



**National Center on Tribal Early  
Childhood Development**

**The Child Care and Development  
Fund for American Indian and  
Alaska Native Grantees:  
A Guide for New Administrators**

June 2017



# Welcome and Introductions

## ◆ Office of Child Care



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# American Indian and Alaska Native (AI/AN) Child Care and Development Fund (CCDF) New Administrators Training Agenda

1. Overview of CCDF and requirements for AI/AN grantees
2. Program implementation
3. Training and technical assistance resources and tools



# Introduction



- ◆ What is the Child Care and Development Fund?
- ◆ What is the difference between the Child Care and Development Block Grant (CCDBG) and CCDF?
- ◆ What is CCDF reauthorization and the final rule?
- ◆ How is CCDF administered at the federal level?

# What Are CCDBG and CCDF?

The CCDBG Act of 2014 is the law (along with section 418 of the Social Security Act) that authorizes the Child Care and Development Fund (CCDF), which is the primary federal funding source devoted to the following goals:

- ◆ Providing low-income families who are working or participating in education and training with help paying for child care; and
- ◆ Improving the quality of child care by funding activities that build the skills and qualifications of the teacher workforce, support child care programs in achieving higher standards, and provide consumer education to help parents select child care that meets their families' needs.

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

# CCDBG Reauthorization

- ◆ 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, the Office of Child Care (OCC) offered several opportunities for Tribes and AI/AN CCDF Administrators to provide input on the proposed regulations through the Notice of Proposed Rule Making (NPRM).
- ◆ In September 2016, OCC published the final rule to define how the law applies to AI/AN CCDF grantees.

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



# Major Provisions of the Final Rule

- ◆ The final rule addresses the CCDBG Act of 2014:
  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 children from low-income families; and
  4. Enhance the quality of child care.

Source: Child Care and Development Fund (CCDF) Program, 81 Fed. Reg. 67,438–67,441 (Sept. 30, 2016) (codified at 45 C.F.R. pt. 98).

# Federal Administration of CCDF



## Office of Child Care (OCC)

Administration for Children and Families (ACF)

U.S. Department of Health and Human Services (HHS)



Source: Administration for Children and Families, U.S. Department of Health and Human Services. (2017). Offices [Webpage]. Retrieved from <https://www.acf.hhs.gov/about/offices>



U.S. Department of  
Health & Human Services

## Regions



Source: Administration for Children and Families, U.S. Department of Health and Human Services. (2014). Regional Offices [Webpage]. Retrieved from <https://www.hhs.gov/about/agencies/iea/regional-offices/index.html?language=en>

# Eligibility for AI/AN CCDF Grantees

## ◆ Individual AI/AN grantees

- Must be a federally recognized Tribe
- Must have at least 50 children younger than 13 years living on or near the reservation
- Must have a reservation (except Tribes in AK, CA, and OK)
- Must have the resources necessary to carry out CCDF requirements

## ◆ Consortium grantees

- Must meet CCDF eligibility requirements 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 plan

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



# AI/AN Lead Agency Designation

- ◆ AI/AN CCDF grantees must designate a Lead Agency to apply for funding and be accountable for administering the CCDF program.
- ◆ AI/AN grantees 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 AI/AN children and families in the tribal community.

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

# Responsibilities of the AI/AN Lead Agency

- ◆ The Lead Agency is responsible for administering the CCDF program and has the authority to
  - administer and implement programs,
  - maintain its overall responsibility for CCDF child care programs,
  - serve as the single point of contact for all child care issues, and
  - develop and administer the CCDF Plan.

Source: Child Care and Development Fund, 45 C.F.R. § 98.11 (2016).

