauma can impact future learning and development of children. These grants also help communities build effective networks focused on identifying and understanding the needs of children in communities who may have had adverse childhood experiences. The Community Transformation Grants encourage communities to support projects that increase access to early childhood services and resources. These grants support creating early education partnerships among community agencies and other stakeholders that will design and implement innovative projects that address critical local needs. The Lead Agency will continue to increase the number of Community Impact Grants over the next three years and add a new type of grant, 2Gen Literacy Grants, that will promote literacy development within the context of family supporting the growth and learning of parents and children concurrently. The Lead Agency's Community Partnership Coordinators work in each of DECAL's six administrative regions to coordinate the delivery of state and local services to communities that want to improve the outcomes of young children and their families. Strategies for supporting communities include engaging with local stakeholders to align early childhood systems for children ages birth to eight, fostering public awareness of early education services, and serving as a resource for and referral to all DECAL programs and services. The Lead Agency partners with a variety of community organizations such as Georgia Family Connection Partnership, United Way organizations, and other child- and family-serving nonprofits to support community capacity in improving outcomes for young children. Deliverables of these partnerships have included increased business community awareness of the importance of early care and learning and better developed community networks for sharing information and resources across the early childhood system. The Lead Agency also partners with organizations focused on raising quality and increasing access to school-age care. This includes working with the Georgia Statewide Afterschool Network (GSAN) to provide training and technical assistance to school age providers and to build awareness on the importance and need of high-quality school age care.

## **8.5** Disaster Preparedness and Response Plan

Lead Agencies must establish a Statewide Child Care Disaster Plan and demonstrate how they will address the needs of children—including the need for safe child care before, during,



and after a state of emergency declared by the Governor or a major disaster or emergency (as defined by Section 102 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5122)—through a Statewide Disaster Plan.

#### **8.5.1 Statewide Disaster Plan updates**

- a) When was the Lead Agency’s Child Care Disaster Plan most recently updated and for what reason? *The following sections of the Statewide Disaster Plan were updated on September 28, 2023. The introduction was updated to include direct links to the Plan for ease and accessibility in locating information. Section 1.4.5 for Georgia’s Pre-K Program was updated to include steps for notifying the Lead Agency and clarification regarding processing payments and communication in the event of emergency closures of the program. Section 2 was updated to add language to include emergencies and expand the definition of emergencies and disasters as sudden and serious events or unforeseen changes in circumstances that require immediate action to alleviate harm or avert imminent danger to life, health, or property and to include examples of weather-related events and public health emergencies. Section 3.1.1 was updated to provide links to sample templates of emergency preparedness plans for licensed child care learning centers (CCLC) and family child care learning homes (FCCLH). Section 3.2.3 was updated to include Lead Agency staff appropriately trained through Child Care Aware of America as DECAL-approved training vendors who may offer Emergency Preparedness, Response, and Recovery training to child care providers. Section 4.1.1 was updated to add an additional path of action in modifying services as a response to plan execution. Section 4.1.2 was updated to add information regarding communication with DECAL to align with Lead Agency required reporting procedures. Language was added to reflect that child care providers shall immediately notify DECAL with information regarding impact to their program. The provider must follow the requirements of child care learning center or family child care learning home rules and regulations relating to reporting any cases of viruses or illnesses identified during a public health emergency; any death or serious injury of a child while in the care of the facility; any fire, structural disaster, or emergency situation that requires temporarily relocating children; and any changes in the program’s operating status. In addition, Section 4 was also updated to require that providers notify DECAL using their DECAL KOALA accounts to align with Lead Agency required reporting rules and regulations. Section 7.1.1 was updated to reflect language regarding required reporting as it relates to CCLC or FCCLH rules and regulations. Section 7.2.4 was updated to remove the 90-day requirement for the Quality Rated assessment window and to add language that allows for post recovery time needed for temporary relocations and/or damage repairs in scheduling assessments. Section 7.3.2 was updated to add local government entities such as fire marshal or building code inspections that may be needed to assess structural damage in the event of damage. Section 8.1.1 was updated to add language regarding maintaining current information within DECAL KOALA provider accounts to allow for Lead Agency communication with the provider community. Section 10 and Section 12 were updated with additional resource weblinks and correcting inactive or changed weblinks previously included.*
- b) Please certify compliance by checking the required elements the Lead Agency includes in the current State Disaster Preparedness and Response Plan.

- i) The plan was developed in collaboration with the following required entities:
- State human services agency
  - State emergency management agency
  - State licensing agency
  - State health department or public health department
  - Local and State child care resource and referral agencies
  - State Advisory Council on Early Childhood Education and Care or similar coordinating body
- ii)  The plan includes guidelines for the continuation of child care subsidies.
- iii)  The plan includes guidelines for the continuation of child care services.
- iv)  The plan includes procedures for the coordination of post-disaster recovery of child care services.
- v)  The plan contains requirements for all CCDF providers (both licensed and license-exempt) to have in place:
- Procedures for evacuation.
  - Procedures for relocation.
  - Procedures for shelter-in-place.
  - Procedures for communication and reunification with families.
  - Procedures for continuity of operations.
  - Procedures for accommodations of infants and toddlers.
  - Procedures for accommodations of children with disabilities.
  - Procedures for accommodations of children with chronic medical conditions
- vi)  The plan contains procedures for staff and volunteer emergency preparedness training.
- vii)  The plan contains procedures for staff and volunteer practice drills.
- viii) If any of the above are not checked, describe: *Enter Text*
- ix) If available, provide the direct URL/website link to the website where the Statewide Child Care Disaster Plan is posted:  
<https://www.decal.ga.gov/documents/attachments/DECALEmergplan.pdf>

# FFY2025-2027 Child Care and Development Fund State Plan

## Section 9: Family Outreach and Consumer Education

CCDF consumer education requirements facilitate parental choice in child care arrangements, support parents as child care consumers who need information to make informed choices regarding the services that best suit their family's needs, and the delivery of resources that can support child development and well-being. Lead Agency consumer education activities must provide information for parents receiving CCDF assistance, the general public, and, when appropriate, child care providers. Lead Agencies should use targeted strategies for each group to ensure tailored consumer education information and take steps to ensure they are effectively reaching all individuals, including those with limited English proficiency and those with disabilities.

In this section, Lead Agencies address their consumer education practices, including details about their child care consumer education website, and the process for collecting and maintaining a record of parental complaints.

### 9.1 Parental Complaint Process

Lead Agencies must maintain a record of substantiated parental complaints against child care providers and make information regarding such complaints available to the public on request. Lead Agencies must also provide a detailed description of the hotline or similar reporting process for parents to submit complaints about child care providers; the process for substantiating complaints; the manner in which the Lead Agency maintains a record of substantiated parental complaints; and ways that the Lead Agency makes information on such parental complaints available to the public on request. Lead Agencies are not required to limit the complaint process to parents.

#### 9.1.1 Parental complaint process

- a. Describe the Lead Agency's hotline or similar reporting process through which parents can submit complaints about child care providers, including a link if it is a Web-based process: *Parents may call the published child care services telephone number or use the email address as found on the Lead Agency's website at [Contact Us - Child Care Services \(ga.gov\)](#). An intake consultant will speak to or email the parent to determine if there are potential rule violations associated with the parent's concerns. If there are potential violations, an intake will be entered identifying the rule violations, the program, and person(s) involved, and the complaint will be assigned for investigation.*
- b. Describe how the parental complaint process ensures broad access to services for families that speak languages other than English: *Through a statewide contract for translation services, the state can provide translation services over the phone for French, Italian, Portuguese, Haitian Creole, Bosnian, Croatian, Serbian, Hemispheric Indigenous Languages, Chinese, Hmong, Vietnamese, Cantonese, Japanese, Korean, Khmer (Cambodian) Thai, Laotian, Mandarin, Arabic, African Dialects, Russian, and Polish. In addition, Google translate can be used for email content translation.*
- c. Describe how the parental complaint process ensures broad access to services for persons with disabilities: *The Lead Agency's website is accessible on any device through a web browser. Information can be accessed through text reads and audio scanners. The Lead Agency provides multiple ways for parental complaints to be submitted to the*

*agency for review and investigation.*

- d. For complaints about providers, including CCDF providers and non-CCDF providers, does the Lead Agency have a process and timeline for screening, substantiating, and responding to complaints, including information about whether the process includes monitoring?

Yes. If yes, briefly describe: *An intake consultant will speak to or email the parent to determine if there are potential rule violations associated with the parent's concerns. All calls and emails are responded to within 24-48 hours. If there are potential violations, an intake will be entered identifying the rule violations, the program, and person(s) involved, and it will be assigned for investigation. An investigation is conducted for all alleged potential rule and regulation violations, and initiation timeframes are based on the severity of those violations ranging from 24 hours to 30 days. The assigned consultant visits with the program and gathers information concerning the alleged rule violation(s), including a review of documentation, observation and inspection of the facility and equipment, and staff and child interviews, if applicable. In addition, contacts are made with other agencies/entities who may also be involved in the investigation (i.e., Department of Family and Children Services, local/state police). Medical documentation is requested for serious incidents/injuries, and written statements are requested from parties who may also be involved. Once all evidence is gathered, the consultant determines, based on Georgia statute, if there is preponderance of evidence that a rule was violated. If a preponderance of evidence is present, then the allegation is substantiated. Any rule violation is cited on a visit report. Investigations are given a due date of 30 business days; however, if there are parallel investigations by other agencies, the Lead Agency may determine that the investigation remains open until the other agencies make their determinations.*

No.

