



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Child Care



Virtual TSTAM

Virtual Tribal, State, and Territory Administrators Meeting 2020





– Welcome –

Virtual TSTAM 2020

Full Audience 1st Event (Full–1 Event)
for Tribal CCDF Administrators

Wednesday, October 7, 2020

1:00 to 4:00 p.m. (EDT)

www.occ-cmc.org/VTSTAM

Technical Support

- By phone:
703-828-8435
- By email:
registration@tstam.org





**Tips for
STRONGER
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connection
are available
on our
website.**

www.OCC-cmc.org/VTSTAM





For today's agenda,
presenter info, resources,
and to register for the next 2
events (October 14 and 21)
visit our website at

www.occ-cmc.org/VTSTAM



Zoom Features

Mute/Unmute:

On bottom left.
(phone * 6)



Speaker View:

Recommended over
Gallery (top right)



Participants:

Raise hand (phone * 9)
Yes/No responses



Chat Feature:

On bottom right





Zoom Features

The screenshot displays a Zoom meeting interface with the following elements:

- Meeting Title:** Zoom Meeting
- Status:** Recording (indicated by a red dot and a green checkmark icon).
- Participant Grid:** A 3x3 grid of video thumbnails. The participants shown are:
 - Greg Wolfson (top-left)
 - Harrison Schafer (top-middle)
 - Nathan Stone (top-right)
 - Miriam Cleeman (middle-left)
 - Michael Brown (middle-middle)
 - rsalton (middle-right)
 - Laura Morella (bottom-left)
 - Maria (bottom-middle)
 - Shilonda Couttee (bottom-right)
- Participant List (Right Sidebar):** Labeled "Participants (11)", it lists:
 - Harrison Schafer (me)
 - Nathan Stone (Host)
 - Greg Wolfson
 - Laura Morella
 - Michael Brown
- Chat (Right Sidebar):** Labeled "Chat", it shows a search bar and a "To: Everyone" dropdown menu.
- Bottom Toolbar:** Contains icons for Mute, Stop Video, Participants (11), Chat, Share Screen, Record, Reactions, and a red "Leave" button.
- Control Panel (Top Right):** Includes "View" (grid icon), "Speaker" (speaker icon), "Gallery" (checkmark and grid icon), and "Fullscreen" (fullscreen icon).



Agenda

- ◆ Opening and Welcome.....1:00 – 1:15 p.m.
- ◆ Plenary Session: Implementing the Tribal Child Care Management Systems Framework in Your Program.....1:15 – 4:00 p.m.

Welcoming Remarks

Shannon Christian

- ◆ Director of the Office of Child Care
- ◆ U.S. Department of Health and Human Services
- ◆ Administration for Children and Families





Plenary Session



Implementing the Tribal Child Care Management Systems Framework in Your Program

October 7, 2020

Welcome & Introductions





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Presenters



**Melody
Redbird-Post**
Project Director
Technical Assistance
Specialist,
Region I
National Center on Tribal Early
Childhood Development



**Char
Schank**
Technical Assistance
Specialist,
Regions VII & VIII
National Center on Tribal Early
Childhood Development



**Jennà
Broadway**
Program Integrity Subject
Matter Expert
National Center on
Subsidy, Innovation, and
Accountability

Objectives

- Increase awareness of the Tribal Child Care Management Systems Framework
- Explore how to the revised Framework could be used in your CCDF program
- Determine how each system looks in your CCDF program

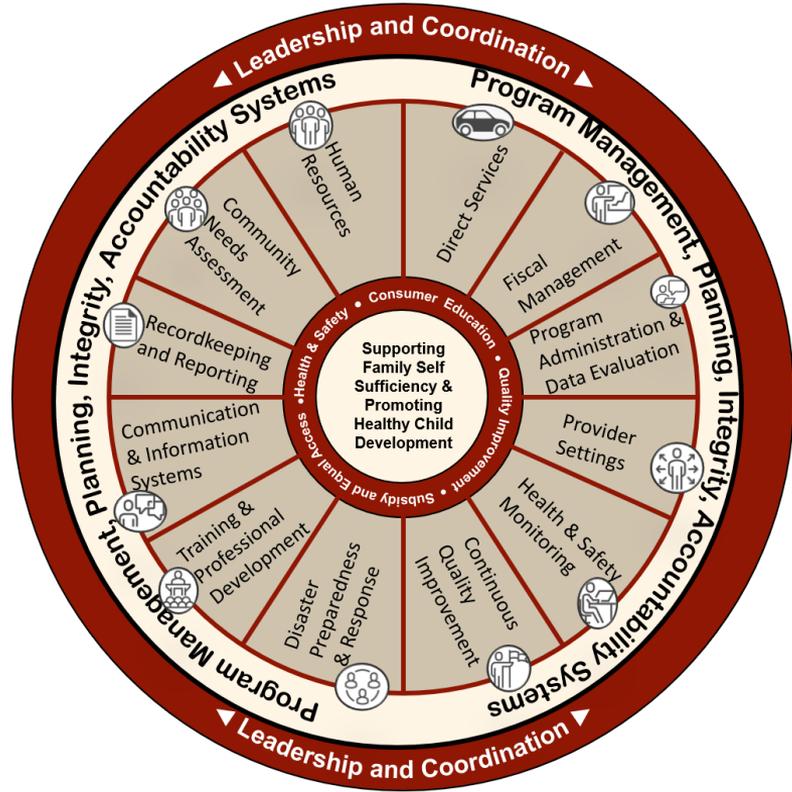
Poll Question

- Did you attend the Overview of the Tribal Child Care Management Systems Framework breakout session during the TSTAM Tribal Pre-day?
 - Yes
 - No

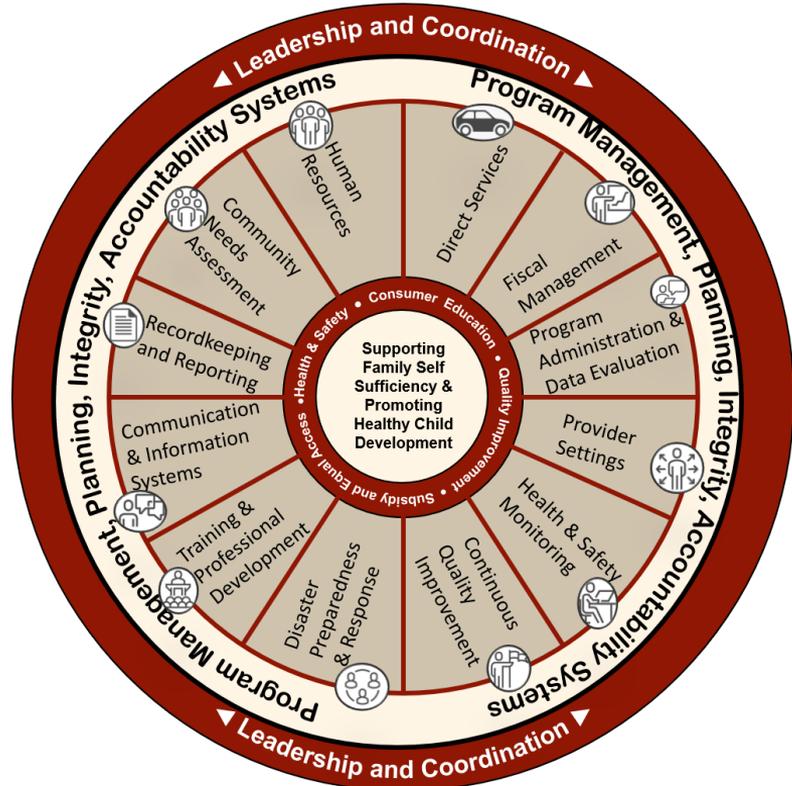


What is the Tribal Child Care Management Systems Framework?

Tribal Child Care Management Systems Framework



Management Systems that Support Effective CCDF Administration





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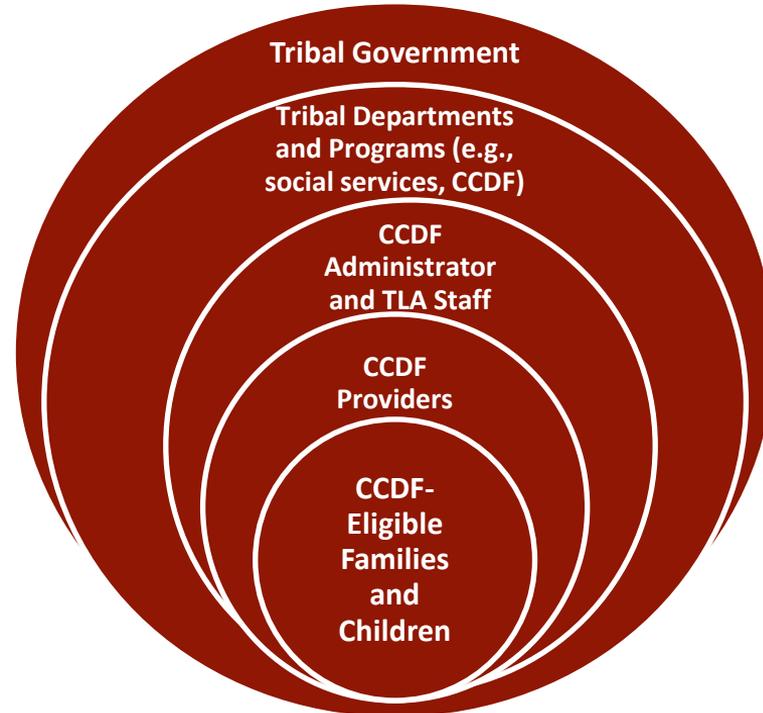
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Where Does CCDF Fit?