# Types of AI/AN CCDF Administration

## AI/AN CCDF administration (traditional)

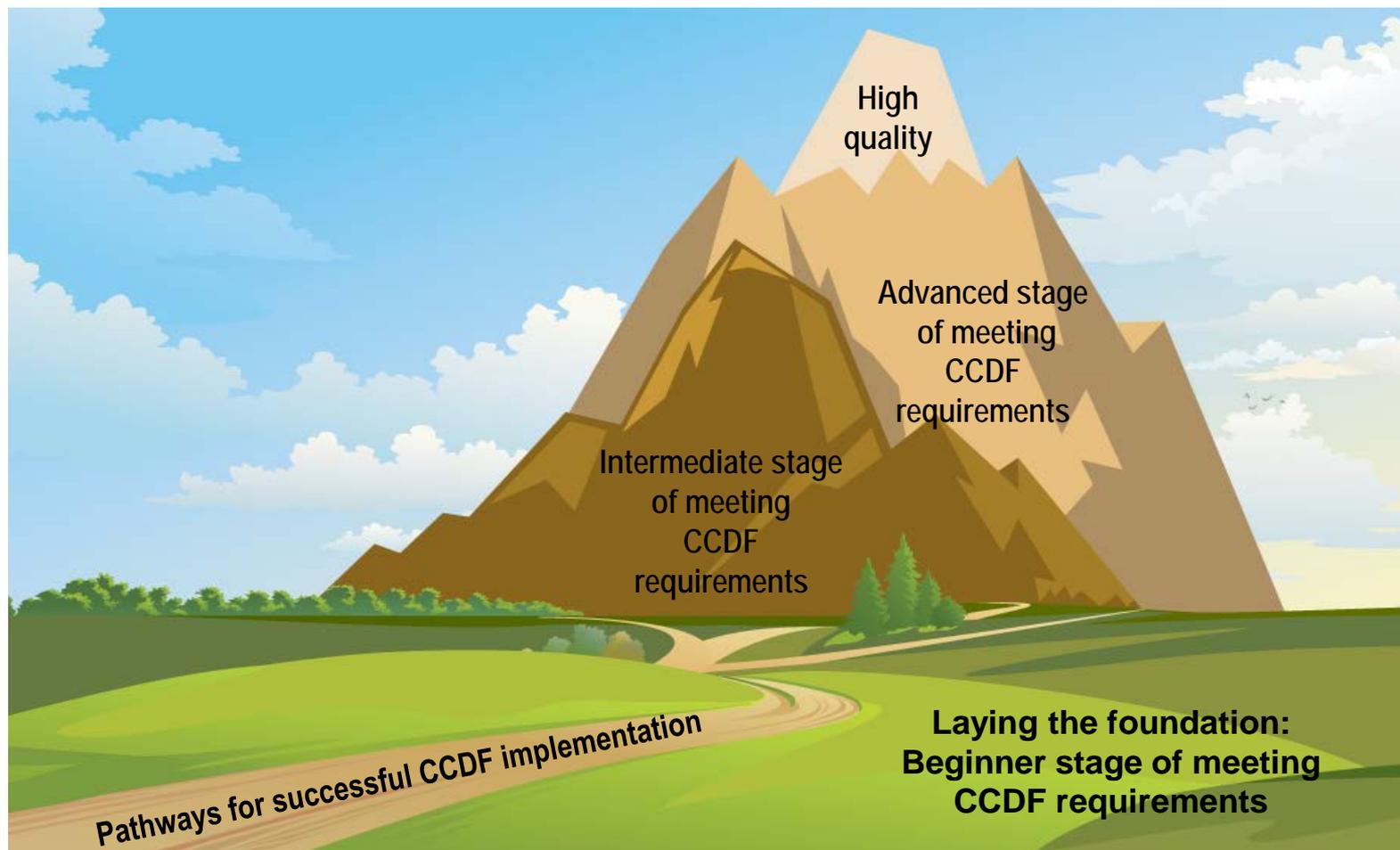
- ◆ Funding comes straight from HHS and is funneled to AI/AN grantees through ACF
- ◆ Reporting submitted to ACF

## Public Law 102–477

- ◆ Funding comes from HHS but is funneled to AI/AN grantees through the U.S. Department of Interior
- ◆ Consolidated with other funds
- ◆ Reporting submitted to U.S. Department of Interior

Note: Both types are required to operate comprehensive CCDF programs under 45 C.F.R. §§ 98–99.

# Successful Implementation of the CCDF Final Rule for Your Program, Community, and Tribe



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





# CCDF Final Rule and Requirements for AI/AN Grantees

- ◆ Establishing three categories of AI/AN grantee sizes based on large, medium, and small CCDF allocations
- ◆ Providing greater flexibility to grantees with lower levels of funding
- ◆ Allowing for categorical eligibility

Source: Child Care and Development Fund, 45 C.F.R. §§ 98.80, 98.83 (2016).



# Tiered Requirements

- ◆ The CCDF requirements for AI/AN CCDF grantees are based on the size of their CCDF allocation.
- ◆ AI/AN CCDF allocations vary:
  - Small;
  - Medium; and
  - Large.

