

CCDF Tribal Plan Preprint Training

FY 2020–2022 CCDF Tribal Plan Preprint

Section 1: Define CCDF Leadership and Coordination with Relevant Systems



**National Center on Tribal
Early Childhood Development**

Section 1 Overview

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- ◆ **1.1:** Tribal CCDF Applicant
- ◆ **1.2:** Designated Tribal Lead Agency
- ◆ **1.3:** Administration through Contracts or Agreements
- ◆ **1.4:** Consultation in the Development of the Tribal CCDF Plan
- ◆ **1.5:** Indian Child and Indian Reservation or Service Area
- ◆ **1.6:** Child Count
- ◆ **1.7:** Coordination of Services
- ◆ **1.8:** Program Integrity and Accountability

Child Care and Development Fund (CCDF) Leadership and Administration



Provides information on how the CCDF program is administered, including the following:

- ◆ Tribal applicant information
- ◆ Designated Tribal Lead Agency
- ◆ CCDF Administrator and Co-Administrator contact information
- ◆ Administration structure

- ◆ 1.1: Tribal CCDF Applicant
- ◆ 1.2: Designated Tribal Lead Agency
- ◆ 1.3: Administration through Contracts or Agreements

Definitions and Child Count

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- ◆ Describe the definitions, policies, and procedures for determining the Tribe's child count
- ◆ Must submit child count to determine a Tribe's funding level

- ◆ 1.5: Indian Child and Indian Reservation or Service Area
- ◆ 1.6: Child Count

Consultation and Coordination

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Addresses who was consulted in the development of the CCDF Tribal Plan and how the Tribal Lead Agency plans to coordinate CCDF services with other entities

- ◆ 1.4: Consultation in the Development of the Tribal CCDF Plan
- ◆ 1.7: Coordination of Services

Program Integrity and Accountability



Describes how the Tribal Lead Agency prevents, identifies, and recovers improper payments

- ◆ 1.8: Program Integrity and Accountability



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CCDF Leadership and Administration



Sections 1.1, 1.2, and 1.3

1.1: Tribal CCDF Applicant

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Provides information about the Tribe or Tribal consortium applying for CCDF funds

To be eligible to apply for CCDF funds, Tribes must meet the following criteria:

- ◆ Be federally recognized
- ◆ Have at least 50 children under age 13 living on or near the reservation or service area (the reservation requirement does not apply to Tribes in Alaska, California, and Oklahoma)
- ◆ Have the resources needed to carry out CCDF requirements

A Tribe with fewer than 50 children under age 13 may participate in a consortium of eligible Tribes.

Child Care and Development Fund, 45 C.F.R. § 98.80 (2016).

Eligibility for Tribal Consortia

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- ◆ Must meet CCDF eligibility requirements for Tribes, or would meet them if there were more than 50 children younger than 13 years within the service area of the Tribe or Tribal organization
- ◆ Must demonstrate capacity to support and implement a CCDF program
- ◆ Members of the consortium must be in close geographic proximity to one another
- ◆ Must demonstrate authorization from each participating Tribe to receive CCDF funds on behalf of the Tribe for the duration of the CCDF Plan

Child Care and Development Fund, 45 C.F.R. §98.80(c) (2016).

1.1.1: Tribal Applicant

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Tribes must include the following information:

- ◆ Name of the federally recognized Tribe (or Tribal consortium)
- ◆ Name of Tribal chair/president/leader
- ◆ Title
- ◆ Address
- ◆ City, state, zip code
- ◆ Telephone number
- ◆ Email address



1.1.2: Tribal Consortia

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Consortia must provide the following:

- ◆ A full list of participating member Tribes or Alaska native villages
- ◆ Current demonstrations from each member Tribe or Alaska Native Village (a Tribal resolution, a letter signed by the current Tribal leader, or other official documentation)
- ◆ A description of how the consortium coordinates services on behalf of the participating member Tribes or Alaska Native Villages

Child Care and Development Fund, 45 C.F.R. §§ 98.80(c), 98.81(b)(8)(i) (2016).

1.2: Tribal Lead Agency

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Tribes must designate a Tribal Lead Agency to apply for funding and be accountable for administering the CCDF program.

Tribal Lead Agencies have considerable flexibility in

- ◆ administering and implementing the child care program,
- ◆ determining the basic use of the funds, and
- ◆ identifying spending priorities based on the unique, specific needs of the children and families in the Tribal community.