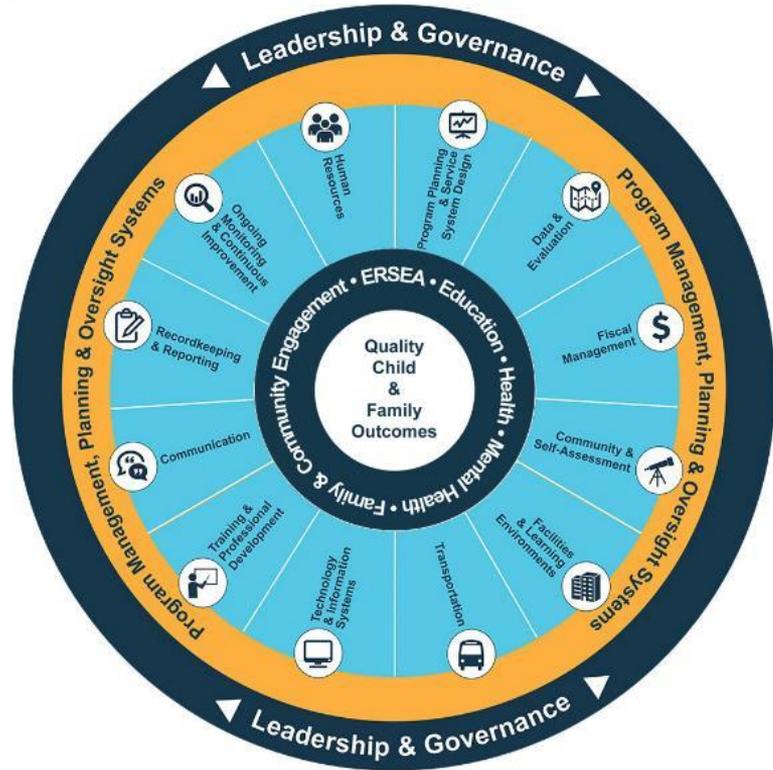


Development of the Tribal Child Care Management Systems Framework

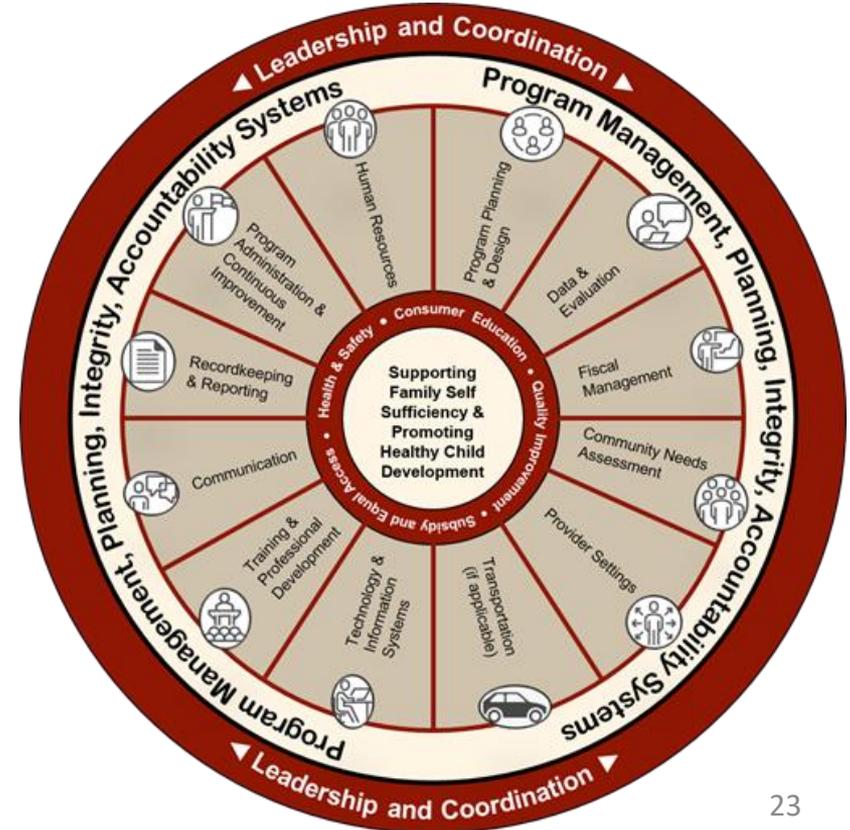
National Center Collaboration

- **National Center on Program Management and Fiscal Operations**
- **National Center on Tribal Early Childhood Development**
 - Piloted a CCDF adaptation of the Head Start Management Systems Wheel in cohort 3 of OCC's Peer Learning and Leadership Network

Head Start Management Systems Wheel



Proposed 2019 Tribal Child Care Management Systems Framework





Tribal Management Institute 2019

- Resources, presentations, handouts available online:

<https://childcareta.acf.hhs.gov/resource/2019-tribal-management-institute-resources>



What Does the Revised Tribal Child Care Management Systems Framework Look Like in Your Program?

What Other CCDF Administrators Have to Say!

“Strengthened my ideas of planning and implementation.”

“Have already started to use tools I learned from the Institute in my offices. Doing strategic planning using short-term and long-term goals.”

“I’ve realized that I still have a lot to learn about my program and how it fully runs. I have only been in my position for 10 months.”

Ideas to improve: “The “wheel” should be more Tribally appropriate.”

“Made me feel self-empowered”

Feedback gathered during the 2019 Tribal Management Institute

What Other CCDF Administrators Have to Say!

"I will use the program and planning concepts in the office."

"Will help us in planning and preparing for the upcoming year. Also an opportunity to look back and evaluate our current practices."

"The framework we are wanting to adopt and infuse in all our policies and procedures."

"Have the knowledge about the CCDF Plan and requirements needed to operate the program that are in the plan"

"It will help in building a better plan for our organization."

"By learning how to do the wheel to begin the process of working toward a goal. Information was good to begin understanding and learning about how things work, budgeting, allocation size, implementation and strategic planning."

Feedback gathered during the 2019 Tribal Management Institute

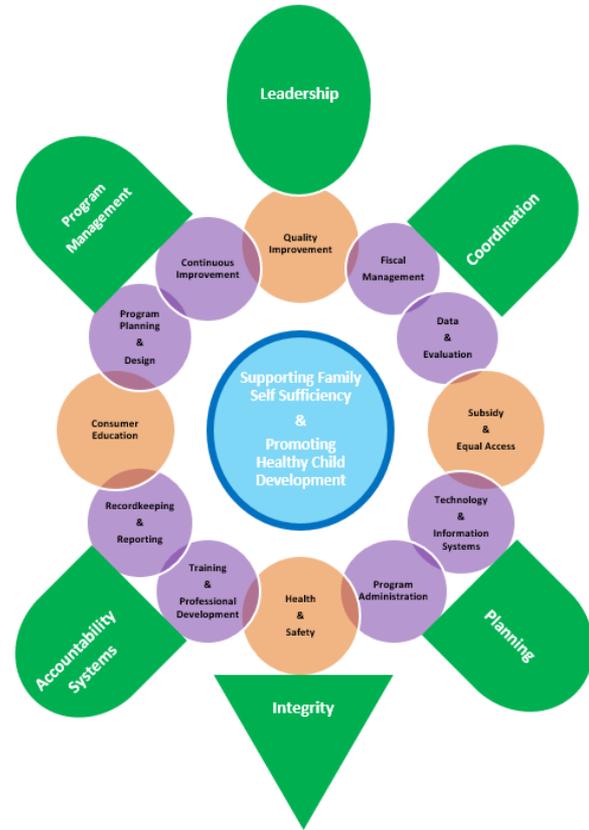
Grantee Spotlight

Sault Ste. Marie Tribe of Chippewa Indians CCDF Program

- Patricia Sterling
– CCDF Coordinator



Sault Tribe's CCDF Management Systems Approach

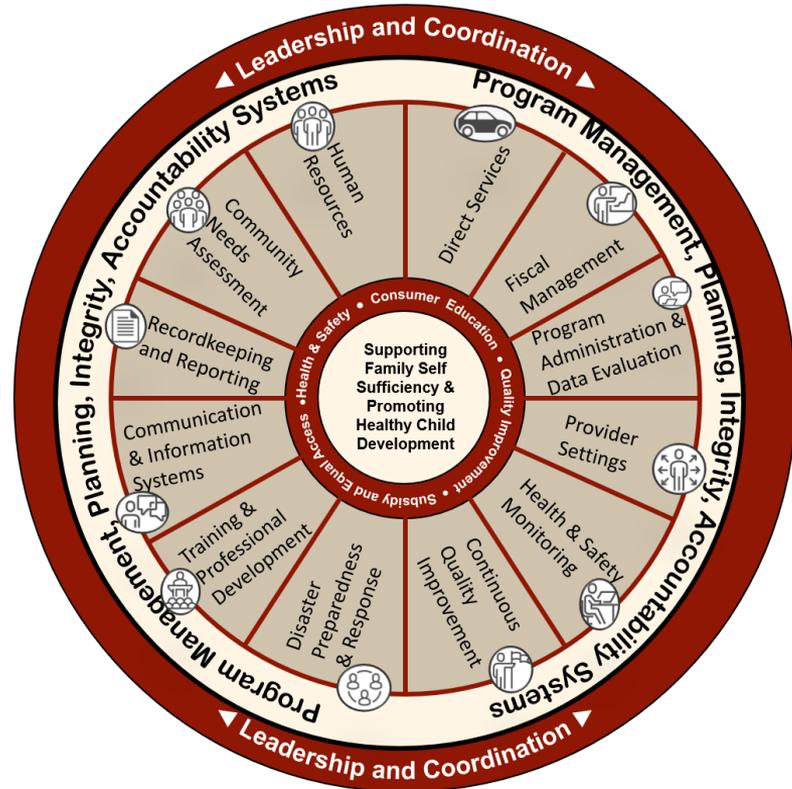




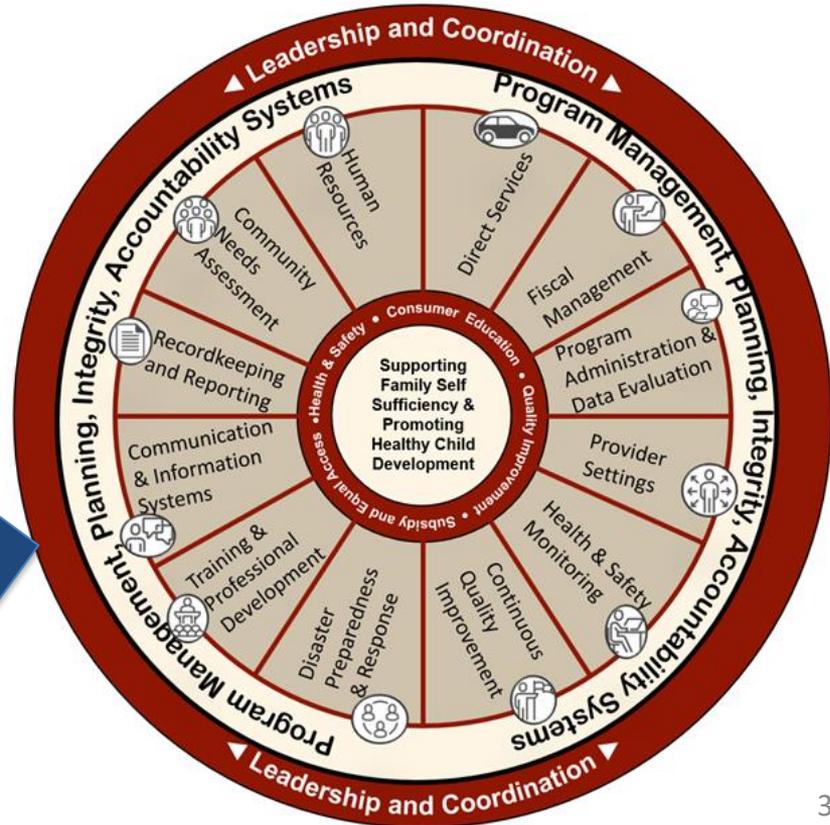
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Revised Tribal Child Care Management Systems Framework

- Incorporates feedback
- Reflects Tribal CCDF
- Aligned with Tribal CCDF Plan and P.L. 102-477 Plan



Leadership and Coordination



Leadership & Coordination

- CCDF program management
- Designated Tribal Lead Agency
- Administrative structure of the program within the Tribal Nation or consortium.