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

# AI/AN Tiered Allocation Framework

- ◆ Large allocation (more than \$1 million)
  - Subject to the majority of CCDF requirements
  - Exempt from some requirements
  - Subject to the monitoring requirements, but allowed the flexibility to propose an alternative monitoring methodology in CCDF Plans
  - Subject to the background check requirements, but allowed to propose an alternative background check approach in CCDF Plans
  
- ◆ Medium allocation (\$250,000 to \$1 million)
  - Allowed the same exemptions as the large allocation category
  - Exempt from operating a certificate program

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

# AI/AN Tiered Allocation Framework

## ◆ Small allocation (less than \$250,000)

- Must spend CCDF funds in alignment with the goals and purposes of CCDF
- Exempt from the majority of CCDF requirements
- Subject to health and safety requirements, including the monitoring and background check requirements
- Subject to quality spending requirements (exempt from infant/toddler quality requirements)
- Subject to a 15 percent administrative cap
- Subject to eligibility definitions of Indian and Indian reservation or service area
- Subject to fiscal, audit, and reporting requirements
- Subject to any other requirement defined by the Secretary of Health and Human Services
- Required to submit an abbreviated CCDF Plan

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

# Exemptions for All AI/AN CCDF Grantees

- ◆ Consumer education website
- ◆ Market rate survey or alternative methodology
- ◆ Increased access to high-quality care in concentrations of poverty
- ◆ Early learning and developmental guidelines
- ◆ Licensing requirements applicable to child care services
- ◆ Certification to develop the CCDF Plan in consultation with the state advisory council
- ◆ Identification of public or private entities designated to receive private funds
- ◆ Description relating to matching funds
- ◆ A definition of very low income
- ◆ A description of how the Lead Agency will meet the needs of certain families
- ◆ Training and professional development framework
- ◆ Tribes that receive medium or small CCDF allocations are also exempt from the requirement of operating a certificate program
- ◆ Quality progress report (QPR)

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

# Public Law 102–477 (P.L. 102–477)

- ◆ Permits tribal governments to consolidate a number of federal programs into a single coordinated, comprehensive program
- ◆ CCDF is one of the programs that Tribes may include in the operation of a P.L. 102–477 program
- ◆ The U.S. Department of the Interior (DOI) serves as the lead federal agency for all P.L. 102–477 plans
- ◆ Eligible tribal applicants may choose to streamline tribal services by submitting a consolidated plan to DOI

Source: Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. (2015). Program instruction: CCDF-ACF-PI-2016-04. Retrieved from <https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2016-04>

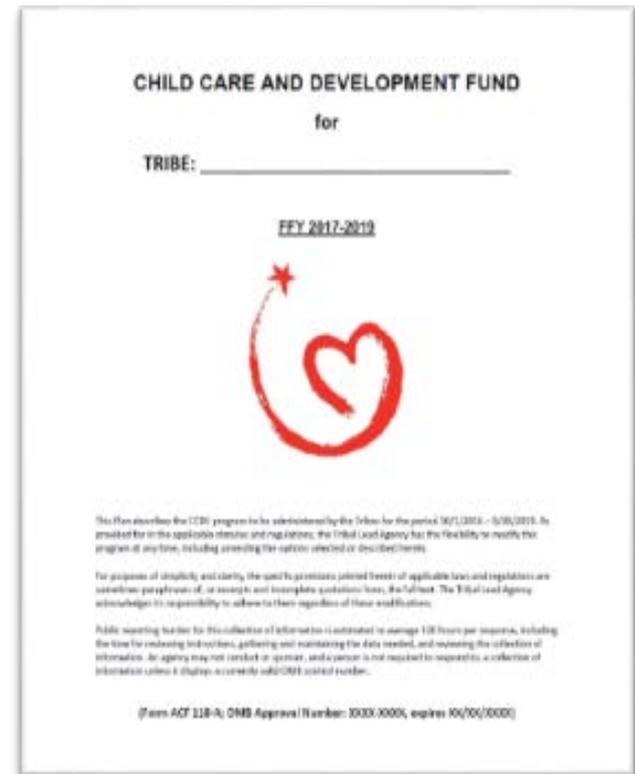
# Application for AI/AN CCDF Funding

- ◆ Triennial CCDF Plan
- ◆ Required annual information
- ◆ Office of Child Care issues new program instruction for application procedures with each CCDF Plan cycle
- ◆ Child Count Declaration submitted with triennial CCDF Plan

Source: Child Care and Development Fund, 45 C.F.R. § 98.81 (2016)

# Triennial Plan (ACF-118a)

- ◆ The CCDF Plan outlines how CCDF funds and programs will be administered to meet legislative requirements, federal regulations, and program instructions and guidelines.
- ◆ The CCDF Plan is now effective for **3 years**.



Source: Child Care and Development Fund, 45 C.F.R. § 98.81 (2016).