- e. For substantiated parental complaints, who maintains the record for CCDF and non-CCDF providers? *Violations of child care rules that resulted from substantiated parental or general public complaints are available on the Lead Agency's website for 60 months. Since 2004, electronic records on substantiated and unsubstantiated complaint investigations are maintained indefinitely. Paper records are maintained for three years at the Lead Agency's office. If the substantiated complaint results in an Adverse Action, after the appeal process has passed, the Adverse Actions are published for 60 months.*
- f. Describe how information about substantiated parental complaints is made available to the public; this information can include the consumer education website discussed in subsection 9.2: *Substantiated complaints are available to the public on the Lead Agency's website for 60 months. Any Adverse Actions resulting from substantiated complaints are available to the public on the Lead Agency's website for 60 months.*

## 9.2 Consumer Education Website

Lead Agencies must provide information to parents, the general public, and child care providers through a State or Territory website, which is consumer-friendly and easily accessible for families who speak languages other than English and persons with disabilities. The website must:



- d. Provide the direct URL/website link to the offenses that prevent individuals from being employed by a child care provide: [crcpolicy.pdf \(ga.gov\)](#)

**9.2.3** Searchable list of providers

- a. The consumer education website must include a list of all licensed providers searchable by ZIP code.

- i. Does the Lead Agency certify that their consumer education website includes a list of all licensed providers searchable by ZIP code?

Yes.

No. If no, describe (optional): *Enter Text*

- ii. Provide the direct URL/website link to the list of child care providers searchable by ZIP code: LAST TIME WE SAID <http://www.qualityrated.org/> and <https://caps.dec.state.ga.us/en/CAPSCaregiverVisits/>

- iii. In addition to the licensed child care providers that must be included in your searchable list, are there additional providers included in the Lead Agency’s searchable list of child care providers? Check all that apply:

License-exempt center-based CCDF providers

License-exempt family child care (FCC) CCDF providers

License-exempt non-CCDF providers

Relative CCDF child care providers

Other (e.g., summer camps, public pre-Kindergarten). Describe: *Local school systems (with Georgia’s Pre-K classes); Head Start (with classes blended with Georgia’s Pre-K Program or that are participating in Quality Rated or both); government owned and operated; technical schools; universities. NOTE: there is a formatting error for the table below regarding ages of children served – We are not able to access those boxes to click.*

- b. Identify what additional (optional) information, if any, besides the required name and location of the child care provider, is available in the searchable results by ZIP code. Check the box when information is provided.

Provider Information Available in Searchable Results					
	All licensed providers	License-exempt CCDF center-based providers	License-exempt CCDF family child care home providers	License-exempt non-CCDF providers	Relative CCDF providers
Contact information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Enrollment capacity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Hours, days, and months of operation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provider education and training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Languages spoken by the caregiver	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quality information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Monitoring reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Willingness to accept CCDF certificates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ages of children served	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Specialization or training for certain populations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Care provided during nontraditional hours	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- c. Identify any other information searchable on the consumer education website for the child care provider type listed below and then, if checked, describe the searchable information included on the website.
- i.  All licensed providers. Describe: *Accreditation status, meals served, transportation information, fees charged, compliance status, program environment, activities offered, profit status, rates and fees, curriculum, liability insurance, and family engagement*
  - ii.  License-exempt CCDF center-based providers. Describe: *Accreditation status, meals served, transportation information, fees charged, compliance status, program environment, activities offered, profit status, rates and fees, curriculum, liability insurance, and family engagement*
  - iii.  License-exempt CCDF family child care providers. Describe: *Enter Text*
  - iv.  License-exempt, non-CCDF providers. Describe: *Accreditation status, meals served, transportation information, fees charged, compliance status, program environment, activities offered, profit status, rates and fees, curriculum, liability insurance, and family engagement*
  - v.  Relative CCDF providers. Describe: *Enter Text*
  - vi.  Other. Describe: *Enter Text*

#### 9.2.4 Provider-specific quality information

Lead Agencies must identify specific quality information on each child care provider for whom they have this information. Provider-specific quality information must only be posted on the consumer education website if it is available for the individual child care provider.

- a. What specific quality information does the Lead Agency provide on the website?

- i.  Quality improvement system (QIS)
  - ii.  National accreditation
  - iii.  Enhanced licensing system
  - iv.  Meeting Head Start/Early Head Start Program Performance Standards
  - v.  Meeting pre-Kindergarten quality requirements
  - vi.  School-age standards
  - vii.  Quality framework or quality improvement system
  - viii.  Other. Describe: *Family engagement practices. The Lead Agency used funds from its PDG-5 renewal grant to develop The Family Friendly Licensing Dashboard. The dashboard was created to provide families with an overview of child care programs and allow them to review more information if they desired. The foundation of the dashboard is compliance and prominently displays the program's most recent compliance zone determination of Good Standing, Support, or Deficient. There are definitions and explanations of the regulatory language throughout the dashboard to help families understand the rules child care programs are required to follow daily and to provide an analysis of the overall rules within that chapter, how many are out of compliance, etc.*
- b. For what types of child care providers is quality information available?
- i.  Licensed CCDF providers. Describe the quality information: *A provider's QRIS star level, national accreditations, and family engagement practices are displayed. Families can search Quality Rated providers as a search parameter.*
  - ii.  Licensed non-CCDF providers. Describe the quality information: *A provider's QRIS star level, national accreditations, and family engagement practices are displayed. Families can search Quality Rated providers as a search parameter.*
  - iii.  License-exempt center-based CCDF providers. Describe the quality information: *For certain licensed-exempt center-based providers eligible to participate in the QRIS, including those associated with the Department of Defense, technical colleges, and public universities, a provider's QRIS star level, national accreditations, and family engagement practices are displayed. Families can search Quality Rated providers as a search parameter.*
  - iv.  License-exempt FCC CCDF providers. Describe the quality information: *Enter Text*
  - v.  License-exempt non-CCDF providers. Describe the quality information: *A provider's QRIS star level, national accreditations, and family engagement practices are displayed. Families can search Quality Rated providers as a search parameter.*
  - vi.  Relative child care providers. Describe the quality information: *Enter Text*
  - vii.  Other. Describe: *Enter Text*

**9.2.5** Aggregate data on serious injuries, deaths, and substantiated abuse



Lead Agencies must post aggregate data on serious injuries, deaths, and substantiated cases of child abuse that have occurred in child care settings each year on the consumer education website. This aggregate data must include information about any child in the care of a provider eligible to receive CCDF, not just children receiving subsidies.

This aggregate information on serious injuries and deaths must be separated by category of care (e.g., centers, family child care homes, and in-home care) and licensing status (i.e., licensed or license-exempt) for all eligible CCDF child care providers in the State/Territory. The information on instances of substantiated child abuse does not have to be organized by category of care or licensing status. Information must also include the total number of children in care by provider type and licensing status, so that families can better understand the data presented on serious injuries, deaths, and substantiated cases of abuse.

- a. Certify by checking below that the required elements are included in the Aggregate Data Report on serious incident data that have occurred in child care settings each year.
  - i.  The total number of serious injuries of children in care by provider category and licensing status.
  - ii.  The total number of deaths of children in care by provider category and licensing status.
  - iii.  The total number of substantiated instances of child abuse in child care settings.
  - iv.  The total number of children in care by provider category and licensing status.
  - v. If any of the above elements are not included, describe: *Enter Text*
- b. Certify by providing:
  - i. The designated entity to which child care providers must submit reports of any serious injuries or deaths of children occurring in child care and describe how the Lead Agency obtains the aggregate data from the entity: *Licensed programs submit incidents of serious injuries or deaths to the Lead Agency through their individual DECAL KOALA account - Required Reporting. If a program is unable to submit the incident through their individual DECAL KOALA account, the report may be submitted to their assigned regional consultant. The consultant will then enter the incident into the KOALA database.*
  - ii. The definition of “substantiated child abuse” used by the Lead Agency for this requirement: *The Lead Agency cannot legally determine if child abuse is substantiated. The agency in Georgia that determines if child abuse is substantiated is the Division of Family and Children Services (DFCS). DFCS is bound by O.C.G.A. 19-15-1, which defines child abuse as (A) Physical injury or death inflicted upon a child by a parent or caretaker thereof by other than accidental means; provided, however, that physical forms of discipline may be used as long as there is no physical injury to the child; (B) Neglect or exploitation of a child by a parent or caretaker thereof; (C) Sexual abuse of a child; or (D) Sexual exploitation of a child. If DFCS has determined under the law that child abuse has occurred, then the Lead Agency may use such a determination in its findings.*
  - iii. The definition of “serious injury” used by the Lead Agency for this

requirement: *The Lead Agency's definition of serious injury is defined for licensed providers as: A death or an incident requiring hospitalization or professional medical attention other than first aid of a child while in the care of the provider that was the result of a substantiated intentional or gross negligent act on behalf of the provider and or staff that indicates a deficiency in the operation and or management of the program. Any case of serious injury that was substantiated by the Lead Agency will be deemed as Extreme Harm and Imminent Danger according to the Lead Agency's Integrated Enforcement and Compliance System.*

- c. Provide the direct URL/website link to the page where the aggregate number of serious injuries, deaths, and substantiated child abuse, and the total number of children in care by provider category and licensing status are posted: *The aggregate number of serious injuries, deaths, and substantiated instances of child abuse can be found at: <http://www.decal.ga.gov/CCS/FederalReportingDataLanguage.aspx>. The information is listed under Federal Reporting Data and is updated annually.*

#### 9.2.6 Contact information on referrals to local child care resource and referral organizations

The Lead Agency consumer education website must include contact information on referrals to local CCR&R organizations.