Poll Question

- What is your organizational structure?
 - Standard CCDF program, including Consortia
 - P.L.102-477 Grantee

Grantee Sharing

Please share with us which existing service delivery systems for child care and development services your CCDF program collaborates with to increase the supply and quality of child care.



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Taking a Deeper Dive!



Who

- Who is the contact and the lead for this system?
- Who does our Tribal Lead Agency currently coordinate CCDF services within the Tribal program and community?

What

- What is the process for defining “Indian Child” and “Service Area” for submission with the triennial Tribal CCDF Plan or consolidated P.L. 102-477 plan?
- What is the process for conducting the triennial child count and submitting the Child Count Declaration to the Office of Child Care?

Why

- The guiding questions can assist you in evaluating your system for effectiveness.
- Strong systems can ensure you are meeting the requirements of the CCDBG Act and the final rule.

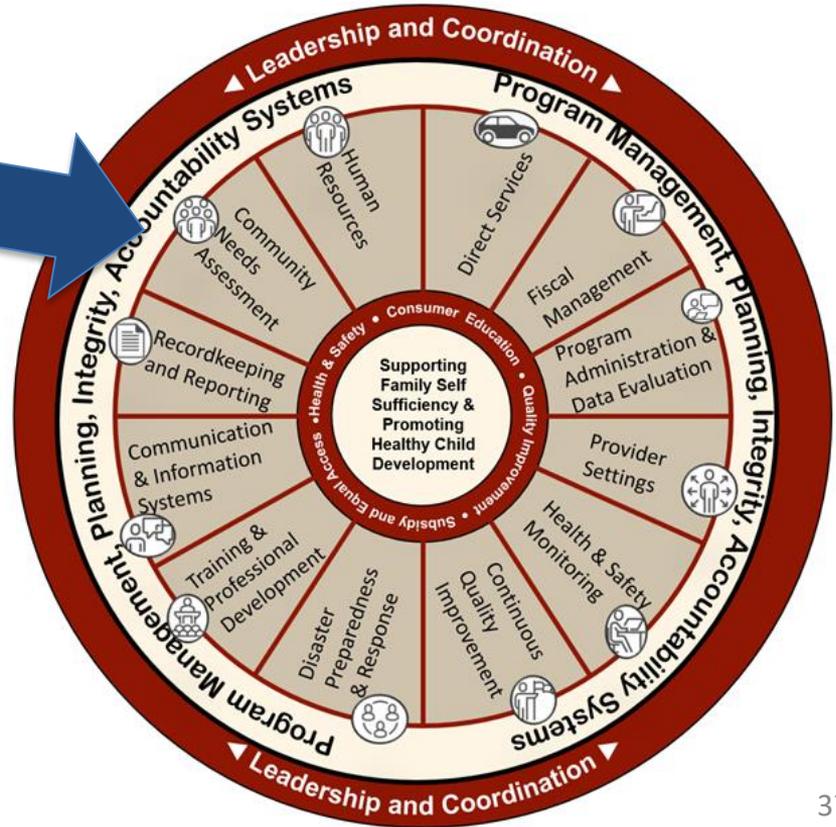


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Program Management, Planning, Integrity, Accountability Systems



Program Management

- Ensures compliance with applicable regulations
- Provides oversight of the expenditure of funds
- Encompasses all 12 management systems

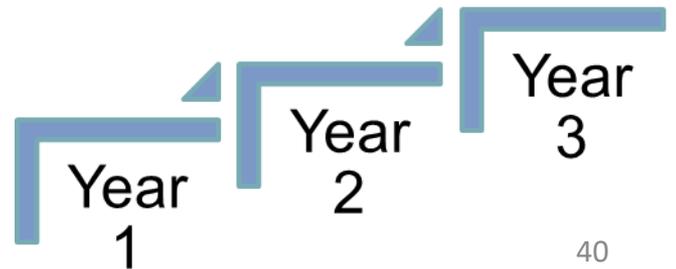
Planning

The CCDF Administrator provides intentional and strategic planning, developing, and designing of the CCDF program so that Tribal children, families, and communities receive high-quality services that meet their unique needs.



3-Year CCDF Plan Cycle

CCDF planning and design revolves around the 3-year CCDF Plan cycle, whether the standard Tribal CCDF Plan or the consolidated P.L. 102-477 Plan, as the CCDF Administrator ensures that the CCDF program successfully meets the goals and activities outlined in the CCDF Plan and explores ways to plan, design, and implement the CCDF program effectively, including quality initiatives.



Grantee Sharing

In what ways will your thoughtful planning efforts around CCDF implementation help you achieve your goals for children, families, and your community?

Integrity & Accountability Systems

- Identifies improper payments and fraud prevention and recovery
- Ensures policies and procedures are in place to monitor programs and services to ensure compliance with CCDF federal regulations

Accountability



**COMPLIANCE WITH
TERMS OF THE GRANT**



**MONITORING FISCAL
OPERATIONS**



DOCUMENTATION

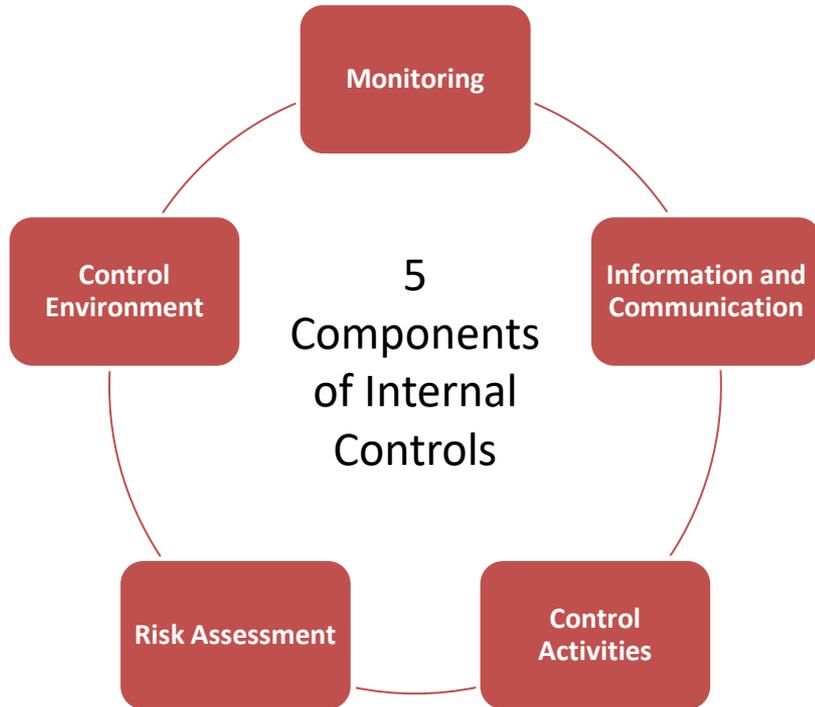


**PROGRAM ASSETS,
PROPERTY, AND
INCOME**



**IMPROPER PAYMENTS
AND RECOVERY**

Internal Controls





Grantee Sharing

How does your planning process support implementation of the CCDF program?



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Taking a Deeper Dive!



Who

- Who is the contact and the lead for this system?
- Who ensures ongoing communication between the CCDF program and the Tribal Nation government or consortium's financial management system?

What

- What strategies does our CCDF Administrator ensure that all 12 management systems work together to effectively implement the CCDF program?
- What internal controls are in place relevant to the CCDF program's role within our Tribal Nation government or consortium's financial management system?

Why

- The guiding questions can assist you in evaluating your system for effectiveness.
- Strong systems can ensure you are meeting the requirements of the CCDBG Act and the final rule.