# CCDF Plan and Allocation Size

- ◆ CCDF Plans are submitted through the Office of Child Care Regional Offices
  - **Medium and large** allocation grantees are required to submit the full tribal CCDF Plan, which provides detailed information about the overall management and implementation of CCDF services.
  - **Small allocation** grantees will submit an abbreviated plan.

CHILD CARE AND DEVELOPMENT FUND  
for  
TRIBE: \_\_\_\_\_  
FFY 2017-2019



This form describes the CCDF program to be administered by the Tribe for the period 10/1/2017 - 9/30/2019. As provided by the applicable statute and regulations, the Tribal Lead Agency for the Tribe has the authority to modify the program at any time, including amending the options selected or described herein.

For purposes of simplicity and clarity, the specific provisions, general terms of applicable laws and regulations are sometimes paraphrased or, in certain cases, incomplete quotations from the full text. The Tribal Lead Agency acknowledges its responsibility to adhere to these regulations if these modifications.

Tribe reporting burden for this collection of information is estimated to average 100 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. In agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

(Form ACF 118-A; OMB Approval Number: XXXX-XXXX, expires XX/XX/XXXX)

Source: Child Care and Development Fund, 45 C.F.R. § 98.81 (2016).

# Child Count Declaration

- ◆ Child Count Declaration certifies the number of Indian children younger than 13 years who reside on or near the tribe's service area.
- ◆ AI/AN Lead Agency *may not* count any child who is included in the child count of another CCDF AI/AN Lead Agency.
- ◆ Child Count is now due **every 3 years** with the CCDF Plan (it is no longer due annually).



Source: Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. (2016). *FY 2017–2019 tribal plan preprint (Program instruction: CCDF-ACF-PI-2016-03)*. Retrieved from <https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2016-03>



# Looking Back on Our First Stop

- ◆ Gained foundation of CCDF
- ◆ Identified the laws that define the use of CCDF
- ◆ Defined AI/AN eligibility
- ◆ Identified two styles of CCDF administration
- ◆ Explained the responsibility of a AI/AN Lead Agency and its CCDF administrator
- ◆ Described the application for CCDF



## **National Center on Tribal Early Childhood Development**

# **Pathways for Successful Implementation of the CCDF Program: Meeting the Goals of the CCDBG Act and the Final Rule**



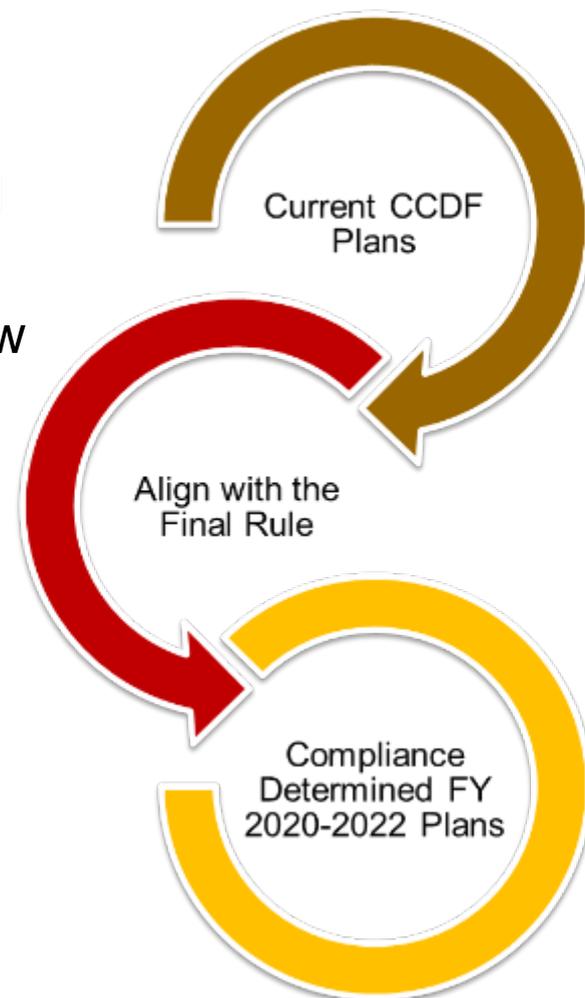
# AI/AN CCDF Plan: Now and Beyond

## ◆ **Now:** 2017–2019 plans

- Phased-in implementation
  - Begin working to align with the final rule
  - Begin preparing for 2019, when new plans are due

## ◆ **Beyond:** 2020–2022 plans

- Compliance determined
  - Tribes have completed alignment with the final rule
  - Alignment to provisions demonstrated in the tribal CCDF Plans