- a. Does the consumer education website include contact information on referrals to local CCR&R organizations?

Yes.

No.

- b. Provide the direct URL/website link to this information:  
<https://www.decal.ga.gov/CCS/CCRSystem.aspx>

#### 9.2.7 Lead Agency contact information for parents

The Lead Agency consumer and provider education website must include information on how parents can contact the Lead Agency or its designee and other programs that can help the parent understand information included on the website.

- a. Does the website provide directions on how parents can contact the Lead Agency or its designee and other programs to help them understand information included on the website?

Yes.

No.

- b. Provide the direct URL/website link to this information:  
<https://www.decal.ga.gov/BftS/ContactList.aspx>

#### 9.2.8 Posting sliding fee scale, co-payment amount, and policies for waiving co-payments

The consumer education website must include the sliding fee scale for parent co-payments, including the co-payment amount a family may expect to pay and policies for waiving co-payments.

- a. Does the Lead Agency certify that their consumer education website includes the sliding fee scale for parent co-payments, including the co-payment amount a family may expect to pay and policies for waiving co-payments?

Yes.

No.

- b. Provide the direct URL/website link to this information:

[https://caps.decal.ga.gov/assets/downloads/CAPS/09-CAPS\\_Policy-Family%20Fees.pdf](https://caps.decal.ga.gov/assets/downloads/CAPS/09-CAPS_Policy-Family%20Fees.pdf)  
**AND** <https://caps.decal.ga.gov/assets/downloads/CAPS/AppendixD-Family%20Fee%20Assessment%20Chart.pdf>

### 9.3 Increasing Engagement and Access to Information

Lead Agencies must collect and disseminate information about the full range of child care services to promote parental choice to parents of children eligible for CCDF, the general public, and child care providers.

#### 9.3.1 Information about CCDF availability and eligibility

Describe how the Lead Agency shares information with eligible parents, the general public, and child care providers about the availability of child care services provided through CCDF and other programs for which the family may be eligible. The description should include, at a minimum, what is provided (e.g., written materials, the website, and direct communications) and what approaches are used to tailor information to parents, the general public, and child care providers. *The DECAL website at [www.decal.ga.gov](http://www.decal.ga.gov) has information about all programs, supports, and services the agency offers to families with young learners and providers including the Childcare and Parent Services (CAPS) subsidy program, Georgia's Pre-K Program, Child Care Services, Nutrition Services, and Quality Rated. The website includes written materials that can be downloaded and printed by users. Additionally the agency issues newsletters, news releases to the media, social media communications, flyers, palm cards, emails, letters, and text messages to eligible parents, the general public, and child care providers describing and promoting its programs, supports, and services. All this information is also disseminated by the agency's Community Coordinators to families, providers, community leaders, and the general public through their newsletters, birth-to-8 groups, and community meetings. In addition to the DECAL website, the Lead Agency also has a website at [www.qualityrated.org](http://www.qualityrated.org) that includes a search engine with information on licensed child care learning centers, family child care learning homes, and exempt programs that accept child care subsidies. The search engine allows families to find providers based on their needs (e.g., location, hours of operation, and type of care). Families can also see whether the child care program is Quality Rated and read its licensing inspection reports, all to help them make informed decisions. The website also includes information on a child care provider's participation in other Lead Agency programs, including Georgia's Pre-K Program; the Child and Adult Care Food Program (CACFP), and the CAPS subsidy program. Beyond the child care search engine, the site informs families that if they want help with their child care search, the 1-877-ALLGAKIDS Call Center that the Lead Agency funds is staffed by specialists who can perform a search for them and provide them with child care referrals. Families can reach the Call Center in person, by phone, through email, or through an online chat bot. The Call Center staff also help families that fall into certain categories of high need enroll their children in child care. Additionally, the <https://families.decal.ga.gov/ChildCare/Choosing> section of the site includes an overview of Quality Rated child care, plus information on choosing a child care program and a summer camp*

program, paying for child care, and understanding licensing reports. The Lead Agency has also launched a provider self-service website that allows child care programs to update basic demographic information, pay license and enforcement fees, and submit and track criminal records check applications. Through the Lead Agency's website and community partnerships, the Lead Agency provides information that is easy to find and is in consumer-friendly formats. Community partnerships include other governmental entities, providers, and workforce development councils. For example, relationships were intentionally cultivated between a cohort of Hispanic family child care providers who serve Spanish-speaking families, the local CCR&R agency, and the Lead Agency to address resources and opportunities for a dual language learner population. Information about the diversity of child care services is readily available to parents and the general public on [www.qualityrated.org](http://www.qualityrated.org). The Lead Agency also uses social media to post consumer resources directly to families. The Lead Agency shares information about child care options through direct communication with families. During the intake process to determine eligibility, CAPS staff discuss with families the child care options in their community and stress the importance of selecting high-quality early care and learning environments. If a family is determined not to be eligible for CAPS, the staff refers the family to the CCR&R call center for help locating affordable child care. Families determined eligible to receive child care subsidies are assigned to work with a Family Support Consultant throughout their eligibility period. The Family Support Consultant is responsible for annually determining ongoing eligibility, making changes to the family's case, discussing the family's child care needs, and providing information on community resources and supports. For example, the Lead Agency has developed an extensive resource and referral portal in partnership with Prevent Child Abuse Georgia and Technical College System of Georgia called Find Help Georgia. As Georgia's web-based portal within the [findhelp.org](http://findhelp.org) nationwide network of free and reduced-cost social assistance, <https://findhelpga.org/> is a customized platform that serves Georgia residents via a user-friendly website, mobile app, and additional support provided by resource specialists through an online chat feature or by phone at 1-800-244-5373. These resources help families access public programs and community supports that fit their needs. Nearly 8,000 resources found in each of Georgia's 159 counties are listed. More than 6,000 community organizations and nonprofits are listed in the Find Help Georgia network. Additionally, there are nearly 5,000 claimed assistance program locations in Georgia where the agency, or organization, has verified their resource information on the Find Help. The website is simple, free, and easy to navigate providing families with links to supports related to financial assistance, food pantries, medical care, child care, job training, and other free or reduced-cost services.] The Lead Agency plans to continue expanding the resource and referral portal to include additional partners and resources while continuing to embed portal usage across all divisions of the Lead Agency. Additionally, CAPS created a more robust Provider Relations website for child care providers. The CAPS Provider Relations Education and Outreach team conducts outreach to every potentially eligible licensed facility and approved Exempt facilities to proactively provide information about enrolling in CAPS. This outreach is possible through an interface with KOALA; GACAPS creates a task for this team when the interface identifies that a new provider is approved to operate. When the task is received, the Education and Outreach team will inform the provider about CAPS and determine if they want to enroll. If they choose to enroll in CAPS, the Education and Outreach team notifies Enrollment Services to send a welcome email that includes a link through which the provider can submit their application. Additionally, the self-service website can easily be translated into four languages to meet the needs of providers. The provider self-serve website can be accessed through a web page dedicated to providers that contains up-to-date information about how to enroll in the CAPS program, a Provider Handbook and User Guides, tutorial videos (which are all currently being translated into Spanish and captioned), payment timelines, and

*other resources to benefit providers.*

**9.3.2** Information about Child care and other services available for parents

Does the Lead Agency certify that it provides information described in 9.3.1 for the following required programs?

- Temporary Assistance for Needy Families (TANF) program.
- Head Start and Early Head Start programs.
- Low Income Home Energy Assistance Program (LIHEAP)
- Supplemental Nutrition Assistance Program (SNAP).
- Women, Infants, and Children Program (WIC) program
- Child and Adult Care Food Program (CACFP).
- Medicaid and Children's Health Insurance Program (CHIP).
- Programs carried out under IDEA Part B, Section 619 and Part C.

Yes

No, If no, Describe: Enter Text

**9.3.3** Consumer Statement for parents receiving CCDF Services

Lead Agencies must provide parents receiving CCDF services with a consumer statement in hard copy or electronically that contains general information about the CCDF program and specific information about the child care provider they select.

Please certify if the Lead Agency provides parents receiving CCDF services a consumer statement that contains the following 8 requirements:

1. Health and safety requirements met by the provider
2. Licensing or regulatory requirements met by the provider
3. Date the provider was last inspected
4. Any history of violations of these requirements
5. Any voluntary quality standards met by the provider
6. How CCDF subsidies are designed to promote equal access
7. How to submit a complaint through the hotline
8. How to contact a local resource and referral agency or other community-based organization to receive assistance in finding and enrolling in quality child care

Does the Lead Agency provide to families, either in hard copy or electronically, a consumer statement that contains the required information about the provider they have selected, including the eight required elements above?

