



# National Center on Tribal Early Childhood Development

## Getting Ready for Your Child Care and Development Fund (CCDF) Plan Submission

May 13, 2019

# Welcome and Introductions



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# Welcome and Introductions



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# Goals

- ◆ Review the purpose of the triennial Tribal CCDF Plan
- ◆ Outline steps and timelines in the CCDF Plan cycle
- ◆ Discuss Tribal CCDF Plan requirements
- ◆ Explore requirements and strategies for completing the triennial child count declaration
- ◆ Offer general planning considerations, guidance, and resources



# Agenda

- ◆ CCDF Plan overview
- ◆ CCDF Reauthorization and the CCDF Plan
- ◆ Getting ready for your CCDF Plan submission
- ◆ Child count and service area
- ◆ Resources, tools, and training opportunities





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# The CCDF Plan

# The CCDF Plan

- ◆ In order to receive CCDF funds, Tribes must develop and submit a CCDF Plan to the Office of Child Care (OCC) **every 3 years**.
- ◆ The completed CCDF Plan is the application Tribes use to apply for their block grant funding by providing a description of, and assurances about, the Lead Agency's CCDF program and services
- ◆ The CCDF Plan serves as a planning document for Tribes and is developed in collaboration with numerous partners and stakeholders to ensure that the CCDF program addresses the needs of families, providers, and communities over the 3-year Plan period
- ◆ FY 2020-2022 CCDF Plans are the first in which Tribes are expected to be in full compliance with new requirements in the CCDBG Act of 2014 and the associated final rule

# CCDF Plan Cycle and Key Submission Deadlines

- ◆ Current CCDF Plans are effective from fiscal year (FY) 2017–2019
  - October 1, 2016–September 30, 2019
- ◆ Upcoming CCDF Plans are effective from FY 2020–2022
  - October 1, 2019–September 30, 2022

**Child Count and Service  
Area Deadline:**

**Child count and service  
area due by July 1, 2019.**

**Tribal CCDF Plan  
Submission Deadline:**

**FY 2020–2022 Tribal  
CCDF Plans are due on  
September 6, 2019.**

# Eligibility for CCDF Funds

- ◆ Tribes must designate a Tribal Lead Agency to apply for funding and stay accountable for administering the CCDF program.
- ◆ Tribes must be federally recognized, and the Tribal population must include at least 50 children under 13 years of age living on or near the reservation or service area.
- ◆ 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).

Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. (2017). *American Indian and Alaska Native Child Care and Development Fund A Guide for New Administrators*. Retrieved from [https://childcareta.acf.hhs.gov/sites/default/files/public/aian\\_new\\_administrators\\_guide\\_0.pdf](https://childcareta.acf.hhs.gov/sites/default/files/public/aian_new_administrators_guide_0.pdf)



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# CCDF Reauthorization and the CCDF Plan

## Child Care and Development Block Grant (CCDBG) Act of 2014 and CCDF Final Rule

- ◆ On November 19, 2014, the President signed bipartisan legislation that reauthorized the CCDBG Act.
- ◆ The new law made many important statutory changes focused on strengthening child care to better support the success of both parents and children.
- ◆ Before the Final Rule was published, OCC offered several opportunities for Tribes and Tribal CCDF Administrators to provide input on the proposed regulations through the Notice of Proposed Rule Making.
- ◆ In September 2016, OCC published the CCDF Final Rule, the regulations for administering the CCDF program

Child Care and Development Fund (CCDF) Program, 81 Fed. Reg. 67,438 (Sept. 30, 2016) (codified at 45 C.F.R. pt. 98).

# Relationship Between the Law, Final Rule, and CCDF Plan



## Tiered Approach to Requirements

Requirements for Tribal Lead Agencies are based on allocation size.

**Tribes with  
small  
allocations**

**Less than \$250,000**

**Tribes with  
medium  
allocations**

**\$250,000 to  
\$1 million**

**Tribes with  
large  
allocations**

**More than  
\$1 million**

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

# CCDF Final Rule Overview

For more information on CCDF final rule requirements, please see:

[\*CCDF Final Rule: Overview for American Indian and Alaska Native Grantees\*](#)


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**CCDF Final Rule Overview**

The table below provides an overview of CCDF final rule requirements that apply to each allocation size. This list is meant to illustrate the major provisions of the CCDF final rule and is not exhaustive. Please reference the full regulations in the U.S. Code of Federal Regulations at [45 C.F.R. Part 98 and 99](#).