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



# Successful CCDF Implementation

## ◆ Considerations

- Standards
- Policies and procedures
- Monitoring systems
- Forms
- Staff training and supports
- Communication (internal and external)

# AI/AN CCDF Plan

1. Define CCDF leadership and coordination with relevant systems
2. Provide stable child care financial assistance to families
3. Ensure equal access to high-quality child care for children from low-income families
4. Ensure the health and safety of children in child care settings
5. Support continuous quality improvement
6. Program integrity and accountability
7. Tribal CCDF funding
8. Optional abbreviated plan for tribes receiving allocations less than \$250,000



Source: Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. (2016). *FY 2017–2019 tribal plan preprint (Program instruction: CCDF-ACF-PI-2016-03)*. Retrieved from <https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2016-03>



# 1. Define CCDF Leadership and Coordination With Relevant Systems

- ◆ AI/AN grantees are required to *consult* with a number of local and state entities when developing their CCDF Plans.
- ◆ AI/AN grantees are required to demonstrate how they are *coordinating* the provision of child care services funded under CCDF with other federal, state, and local child care and early childhood development programs to expand accessibility and continuity of care as well as full-day services.

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

# CCDF Leadership and Coordination: Tribal-State Coordination



**Consultation  
on CCDF Plan**



**Access to  
training and  
professional  
development**



**Coordination  
to increase  
access to  
continuity of  
care**



**Leveraging  
existing child  
care to  
increase the  
supply and  
quality of child  
care services**

**Coordination between state and tribal organizations**

Source: Child Care and Development Fund, 45 C.F.R. §§ 98.10, 98.12, 98.14, 98.82 (2016).



# CCDF Leadership and Coordination: Partnerships

- ◆ Partnerships are important to the success of AI/AN child care programs and can be key to meeting program goals for children and families.
- ◆ Key program partners for AI/AN CCDF programs include Head Start, Temporary Assistance for Needy Families, employment services, child welfare, public health, and other tribal and community educational programs.



## 2. Provide Stable Child Care Financial Assistance to Families

- ◆ Eligible children and families
- ◆ Application and eligibility determination and redetermination processes
- ◆ Improvement of access for vulnerable children and families
- ◆ Family contribution to payment

Source: Child Care and Development Fund (CCDF) Program, 81 Fed. Reg. 67,439–67,440 (Sept. 30, 2016) (codified at 45 C.F.R. pt. 98).

# Eligibility Criteria: Small Allocation Grantees

- ◆ Eligibility criteria
  - Define “Indian child”
  - Define the service area
- ◆ AI/AN children have dual eligibility for CCDF services
- ◆ Small allocation grantees have flexibility when it comes to the provision of AI/AN CCDF services that meet the needs of their particular communities

Source: Child Care and Development Fund, 45 C.F.R §§ 98.20, 98.21, 98.81, 98.83 (2016).

# Eligibility Criteria: Medium and Large Grantees

- ◆ Eligibility criteria
  - Younger than 13 years old
  - Considered an “Indian child”
  - Resides within the service area
  - Family income less than 85 percent of the grantee median income for families of the same size
  - Parent(s) working, enrolled in job training or education, or receiving or need to receive protective services
- ◆ AI/AN children have dual eligibility for CCDF services
- ◆ Family contribution via copayment

Source: Child Care and Development Fund, 45 C.F.R §§ 98.20, 98.21, 98.81 (2016).



# Stable Financial Assistance

- ◆ Promoting continuity of care via 12-month eligibility
- ◆ Supporting continuity during eligibility periods
- ◆ Providing a graduated phase out
- ◆ Improving access for vulnerable children and families

Source: Child Care and Development Fund, 45 C.F.R. § 98.21 (2016).

# 3. Ensure Equal Access to High-Quality Child Care for Low Income Families

- ◆ **These requirements apply to medium and large allocation grantees**
- ◆ Provision of direct child care services
- ◆ Assessment of child care market rates
- ◆ Payment rate setting for child care services
- ◆ Payment practices and timeliness of payments to providers
- ◆ Supply-building strategies to meet the needs of certain populations



Source: Child Care and Development Fund (CCDF) Program, 81 Fed. Reg. 67,439–67,440 (Sept. 30, 2016) (codified at 45 C.F.R. pt. 98).