Yes.

No. If no, describe (optional): *Enter Text*

#### 9.3.4 Informing families about best practices on child development

Describe how the Lead Agency makes information available to parents, providers, and the general public on research and best practices concerning children’s development, including physical health and development, and information about successful parent and family engagement. At a minimum, the description should include what information is provided; how the information is provided; any distinct activities for sharing this information with parents, providers, the general public; and any partners in providing this information. *The Lead Agency has established a website ([Developmental Milestones \(ga.gov\)](http://DevelopmentalMilestones.ga.gov)) providing information on developmental milestones and monitoring for families, educators, and the public. Resources include milestones checklists, links to resources for obtaining developmental screening, strategies for conducting developmental monitoring in classrooms, and instructions on how to obtain referrals to early intervention and special education and other services. The resource includes links to programs and resources such as the Centers for Disease Control and Prevention’s (CDC) Learn the Signs. Act Early. materials; information on resources for obtaining developmental screening; making referrals to early intervention and special education, child health, and wellness; choosing high quality care; breastfeeding practices; and supporting positive social emotional development. The Lead Agency also uses Family Peer Ambassadors who are family members of children in child care who receive training and resources on child development, high quality early learning, and strategies to support school readiness. The ambassadors then share this information with families of young children in their communities at local events, on social media, or by hosting virtual meetings. Family Peer Ambassadors also serve on advisory groups and taskforces to provide family perspective and advise on family engagement for policies and programs. The Lead Agency plans to train three new cohorts of Family Peer Ambassadors over the next three years.*

#### 9.3.5 Unlimited parental access to their children

Does the Lead Agency have procedures to ensure that parents have unlimited access to their children whenever their children are in the care of a provider who receives CCDF funds:

Yes.

No. If no, describe (optional): *Enter Text*

#### 9.3.6 Informing families about best practices in social and emotional health

Describe how the Lead Agency shares information with families, providers, and the general public regarding the social-emotional and behavioral and mental health of young children, including positive behavioral intervention and support models based on research and best practices for those from birth to school age: *The Lead Agency has gathered all current social-emotional support strategies for early childhood professionals under the umbrella of the Georgia Social Emotional Early Development Strategies (SEEDS) for Success program. The Pyramid Model for Supporting Social Emotional Competence in Infants and Young Children (Pyramid Model) is the framework for all SEEDS work. The Lead Agency makes information about children’s social and behavioral needs available to families, providers, and the public through multiple sources. Agency websites and social media posts include information on topics such as early brain development, strategies for promoting young*

*children’s social and emotional skills and competence, and preventing and addressing challenging behavior. Information about social-emotional development and the use of the Pyramid Model for Supporting Social Emotional Competence in Infants and Young Children as a support for behavioral intervention is available on the SEEDS for Success webpage. Training, coaching, and technical assistance addressing evidence-based prevention strategies and strategies for responding to persistent challenging behavior are offered to early childhood professionals through this initiative. Teachers, administrators, and families can contact the SEEDS Helpline (1-833-354-4357 or [inclusion@dec.al.ga.gov](mailto:inclusion@dec.al.ga.gov) for resources, referrals, and classroom-based support. Inclusion and Behavior Support Specialists are available across the state to support teachers and administrators in meeting the social-emotional needs of the children in their care. The Inclusion and Behavior Support Specialists provide training, consultation, on-site coaching, materials, and resources to teachers and administrators on topics such as preventing suspensions and expulsions, social emotional competencies, and pro-social classroom practices. Additionally, specialists work with classroom teachers, administrators, and family members to develop and implement behavior intervention plans for children with serious, persistent, challenging behavior. Specialists support programs in making referrals to early intervention, special education, and supplemental mental health services as appropriate Through the Infant and Early Childhood Mental Health Consultation Pilot sponsored by the Lead Agency. This pilot makes mental health professionals more accessible to families and child care staff. The consultants provide family engagement sessions (in person and virtual) to raise awareness about the importance of mental health and wellbeing practices. The consultants are also available to visit families in their homes and communities to discuss more specific mental health needs. The consultant can connect families with referrals and resources making sure that the family can successfully navigate any systemic barriers in obtaining support. The Lead Agency also sponsors Children’s Mental Health Week annually, the first week of May, to coincide with state and national mental health recognition events. Children’s Mental Health Week raises awareness, reducing the stigma around mental health and educating caregivers how to best support social emotional development and the importance of maintaining their own mental wellbeing. The Lead Agency also partners with the Georgia Association of Infant Mental Health (GA-AIMH) to make web-based resources and training videos about the foundations of infant and early childhood mental health available to the early childhood workforce (child care professionals, healthcare professionals, etc.) and families/caregivers. GA-AIMH, based at Georgia State University, serves as the resource hub for infant and early childhood mental health resources and training in Georgia. <https://aimh.qsu.edu/>*

**9.3.7 Policies on the prevention of the suspension and expulsion of children**

- a. The Lead Agency must have policies to prevent the suspension and expulsion of children from birth to age 5 in child care and other early childhood programs receiving CCDF funds. Describe those policies and how those policies are shared with families, providers, and the public. Briefly describe those policies: *Georgia’s SEEDS for Success program is the Lead Agency’s initiative to prevent the suspension and expulsion of children from birth to age five in child care and other early childhood programs. SEEDS is a collaborative led by the Lead Agency to support and align the state’s initiatives related to increasing social-emotional competence in young children and decreasing challenging behaviors in early childhood settings through targeted*

*supports to educators. One focus of this initiative is to reduce the use of suspension and expulsion in early learning programs through training, coaching, and resources for teachers and administrators. This initiative is based on the Pyramid Model for Supporting Social Emotional Competence in Infants and Young Children (Pyramid Model). Early childhood educators can contact the SEEDS Helpline at 1-833-354-4357 or [inclusion@dec.al.ga.gov](mailto:inclusion@dec.al.ga.gov) to request assistance with referrals, resources, and materials or classroom-based support. Inclusion and Behavior Support Specialists are available to work with providers to implement strategies to support pro-social development, to prevent challenging behaviors, or to work with a classroom team of educators and the child's family to develop behavior intervention plans to support success for individual children struggling with persistent challenging behaviors. The agency strongly recommends that child care administrators contact the Helpline for support at the onset of behavior issues in the classroom rather than waiting until suspension or expulsion is being considered.*

- b. Describe what policies, if any, the Lead Agency has to prevent the suspension and expulsion of school-age children from child or youth care settings receiving CCDF funds: *Through the Georgia SEEDS for Success Program, the Lead Agency provides training, coaching, and resources to school age teachers in child care on social emotional learning, preventing and addressing challenging behavior, and accessing additional behavioral or mental health supports as needed. School age or summer care programs can contact the SEEDS Helpline for assistance at 1-833-354-4357 or email [inclusion@dec.al.ga.gov](mailto:inclusion@dec.al.ga.gov).*

#### **9.4 Providing Information on Developmental Screenings**

Lead Agencies must provide information on developmental screenings to parents as part of the intake process for families participating in CCDF and to child care providers through training and education. This information must include:

- Existing resources and services that the State can make available in conducting developmental screenings and providing referrals to services when appropriate for children who receive child care assistance, including the coordinated use of the Early and Periodic Screening, Diagnosis, and Treatment program under the Medicaid program carried out under Title XIX of the Social Security Act and developmental screening services available under IDEA Part B, Section 619 and Part C; and,
- A description of how a family or child care provider can use these resources and services to obtain developmental screenings for children who receive subsidies and who might be at risk of cognitive or other developmental delays, which can include social, emotional, physical, or linguistic delays.

Information on developmental screenings, as in other consumer education information, must be accessible for individuals with limited English proficiency and individuals with disabilities.

##### **9.4.1 Developmental screenings**

Does the Lead Agency collect and disseminate information on the following:

- a. Existing resources and services available for obtaining developmental screening for



parents receiving CCDF, the general public, and child care providers.

Yes.

No. If no, describe (optional): *Enter Text*

- b. Early and Periodic Screening, Diagnosis, and Treatment program under the Medicaid program—carried out under Title XIX of the Social Security Act (42 U.S.C. 1396 et seq.)— and developmental screening services available under Part B, Section 619 and Part C of the Individuals with Disabilities Education Act (20 U.S.C. 1419, 1431 et seq.).

Yes.

No. If no, describe (optional): *Enter Text*

- c. Developmental screenings to parents receiving a subsidy as part of the intake process.

Yes. If yes, include the information provided, ways it is provided, and any partners in this work: *The Lead Agency collaborates with local, state, and federal agencies, such as the Georgia Chapter of the American Academy of Pediatrics, the Georgia Department of Public Health, the Georgia Department of Community Health, and the CDC to collect information on existing resources and services for conducting developmental screenings. Existing resources and services are disseminated to families, the public, and child care providers through the consumer education website. The Lead Agency has a resource and referral portal called Find Help GA that provides information for families and the public on existing resources and services available for conducting developmental screenings. In addition, families who receive subsidies are provided information on developmental screenings and Find Help GA during the annual redetermination process. Families receiving child care subsidies can obtain a referral to an applicable child development resource through Find Help GA.*

No. If no, describe (optional): *Enter Text*

- d. How families receiving CCDF services or child care providers receiving CCDF can use the available resources and services to obtain developmental screenings for children at risk for cognitive or other developmental delays.