Tribal CCDF Administrator

Tribes must also provide contact information for the day-to-day contact or the person responsible for administering the Tribal CCDF program.

Child Care and Development Fund, 45 C.F.R. § 98.83(a) (2016).

1.2.1 and 1.2.2: Tribal Lead Agency and CCDF Administrator Contact Information

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1.2.1: Tribal Lead Agency

- a) Name of Tribal Lead Agency
- b) Web address for Tribal Lead Agency, if applicable

1.2.2: Tribal CCDF Administrator

- a) Contact information for the Tribal CCDF Administrator
- b) Contact information for the Tribal CCDF Co-Administrator or Assistant Administrator, if applicable

1.3: Administration through Contracts or Agreements



- ◆ Tribal Lead Agencies can choose to contract with or provide grants to other entities to operate aspects of the CCDF program, such as the following:
 - Eligibility and intake processes
 - Training
 - Monitoring
 - Criminal background checks
- ◆ Tribal Lead Agencies must remain the single point of contact and maintain overall responsibility for the CCDF program

Child Care and Development Fund, 45 C.F.R. §§ 98.11(a), 98.16(d)(1) (2016).

1.3.1: Administration through Contracts or Agreements

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Tribal Lead Agencies must indicate whether they will directly administer all aspects of their program, or whether they will contract with other entities to administer certain aspects.

Tribal Lead Agencies using contracts or agreements must provide the following:

- ◆ A list of entities contracted to operate aspects of CCDF program and what aspects they will operate
- ◆ A description of how the Tribal Lead Agency will monitor the responsibilities performed by other entities

Child Care and Development Fund, 45 C.F.R. §§ 98.11(a)(3); 98.16(d)(1) (2016).

CCDF Leadership and Administration



Pair-and-Share Activity

How is your CCDF program administered?



Plan Writing Time



10 minutes



Questions

◆ 1.1

◆ 1.2

◆ 1.3

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Definitions and Child Count



Sections 1.5 and 1.6

Program Instruction: Process to Submit Child Count Declaration Form and Definition of Indian Reservation or Service Area



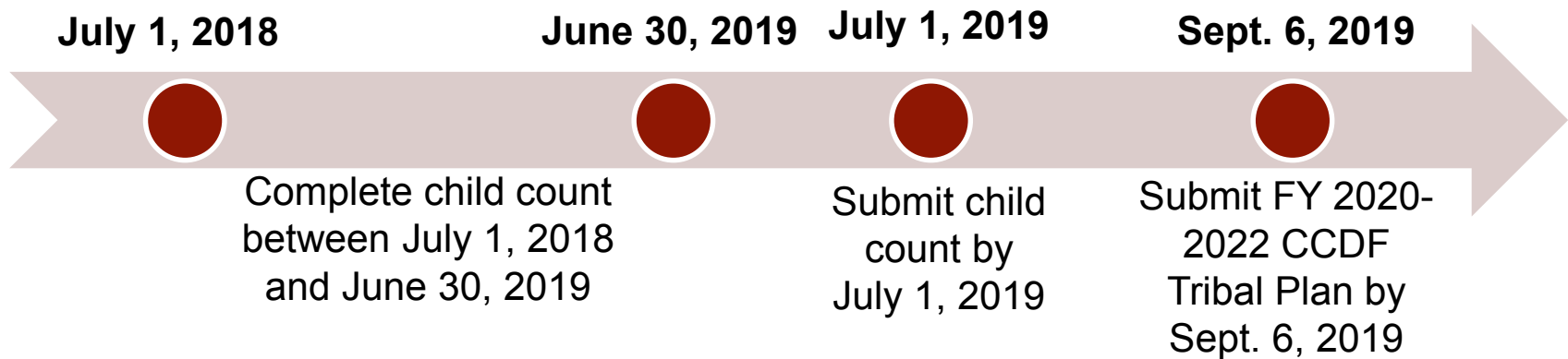
- ◆ This Program Instruction informs Tribes and Tribal Organizations of the process to submit the triennial child count declaration form, and for direct funded Tribes to submit their definition of Indian Reservation or Service Area:
<https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2019-02>