# Child Care Options for Medium and Large Allocation Grantees

- ◆ CCDF regulations define three categories of care based on setting:
  - **In-home child care:** Care provided in the child's home
  - **Family child care:** Care provided by one caregiver (family child care provider) in a private residence other than the child's residence
  - **Center-based child care:** Group care provided in a facility outside the child's or provider's home



Source: Child Care and Development Fund, 45 C.F.R. § 98.2 (2016).

# How Are Child Care Services Provided?

- ◆ **Certificate program:** Families may obtain a certificate that they can use to purchase the child care of their choice from the full range of available providers that meet the eligibility requirements.
  - **AI/AN grantees with small and medium allocations (\$1 million or less) are not required to operate a certificate program.**
- ◆ **Tribally operated child care center:** AI/AN grantees can choose to operate their own child care facilities.
- ◆ **Contracts and grants:** AI/AN grantees can choose to contract with, or provide grants to, eligible providers to make child care slots available to families who participate in the child care assistance program.
- ◆ There is flexibility for AI/AN CCDF grantees to meet the needs of their communities



# Equal Access Requirements for Medium and Large Allocation Grantees

- ◆ Enhancing provider payment rates
- ◆ Improving payment practices and provider stability

Source: Child Care and Development Fund, 45 C.F.R §§ 98.45, 98.83 (2016).

# 4. Ensure the Health and Safety of Children in Child Care Settings

- ◆ Requirements for standards, monitoring, and training on 11 topics
- ◆ The monitoring and enforcement of policies and practices
- ◆ Criminal background checks



Source: Child Care and Development Fund (CCDF) Program, 81 Fed. Reg. 67,438–67,439 (Sept. 30, 2016) (codified at 45 C.F.R. pt. 98).

# Required Health and Safety Topics

- (i) The prevention and control of infectious diseases (including immunizations);
- (ii) Prevention of sudden infant death syndrome and use of safe sleeping practices;
- (iii) Administration of medication, consistent with standards for parental consent;
- (iv) Prevention and response to emergencies due to food and allergic reactions;
- (v) Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic;
- (vi) Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment;
- (vii) Emergency preparedness and response planning for emergencies resulting from a natural disaster, or a man-caused event (such as violence at a child care facility);
- (viii) Handling and storage of hazardous materials and the appropriate disposal of biocontaminants;
- (ix) Appropriate precautions in transporting children, if applicable;
- (x) Pediatric first aid and cardiopulmonary resuscitation; and
- (xi) Recognition and reporting of child abuse and neglect.

Source: Child Care and Development Fund, 45 C.F.R §98.41 (2016).

# Required Health and Safety Trainings

- ◆ Infectious Disease Control (including Immunizations)
- ◆ Safe Sleep
- ◆ Medication Administration
- ◆ Allergy Response
- ◆ Physical Environment
- ◆ Prevention of Child Abuse and Neglect
- ◆ Emergency Preparedness
- ◆ Hazardous Materials Storage and Disposal
- ◆ Transportation (if applicable)
- ◆ Pediatric CPR and First-aid
- ◆ Child Abuse and Neglect Recognition and Reporting
- ◆ Child Development (from §98.44-Training and Professional Development)

Source: Child Care and Development Fund, 45 C.F.R §§ 98.41, 98.44 (2016).

# Health and Safety Requirements for All Grantees: Monitoring and Inspections

- ◆ Lead Agencies must have requirements for health, safety, and fire monitoring and inspection
  - Licensed or regulated CCDF providers
    - One prelicensure inspection
    - An annual unannounced inspection
  - License-exempt CCDF providers
    - An annual inspection
- ◆ CCDF final rule allows flexibility for AI/AN grantees to propose an alternative monitoring strategy



Source: Child Care and Development Fund, 45 C.F.R §§ 98.42, 98.83 (2016).



# Health and Safety Requirements: Criminal Background Checks

- ◆ AI/AN grantees must have comprehensive background checks in place for child care staff members of:
  - all licensed, regulated, or registered providers; and
  - all providers eligible to deliver CCDF-funded services.
- ◆ Background checks are required for child care staff and for those age 18 or older residing in family child care homes.
- ◆ CCDF final rule allows flexibility for AI/AN grantees to propose an alternative background check approach.

Source: Child Care and Development Fund, 45 C.F.R §§ 98.43, 98.83 (2016).

# 5. Support Continuous Quality Improvement

- ◆ Child care quality improvement goals
- ◆ Quality improvement through provider training and professional development
- ◆ The promotion of family engagement through outreach and consumer education
- ◆ Other quality improvement activities
- ◆ Funding for quality activities



Source: Child Care and Development Fund (CCDF) Program, 81 Fed. Reg. 67,439–67,441 (Sept. 30, 2016) (codified at 45 C.F.R. pt. 98).