Yes.

No. If no, describe (optional): *Enter Text*

# FFY2025-2027 Child Care and Development Fund State Plan

## Section 10: Program Integrity and Accountability

Program integrity and accountability activities are integral to the effective administration of the CCDF program. As stewards of federal funds, Lead Agencies must ensure strong and effective internal controls to prevent fraud and maintain continuity of services to meet the needs of children and families. In order to operate and maintain a strong CCDF program, regular evaluation of the program's internal controls as well as comprehensive training for all entities involved in the administration of the program are imperative. In this section, Lead Agencies will describe their internal controls and how those internal controls effectively ensure integrity and accountability. These accountability measures should address reducing fraud, waste, and abuse, including program violations and administrative errors and should apply to all CCDF funds.

### 10.1 Effective Internal Controls

Lead Agencies must ensure the integrity of the use of CCDF funds through effective fiscal management and must ensure that financial practices are in place. Lead Agencies must have effective fiscal management practices in place for all CCDF expenditures.

#### 10.1.1 Organizational structure to support integrity and internal controls

Describe how the Lead Agency's organizational structure ensures the oversight and implementation of effective internal controls that promote and support program integrity and accountability. Describe: *Enter Text*

Include the following elements in your description:

- 1) Assignment of authority and responsibilities related to program integrity. *DECAL is a well-structured organization with clear lines of responsibility and fosters a culture of integrity, accountability, and ethical values. Organization charts and job duties are clearly defined and documented. Key roles have been established and include a Commissioner, Deputy Commissioners, Directors, Managers, and staff. Each management-level has certain responsibilities to achieve program objectives.*
- 2) Delegation of duties. *DECAL's executive and senior leadership determines the level of authority for each division to fulfill organizational responsibilities. Segregation of duties is considered when delegating responsibilities and key processes.*
- 3) Coordination of activities. *DECAL conducts risk assessments and control matrices to document its internal controls. Process flow charts are used to document internal controls. Assessment of controls are conducted to ensure agency and program objectives are efficiently achieved.*
- 4) Communication between fiscal and program staff. *Constant communication is conducted within the agency and with external stakeholders. Quarterly budget meetings are conducted to review financial objectives. DECAL maintains segregation of duties between finance and program staff.*
- 5) Segregation of duties. *The Lead Agency relies on checks and balances and separation of duties to ensure program integrity. Examples of this are evident in the processes and the structure of the Lead Agency and the CCDF program. In the CCDF program, the Lead Agency has a stand-alone Quality Assurance and Training Unit (QA&T) that performs quality assurance reviews of eligibility determinations made by the staff. This QA&T unit does not determine eligibility but does ensure quality control of the quality assurance process. The quality assurance process includes reviewing eligibility determinations and*

*training staff in areas that need improvement. The Lead Agency also assigns certain duties to other divisions that do not perform regular CCDF program administration. This differentiation of duties helps ensure program integrity in the CCDF program. The Lead Agency's Finance Division is responsible for receiving the CCDF funding, for making payments to CCDF providers, and for financial reporting to ACF. The Audits and Compliance Division is responsible for performing reviews and investigations of CCDF participants, providers, and eligibility staff to ensure program integrity. This allows CCDF program staff to focus on administering the program and provides extra checks and balances to ensure program integrity. Processes are documented by flowcharts to identify and remediate any weaknesses in the segregation of duties.*

- 6) Establishment of checks and balances to identify potential fraud risks. *DECAL performs annual risk assessments to identify qualitative risk factors including susceptibility to fraud. Mitigating controls are implemented to address gaps.*
- 7) Other activities that support program activity. *Enter Text*

#### **10.1.2** Fiscal management practices

Describe how the Lead Agency ensures effective fiscal management practices for all CCDF expenditures, including:

- a. Fiscal oversight of CCDF funds, including grants and contracts. Describe: *Provider's bill for services on a weekly basis. After all invoices are received, built-in system analytics flag possible payment errors for review. Because all providers complete online invoicing, all provider payments are analyzed using these built in analytics. Payment flags where billing is found to be accurate will be released and included in the payment cycle for that week. Payment flags where the billing is found to be inaccurate will be denied, and the provider is notified of the denial; given opportunity for a reconsideration; and later an appeal if the reconsideration returns the same result. Additionally, the Quality Assurance and Payments team will select a percentage of providers to review billing practices in more depth for providers' invoices that are frequently flagged. Lastly, the Lead Agency's Audits and Compliance Division conducts audits of provider billing records regularly, and any invoices for care that were paid and not supported by attendance records and sign-in/sign out sheets may result in those funds being recouped by the Lead Agency.*
- b. Tracking systems that ensure reasonable and allowable costs and allow for tracing of funds to a level of expenditure adequate to establish that such funds have not been used in violation of the provision of this part. Describe: *The Lead Agency executes and maintains a written agreement with CCDF sub-recipients that includes a budget that itemizes allowable categories of expenditures. CCDF sub-recipients are also required to submit a request for reimbursement monthly. This request details the expenditures for which the sub-recipient is requesting reimbursement and is reviewed by the Lead Agency before disbursement of funds to ensure reasonable and allowability. The Lead Agency Audits and Compliance Division also reserves the right to audit CCDF sub-recipients where expenditures of CCDF funds are reviewed to ensure they are supported and allowable.*
- c. Process and procedures to prepare and submit required state and federal fiscal reporting. Describe: *DECAL uses internal general ledger reports to compile information for the state's budgetary compliance report, annual comprehensive annual report, and HHS financial reports (ACF-696). DECAL reconciles general ledger data to the state and federal reports to ensure completeness and accuracy. DECAL has an internal review process before the final reports are*

*submitted to the cognizant financial reporting agencies.*

d. Other Enter Text

**10.1.3 Effectiveness of fiscal management practices**

Describe how the Lead Agency knows there are effective fiscal management practices in place for all CCDF expenditures, including:

- a. How the Lead Agency defines effective fiscal management practices. Describe: *Effective fiscal management (EFM) includes strategic planning, directing, and controlling financial resources within government. Its primary objectives are to ensure efficient use of funds and to achieve DECAL goals. EFM includes key components to ensure effective EFM. Balance Budgets: DECAL adheres to state budgeting practices to estimate accurate revenues and expenditures to establish a budget. DECAL has a budget team that monitors monthly budgets to ensure the agency stays within the budget. Minimizing Waste: Efficient fiscal management involves identifying and eliminating unnecessary expenses. By minimizing waste, organizations can allocate resources more effectively and avoid overspending. Maximizing Value: Effective fiscal management focuses on achieving the highest value from available resources. This includes prioritizing essential services and evaluating cost-effectiveness for all programs. Proper Planning and Record-Keeping: DECAL maintains detailed budgets and accounting records to provide timely and credible financial information for leaders. DECAL follows state and federal accounting and reporting rules and records transactions as they occur.*
- b. How the Lead Agency measures and tracks results of their fiscal management practices. Describe: *DECAL produces budget monitoring reports to compare budgets to actual expenditures. These reports are produced on a monthly and quarterly basis. DECAL closes fiscal year reports in accordance with the state's closing procedures.*
- c. How the results inform implementation. Describe: *DECAL's monthly financial reports reflected programmatic decisions on spending grant funds. DECAL creates monthly and quarterly financial reports for senior and executive leadership. Timely decisions can be made to address financial concerns such as potential over-expenditures or revenue shortfalls.*
- d. Other. Describe: *DECAL adheres to state accounting policy and federal regulations in making financial decisions. This adherence includes proper governmental accounting practices, review of federal regulations such as the Uniform Administrative Grant requirements (Part 200), and state procurement rules.*

**10.1.4 Identifying risk**

Describe the processes the Lead Agency uses to identify risk in the CCDF program including:

- a. Each process used by the Lead Agency to identify risk (including entities responsible for implementing each process). Describe: *DECAL performs risk assessments using the GAO Framework, known as the Green Book. Risk factors included are: Complexity of Activity, Centralization of Processes, Location, History of Past Errors, Volume of Activity, Automation, Susceptibility of Fraud. Elements of risk assessment are considered when assessing risk and include Likelihood,*

*Financial Impact, Operational Impact, Strategic Impact, and Compliance Impact. In addition, the Audits and Compliance Division uses data obtained through multiple Lead Agency programs to inform the audit team about risk areas within the program. Furthermore, the CAPS Quality Assurance and Payments team implemented a new process whereby billing data is analyzed upon submission to DECAL to identify red flags that can then be investigated before payment. The Payment Assurance team identifies red flags with each billing cycle and creates a red flag report showing issues that can be investigated before payment*

- b. The frequency of each risk assessment. Describe: *DECAL performs monitoring functions and conducts risk assessments annually and as needed basis for major updates.*
- c. How the Lead Agency uses risk assessment results to inform program improvement. Describe: *DECAL performs a Gap Analysis to assess processes that need improvement or mitigating controls.*
- d. How the Lead Agency knows that the risk assessment processes utilized are effective. Describe: *DECAL performs a test-of-one to test effectiveness of processes. Using the Green Book framework, DECAL evaluates likelihood and impact of risks.*
- e. Other. Describe: *Enter Text*

#### **10.1.5** Processes to train about CCDF requirements and program integrity

Describe the process the Lead Agency uses to train staff of the Lead Agency and other agencies engaged in the administration of CCDF, and child care providers about program requirements and integrity.