CCDF Final Rule Requirements		Small Allocations	Medium Allocations	Large Allocations
CCDF Leadership and Coordination	Spend funds in alignment with CCDF purposes and goals [45 C.F.R. § 98.1]	✓	✓	✓
	Coordinate the development of the CCDF Plan and provision of services with other Tribal, federal, state, and/or local child care and early childhood development programs [45 C.F.R. § 98.82]	✓	✓	✓
	Cannot exceed 15 percent administrative spending cap [45 C.F.R. § 98.83(i)]	✓	✓	✓
	Meet fiscal, audit, and reporting requirements that are applicable to Tribes [45 C.F.R. § 98.60 - § 98.71]	✓	✓	✓
	Comply with construction and renovation requirements, if applicable [45 C.F.R. § 98.84]	✓	✓	✓
	Establish health and safety standards for 11 required topics [45 C.F.R. § 98.41(a)]	✓	✓	✓
Health and Safety	Establish standards for group-size limits, the ratio between the number of children and the number of caregivers, and required qualifications for caregivers in child care settings [45 C.F.R. § 98.41(d)]	✓	✓	✓
	Conduct preservice/orientation training and ongoing training on required health and safety topics [45 C.F.R. §§ 98.44(b)(1), 98.44(b)(2)]	✓	✓	✓
	Monitor CCDF providers, with flexibility to propose an alternative monitoring strategy [45 C.F.R. § 98.83(d)(2)]	✓	✓	✓
	Conduct comprehensive criminal background checks for all CCDF providers, with flexibility to propose an alternative approach [45 C.F.R. § 98.83(d)(3)]	✓	✓	✓
	Certify that caregivers, teachers, and directors comply with child abuse reporting requirements [45 C.F.R. § 98.42(e)]	✓	✓	✓
	Have licensing requirements applicable to child care services [45 C.F.R. § 98.83(d)(1)(ii)]	Exempt	Exempt	Exempt
Quality Improvement	Spend a minimum portion of expenditures on quality improvement activities (7 percent in FY 2019, 8 percent in FY 2020 and FY 2021, 9 percent in FY 2022 and ongoing) [45 C.F.R. § 98.83(g)(1)]	✓	✓	✓
	Spend an additional 3 percent of expenditures on quality improvement activities for infants and toddlers, beginning in FY 2019 [45 C.F.R. § 98.83(g)(2)]	Exempt	✓	✓
	Have a training and professional development framework [45 C.F.R. § 98.83(d)(1)(iii)]	Exempt	Exempt	Exempt
	Complete the Quality Progress Report [45 C.F.R. § 98.83(d)(1)(viii)]	Exempt	Exempt	Exempt
	Maintain or implement early learning and developmental guidelines [45 C.F.R. § 98.81(b)(6)(i)]	Exempt	Exempt	Exempt

# FY 2020–2022 Tribal Plan Structure

CCDF Plan Section		Small Allocations	Medium Allocations	Large Allocations
Part I	<b>Section 1:</b> Define CCDF Leadership and Coordination with Relevant Systems	✓	✓	✓
	<b>Section 2:</b> Establish Standards and Monitoring Processing to Ensure the Health and Safety of Child Care Settings	✓	✓	✓
	<b>Section 3:</b> Supporting Continuous Quality Improvement	✓	✓	✓
	<b>Section 4:</b> Small Allocation Tribes Only – Direct Services	✓	N/A	N/A
Part II	<b>Section 5:</b> Provide Stable Child Care Financial Assistance to Families	N/A	✓	✓
	<b>Section 6:</b> Ensure Equal Access to High Quality Child Care for Low-Income Children	N/A	✓	✓
	<b>Section 7:</b> Promote Family Engagement through Outreach and Consumer Education	N/A	✓	✓
Part III	<b>Appendix 1:</b> Triennial Child Count Declaration	✓	✓	✓
	<b>Appendix 1A:</b> Triennial Child Count Declaration (P.L. 102-477)	✓	✓	✓
	<b>Appendix 2:</b> CCDF Program Assurances and Certifications	✓	✓	✓
	<b>Appendix 3:</b> List of Certifications	✓	✓	✓
	<b>Appendix 4:</b> Amendment Log	✓	✓	✓

# Compliance Date for CCDF Tribal Lead Agencies

- ◆ Compliance Deadline – October 1, 2019 (CCDF Plan Effective Date)
- ◆ Compliance with CCDF Final Rule will be determined through review and approval of FY2020 -2022 CCDF Plans.
- ◆ For Tribes with current P.L. 102-477 Plans, compliance with the CCDF Final Rule will be determined based on the Tribe's next P.L. 102-477 Plan submission with an effective date of October 1, 2019 or later.



Child Care and Development Fund (CCDF) Program, 81 Fed. Reg. 67,438 (Sept. 30, 2016) (codified at 45 C.F.R. pt. 98).