Time for a Break



5 minutes

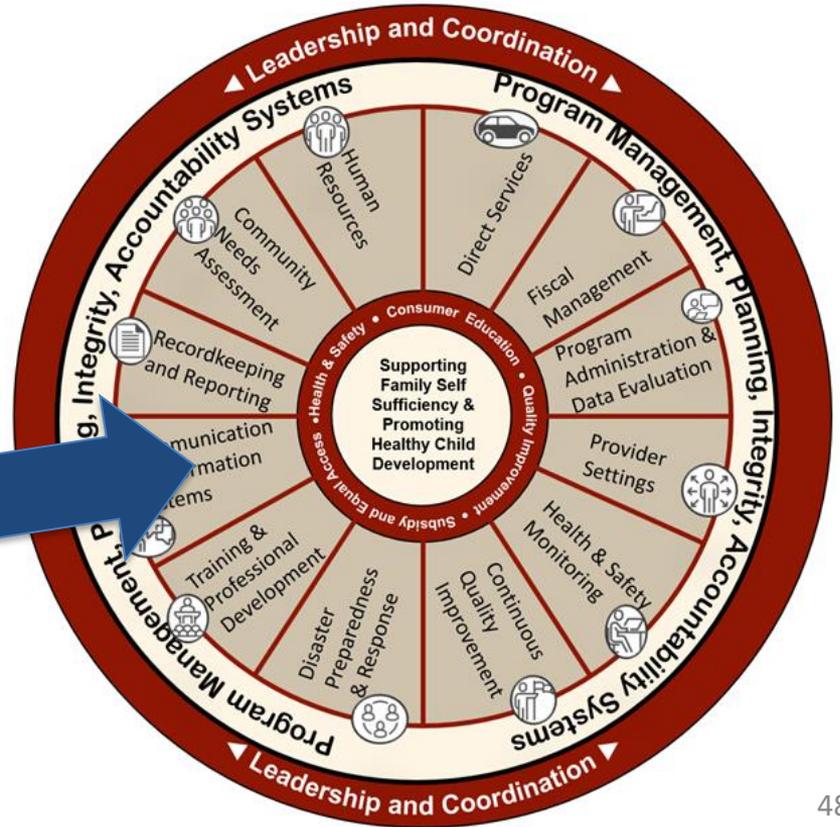


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12 Management Systems



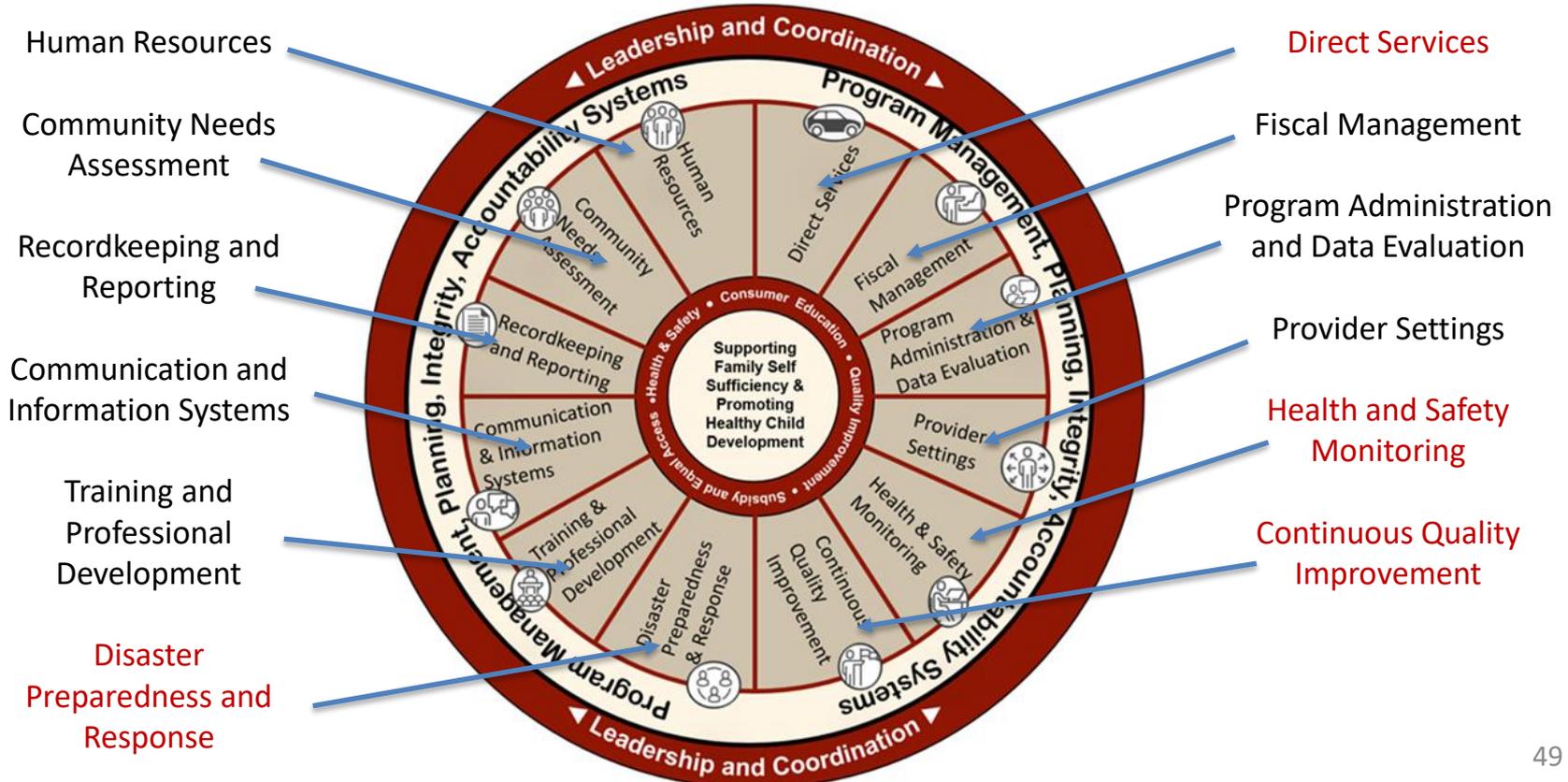


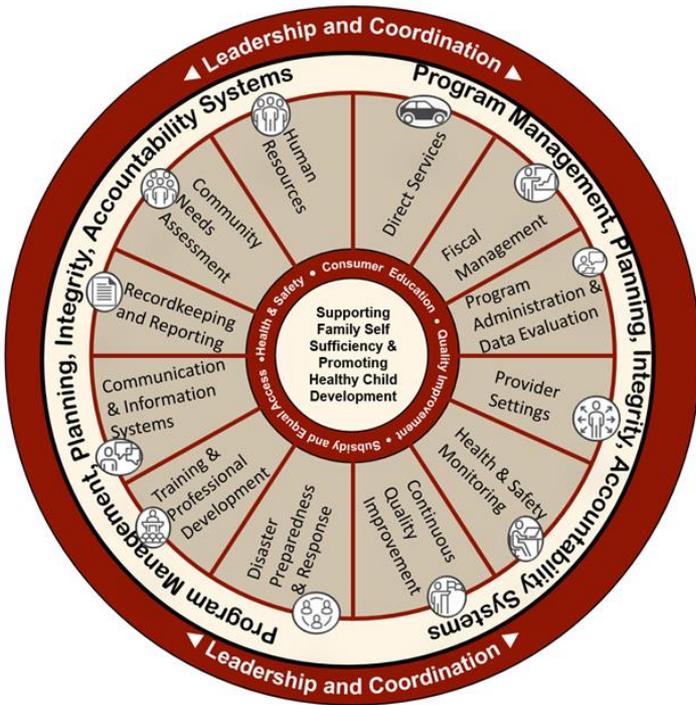
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Program Administration & Data Evaluation

Program Administration



This system involves Tribal Lead Agency activities to develop an effective ongoing monitoring system that supports program integrity, internal controls, and accountability.

Data Evaluation

- CCDF Administrators can implement a process or timeline for gathering internal reports (data) to review and evaluate that will inform the way that CCDF services are delivered to meet the needs of Tribal children and families.
- The CCDF Administrator can consider how data collection and data analysis are embedded in all aspects of the CCDF program in a way that ensures that the Tribal Lead Agency has the necessary information to make data-driven decisions to implement effective CCDF services.





Grantee Sharing

What information do we look at to make informed decisions to ensure continuous quality improvement of our CCDF program?



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Taking a Deeper Dive!



Who

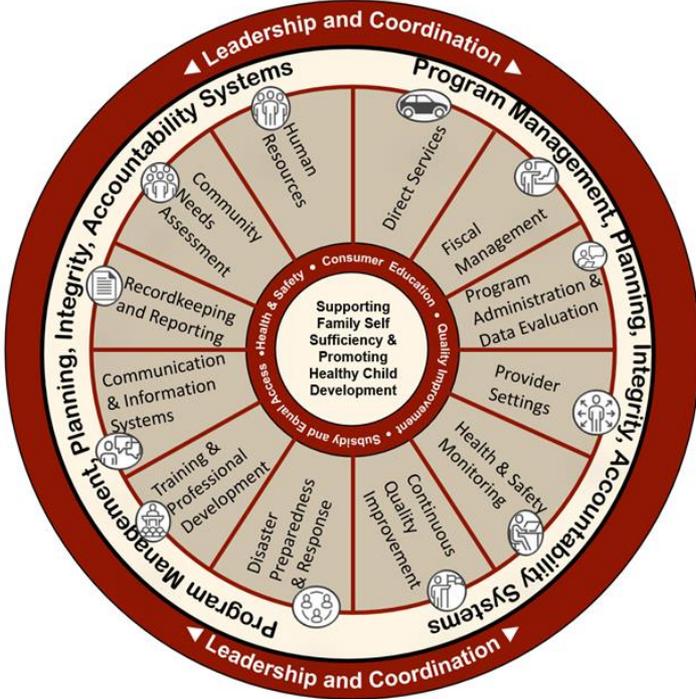
- Who is the contact and the lead for this system?
- Who ensures staff are trained and engaged in ongoing review efforts according to our developed timeline?

What

- What CCDF information collection is required, and are there other data we want about our children and families?
- What program information reviewed is used to support our planning efforts to ensure continuous quality improvement?

Why

- The guiding questions can assist you in evaluating your system for effectiveness.
- Strong systems can ensure you are meeting the requirements of the CCDBG Act and the final rule.



Provider Settings

Provider Settings

The provider settings system includes requirements for providers, establishing provider recruitment processes, the ways in which providers are orientated to the expectations of the CCDF program, communicating with providers, and ensuring policies and practices are in place to support providers.

For those Tribal Lead Agencies that administer Tribally Operated Centers through their CCDF programs, their processes may involve

- requirements for staff,
- establishing staff recruitment and retention processes,
- staff orientation,
- staff qualifications,
- and staff policies and procedures.



Poll Question

Which provider types do you use in your CCDF program?

- Center-based care
- Family child care
- In-home care
- None (Tribes with small allocation sizes only)



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Taking a Deeper Dive!



Who

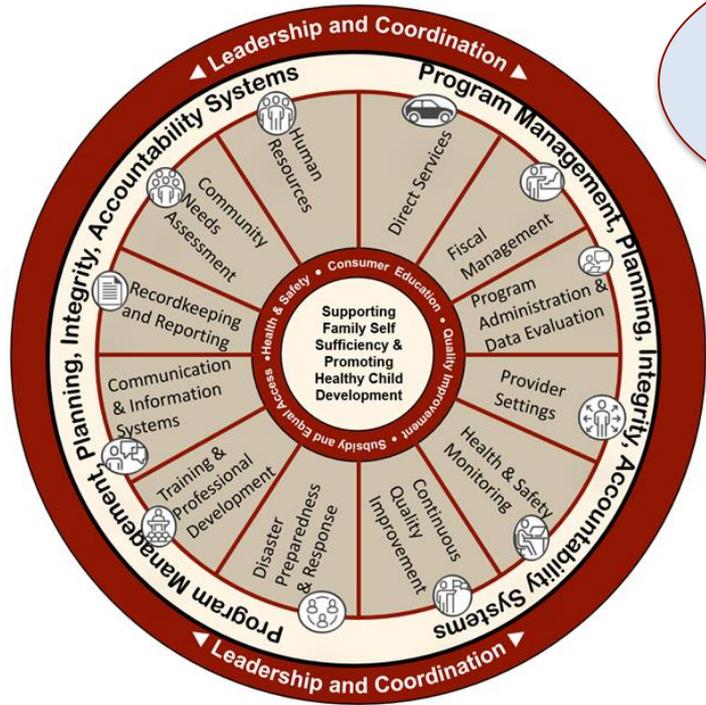
- Who is the contact and the lead for this system?
- Who ensures that the learning environments in all of our provider settings are appropriate and high quality for the children we serve?

What

- What supports are given to providers who provide culturally and linguistically appropriate activities?
- What determines if our child/staff ratios, group sizes, and teacher qualifications meet the needs of the children in our community?

Why

- The guiding questions can assist you in evaluating your system for effectiveness.
- Strong systems can ensure you are meeting the requirements of the CCDBG Act and the final rule.



“To document responsibility for implementation, monitoring, and enforcement for staff parents and providers.”
Region VIII Tribal Grantee Call

Health & Safety Monitoring

Health & Safety Monitoring

- Health and safety standards that are in place
- Adequate training of staff, providers and monitors
- Ensure compliance with health and safety standards
- Information gathered is used to increase the health and safety of child care

Standards, Training & Monitoring

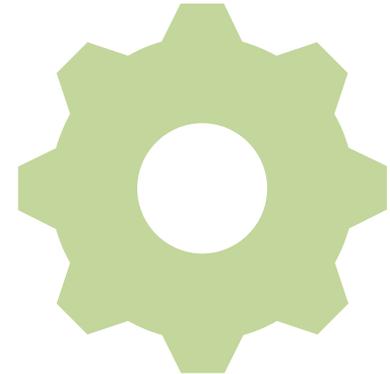
The combination of standards, training and monitoring are key pieces to this system and would not be complete if one of the pieces were missing.



Grantee Sharing

Which piece of this system is the most challenging for you and why?

- Standards
- Training
- Monitoring





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Taking a Deeper Dive!