# Quality Improvement Activities in the Final Rule

- ◆ All AI/AN grantees are required to spend a percentage of their total CCDF expenditures on **“activities designed to improve the quality of child care services and increase parental options for, and access to high-quality child care.”**

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



# Spending Requirements by Allocation Size

## All AI/AN Grantees

- Subject to an increasing quality set-aside
- Phase-in begins at 4% in Federal Fiscal Year (FFY) 2017
- Increases to 9% by FFY 2022

## Medium and Large Allocation AI/AN Grantees

- Subject to a 3% infant/toddler set-aside
- Begins in FFY 2019

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

# Phase-In Period for Quality Spending Requirements

Quality Spending	FFY 2017	FFY 2018	FFY 2019	FFY 2020	FFY 2021	FFY 2022 (and ongoing)
% Quality Set-Aside (All)	4%	7%	7%	8%	8%	9%
% Infant-Toddler Set-Aside (Medium and Large)	0%	0%	3%	3%	3%	3%
<b>Total % Quality (Small)</b>	<b>4%</b>	<b>7%</b>	<b>7%</b>	<b>8%</b>	<b>8%</b>	<b>9%</b>
<b>Total % Quality (Medium and Large)</b>	<b>4%</b>	<b>7%</b>	<b>10%</b>	<b>11%</b>	<b>11%</b>	<b>12%</b>

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

# Allowable Quality Improvement Activities

Quality funds must be used to carry out **at least one** of the following:

- ◆ Training and professional development
- ◆ Early learning and development guidelines
- ◆ Tiered quality rating and improvement system
- ◆ Quality and supply of infant/toddler services
- ◆ Child care resource and referral services
- ◆ Licensing and health and safety requirements
- ◆ Quality evaluation
- ◆ Accreditation
- ◆ High-quality program standards
- ◆ Other measurable quality activities as determined by the AI/AN Lead Agency

Source: Child Care and Development Fund, 45 C.F.R. § 98.53 (2016).

# Consumer Education Overview

- ◆ Consumer and provider education requirements (§ 98.33)
  - a) Consumer education website\*
  - b) Additional consumer education information for parents, providers, and the public
  - c) Information about developmental screenings
  - d) Consumer statement for CCDF families
  
- ◆ \*Tribes are exempt from requirement to build a website (§ 98.33(a)).
  - “Tribal Lead Agencies still must collect and disseminate the provider-specific consumer education information described at § 98.33(a) through (d), but may do so using methods other than a website.”

Source: Child Care and Development Fund, 45 C.F.R. § 98.33 (2016).

# Consumer Education Requirements by Allocation Size

- ◆ AI/AN grantees receiving large and medium allocations are subject to most consumer education requirements
- ◆ AI/AN grantees receiving small allocations are exempt from consumer education requirements

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



# Consumer Education Requirements for Medium and Large Allocation AI/AN Grantees

- ◆ Collect and disseminate information regarding the following:
  - Tribal policies and procedures;
  - Provider-specific information;
  - Aggregate annual data on death, serious injuries, and instances of child abuse;
  - Referrals to local child care resource and referral organizations;
  - How parents can contact the AI/AN Lead Agency or its designee and other programs to help them understand consumer education information;
  - Availability of child care and related services;
  - Research and best practices;
  - Policies regarding social-emotional behavioral health; and
  - Developmental screening.
- ◆ Develop and share a consumer education statement

Source: Child Care and Development Fund, 45 C.F.R. § 98.33 (2016).

# Parental Complaints

- ◆ “Establish or designate a **hotline or similar reporting process** for parents to submit complaints about child care providers.”
- ◆ Maintain a record of substantiated parent complaints
- ◆ Make information about these complaints available to the public upon request
- ◆ Describe in the CCDF Plan processes for the following:
  - Substantiating and responding to complaints; and
  - Maintaining a record of these complaints and making them available to the public

Source: Child Care and Development Fund, 45 C.F.R. § 98.32 (2016).

# Reporting on Quality Improvement Activities

- ◆ AI/AN Lead Agencies are exempt from the requirement to complete the quality progress report.
- ◆ **However**, AI/AN grantees must report on quality expenditures each fiscal year.

Source: Child Care and Development Fund, 45 C.F.R. §§ 98.53, 98.83 (2016).