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# Child Count and Service Area

# New Program Instruction Forthcoming

- ◆ New Program Instruction requesting Triennial Child Count and definition of Indian Reservation or Service Area is forthcoming

# What Is a Child Count?

- ◆ A Tribe certifies the number of Indian children under age 13 (up through age 12) who reside within the Tribe's service area.
- ◆ The Administration for Children and Families (ACF) uses the child count to calculate CCDF grant award amounts.



# Child Count Timeline

- ◆ All Tribes are required to submit a child count every three years, with the next child count due on July 1, 2019.
- ◆ The child count must be completed no earlier than July 1, 2018 and no later than June 30, 2019.

APPENDIX 1

CHILD COUNT DECLARATION

Federal Fiscal Year: \_\_\_\_\_

Name of Tribe/Tribal Lead Agency: \_\_\_\_\_

This certifies that the number of Indian children under age 13 (as defined in CCDF Plan) who reside on or near the reservation or service area (as defined in CCDF Plan) is: \_\_\_\_\_ (number).

The Tribal Lead Agency may not count any children who are included in the child count of another CCDF Tribal Lead Agency. To ensure unduplicated child counts, a Tribal Lead Agency is required to confer with all other CCDF Tribal Lead Agencies that have overlapping or neighboring service areas.

This count shows the number of Indian children under age 13 as of \_\_\_\_\_ (date).

\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Official Signature of Individual Authorized to Act for the Tribe

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title

CCDF Plan Effective Date: October 1, 2016  
Amended Effective Date: [Insert Date as Applicable]

Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. (2017). Appendix 1: Child count declaration. *Child Care and Development Fund: Tribal Plan (CCDF-ACF-118-A)*. Retrieved from [https://www.acf.hhs.gov/sites/default/files/occ/fy\\_2017\\_2019\\_ccdf\\_tribal\\_plan.pdf](https://www.acf.hhs.gov/sites/default/files/occ/fy_2017_2019_ccdf_tribal_plan.pdf)



## P.L. 102-477 Tribes

- ◆ P.L. 102-477 Tribes are required to submit their child count to ACF according to the same deadline as all other Tribes (July 1, 2019).
- ◆ P.L. 102-477 Plans operate on a different cycle than the triennial CCDF Plan.
  - Child count submissions may not align with P.L. 102-477 Plan submission years.

# Tribal Consortia

- ◆ Tribal consortia must submit an individual child count declaration for each participating Tribe.
- ◆ The consortium must also include a total child count that is the sum of the child counts for all participating Tribes.
- ◆ If a consortium gains or loses one of its member organizations at any time, adjustments to the child count must be made accordingly.