Who

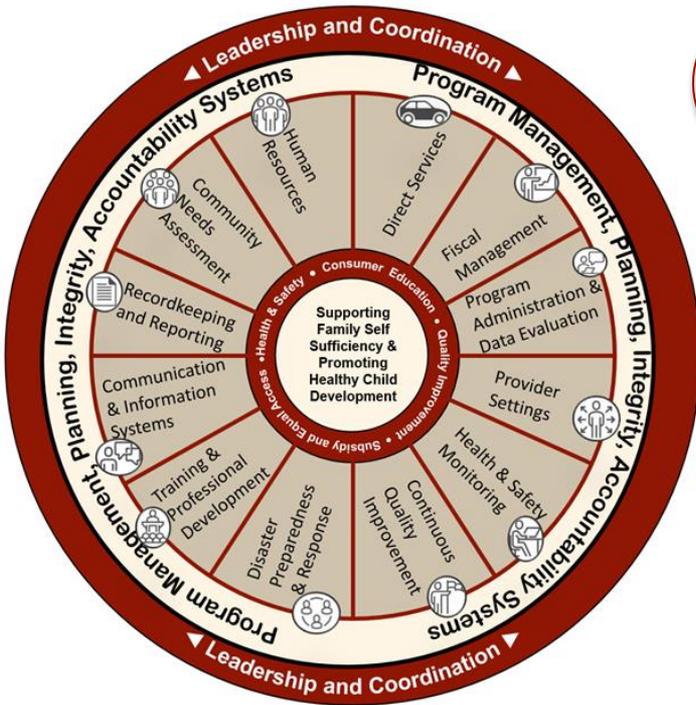
- Who is the contact and the lead for this system?
- Who ensures providers and Tribally Operated Centers are monitored according to the CCDF requirements?

What

- What enforceable health and safety standards do we have in place?
- What monitoring and enforcement practices do we have in place for each type of child care provider?

Why

- The guiding questions can assist you in evaluating your system for effectiveness.
- Strong systems can ensure you are meeting the requirements of the CCDBG Act and the final rule.



“Ideas to improve: Quality activities and ideas of ways to spend the mandatory quality funds.”
Tribal Management Institute

Continuous Quality Improvement





Continuous Quality Improvement

- The system of continuous quality improvement involves the development of goals, action steps and implementation of quality activities to effectively improve the quality of child care for children and families served.
- Quality child care is associated with higher language, academic, and social skills and fewer behavior problems in children. It impacts children's school readiness and helps to establish a foundation of social, emotional, and cognitive development.

Putting the Tribal CCDF Plan into Place



Grantee Sharing

How are you monitoring the impact of your quality spending as it relates to the quality of child care services?





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Taking a Deeper Dive!



Who

- Who is the contact and the lead for this system?
- Who is involved in identifying and prioritizing goals for quality improvement?

What

- What process do we use to determine how long the quality activity will take and which years will we budget for this activity?
- What information will we review to determine progress of quality activities?

Why

- The guiding questions can assist you in evaluating your system for effectiveness.
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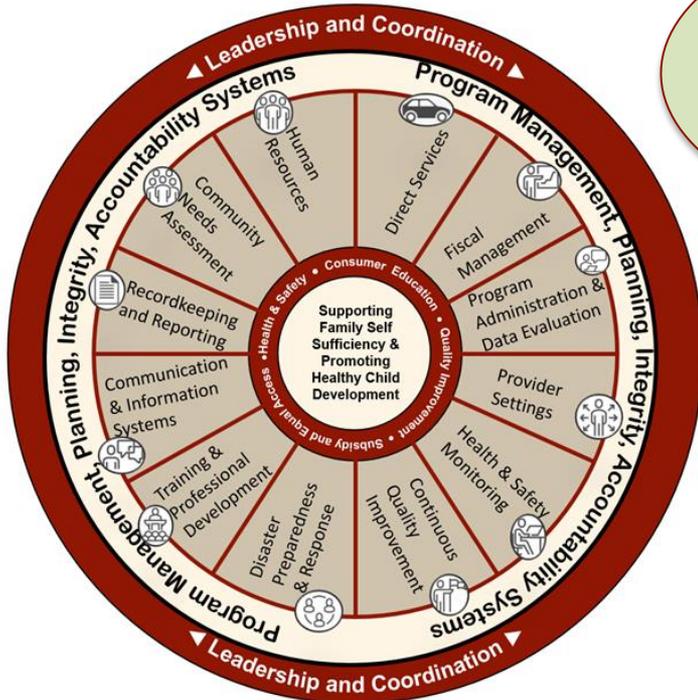
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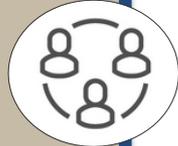


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"It's a good place to revisit what we already have in place... or not... and what to do next to be better at it all."
 Region II, Disaster Preparation PLG

Disaster Preparedness & Response

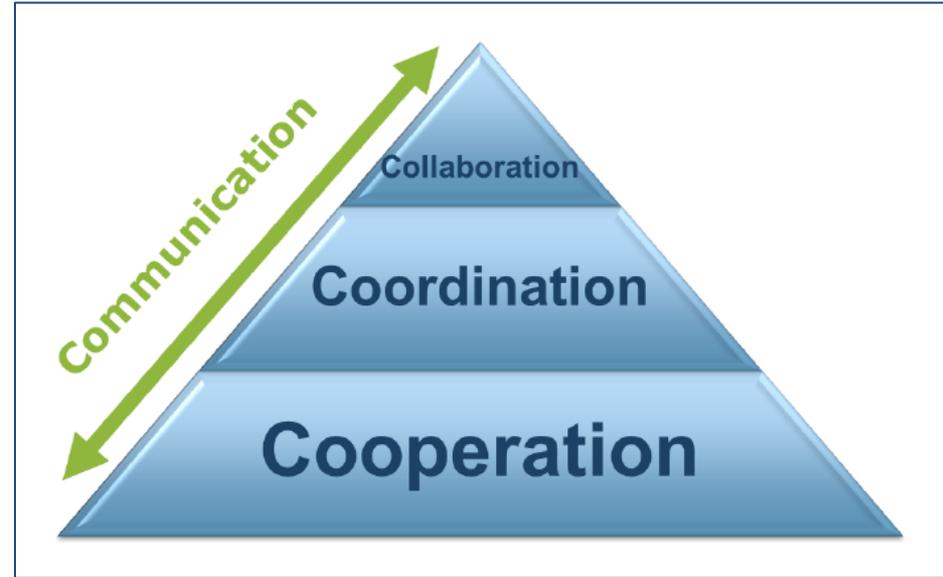


Disaster Preparedness

- This system includes developing and implementing a disaster preparedness and response plan for the Tribe's service area.
- The CCDF Administrator should consider how the needs of the children, including the need for safe child care, before, during, and after a state of emergency is declared is maintained.

Collaboration

- This system includes:
 - Building partnerships through cooperation, coordination, and collaboration;
 - Working with Tribal leaders; and
 - Effectively engaging internal and external stakeholders.



Source: Office of Child Care and Office of Head Start, Administration for Children and Families, U.S. Department of Health and Human Services. (2014). *Early Head Start – Child care partnership: Collaboration pyramid*. Retrieved from https://childcareta.acf.hhs.gov/sites/default/files/public/quilt_collaborationpyramid_0.pdf



Discussion

What level of collaboration occurred in your Tribal community during a recent disaster?

- Cooperation
- Coordination
- Collaboration



Grantee Sharing

Who have you been collaborating with “on the ground” during a recent disaster?



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Taking a Deeper Dive!



Who

- Who is the contact and the lead for this system?
- Who is involved in developing your disaster preparedness plan?

What

- What process do we use to ensure that providers that receive CCDF funds and Tribally Operated Centers have the following procedures in place? Evacuation, relocation, shelter-in-place, lockdown, communication and reunification with families, continuity of operations, and accommodations for infants/toddlers, children with disabilities, and chronic medical conditions.
- What lessons have we learned from previous disasters in our community?

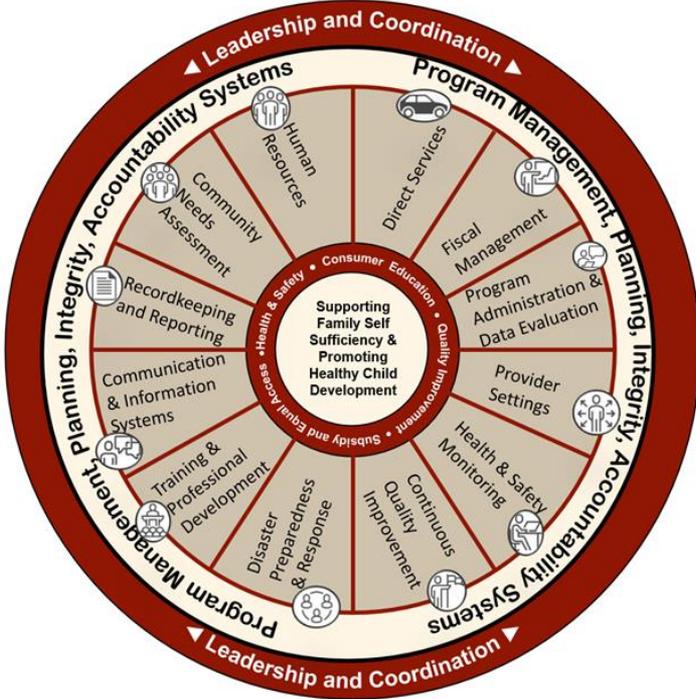
Why

- The guiding questions can assist you in evaluating your system for effectiveness.
- Strong systems can ensure you are meeting the requirements of the CCDBG Act and the final rule.

Time for a Break



5 minutes



Training & Professional Development

Training and Professional Development

- Effective implementation of the training and professional development system enables CCDF programs and services to move from compliance to excellence.
- To effectively implement this system, the CCDF Administrator must ensure that the CCDF program has established training and professional development expectations and policies and procedures for staff, caregivers, teachers, and directors of CCDF child care providers, including Tribally operated centers.



Requirements

- Orientation or Preservice training within 3 months of their start date
- Ongoing and accessible professional development
 - CCDF required health and safety training topics
 - Child development
 - Other topics described by the Tribal Lead Agency in the Plan



Discussion

How do you provide training and professional development to your staff and providers?