- a. Describe how the Lead Agency ensures that all staff members who administer the CCDF program (including through MOUs, grants, and contracts) are informed and trained regarding program requirements and integrity:
  - i. Describe the training provided to staff members around CCDF program requirements and program integrity: *The Lead Agency relies on training, checks and balances, and separation of duties to ensure program integrity. Examples of this are evident in the processes and the structure of the Lead Agency and the CCDF program. The Lead Agency's CCDF program contains a stand-alone Quality Assurance and Training (QA&T) unit to conduct training on policy that includes information on program integrity. QA&T also conducts training on policy changes and on how policy is implemented. The scope and type of training is based on the needs of the staff members and is categorized into three main areas: 1) new hires, 2) existing staff, and 3) other divisions within the Lead Agency and other agencies. New hires to the CCDF program are trained on full policy and on how to use the various systems needed to operate the program. Existing staff are given policy and systems training based on their needs and on ongoing monitoring that determines areas that need improvement. Other divisions within the Lead Agency and other agencies are given policy and systems training based on their needs and roles. The QA&T unit also conducts weekly updates to address policy changes, policy clarifications, and best practices to help*

*ensure program integrity. When changes to the CCDF program policies and procedures manual are made, CCDF program staff within the Lead Agency and other agencies are notified of all changes via email communications. Additionally, all policy changes are reflected in a comprehensive document available on the CCDF program website at (<https://caps.decal.ga.gov/en/>), and staff are notified that a new version is available. Staff members within the Lead Agency and other agencies have access to the CCDF program website. Further, to ensure program integrity, QA&T performs quality assurance reviews of eligibility determinations made by the staff. The QA&T unit does not determine eligibility but does ensure quality control of the quality assurance process. The quality assurance process includes reviewing eligibility determinations and training staff in areas that need improvement. The Lead Agency also assigns certain duties to other divisions that do not perform regular CCDF program administration. This differentiation of duties helps ensure program integrity in the CCDF program. The Lead Agency's Finance Division is responsible for receiving the CCDF funding, for making payments to CCDF providers, and for financial reporting to ACF. The Audits and Compliance Division is responsible for performing reviews and investigations of CCDF participants, providers, and eligibility staff to ensure program integrity. This allows CCDF program staff to focus on administering the program and provides extra checks and balances to ensure program integrity.*

- ii. **Describe how staff training is evaluated for effectiveness:** *The Lead Agency's CCDF program staff conduct quality assurance reviews on eligibility determinations at initial eligibility, case changes, and redetermination. The quality assurance reviews are used to monitor and assess policy implementation on an ongoing basis and determine the effectiveness of training. The quality assurance reviews are completed by members of the CCDF program Quality Assurance and Training (QA&T) unit, management, and coordinators. Cases are selected from a random sample of initial eligibility, changes during the eligibility period, and redeterminations completed each month. Cases processed by newer staff are monitored more frequently than staff who have more experience processing eligibility. To further ensure that training is effective, the QA&T unit also supports staff by conducting ongoing focused training in areas with the highest error rate in determining eligibility. CCDF program supervisors also follow up with their staff on areas that need improvement. Additionally, the Lead Agency's Audits and Compliance unit outside of the CCDF program conducts quarterly error-rate reviews on cases to ensure training effectiveness, provide feedback to staff, and improve reliability in determining eligibility according to policy.*
- iii. **Describe how the Lead Agency uses program integrity data (e.g., error rate results, risk assessment data) to inform ongoing staff training needs:** *The Lead Agency CCDF program regularly assesses the risk of its policies and procedures to change practice and address training*

*needs. The CCDF program has a Policy and Process Improvement Administrator whose sole responsibility is to consistently assess and revise policy as needed. In addition, members of the CCDF program leadership team regularly meet to discuss policy issues that arise. This group includes program management, the CCDF administrator, and leaders from across the Lead Agency. The Lead Agency has also implemented a practice of meeting after certain hearings in which its policies and procedures were brought into question to assess if revisions to those policies and procedures would be beneficial.*

- b. Describe how the Lead Agency ensures all providers for children receiving CCDF funds are informed and trained regarding CCDF program requirements and program integrity:
  - i. Describe the training for providers around CCDF program requirements and program integrity? Describe: *The Lead Agency requires all new providers enrolling in CAPS to attend orientation training where they are trained on program requirements and program integrity.*
  - ii. Describe how provider training is evaluated for effectiveness: *Adherence to program requirements is reviewed during compliance investigations conducted by the DECAL Audits and Compliance team.*
  - iii. Describe how the Lead Agency uses program integrity data (e.g., error rate results, risk assessment data) to inform ongoing provider training needs: *The CAPS Provider Relations Education and Outreach team (training team) works with the DECAL Audits and Compliance team to discuss trends in findings from investigations and uses that information to target areas where providers need additional and enhanced training.*

#### **10.1.6 Evaluate internal control activities**

Describe how the Lead Agency uses the following to regularly evaluate the effectiveness of Lead Agency internal control activities for all CCDF expenditures.

- a. Error rate review triennial report results (if applicable). Describe who this information is shared with and how the Lead Agency uses the information to evaluate the effectiveness of its internal controls: *At the conclusion of the triennial error rate review, the review team shares the results with program personnel. Each error is categorized by the error type/cause. The program uses the information to guide improvement plans to reduce the rate of errors.*
- b. Audit results. Describe who this information is shared with and how the Lead Agency uses the information to evaluate the effectiveness of its internal controls: *The audit team shares audit results with program personnel, especially on occasions when an intentional program violation has occurred that will require a coordinated response, such as a program dismissal or disqualification.*
- c. Other. Describe who this information is shared with and how the Lead Agency uses the information to evaluate the effectiveness of its internal controls: *Enter Text*

### 10.1.7 Identified weaknesses in internal controls

Has the Lead Agency or other entity identified any weaknesses in its internal controls?

- a.  No. If no, describe when and how it was most recently determined that there were no weaknesses in the Lead Agency's internal controls. *Although DECAL has not identified weaknesses in its internal controls, DECAL performs annual risk assessments on key processes using the GAO Framework, known as Green Book.*
- b.  Yes. If yes, what were the indicators? How did you use the information to strengthen your internal controls? *Enter Text*

## 10.2 Fraud Investigation, Payment Recovery, and Sanctions

Lead Agencies must have the necessary controls to identify fraud and other program violations to ensure program integrity. Program violations can include both intentional and unintentional client and/or provider violations, as defined by the Lead Agency. These violations and errors, identified through the error-rate review process and other review processes, may result in payment or nonpayment (administrative) errors and may or may not be the result of fraud, based on the Lead Agency definition.

### 10.2.1 Strategies used to identify and prevent program violations

Check the activities the Lead Agency employs to ensure program integrity, and for each checked activity, identify what type of program violations the activity addresses, describe the activity and the results of these activities based on the most recent analysis.

- a.  Share/match data from other programs (e.g., TANF program, Child and Adult Care Food Program, Food and Nutrition Service (FNS), Medicaid) or other databases (e.g., State Directory of New Hires, Social Security Administration, Public Assistance Reporting Information System (PARIS)).
  - i.  Intentional program violations. Describe the activities, the results of these activities, and how they inform better practice: *The Lead Agency's Audits and Compliance team developed a risk assessment tool that incorporates data from other programs, including the Child and Adult Care Food Program, Georgia's Pre-K Program, the state Child Care Licensing program, and the Department of Labor wage file. These data-matching activities allow the Lead Agency to better identify irregularities in attendance or billing patterns and eligibility determinations that may have been based on inaccurate or incomplete data provided by the applicant.*
  - ii.  Unintentional program violations. Describe the activities, the results of these activities, and how they inform better practice: *The Lead Agency's Audits and Compliance team developed a risk assessment tool that incorporates data from other programs, including the Child and Adult Care Food Program, Georgia's Pre-K Program, the state Child Care Licensing program, and the Department of Labor wage file. These data-matching activities allow the Lead Agency to better identify irregularities in attendance or billing patterns and eligibility determinations that may have been based on inaccurate or incomplete data provided by the applicant. In*



November 2023, the Lead Agency created a new functional area, CAPS Provider Relations, composed of four teams, one of them the Quality Assurance and Payments team. This team is responsible for proactive reviews of provider payments to detect and correct errors in billing before payment. This review reduces overpayments to providers and later recoupment of funds. Errors in provider billing are shared with the CAPS Provider Relations Education and Outreach team to perform the following: 1) Target areas of training on provider billing practices; and 2) Recommend specific providers for technical assistance visits. Multiple analytics that flag potential payment errors are built into the payment system. These flags are reviewed by the QA&P consultants and released if there is no payment error. If a payment error is detected, the payment is corrected and issued to the provider. Analytics that indicate possible errors made by eligibility staff when issuing certificates are shared with the applicable teams to complete the following: 1) Training with eligibility staff on policy compliance; and 2) System requirements needed to prevent unintentional errors in issuing benefits.