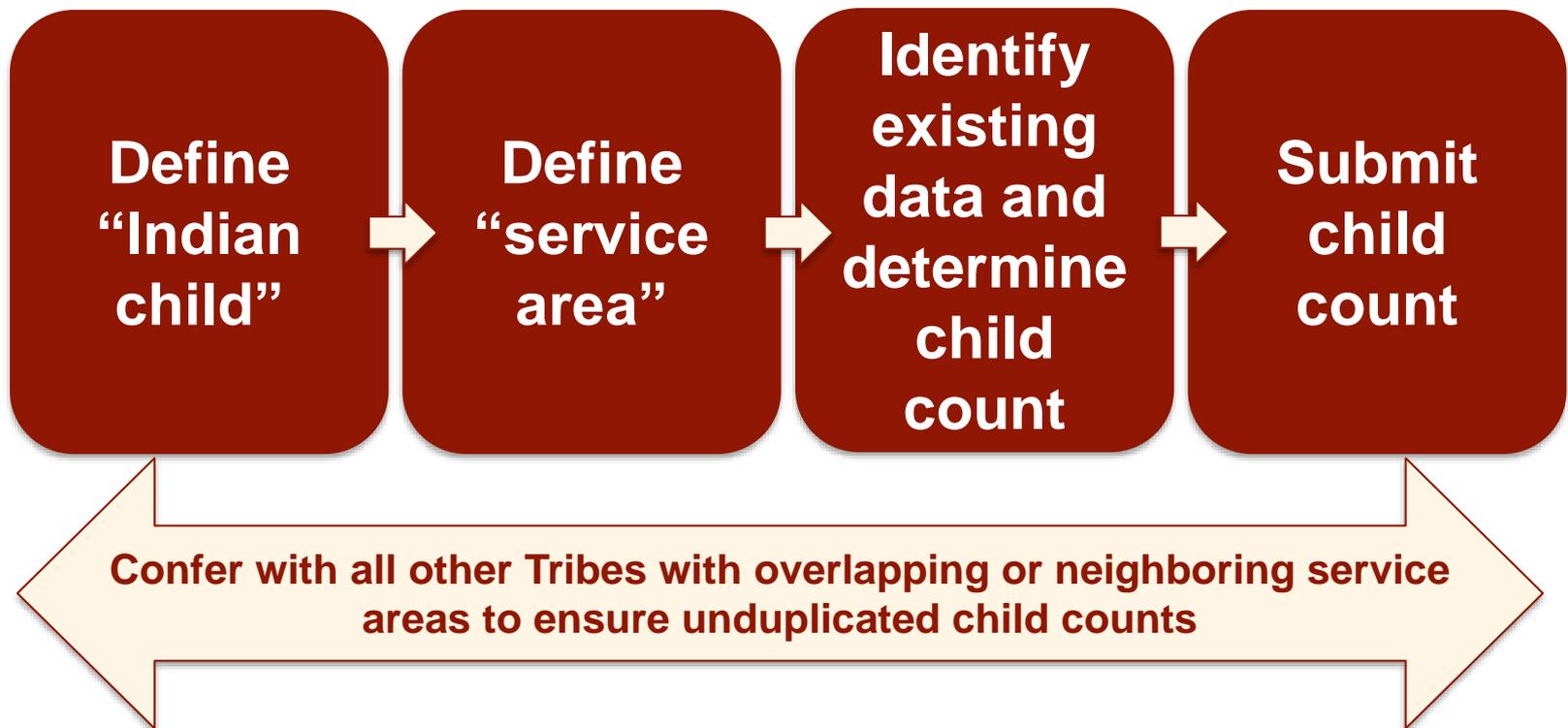


# Unduplicated Child Count

- ◆ Tribes may not count any child who is included in the child count of another Tribe.
- ◆ Tribes are required to confer with all other Tribes with overlapping or neighboring service areas to ensure unduplicated child counts.



# Steps for Conducting a Child Count





# Examples of “Indian Child” Definitions

- ◆ A child under the age of 13 who is an enrolled member of the Tribe
- ◆ A child under the age of 13 who has verifiable American Indian or Alaska Native ancestry as determined by the following:
  - Tribal enrollment
  - Certificate of Degree of Indian Blood (CDIB)
  - Birth certificate documenting lineage or descent



# Definition of “Service Area”

- ◆ A Tribe’s service area must be “on or near” the delineated borders of a Tribe's reservation (except in Alaska, California, and Oklahoma).
- ◆ Tribes that do not have reservations must establish service areas within reasonably close geographic proximity to the area where the Tribe's population resides.
- ◆ ACF will not approve an entire state as a Tribal Lead Agency’s service area

Child Care and Development Fund (CCDF) Program, 81 Fed. Reg. 67,438, 67,540 (Sept. 30, 2016) (codified at 45 C.F.R. pt. 98).



# Examples of “Service Area” Definitions

- ◆ Living on or near the reservation, defined as within XX miles of the reservation.
- ◆ Where the majority of the Tribal population resides, within the boundaries of Alpha, Bravo, or Charlie Counties, with the exception of the City of Delta, per a Memorandum of Agreement with the Delta Tribe.

# Data Sources

- ◆ It is imperative that the data used to conduct the child count are **valid** and **reliable**.
- ◆ Potential data sources could include, but are not limited to
  - Tribal enrollment data,
  - Indian Health Service records,
  - U.S. Census data, and
  - school enrollment information.





# Poll: What are Your Top Three Sources for Your Child Count?

- ◆ Head Start and Early Head Start data
- ◆ Local child care program data
- ◆ Tribal enrollment data
- ◆ Tribal vital statistics and census data
- ◆ Indian Health Service data
- ◆ Tribal hospital or clinic data
- ◆ Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) data
- ◆ Child protective services or Indian Child Welfare Act data
- ◆ Bureau of Indian Affairs Labor Force Reports data
- ◆ Education or social service agency data
- ◆ Federal census data
- ◆ Other (please describe in the chat box)

# Conduct Child Count

- ◆ Tribes should have written policies and procedures for conducting the child count.
- ◆ Document your methodology, including data sources and detailed calculation steps.





# Ensuring An Unduplicated Child Count

- ◆ Share information to ensure Tribal CCDF programs are aware of neighboring or overlapping programs' definitions of Indian child, service area, and data sources
- ◆ Cross-reference to identify and resolve any duplicative counts

**Strategies for coordinating with Tribes with overlapping or neighboring service areas include the following:**

- Writing a letter
- Sending a formal email
- Conducting an in-person or virtual meeting
- Developing a memorandum of understanding

# Child Count Action Steps for Overlapping Service Areas



• **Identify Tribal communities with overlapping service areas**



• **Identify contacts from neighboring Tribes**



• **Create a formal mechanism to confer with neighboring Tribes regarding overlapping service areas**



• **Develop written policies and procedures to address the process for obtaining the child count and methodology from neighboring Tribes**