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Who

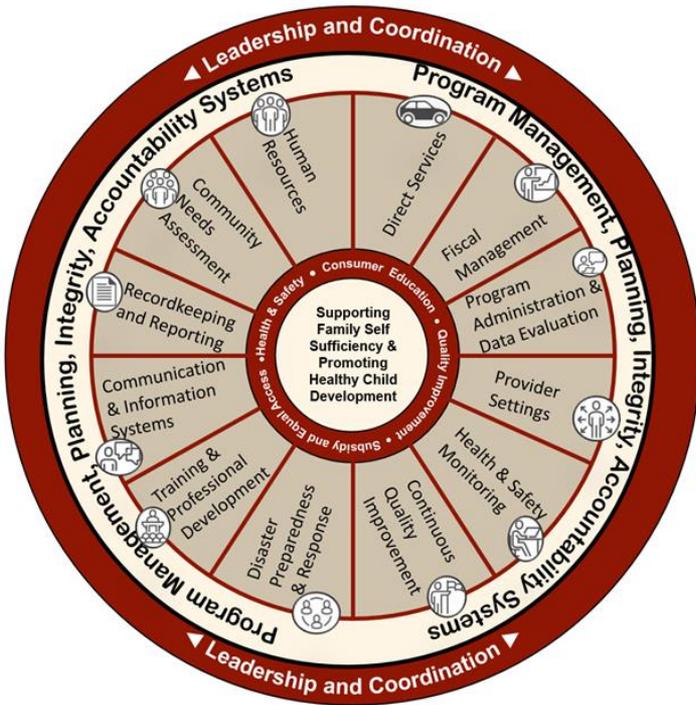
- Who is the contact and the lead for this system?
- Who is involved in our training and professional development system to ensure all health and safety trainings are completed within the required timeframe?

What

- What approach do we use to coordinate our training and professional development system to address staff/providers strengths and identify areas where intensive support is needed?
- What training and professional development activities enable our staff and providers to move our CCDF programs from compliance to excellence?

Why

- The guiding questions can assist you in evaluating your system for effectiveness.
- Strong systems can ensure you are meeting the requirements of the CCDBG Act and the final rule.



Communication & Information Systems

Communication & Information Systems

- The communication system involves the ways in which the CCDF Administrator communicates effectively with both internal and external stakeholders.
- This system includes building partnerships through cooperation, coordination, and collaboration; working with Tribal leaders; and effectively engaging internal and external stakeholders.

Brainstorming

Internal Stakeholders

- Please type into the chat box possible internal stakeholders



Brainstorming



External Stakeholders

- Please type into the chat box possible external stakeholders.

Stakeholders

Internal Stakeholders

- CCDF management staff
- CCDF program staff
- Tribally operated center staff,
- Tribal fiscal staff,
- Tribal administrative staff,
- Tribal leadership, and
- Other Tribal programs

External Stakeholders

- Parents
- Providers
- Partners in disaster preparedness
- Partners in child care services
- Office of Child Care (OCC)



Grantee Sharing

What methods of communication are you currently using to ensure the parents, providers and the community have the information they need?



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Who

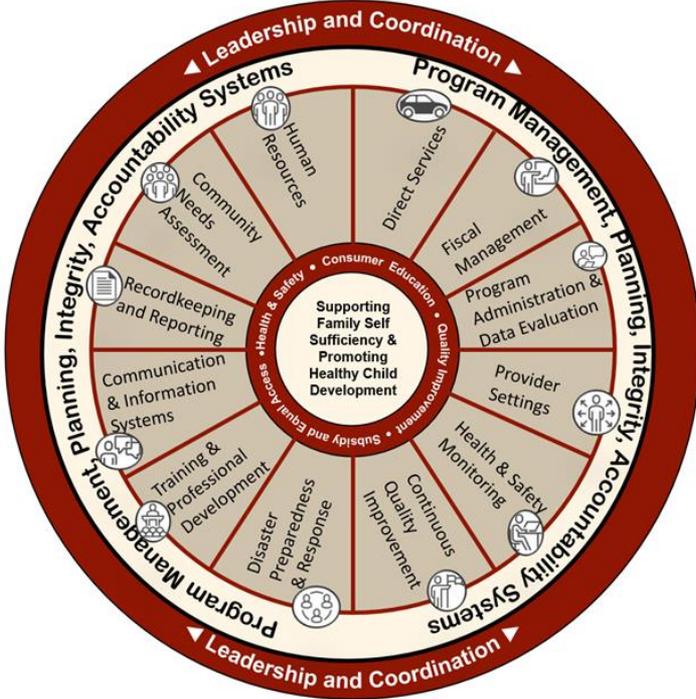
- Who is the contact and the lead for this system?
- Who ensures effective communication with internal and external stakeholders, including the Office of Child Care regional office?

What

- What approach is used to inform families and providers of the parental complaint policy?
- What process is used to provide consumer education information to parents, providers, and the Tribal community?

Why

- The guiding questions can assist you in evaluating your system for effectiveness.
- Strong systems can ensure you are meeting the requirements of the CCDBG Act and the final rule.



Recordkeeping & Reporting

Recordkeeping

- This system involves how the CCDF Administrator ensures that the CCDF program effectively maintains all applicable program records to help build and maintain the program's institutional memory.
- This work also includes strict confidentiality safeguards that are in place at all times.

Reporting

Traditional Grantees

- ACF 700 - Program Data
- ACF 696T - Financial Data

P.L.102-477 Grantees

- P.L. 102-477 Report
 - Narrative
 - Financial (DOI-477)
 - Statistical



Discussion

What record keeping processes do you have in place to ensure you have the information you need for reporting?



Grantee Sharing

What could we learn about our CCDF program from our reports?

Taking a Deeper Dive!



Who

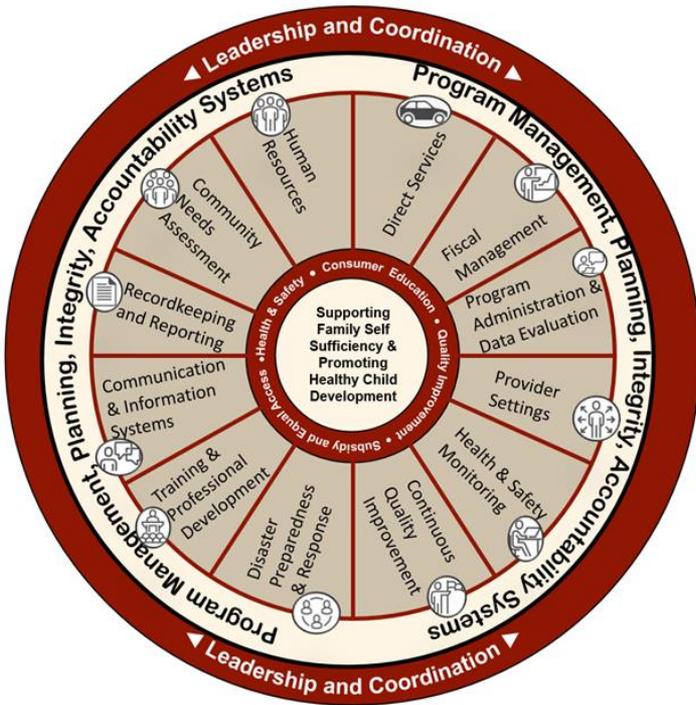
- Who is the contact and the lead for this system?
- Who ensures accurate recordkeeping methods are used to produce required reports that are submitted on time?

What

- What record-keeping and reporting system is used to help our program achieve outcomes for children, families, and communities?
- What manner is used to maintain a record of substantiated complaints in your CCDF program?

Why

- The guiding questions can assist you in evaluating your system for effectiveness.
- Strong systems can ensure you are meeting the requirements of the CCDBG Act and the final rule.



Community Needs Assessment



Community Needs Assessment

- This system involves the ways in which the Tribal Lead Agency determines the Tribal community's child care needs.
- The community needs assessment process, which is guided by the CCDF Administrator, provides information that can be used to inform CCDF program planning and decision-making



Discussion

Who should be a part of your community assessment of the child care needs?



Possible Partners

- Community Leaders
- Program Staff
- Parent/Guardians
- Community based departments (employment and training, housing, other early childhood programs, schools)
- Enrollment Office
- Health and Social Services
- Nutrition Services



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Taking a Deeper Dive!



Who

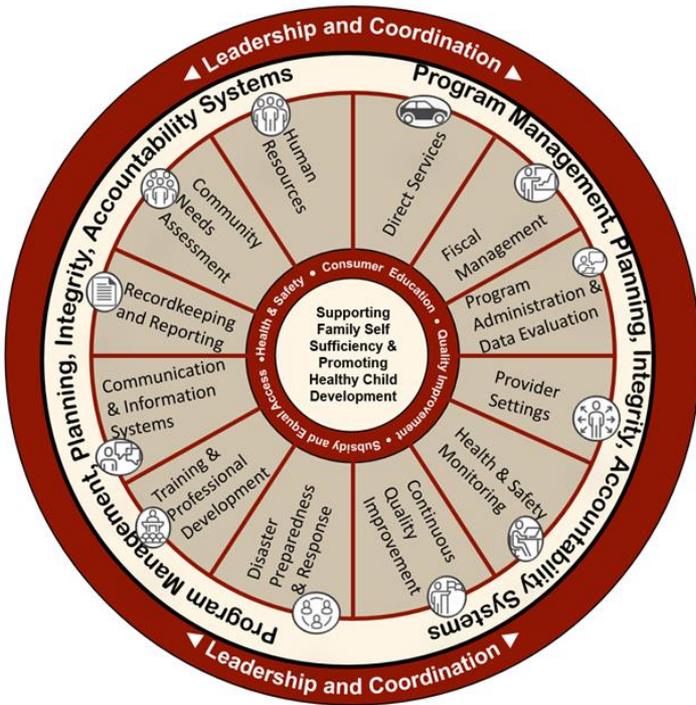
- Who is the contact and the lead for this system?
- Who ensures the Tribal community's child care needs determined, especially regarding underserved and vulnerable populations such as infants and toddlers, families experiencing homelessness, children with special needs, and children in need of non-traditional hours of care are being met?

What

- What does the information we have gathered from our providers, staff, children's family members, and even community partners tell us about strengths and needs in our community?
- What review process are we using to monitor the impact that our CCDF program has on the community needs?

Why

- The guiding questions can assist you in evaluating your system for effectiveness.
- Strong systems can ensure you are meeting the requirements of the CCDBG Act and the final rule.



Human Resources



Human Resources

- This system involves how the CCDF Administrator maintains effective human resources practices and processes.
- Through this system, the Tribal Lead Agency's organizational structure can support staff and providers as they implement high-quality services.
- The CCDF Administrator can engage in effective coordination and communication with Tribal human resources departments to ensure that efficient processes are in place.

Poll Question

Does your CCDF program work with your Tribe's Human Resource department?

- Yes
- No



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Taking a Deeper Dive!



Who

- Who is the contact and the lead for this system?
- Who coordinates with the Tribe's human resources department to ensure that efficient processes are in place?

What

- What is our process for hiring and onboarding staff, including completion of required criminal background checks?
- What health and safety training do we require prior to service or within 3 months of hire/agreement date?