ACF Administration for Children and Families	U.S. Department of Health and Human Services	
	1. Log No: CCDF-ACF-PI-2019-02	2. Issuance Date: May 13, 2019
	3. Originating Office: Office of Child Care	
	4. Key Words: Child Care and Development Fund (CCDF) FY 2020-2022 Triennial Child Count Declaration, Indian Reservation or Service Area, Indian Tribes and Tribal Consortia, Direct Funding and through Approved Public Law 102-477 Plans	
CHILD CARE AND DEVELOPMENT FUND PROGRAM INSTRUCTION		
To:	Tribal Lead Agencies administering child care programs under the Child Care and Development Block Grant (CCDBG) Act, as amended, and other interested parties.	
Purpose:	This Program Instruction (PI) informs Tribes and Tribal Organizations of the process to submit the triennial child count declaration form, and for direct funded tribes to submit their definition of Indian Reservation or Service Area.	
References:	The CCDBG Act of 2017 (Public Law 113-186); The Child Care and Development Block Grant Act of 1990 (CCDBG), as amended, 42 U.S.C. § 9857 et seq.; section 418 of the Social Security Act, 42 U.S.C. § 618; 45 CFR Parts 98 and 99.	
Action Required:	Complete, sign and submit the appropriate Child Count Declaration form with an effective period of October 1, 2019, through September 30, 2022. Tribes must include their definition of Indian Reservation or Service Area with this child count, because the FY 2020-2022 CCDF Tribal Plan is due September 6, 2019. Tribes who have consolidated their CCDF program into an approved Plan under Indian Employment, Training and Related Services Consolidation Act of 2017 (known as Public Law 102-477) are not required to update their definition of Indian Reservation or Service area until their next Public Law 102-477 Plan submission.	
Deadline:	July 1, 2019	
1		

Child Count Timeline



- ◆ Child counts are due on July 1, 2019 and will be valid for the 3-year FY 2020–2022 CCDF Plan period.
- ◆ The child count must be completed no earlier than July 1, 2018, and no later than June 30, 2019.



Discussion

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Share your process for conducting your child count.



Plan Writing Time

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10 minutes



Questions

◆ 1.5

◆ 1.6

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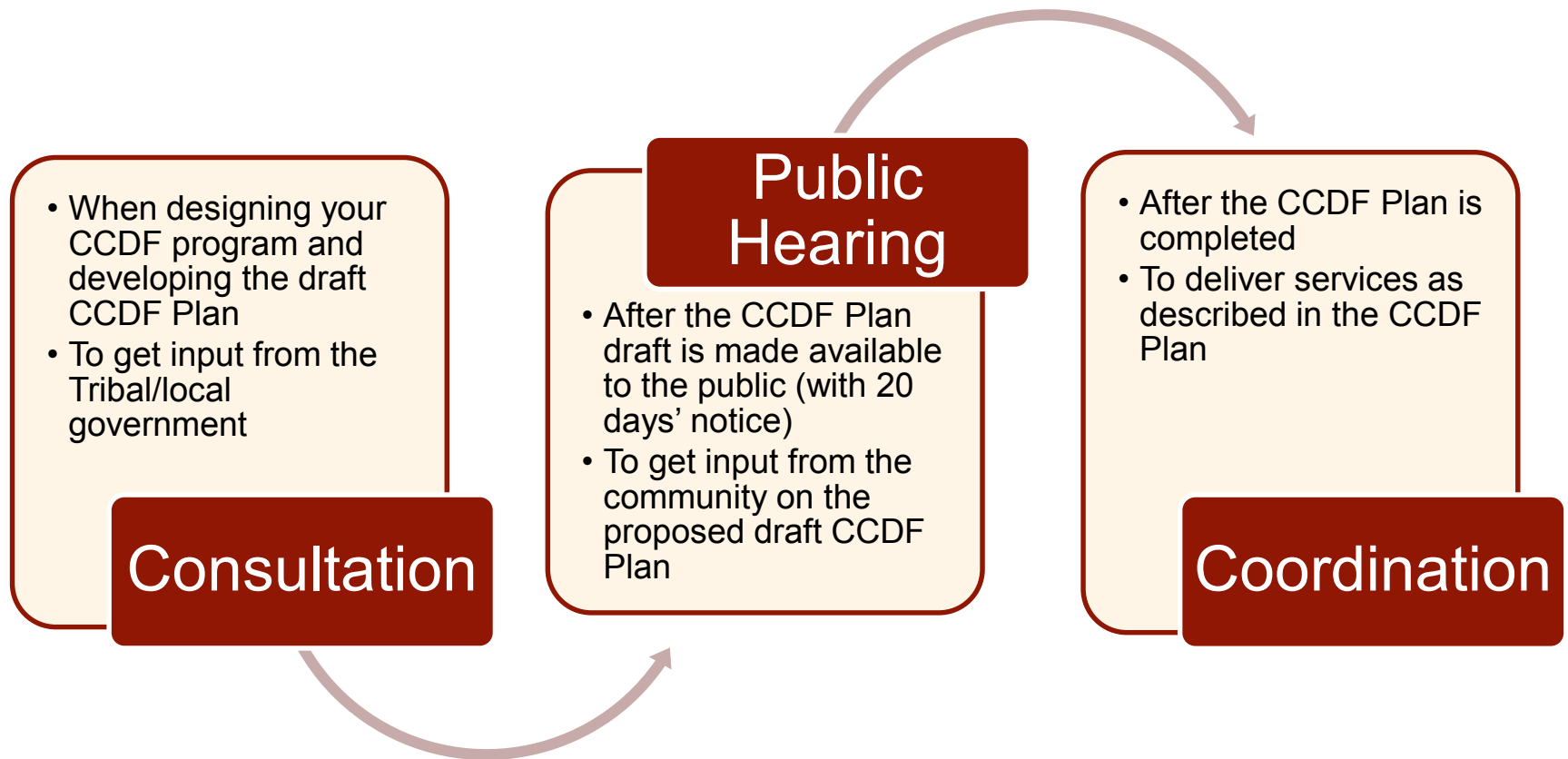
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Consultation and Coordination