# Questions?

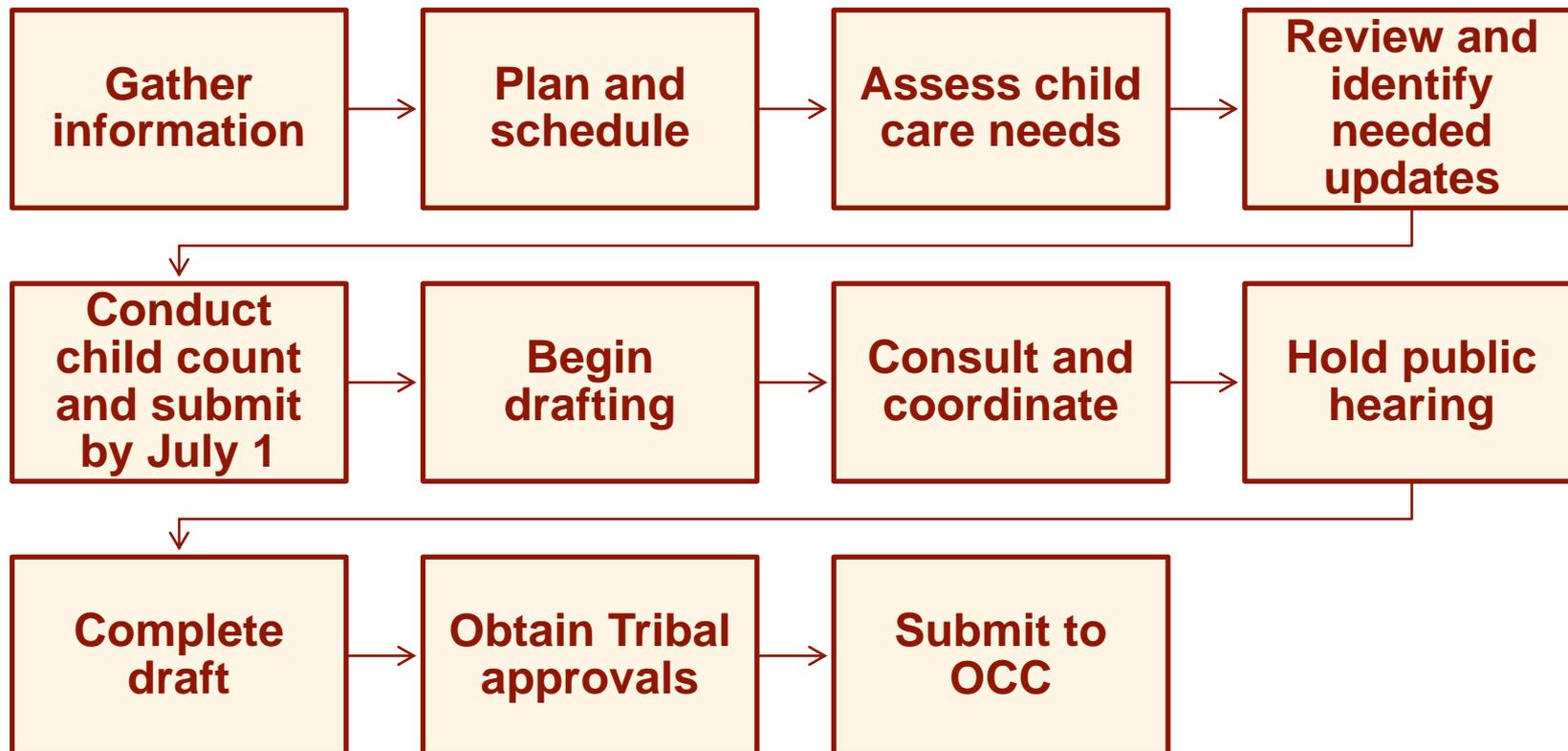




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# Getting Ready for Your CCDF Plan Submission

# Getting Ready for Your CCDF Plan Submission



# Gather Information

- ◆ Current CCDF Plan
- ◆ CCDF policies and procedures
- ◆ CCDF Final Rule and related resources
- ◆ CCDF budget and expenditure reports
- ◆ ACF-700 and ACF-696T reports
- ◆ Information about the Tribe's priorities (for example, Tribal strategic plan, annual report, leadership directives, or initiatives)

**Tip: Confirm your allocation size for the FY 2020–2022 CCDF Plan cycle.**

**Allocation size is based on the FY 2016 funding amount.**

**CCDF allocation information is available on the OCC website at <https://www.acf.hhs.gov/occ/resource/ccdf-funding-allocations>.**

# Plan and Schedule

- ◆ Identify individuals who need to be involved.
- ◆ Outline and plan for major milestones.
  - For example, how long will it take for Tribal approvals?
- ◆ Contact, coordinate, and collaborate with key coordination partners.
  - **Tribal consortia only:** Reach out to participating Tribes to begin collecting Tribal documentation that authorizes the consortium to receive CCDF funds on behalf of that Tribe or community (Child Care and Development Fund, 45 C.F.R. § 98.80(c)(1) (2016)).