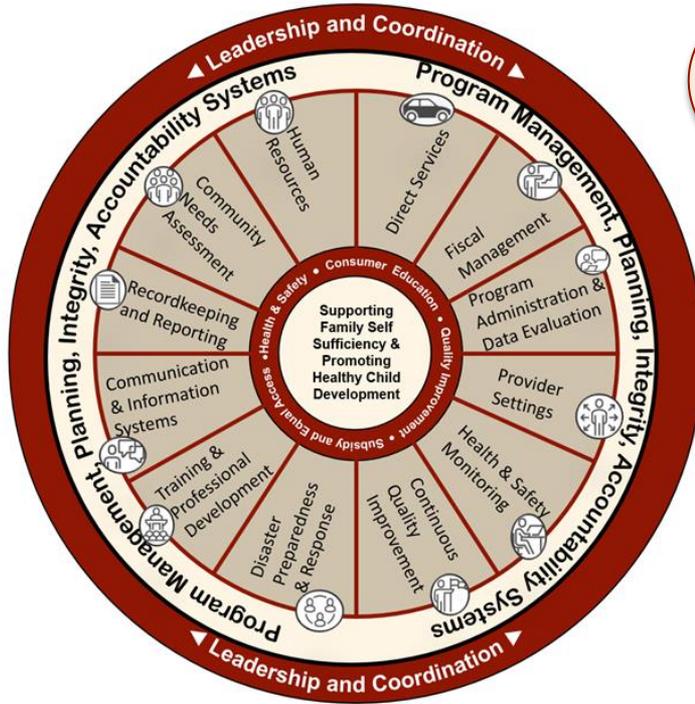
Why

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Time for a Break



5 minutes



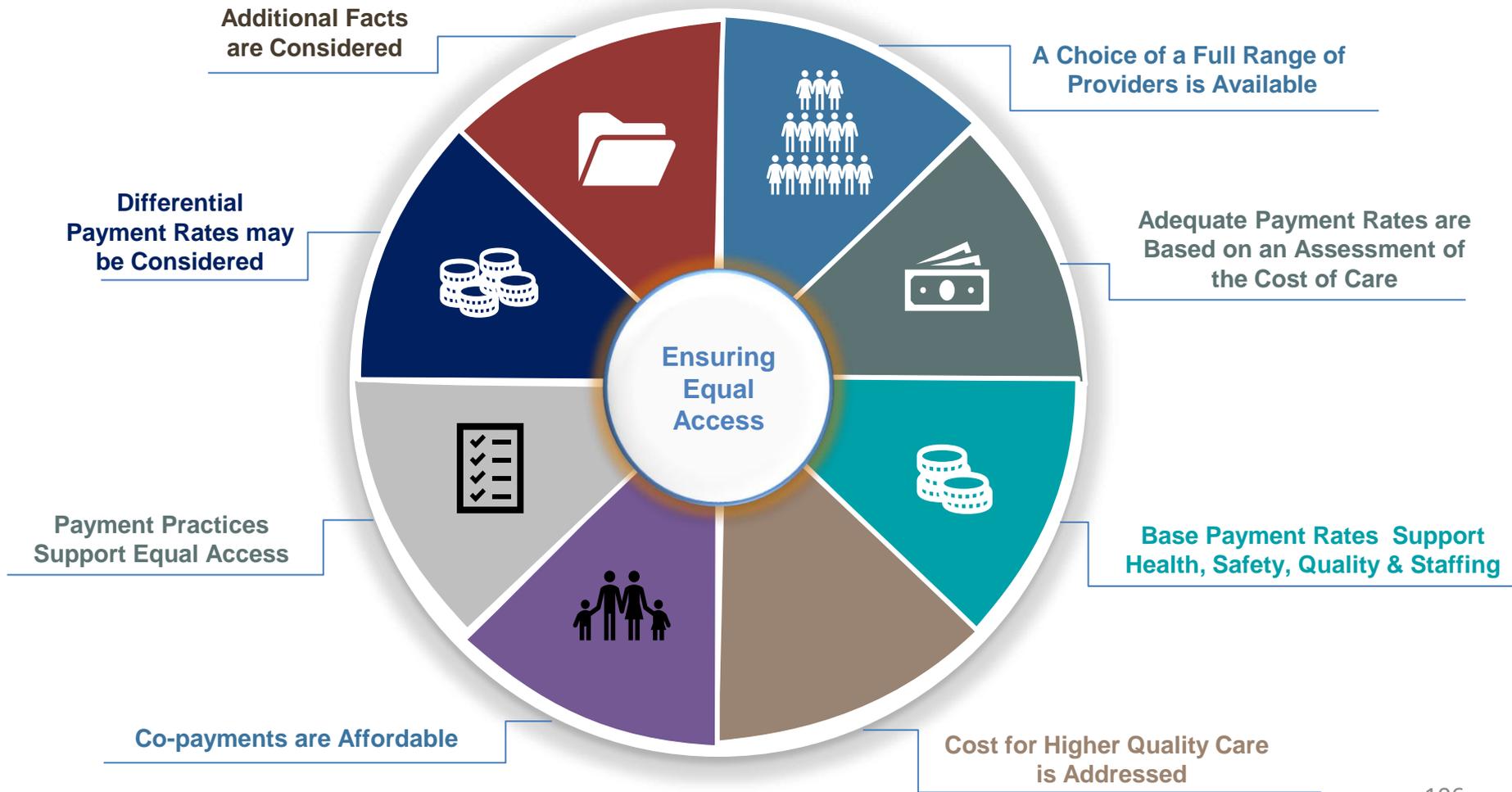
"I think it (the framework) should be modified to reflect it is a tribal plan."
Tribal Management Institute

Direct Services



Direct Services

- This system involves Tribal Lead Agency activities to offer direct services for child care which involves child care services provided to eligible children by eligible providers.
- The goal of direct services in CCDF is to ensure that families have equal access to stable child care financial assistance through subsidy payments in order to provide eligible CCDF children with safe and healthy child care settings that support children's overall health and development.



Elements of the Direct Services System

	CCDF Final Rule Requirements	Tribes with Small Allocation Sizes	Tribes with Medium Allocation Sizes	Tribes with Large Allocation Sizes
Equal Access to Stable Child Care	Provide direct services through a Tribally-operated center, certificate program, and/or grants and contracts [45 C.F.R. § 98.50(a)]	N/A	✓	✓
	Operate a certificate program [45 C.F.R. § 98.83(e)]	N/A	N/A	✓
	After reserving the minimum amount for quality and funding for administrative costs, at least 70 percent of the remaining Discretionary funds must be spent on providing direct services [45 C.F.R. § 98.50(f)]	N/A	✓	✓
	Spend at least 70 percent of Mandatory funds on services for TANF-related families [45 C.F.R. § 98.83(d)(1)(vii)]	N/A	N/A	N/A
	Provide eligibility definitions of “Indian child” and “service area” [45 C.F.R. § 98.81(b)(2)]	✓	✓	✓

Elements of the Direct Services System (continued)

	CCDF Final Rule Requirements	Tribes with Small Allocation Sizes	Tribes with Medium Allocation Sizes	Tribes with Large Allocation Sizes
Equal Access to Stable Child Care	Establish additional eligibility criteria and definitions within federal parameters-- child age (under age 13, or age 19 if incapable of self-care), reason for care (working, training/education, protective services), and family income (no more than 85 percent of grantee median income) [45 C.F.R. § 98.20]	N/A	✓	✓
	Have the option for categorical eligibility (considering any Indian child within the service area eligible for services) if the Tribe's median income is below 85 percent of the state median income, provided that services go to those with the highest need [45 C.F.R. § 98.81(b)(1)]	N/A	✓	✓
	Establish a minimum of a 12-month eligibility period, regardless of temporary changes in parents' work or activities, a change in the child's age, a change in the family's address within the service area, or changes in family income (as long as the income does not exceed 85 percent of the grantee median income) [45 C.F.R. § 98.21(a)]	N/A	✓	✓

Elements of the Direct Services System (continued)

CCDF Final Rule Requirements		Tribes with Small Allocations	Tribes with Medium Allocations	Tribes with Large Allocations
Equal Access to Stable Child Care	Offer graduated phase out of assistance for children whose family income at redetermination exceeds the initial eligibility limit but is below 85 percent of grantee median income [45 C.F.R. § 98.21(b)]	N/A	✓	✓
	Ensure reporting requirements for families during the 12-month eligibility period are not burdensome [45 C.F.R. § 98.21(e)]	N/A	✓	✓
	Ensure that parents are not required to unduly disrupt their education, training, or employment in order to complete the eligibility redetermination process [45 C.F.R. § 98.21(d)]	N/A	✓	✓
	Give priority for child care assistance to children with special needs and families experiencing homelessness [45 C.F.R. §§ 98.46(a)(2), 98.46(a)(3)]	N/A	✓	✓
	Give priority for services to children of families with very low family income [45 C.F.R. § 98.83(d)(1)(v)]	N/A	N/A	N/A

Elements of the Direct Services System (continued)

	CCDF Final Rule Requirements	Tribes with Small Allocations	Tribes with Medium Allocations	Tribes with Large Allocations
Equal Access to Stable Child Care	Prioritize increasing access to high-quality child care in areas with significant concentrations of poverty and unemployment [45 C.F.R. § 98.83(d)(1)(vi)]	N/A	N/A	N/A
	Conduct a market rate survey [45 C.F.R. § 98.83(d)(1)(iv)]	N/A	N/A	N/A
	Set payment rates for child care services that are adequate, ensure equal access, and support health and safety and quality [45 C.F.R. § 98.45(a)]	N/A	✓	✓
	Implement provider-friendly payment practices and ensure timeliness of payments to providers [45 C.F.R. §98.45(l)]	N/A	✓	✓
	Establish and periodically revise a sliding fee scale for family co-payments based on family income and family size [45 C.F.R. §98.45(k)]	N/A	✓	✓

Elements of the Direct Services System

Processes

- Receiving applications from families
- Determining eligibility
- Providing information on provider options
- Information on developmental screenings
- Other services available in the community

Provision of Services

- Certificate program
- Grants or Contracts
- Tribally Operated Centers



Discussion

Who in your CCDF program is responsible for the intake process with families? Do you have good policies and procedures to inform your process?



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Taking a Deeper Dive!



Who

- Who is the contact and the lead for this system?
- Who is involved in determining payment rates, copayments, and eligibility periods that ensures equal access to high-quality child care?

What

- What is our process for ensuring our application processes family-friendly?
- What process is used to determine if our base payment rates support health, safety, quality, and staffing?
- What information is collected from parents to determine and document eligibility?