Sections 1.4 and 1.7



Consultation and Coordination



1.4: Consultation in the Development of the Tribal CCDF Plan



Tribes are required to do the following:

- ◆ Consult with their Tribal or local government when developing their CCDF Tribal Plan
- ◆ Host a public hearing for their community to provide input on the CCDF Tribal Plan, program, and services
- ◆ Share their final CCDF Tribal Plan and amendments with the public (applies to Tribes with medium and large allocations only)

Child Care and Development Fund, 45 C.F.R. §§ 98.10(c), 98.14(b), 98.14(c) (2016).

1.4.1: Consultation with Tribal or Local Government

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Tribal Lead Agencies must describe how they consulted with their Tribal or local government or other entities when developing their Plan

“Consultation” is defined as meeting with, or obtaining input from, appropriate representatives of the Tribal community.

Strategies include the following:

- ◆ Meetings
- ◆ Conference calls
- ◆ Working committees

Child Care and Development Fund, 45 C.F.R. §§ 98.10(c), 98.14(b) (2016).

1.4.2: Public Hearing

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Tribes must do the following:

- ◆ Hold at least one public hearing on their CCDF Tribal Plan
- ◆ Host the hearing after January 1, 2019, but before submitting the Plan
- ◆ Provide at least 20 days' notice throughout the service area
- ◆ Make the contents of the CCDF Plan available throughout the service area before the hearing



Child Care and Development Fund, 45 C.F.R. § 98.14(c) (2016).

1.4.3: Making the Final CCDF Plan Available to the Public

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Tribes with medium and large allocations are required to describe how they share their CCDF Tribal Plan and any amendments with the public.

Strategies for sharing could include the following:

- ◆ Providing a website link
- ◆ Having a copy of the Plan available in the CCDF office
- ◆ Posting the final copy on community bulletin boards, Tribal offices, Tribal social media, or in Tribal newsletters

Child Care and Development Fund, 45 C.F.R. §98.14(d) (2016).

Table Discussion

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What plans do you have for your public hearing?



Plan Writing Time

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5 minutes



Questions

- ◆ 1.4.1
- ◆ 1.4.2
- ◆ 1.4.3

1.7: Coordinating Services

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Tribal Lead Agencies are required to coordinate services with other child care and early childhood development programs and services “to leverage existing service delivery systems and to increase the supply and quality of child care and development services.”

Child Care and Development Fund, 45 C.F.R. § 98.14(a) (2016).

1.7.1: Identify and Describe Coordination



- ◆ Public health, including the agency responsible for immunizations.
- ◆ Employment services and workforce development
- ◆ Public education
- ◆ Temporary Assistance for Needy Families
- ◆ Child care licensing
- ◆ Head Start
- ◆ State Advisory Council on Early Childhood Education and Care or similar coordinating body
- ◆ Statewide after-school network or other coordinating entity for out-of-school time care (if applicable)

Child Care and Development Fund, 45 C.F.R. § 98.14(a) (2016).