**Tip: Consider convening an internal workgroup**

**The workgroup may include the following:**

- **CCDF Lead Agency staff**
- **Tribal administration representatives**
- **Fiscal department staff**
- **Tribally-operated center directors**
- **Representatives from providers**
- **CCDF eligible or participating families**
- **Head Start and Early Head Start policy council, if relevant**



# Assessing Child Care Needs

- ◆ Assess the Tribal CCDF program's child care needs
- ◆ **Tribes with medium and large allocations only:** Assess the cost of care or price of care within the service area

All Tribes are exempt from the requirement to conduct a market-rate survey.

However, Tribes with medium and large allocations must include a description of their payment rates, how they are established, and how they support quality, including, where applicable, cultural and linguistic appropriateness (Child Care and Development Fund, 45 C.F.R. § 98.81(b)(5) (2016)).



# Strategies for Assessing Child Care Needs

- ◆ Conduct your own community-needs assessment
- ◆ Use another program's needs assessment (for example, Head Start and Early Head Start, Administration for Native Americans language grant programs, and the Community Health Representative Program)
- ◆ Conduct a provider survey
- ◆ Conduct a community survey

**Tip: Identify current priorities or initiatives within your Tribal community that could be supported through CCDF quality goals and activities.**

**Examples include supporting language revitalization, addressing opioid misuse, supporting suicide prevention, or increasing access to healthy foods and physical activity.**



## Poll: How Does Your Lead Agency Assess Child Care Needs?

- ◆ Conducts own community-needs assessment
- ◆ Uses another program's needs assessment (please share in the chat box)
- ◆ Conducts a provider survey
- ◆ Conducts a community survey
- ◆ Other (please share in the chat box)

# Strategies for Assessing Rates (Only Required for Tribes with Medium and Large Allocations)

- ◆ Use the state CCDF program's market-rate survey or alternative methodology
- ◆ Conduct an informal provider survey
- ◆ Any other methods determined to be appropriate by Tribe





## Poll: How Does Your Lead Agency Assess Child Care Rates? (Only Required for Tribes with Medium and Large Allocations)

- ◆ Uses the state CCDF program's market-rate survey or alternative methodology
- ◆ Conducts an informal provider survey
- ◆ Other (please share in the chat box)

# Review and Identify Needed Updates

- ◆ Review your current CCDF Plan, policies and procedures, and CCDF Final Rule requirements
- ◆ Identify updates needed in order to accurately reflect how the CCDF program operates, align to CCDF Final Rule requirements, and meet the needs of the community

## **Tribes with Small, Medium, and Large Allocations:**

- **Definitions of “Indian child” and “service area”**
- **Health and safety requirements, training, and monitoring processes**
- **Quality goals and activities**

## **Tribes with Medium and Large Allocations Only:**

- **Additional eligibility determination and redetermination definitions and processes**
- **Sliding fee scales and payment rates and practices**
- **Consumer-education activities**

# Identify Updates Needed to Meet Final Rule Requirements

The *Roadmap to Reauthorization Self-Assessment Tool* is a resource that can be used to assess your readiness to meet the requirements of the 2016 CCDF Final Rule and identify program areas needing updates.

**Section I. Protect the Health and Safety of Children in Child Care**

Please fill out the information below.

Organization:

Completed by (name):

Date:

**Implementation Stage Key**  
 N = No action E = Exploring D = Developing I = Initial implementation F = Full implementation

**45 C.F.R. § 98.41. Health and safety requirements**

Regulation	N	E	D	I	F
Tribal Lead Agencies shall have requirements (appropriate to provider setting and age of children served) that are designed, implemented, and enforced regarding the 11 health and safety topics below. These requirements should be subject to monitoring.	<input type="checkbox"/>				
<b>Topic 1: Prevention and control of infectious diseases (including immunizations)</b>					
• <b>Requirements:</b> Requirements for this topic are designed, implemented, and enforced.	<input type="checkbox"/>				
• <b>Monitoring:</b> Requirements for this topic are subject to monitoring.	<input type="checkbox"/>				
• <b>Training:</b> Preservice or orientation training and ongoing training on this topic are in place for caregivers, teachers, and directors.	<input type="checkbox"/>				
• <b>With respect to immunizations,</b> Tribal Lead Agencies shall assure that children receiving services under the CCDF are age-appropriately immunized. Health and safety providers shall incorporate (by reference or otherwise) the latest recommendation for childhood immunizations of the respective state, territorial, or tribal public health agency.	<input type="checkbox"/>				

Note: Tribal Lead Agencies may exempt children who are cared for by relatives (provided there are no other unrelated children who are cared for in the same setting), children who receive care in their own homes (provided there are no other unrelated children who are cared for in the home), children whose parents object to immunization on religious grounds, and children whose medical condition contraindicates immunization.