- iii.  Agency errors. Describe the activities, the results of these activities, and how they inform better practice: *The Lead Agency's Audits and Compliance team developed a risk assessment tool that incorporates data from other programs, including the Child and Adult Care Food Program, Georgia's Pre-K Program, the state Child Care Licensing program, and the Department of Labor wage file. These data-matching activities allow the Lead Agency to better identify irregularities in attendance or billing patterns and eligibility determinations that may have been based on inaccurate or incomplete data provided by the applicant.*
  
- b.  Run system reports that flag errors (include types).
  - i.  Intentional program violations. Describe the activities, the results of these activities, and how they inform better practice: *Enter Text*
  - ii.  Unintentional program violations. Describe the activities, the results of these activities, and how they inform better practice: *Enter Text*
  - iii.  Agency errors. Describe the activities, the results of these activities, and how they inform better practice: *Enter Text*
  
- c.  Review enrollment documents and attendance or billing records.
  - i.  Intentional program violations. Describe the activities, the results of these activities, and how they inform better practice: *The Audits and Compliance team reviews attendance documents and billing records by requesting attendance documents via a letter emailed to providers or requested while onsite. Once the records are received, staff compare the attendance documents to the billing records. Any discrepancies are identified, and a determination of the improper payment is made. The results of these activities include establishing an overpayment when warranted, and collection efforts are made pursuant to policy. If discrepancies that are the result of an intentional program violation are found or suspected, the cases will be forwarded to an investigative*

- agency or to the State Attorney General's Office for review.*
- ii.  Unintentional program violations. Describe the activities, the results of these activities, and how they inform better practice: *The Audits and Compliance team reviews attendance documents and billing records by requesting attendance documents via a letter emailed to providers or requested while onsite. Once the records are received, staff compare the attendance documents to the billing records. Any discrepancies are identified, and a determination of the improper payment is made. The results of these activities include establishing an overpayment when warranted, and if the discrepancies are due to an unintentional program violation, collection efforts are made pursuant to policy. In addition, in November 2023, the Lead Agency implemented a new payment system and built in analytics to flag potential payment errors. These flags are reviewed by the QA&P consultants and released if there is no payment error. If a payment error is detected, the payment is corrected and issued to the provider. Errors detected are shared with the Provider Relations Education and Outreach team to target areas for potential training on billing practices or to conduct technical assistance with specific providers. Analytics that indicate possible errors made by eligibility staff when issuing certificates are shared with the applicable teams to complete the following: 1) Training with eligibility staff on policy compliance; and 2) System requirements needed to prevent unintentional errors in issuance of benefits.*
- iii.  Agency errors. Describe the activities, the results of these activities, and how they inform better practice: *The Audits and Compliance team reviews attendance documents and billing records by requesting attendance documents via a letter emailed to providers or requested while onsite. Once the records are received, staff compare the attendance documents to the billing records. Any discrepancies are identified, and a determination of the improper payment is made. The results of these activities include establishing an overpayment when warranted, and collection efforts are made pursuant to policy. If an improper payment is found to be the result of an agency error, the improper payment will not be collected.*
- d.  Conduct supervisory staff reviews or quality assurance reviews.
- i.  Intentional program violations. Describe the activities, the results of these activities, and how they inform better practice: *The Lead Agency has a stand-alone Quality Assurance & Training (QA&T) unit that performs quality assurance reviews of eligibility determinations made by staff. These quality assurance reviews are used to monitor and assess policy implementation on an ongoing basis, ensure program integrity, and determine effectiveness of training. The QA&T unit does not determine eligibility but does administer the quality assurance process by reviewing the work of others and providing training for staff in areas that need improvement. Cases are selected from a random sample of initial eligibility, changes during the eligibility period, and redeterminations completed each month. Cases processed by newer staff are monitored*

*more frequently than staff who have more experience processing eligibility. To further ensure program integrity, the QA&T unit also supports staff by conducting ongoing focused training in areas with the highest error rate in determining eligibility. In addition, the Lead Agency CCDF program supervisors conduct quality assurance reviews of cases processed by their staff and provide coaching on areas that need improvement. The Lead Agency's Audits and Compliance unit separate from the CCDF program also conducts quarterly error-rate reviews on cases to ensure training effectiveness, provide feedback to staff, and improve reliability in determining eligibility according to policy.*

- ii.  Unintentional program violations. Describe the activities, the results of these activities, and how they inform better practice: *The Lead Agency has a stand-alone Quality Assurance & Training (QA&T) unit that performs quality assurance reviews of eligibility determinations made by staff. These quality assurance reviews are used to monitor and assess policy implementation on an ongoing basis, ensure program integrity, and determine effectiveness of training. The QA&T unit does not determine eligibility but does administer the quality assurance process by reviewing the work of others and providing training for staff in areas that need improvement. Cases are selected from a random sample of initial eligibility, changes during the eligibility period, and redeterminations completed each month. Cases processed by newer staff are monitored more frequently than staff who have more experience processing eligibility. To further ensure program integrity, the QA&T unit also supports staff by conducting ongoing focused training in areas with the highest error rate in determining eligibility. In addition, the Lead Agency CCDF program supervisors conduct quality assurance reviews of cases processed by their staff and provide coaching on areas that need improvement. The Lead Agency's Audits and Compliance unit separate from the CCDF program also conducts quarterly error-rate reviews on cases to ensure training effectiveness, provide feedback to staff, and improve reliability in determining eligibility according to policy.*
- iii.  Agency errors. Describe the activities, the results of these activities, and how they inform better practice: *The Lead Agency has a stand-alone Quality Assurance & Training (QA&T) unit that performs quality assurance reviews of eligibility determinations made by staff. These quality assurance reviews are used to monitor and assess policy implementation on an ongoing basis, ensure program integrity, and determine effectiveness of training. The QA&T unit does not determine eligibility but does administer the quality assurance process by reviewing the work of others and providing training for staff in areas that need improvement. Cases are selected from a random sample of initial eligibility, changes during the eligibility period, and redeterminations completed each month. Cases processed by newer staff are monitored more frequently than staff who have more experience processing eligibility. To further ensure program integrity, the QA&T unit also supports staff by conducting ongoing focused training in areas with the highest error rate in determining eligibility. In addition, the Lead Agency CCDF program supervisors conduct quality*

*assurance reviews of cases processed by their staff and provide coaching on areas that need improvement. The Lead Agency's Audits and Compliance unit separate from the CCDF program also conducts quarterly error-rate reviews on cases to ensure training effectiveness, provide feedback to staff, and improve reliability in determining eligibility according to policy.*

- e.  Audit provider records.
  - i.  Intentional program violations. Describe the activities, the results of these activities, and how they inform better practice: *The Audits and Compliance unit reviews attendance documents and billing records by requesting attendance documents via a letter emailed to providers or requested while onsite. Once the records are received, staff then compare the attendance documents to the billing records. Any discrepancies are identified, and a determination of the improper payment is made. The results of these activities include establishing an overpayment when warranted, and collection efforts are made pursuant to policy. The Audits team also reviews relevant provider documents at the onset of every provider review.*
  - ii.  Unintentional program violations. Describe the activities, the results of these activities, and how they inform better practice: *The Audits and Compliance Division unit reviews attendance documents and billing records by requesting attendance documents via a letter emailed to providers or requested while onsite. Once the records are received, staff then compare the attendance documents to the billing records. Any discrepancies are identified, and a determination of the improper payment is made. The results of these activities include establishing an overpayment when warranted, and collection efforts are made pursuant to policy. The Audits team also reviews relevant provider documents at the onset of every provider review.*
  - iii.  Agency errors. Describe the activities, the results of these activities, and how they inform better practice: *The Audits and Compliance unit reviews attendance documents and billing records by requesting attendance documents via a letter emailed to providers or requested while onsite. Once the records are received, staff then compare the attendance documents to the billing records. Any discrepancies are identified, and a determination of the improper payment is made. The results of these activities include establishing an overpayment when warranted, and collection efforts are made pursuant to policy. The Audits team also reviews relevant provider documents at the onset of every provider review.*
  
- f.  Train staff on policy and/or audits.
  - i.  Intentional program violations. Describe the activities, the results of these activities, and how they inform better practice: *The Lead Agency's CCDF program contains a stand-alone Quality Assurance and Training (QA&T) unit to conduct training on policy and implementation. The scope and type of policy and/or audits training is based on the needs of the staff members and is categorized into three main areas: 1) new hires, 2) existing*