1.7.1: Identify and Describe Coordination (continued)



- ◆ Emergency management and response
- ◆ Child and Adult Care Food Program (CACFP) and other relevant nutrition programs
- ◆ McKinney-Vento state coordinators for homeless education and other agencies providing services for children experiencing homelessness
- ◆ Agencies responsible for Medicaid and the State Children's Health Insurance Program
- ◆ Mental health services
- ◆ Child care resource and referral agencies, child care consumer education organizations, and providers of early childhood education training and professional development
- ◆ Other agencies or entities

Child Care and Development Fund, 45 C.F.R. § 98.14(a) (2016).

Group Discussion

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- ◆ How does coordination support your Tribal CCDF program?
- ◆ What successes and challenges have you had?



1.7.2: Determining Child Care Needs for Underserved Populations



Tribal Lead Agencies must determine their child care needs, including the needs of underserved populations such as the following:

- ◆ Infant and toddlers
- ◆ Families experiencing homelessness
- ◆ Children with special needs
- ◆ Children in need of nontraditional hours of care

Strategies include the following:

- ◆ A needs assessment
- ◆ A survey to community members
- ◆ A survey to providers

Child Care and Development Fund, 45 C.F.R. § 98.16(x) (2016).

Table Peer Discussion

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What does the child care needs assessment process look like in your program?



Plan Writing Time

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10 minutes



Questions

- ◆ 1.7.1
- ◆ 1.7.2

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Program Integrity and Accountability



Section 1.8

1.8: Program Integrity and Accountability

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- ◆ Internal controls that are in place to ensure integrity and accountability, which includes processes to ensure sound fiscal management
- ◆ Processes that are in place to identify fraud or other program violations
- ◆ Processes that are in place to investigate and recover fraudulent payments and impose sanctions in response to fraud
- ◆ Procedures that are in place for documenting and verifying that children receiving assistance meet eligibility criteria at the time of eligibility determination and redetermination

Child Care and Development Fund, 45 C.F.R. § 98.68 (2016).

1.8.1: Improper Payments

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- ◆ Any CCDF payment that should not have been made or that was made in an incorrect amount (including overpayments and underpayments) based on statute or policy
- ◆ Also includes any payment that was made to an ineligible recipient or for an ineligible good or service, or payments for goods or services not received (except for such payments authorized by law)

Child Care and Development Fund, 45 C.F.R. § 98.100(d) (2016).

The CCDF final rule clarifies that the following situations are not considered errors or improper payments:

- ◆ A family's circumstances change during the eligibility period
- ◆ A child experiencing homelessness or in foster care is permitted to initially enroll, but is found to be ineligible once all documentation is submitted.

Child Care and Development Fund, 45 C.F.R. §§ 98.51, 98.68 (2016).

1.8.1 (a): Preventing and Identifying Improper Payments

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- ◆ Training staff on CCDF policies and regulations
- ◆ Conducting supervisory staff reviews or quality assurance
- ◆ Sharing data with other programs
- ◆ Running system reports that flag errors
- ◆ Reviewing enrollment documents, attendance, or billing records
- ◆ Reviewing provider records
- ◆ Ongoing monitoring and assessment of policy implementation



1.8.1 (b) and (c): Recovering Improper Payments

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- b) Tribal Lead Agencies must investigate and collect improper payments that are the result of fraud
- c) Tribal Lead Agencies have the option to recover improper payments that are the result of unintentional errors or program violations



Discussion

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What improper payment situations have you encountered? How do you define fraud? How did your Tribal Lead Agency handle them?



1.8.1 (b) and (c): Recovering Improper Payments

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- ◆ Coordinating with, and referring to, other Tribal, state, or federal agencies
- ◆ Requiring recovery if the improper payment exceeds a specific dollar amount (identify the minimum dollar amount)
- ◆ Recovering through repayment plans
- ◆ Reducing payments in subsequent months
- ◆ Recovering through payroll deductions

Plan Writing Time

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10 minutes



Question

◆ 1.8.1

Reflections on Section 1

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- ◆ What **questions** do you still have regarding this CCDF Plan section?
- ◆ What **strategies** would you like to apply in your CCDF program?
- ◆ What are your **next steps** for completing this CCDF Plan section?
- ◆ What **technical assistance** might you need to support your next steps?

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Thank You



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