Early Childhood Training and Technical Assistance System. (2017). Roadmap to reauthorization self-assessment and implementation planning tool [Web page]. Washington, DC: Office of Child Care. Retrieved from <https://childcareta.acf.hhs.gov/resource/roadmap-reauthorization-self-assessment-and-implementation-planning-tool>



# Consult and Coordinate

In developing their CCDF Plan and coordinating the provision of services, Tribes are required to consult the following groups:

- ◆ Representatives of the Tribal or local government
- ◆ The State CCDF Lead Agency, to the extent possible, in the state or states in which the Tribe will carry out the CCDF program
- ◆ Other federal, state, local, and Tribal child care and childhood development programs

Child Care and Development Fund, 45 C.F.R. § 98.82 (2016).

# Examples of Consultation and Coordination

- ◆ Public health
- ◆ Employment services or workforce development
- ◆ Public education
- ◆ Temporary Assistance for Needy Families
- ◆ Tribal or state child care licensing
- ◆ Tribal or state Head Start
- ◆ Statewide afterschool network or other coordinating entity for out-of-school-time care (if applicable)
- ◆ Entities responsible for emergency management and response
- ◆ Child and Adult Care Food Program
- ◆ Entities responsible for services supporting children experiencing homelessness
- ◆ Entities responsible for Medicaid and children's health insurance programs
- ◆ Entities responsible for mental health services
- ◆ Entities responsible for child care resource and referral agencies, child care consumer education organizations, and providers of early childhood education training and professional development

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



# Poll

- ◆ What are some ways you coordinate with the state CCDF Lead Agency?
- ◆ What are some ways that you coordinate with other federal, Tribal, state, or local child care and childhood development programs?



# Hold Public Hearing

Must be held no earlier than January 1, 2019

- ◆ Provide at least 20 days notice throughout the service area
- ◆ Make the contents of the CCDF Plan available throughout the service area
- ◆ Allow time to review and incorporate public feedback

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

# Questions?





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# Resources, Tools, and Training Opportunities

# Checklist: Getting Ready for Your CCDF Plan Submission

- ◆ Checklist outlines tasks related to the CCDF Plan
- ◆ Resources are provided to support planning
- ◆ Available on the National Center on Tribal Early Childhood Development (NCTECD) website

The screenshot shows a document titled "CCDF Plan Checklist" from the National Center on Tribal Early Childhood Development. The document is organized into three main sections: "Checklist", "Gather Information", and "Plan and Schedule".

**Checklist**  
The top tasks outlined in this checklist are suggestions provided by AAKN CCDF grantees as support for the development of Child Care and Development Fund (CCDF) Plans. All policy and compliance questions should be directed to the OCC Regional office.

**Gather Information**  
Compile resources and data that will help understand the current state of program operations, CCDF final rule requirements, and the Tribe's priorities and goals.

- Obtain a copy of your current CCDF Plan
- Locate your CCDF policies and procedures
- Obtain a copy of the CCDF final rule and gather related resources
- Assess your CCDF budget and expenditure reports
- Assess your ACF-730 Report from recent years
- Confirm your allocation size for the FY2020-2322 CCDF Plan Cycle:
  - > Tip: Allocation size is based on FY2016 funding amount. Small allocations are less than \$250,000, medium allocations are between \$250,000 and \$1 million, and large allocations are more than \$1 million. CCDF Allocation information is available on the Office of Child Care website: <https://www.acf.hhs.gov/occc/tribal-allocations>
- Obtain information about the Tribe's priorities (e.g., Tribal strategic plan, annual report, etc.)

**Plan and Schedule**  
Consider the individuals that need to be involved, identify key milestones, and develop a timeline help support a smooth plan development process.

- Convene an internal working group to provide input and support the development of the CCDF Plan
  - > Tip: An internal working group may include, but are not limited to: CCDF Lead Agency staff, Tribal administration representatives, fiscal department staff, tribally-operated center directors, providers, Head Start/Early Head Start policy council member(s), and family service coordinators.
- Confirm deadlines for required tribal approvals of final CCDF Plan
  - > Tip: The CCDF Plan must include a signed cover letter from Tribal leadership.