- staff, and 3) other divisions within the Lead Agency and other agencies. New hires to the CCDF program are trained in full policy and how to use the various systems needed to operate the program. Existing staff are given policy and systems training based on the needs of those staff and through ongoing monitoring of areas that need improvement. Other divisions within the Lead Agency and other agencies are given policy and systems training based on their needs and roles. The QA&T unit also conducts weekly updates to clarify policy and best practices to ensure that staff training needs are met in a timely manner. This training helps staff identify signs of intentional or unintentional program violations and agency errors.*
- ii.  Unintentional program violations. Describe the activities, the results of these activities, and how they inform better practice: *The Lead Agency's CCDF program contains a stand-alone Quality Assurance and Training (QA&T) unit to conduct training on policy and implementation. The scope and type of policy and/or audits training is based on the needs of the staff members and is categorized into three main areas: 1) new hires, 2) existing staff, and 3) other divisions within the Lead Agency and other agencies. New hires to the CCDF program are trained in full policy and how to use the various systems needed to operate the program. Existing staff are given policy and systems training based on the needs of those staff and through ongoing monitoring of areas that need improvement. Other divisions within the Lead Agency and other agencies are given policy and systems training based on their needs and roles. The QA&T unit also conducts weekly updates to clarify policy and best practices to ensure that staff training needs are met in a timely manner. This training helps staff identify signs of intentional or unintentional program violations and agency errors.*
- iii.  Agency errors. Describe the activities, the results of these activities, and how they inform better practice: *The Lead Agency's CCDF program contains a stand-alone Quality Assurance and Training (QA&T) unit to conduct training on policy and implementation. The scope and type of policy and/or audits training is based on the needs of the staff members and is categorized into three main areas: 1) new hires, 2) existing staff, and 3) other divisions within the Lead Agency and other agencies. New hires to the CCDF program are trained in full policy and how to use the various systems needed to operate the program. Existing staff are given policy and systems training based on the needs of those staff and through ongoing monitoring of areas that need improvement. Other divisions within the Lead Agency and other agencies are given policy and systems training based on their needs and roles. The QA&T unit also conducts weekly updates to clarify policy and best practices to ensure that staff training needs are met in a timely manner. This training helps staff identify signs of intentional or unintentional program violations and agency errors.*
- g.  Other. Describe the activity(ies): *Enter Text*
- i.  Intentional program violations. Describe the activities, the results of these activities, and how they inform better practice: *In addition to the activities noted above, the Audits and Compliance unit maintains a*

- dedicated phone line and an email inbox where complaints can be submitted. The phone number and email address are published in the Lead Agency CCDF program policy manual. Upon receiving a complaint, the Audits and Compliance unit investigates to determine if a program violation or administrative error has occurred and, if so, if funds are due back to the Lead Agency as a result.*
- ii.  Unintentional program violations. Describe the activities, the results of these activities, and how they inform better practice: *In addition to the activities noted above, the Audits and Compliance unit maintains a dedicated phone line and an email inbox where complaints can be submitted. The phone number and email address are published in the Lead Agency CCDF program policy manual. Further, in November 2023, the Lead Agency created a new functional area, CAPS Provider Relations, composed of four teams, including a Quality Assurance and Payments (QA&P) team. This team is responsible for proactive reviews of provider payments to detect and correct errors in billing before payment. This review reduces overpayments to providers and later recoupment of funds. Errors in provider billing are shared with the CAPS Provider Relations Education and Outreach team to: 1) Target areas of training on provider billing practices; and 2) Recommend specific providers for technical assistance visits. Multiple analytics that flag potential payment errors are built into the payment system. These flags are reviewed by the QA&P consultants and released if there is no payment error. If a payment error is detected, the payment is corrected and issued to the provider. Analytics that indicate possible errors made by eligibility staff are shared with the applicable teams to complete the following: 1) Training with eligibility staff on policy compliance; and 2) System requirements needed to prevent unintentional errors in issuance of benefits.*
- iii.  Agency errors. Describe the activities, the results of these activities, and how they inform better practice: *In addition to the activities noted above, the Audits and Compliance unit maintains a dedicated phone line and an email inbox where complaints can be submitted. The phone number and email address are published in the Lead Agency CCDF program policy manual. Upon receiving a complaint, the Audits and Compliance unit investigates to determine if a program violation or administrative error has occurred and, if so, if funds are due back to the Lead Agency as a result.*

### **10.2.2** Identification and recovery of misspent funds

Lead Agencies must identify and recover misspent funds that are as a result of fraud, and they have the option to recover any misspent funds that are a result of unintentional program violations or agency errors.

- a. Identify which agency is responsible for pursuing fraud and overpayments (e.g., State Office of the Inspector General, State Attorney): *The Lead Agency works closely with the Office of the Attorney General to prosecute cases involving fraud. The Lead Agency also works with the State Office of the Inspector General and the U.S. Department of Health and Human Services Office of Inspector General to investigate cases.*

- b. Check and describe all activities, including the results of such activity, that the Lead Agency uses to investigate and recover improper payments due to fraud. Consider in your response potential fraud committed by providers, clients, staff, vendors, and contractors. Include in the description how each activity assists in the investigation and recovery of improper payment due to fraud or intentional program violations. Activities can include, but are not limited to, the following:
- i.  Require recovery after a minimum dollar amount of an improper payment and identify the minimum dollar amount. Describe the activities and the results of these activities based on the most recent analysis: *Enter Text*
  - ii.  Coordinate with and refer to the other State/Territory agencies (e.g., State/Territory collection agency, law enforcement agency). Describe the activities and the results of these activities based on the most recent analysis: *In some cases, a court of competent jurisdiction may order a repayment. In these cases, the Lead Agency follows those orders.*
  - iii.  Recover through repayment plans. Describe the activities and the results of these activities based on the most recent analysis: *In some cases, a court of competent jurisdiction may order a repayment. In these cases, the Lead Agency follows these orders.*
  - iv.  Reduce payments in subsequent months. Describe the activities and the results of these activities based on the most recent analysis: *Enter Text*
  - v.  Recover through State/Territory tax intercepts. Describe the activities and the results of these activities based on the most recent analysis: *Enter Text*
  - vi.  Recover through other means. Describe the activities and the results of these activities based on the most recent analysis: *Enter Text*
  - vii.  Establish a unit to investigate and collect improper payments and describe the composition of the unit below. Describe the activities and the results of these activities based on the most recent analysis: *Enter Text*
  - viii.  Other. Describe the activities and the results of these activities: *Enter Text*

c. Does the Lead Agency investigate and recover improper payments due to unintentional program violations?

- i.  No.
- ii.  Yes.

If yes, check and describe below any activities that the Lead Agency will use to investigate and recover improper payments due to unintentional program violations. Include in the description how each activity assists in the investigation and recovery of improper payments due to unintentional program violations. Include a description of the results of such activity.

- i.  Require recovery after a minimum dollar amount of an improper payment and identify the minimum dollar amount. Describe the activities and the results of

these activities based on the most recent analysis: [Click or tap here to enter text.](#)

- ii.  Coordinate with and refer to the other State/Territory agencies (e.g., State/Territory collection agency, law enforcement agency). Describe the activities and the results of these activities based on the most recent analysis: [Enter Text](#)
- iii.  Recover through repayment plans. Describe the activities and the results of these activities based on the most recent analysis: [Enter Text](#)
- iv.  Reduce payments in subsequent months. Describe the activities and the results of these activities based on the most recent analysis: [Improper payments that are the result of unintentional program violations are generally recouped by the program until the debt is paid. The program will recoup at 50% unless other arrangements are made. For instance, providers can pay the amount all at once or can submit a hardship request to extend the payment period.](#)
- v.  Recover through State/Territory tax intercepts. Describe the activities and the results of these activities based on the most recent analysis: [Enter Text](#)
- vi.  Recover through other means. Describe the activities and the results of these activities based on the most recent analysis: [Enter Text](#)
- vii.  Establish a unit to investigate and collect improper payments and describe the composition of the unit below. Describe the activities and the results of these activities based on the most recent analysis: [Enter Text](#)
- viii.  Other. Describe the activities and the results of these activities: [Enter Text](#)

d. Does the Lead Agency investigate and recover improper payments due to agency errors?

No.

Yes.

If yes, check and describe all activities that the Lead Agency will use to investigate and recover improper payments due to agency errors. Include in the description how each activity assists in the investigation and recovery of improper payments due to administrative errors. Include a description of the results of such activity.

- i.  Require recovery after a minimum dollar amount of an improper payment and identify the minimum dollar amount. Describe the activities and the results of these activities based on the most recent analysis: [Enter Text](#)
- ii.  Coordinate with and refer to the other State/Territory agencies (e.g., State/Territory collection agency, law enforcement agency). Describe the activities and the results of these activities based on the most recent analysis: [Enter Text](#)
- iii.  Recover through repayment plans. Describe the activities and the results of these activities based on the most recent analysis: [Enter Text](#)
- iv.  Reduce payments in subsequent months. Describe the activities and the results of these activities based on the most recent analysis: [Enter Text](#)



- v.  Recover through State/Territory tax intercepts. Describe the activities and the results of these activities based on the most recent analysis: *Enter Text*
- vi.  Recover through other means. Describe the activities and the results of these activities based on the most recent analysis: *Enter Text*
- vii.  Establish a unit to investigate and collect improper payments and describe the composition of the unit. Describe the activities and the results of these activities based on the most recent analysis: *Enter Text*
- viii.  Other. Describe the activities and the results of these activities: *Enter Text*