# 6. Program Integrity and Accountability

- ◆ Financial management
- ◆ Program planning and budgets
- ◆ Program integrity
- ◆ Audits
- ◆ Financial reporting
- ◆ Administrative costs
- ◆ Restrictions on use of funds
- ◆ Construction and renovation
- ◆ Program reporting





# Financial Management and Data Reporting

- ◆ Our National Center on Tribal Early Childhood Development can support you by:
  - offering an in-depth presentation on financial management and data reporting as part 2 of the new administrators training; and
  - referring you to available resources in this area, such as those found at the end of this presentation.



# 7. Tribal Funding

- ◆ Availability of funds
  - Allotments from the discretionary fund
  - Allotments from the mandatory fund
- ◆ Obligation and liquidation
- ◆ Reallotment and redistribution



## 8. Optional Abbreviated Plan for Small Allocation Grantees

- ◆ Abbreviated plan is aligned with requirements for small allocation grantees
- ◆ Health and safety
- ◆ Quality spending
- ◆ Eligibility definitions of “Indian child” and “service area”
- ◆ Fiscal, audit, and reporting requirements

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

# Small Allocation Grantee Requirements

- ◆ Must spend CCDF funds in alignment with the goals and purposes of CCDF
- ◆ Exempt from the majority of CCDF requirements
- ◆ Subject to health and safety requirements, including monitoring and background check requirements
- ◆ Subject to quality spending requirements (exempt from infant/toddler quality requirements)
- ◆ Subject to a 15 percent administrative cap
- ◆ Subject to eligibility definitions of Indian and Indian reservation or service area
- ◆ Subject to fiscal, audit, and reporting requirements
- ◆ Subject to any other requirement defined by the Secretary of Health and Human Services
- ◆ Required to submit an abbreviated CCDF Plan

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



# National Center on Tribal Early Childhood Development

## Resources for AI/AN CCDF Administrators



# Where

# Do We

# Start?



# Available Training and Technical Assistance Resources

- ◆ [Office of Child Care](#)
- ◆ [National Center on Tribal Early Childhood Development \(NCTECD\)](#)
- ◆ [Early Childhood Training and Technical Assistance System](#)
- ◆ [Early Childhood Learning and Knowledge Center \(ECLKC\)](#)
- ◆ [Tribal Early Childhood Research Center \(TRC\)](#)

# Additional Resources

- ◆ [Office of Child Care CCDF Reauthorization Website](#)
- ◆ [CCDF Final Rule](#) (Federal Register)
- ◆ [CCDF Final Rule Tribal Fact Sheet](#) (Office of Child Care, 2016)
- ◆ [Child Care 2016 Final Regulations Overview Webinar for Tribes](#) (Office of Child Care, 2016)

# Program Instructions

Number	Description
<a href="#">Program Instruction: CCDF-ACF-2017-02</a> April 3, 2017	This instruction is a reminder to CCDF Tribal Lead Agencies of the annual financial reporting requirements (i.e., ACF-696T), consistent with the terms and conditions of the CCDF program. The Office of Management and Budget (OMB) approved the Form ACF-696T under OMB 0970-0195.
<a href="#">Program Instruction: CCDF-ACF-2016-06</a> December 5, 2016	This instruction is a reminder to Tribal Lead Agencies of the CCDF annual reporting requirements (i.e., ACF-700), consistent with the terms and conditions of the CCDF program.
<a href="#">Program Instruction: CCDF-ACF-PI-2016-03</a> June 14, 2016	This instruction transmits guidance for completing and submitting the CCDF Tribal Plan Preprint (ACF-118-A) (Attachment A) for the CCDF program Fiscal Year (FY) 2017-2019 triennial Section 658E of the CCDBG Act relevant to Tribes
<a href="#">Program Instruction: CCDF-ACF-2016-05</a> November 29, 2016	This instruction provides procedures for requests from Tribal Lead Agencies to use CCDF monies for construction or major renovation of child care facilities.
<a href="#">Program Instruction: CCDF-ACF-PI-2015-06</a> June 4, 2015	This instruction provides information on the procedures to consolidate the CCDF program with other employment and training funding sources under a Pub. L. 102-477 plan.
<a href="#">Program Instruction: CCDF-ACF-PI-2015-05</a> June 4, 2015	This instruction informs Tribes and tribal organizations of the process for obtaining Fiscal Year (FY) 2016 CCDF tribal mandatory and discretionary funds.



# Pathway to Successful Implementation of CCDF

- ◆ We can work with your regional office to schedule trainings specific to your region.
- ◆ We can provide tailored training and technical assistance.
- ◆ We can support peer learning groups.
- ◆ We can provide webinars on specific topics.
- ◆ We can help you navigate the many resources developed by the Office of Child Care and the Office of Head Start.

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