January 2019 2

# Roadmap to Reauthorization Self-Assessment Tool

Roadmap to Reauthorization Self-Assessment Tool

National Center on Tribal Early Childhood Development

## Roadmap to Reauthorization Self-Assessment Tool for Medium and Large Allocation AI/AN CCDF Grantees

### Overview

This tool was designed to provide American Indian and Alaska Native (AI/AN) Child Care and Development Fund (CCDF) grantees with medium allocations (those receiving between \$250,000 and \$1 million in CCDF Funds) and large allocations (those receiving more than \$1 million in CCDF Funds) with a way to assess their readiness to meet the requirements of the CCDF final rule and create implementation plans based on their assessments.

### Background

#### CCDF Reauthorization and CCDF Final Rule

In November 2014, the Child Care and Development Block Grant (CCDBG) Act of 2014 was signed into law. The CCDBG Act, or "CCDF Reauthorization," reauthorized the CCDF program and introduced legal changes to strengthen the health, safety, and quality of child care and provide more stable child care assistance to families. Following the enactment of the CCDBG Act of 2014, the Administration for Children and Families (ACF) held a series of tribal consultations and published a Notice of Proposed Rule Making (NPRM) to gather input regarding new CCDF regulations and their implications for AI/AN CCDF grantees and the children and families that they serve. In 2016, the CCDF final rule was published, which outlines regulations for implementing the CCDBG Act of 2014 and administering the CCDF program. The regulations in the final rule fall into four major categories:

- Protect the health and safety of children in child care;
- Help parents make informed consumer choices;
- Provide equal access to stable child care for low-income children; and
- Enhance the quality of child care.

#### CCDF Final Rule for AI/AN CCDF Grantees

### Table 1. Allocation Sizes for AI/AN CCDF Grantees

Allocation Size	Funding Amount
Small Allocation	Less than \$250,000
Medium Allocation	Between \$250,000 and \$1 million
Large Allocation	More than \$1 million

### Compliance Date

For Tribal Lead Agencies, ACF will determine compliance with the CCDF final rule through review and approval of the FY 2020—2022 Tribal CCDF plans that become effective October 1, 2019.

### About this Tool

This tool was designed to provide AI/AN CCDF grantees with medium and large allocations with a way to assess and track their readiness to meet the requirements of the CCDF final rule. It also includes an implementation planning form for grantees to develop plans to meet the requirements, including next steps, timelines, resources, and technical assistance requests.

This tool is divided into four sections, outlining the four major sections of the CCDF final rule:

1. [Protect the health and safety of children in child care;](#)
2. [Help parents make informed consumer choices](#)
3. [Provide equal access to stable child care for low-income children;](#) and
4. [Enhance the quality of child care.](#)

Available on the NCTECD website at <https://childcareta.acf.hhs.gov/resource/roadmap-reauthorization-self-assessment-and-implementation-planning-tool>

# Policies and Procedures Checklist for CCDF Tribal Lead Agencies

Developed to support AI/AN CCDF grantees in assessing the comprehensiveness of their written policies and procedures in relationship to the CCDF Final Rule requirements


 National Center on Tribal Early Childhood Development

**Policies and Procedures Checklist**

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

**Table 1. Implementation of Health and Safety Standards**

Topic	Needs P&Ps	P&Ps Need Revision	Included in Existing P&Ps	P&Ps Need a Form	N/A	Notes
P&Ps regarding prevention and control of infectious diseases (including the process for ensuring age-appropriate immunizations). For more information, see 45 C.F.R. § 98.41(a).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
P&Ps specifying if the TLA allows immunization exemptions for children who are cared for by relatives or children who receive care in their own homes (provided there are no other unrelated children who are cared for in the same setting), children whose parents object to immunization on religious grounds, and children whose medical condition prevents immunization (if applicable). For more information, see 45 C.F.R. § 98.41(b).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
P&Ps regarding a grace period that allows children experiencing homelessness and children in foster care to receive CCDF services while providing their families with time to take any necessary action to comply with immunization and other health and safety requirements. For more information, see 45 C.F.R. § 98.41(c).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
P&Ps regarding prevention of sudden infant death syndrome and the use of safe sleep practices. For more information, see 45 C.F.R. § 98.41(d).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Available on the NCTEED website at <https://childcareta.acf.hhs.gov/resource/policies-and-procedures-checklist-child-care-and-development-fund-tribal-lead-agencies>



# CCDF Final Rule Resources

- ◆ [CCDF Final Rule: Overview for American Indian and Alaska Native Grantees](#)
- ◆ [CCDF Final Rule](#)
- ◆ [CCDF Final Rule Tribal Fact Sheet](#)
- ◆ [CCDF Final Rule Tribal Overview Webinar](#)



## Coming Soon!

OCC will host two more pre-webinars in early June to provide more details on key information needed for developing your Tribal CCDF plan.

OCC will be hosting multi-regional Plan Preprint Training Sessions that will begin Mid-June through July. Details to follow.

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We appreciate your feedback!

<https://www.surveymonkey.com/r/webinarmay13>

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