

Monitoring Appendix F

Sample Monitoring and Enforcement Policy for Homes

- ◆ All home visits are unannounced.
- ◆ A home visit will be completed by the monitoring/licensing staff (a specifically identified individual) prior to a child placed into care to monitor compliance with Tribal Child Care Health and Safety Requirements.
- ◆ Child care will be monitored by the monitoring/licensing staff a minimum of two unannounced visits per year to the authorized home where child care services are provided.
- ◆ Homes not in compliance with standards will complete a Plan of Correction and be given a specific time period (dependent on risk) in writing to come into compliance.
- ◆ A follow-up visit will be conducted by the monitoring/licensing staff to ensure compliance.
- ◆ Homes not meeting standards after the follow up visit will receive an administrative review to determine continued eligibility as an authorized child care provider. A written notice of the decision will be sent to the home.
- ◆ If numerous or serious non-compliances are observed, a Plan of Correction will be completed by the provider.
- ◆ After each home visit, a copy of the monitoring report is left at the child care home or sent back to home the next business day.
- ◆ Upon documented evidence of non-compliance of standards which may present a danger to the health and safety of children in care, the Tribal CCDF Office may revoke the approval (registration/license/certificate) or place the provider on an inactive status.
- ◆ The child care home will not be returned to active status or approved as a child care provider until the provider has verified the situation has been corrected and a plan is in place to help prevent the non-compliance from happening again.

After three (3) unsuccessful attempts to visit by the compliance monitor, the child care provider may be placed on Inactive Status. Subsidy payments will not be made to inactive providers. If the child care provider is placed inactive due to the lack of a home visit, the child care provider will not be approved for payment until a home visit has been completed by the compliance monitor to determine compliance with Tribal Health and Safety Requirements.

If the provider does not agree with the decision he/she will have the right to appeal the decision through the "Provider Appeals Process" described in the Tribal CCDF Program Policies and Procedures.

Adapted from Cherokee Nation's Requirements for Registered Child Care Homes

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