Why

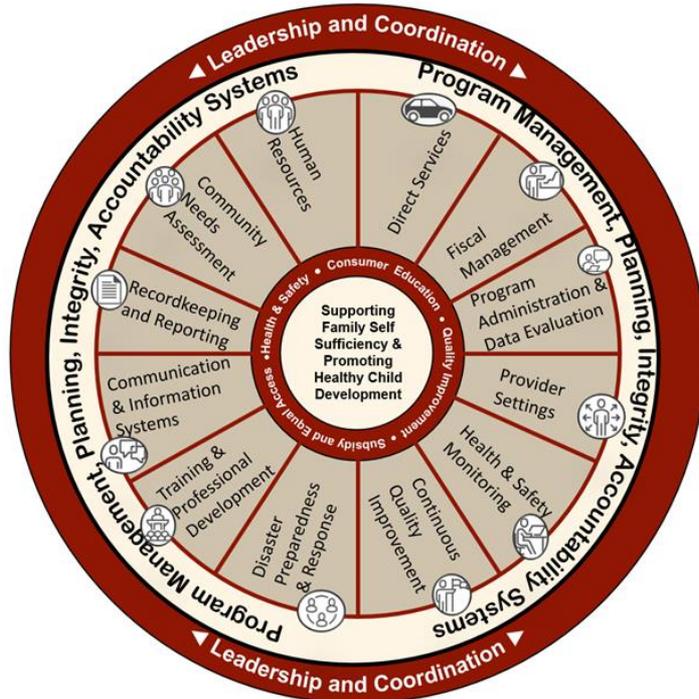
- The guiding questions can assist you in evaluating your system for effectiveness.
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Fiscal Management



Fiscal Management

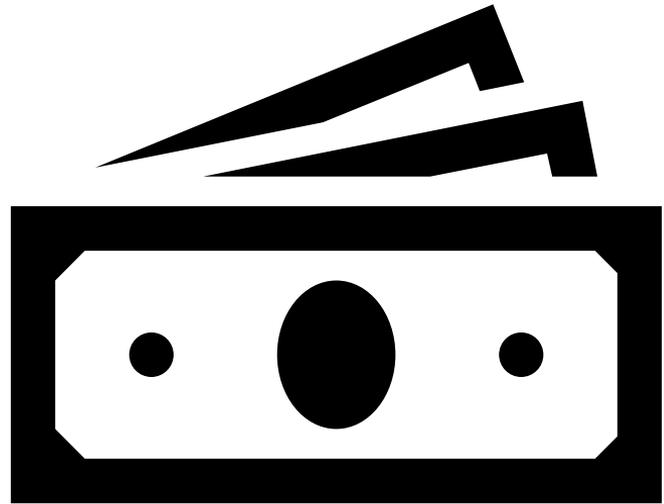
This system involves ensuring that effective processes and internal controls are in place to maintain integrity and accountability for federal assets.

This includes processes to ensure sound CCDF fiscal management,

- processes to identify areas of risk and fraud prevention,
- processes to train child care staff and providers regarding program requirements and integrity,
- regular evaluation of internal control activities, and
- disallowance procedures.

Elements of a Fiscal Management System

- Budgets
- Cost allocation plans
- Obligation and liquidation periods
- OMB allowable costs
- Fiscal reporting
- Internal controls
- Policies and procedures
- Audits



Grantee Sharing

How are you involved within your fiscal management system?



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Who

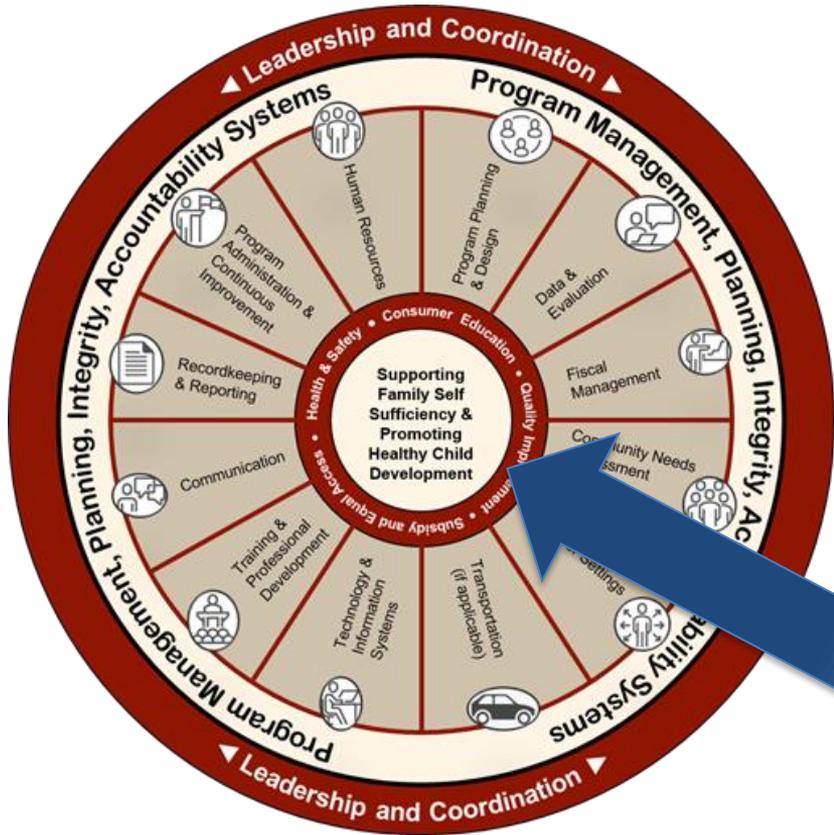
- Who is the contact and the lead for this system?
- Who coordinates and communicates with fiscal staff to ensure successful program operations, including reporting and tracking activities and expenditures?

What

- What is our process to ensure fiscal staff have access to the Tribal CCDF Plan, plan amendments and OCC communication?
- What internal controls and budget controls have been implemented for the CCDF program?
- What strategies do we use to ensure obligation and liquidation timelines are met?

Why

- The guiding questions can assist you in evaluating your system for effectiveness.
- Strong systems can ensure you are meeting the requirements of the CCDBG Act and the final rule.



Implementation of CCDF Final Rule Requirements:

- Health and Safety
- Consumer Education
- Quality Improvement
- Subsidy and Equal Access



This is the system that focuses on the implementation of activities directly related to compliance with the four major provisions of the 2016 CCDF final rule as described in the Tribal CCDF Plan.

1. Protect the health and safety of children in child care

2. Help parents make informed consumer choices

3. Enhance the quality of child care

4. Provide equal access to stable child care for low-income families



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

FY 2020–2022 Tribal Plan Structure

P. L. 102-477 CCDF Plan Requirements: Program Instruction Overview

CCDF Requirement		Small Allocation Sizes	Medium Allocation Sizes	Large Allocation Sizes
Part I	Define CCDF Leadership and Coordination with Relevant Systems (Elements #1–8)	✓	✓	✓
	Establish Standards and Monitoring Processes to Ensure the Health and Safety of Child Care Settings (Elements #9–15)	✓	✓	✓
	Supporting Continuous Quality Improvement (Elements #16–17)	✓	✓	✓
	Tribes with Small Allocation Only –Direct Services (Elements #18–21)	✓	N/A	N/A
Part II	Provide Stable Child Care Financial Assistance to Families (Elements #22–32)	N/A	✓	✓
	Ensure Equal Access to Quality Child Care for Low-Income Children (Elements #33–35)	N/A	✓	✓
	Promote Family Engagement through Outreach and Consumer Education (Elements #36–38)	N/A	✓	✓

Source: Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. (2019). Consolidate CCDF under the Indian Employment, Training and Related Services Consolidation Act of 2017 (CCDF-ACF-PI-2019-04). Retrieved from <https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2019-04>



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Taking a Deeper Dive!



Who

- Who is the contact and the lead for this system?
- Who ensures that the CCDF program is fully implementing the requirements of the final rule?

What

- What is our process for ensuring that the CCDF final rule requirements are fully implemented by our CCDF program staff and providers?
- What strategies do we use to move our CCDF program from compliance with the CCDF final rule requirements to excellence in implementing high-quality CCDF services?

Why

- The guiding questions can assist you in evaluating your system for effectiveness.
- Strong systems can ensure you are meeting the requirements of the CCDBG Act and the final rule.



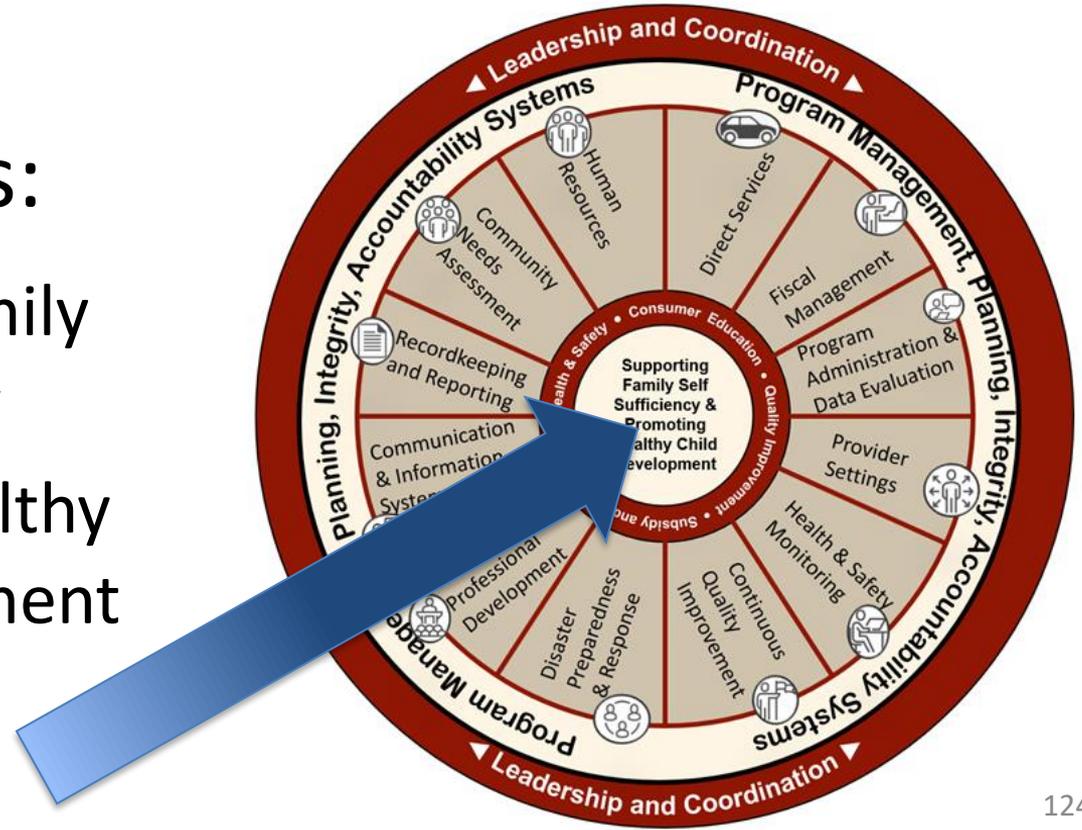
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Program Goals:

- Supporting Family Self-Sufficiency
- Promoting Healthy Child Development





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Taking a Deeper Dive!



Who

- Who is the contact and the lead for this system?
- Who is involved in developing the CCDF program's mission and vision statements?

What

- What are the CCDF program's primary goals for delivering CCDF services?
- What ways do our CCDF program support family self-sufficiency?

Why

- The guiding questions can assist you in evaluating your system for effectiveness.
- Strong systems can ensure you are meeting the requirements of the CCDBG Act and the final rule.



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Resources

- Tribal Management Institute resources and handouts:
<https://childcareta.acf.hhs.gov/resource/2019-tribal-management-institute-resources>
- Tribal Management Institute Resource List for each system covered:
<https://childcareta.acf.hhs.gov/resource/2019-tribal-management-institute-resource-list>
- *AI/AN CCDF Administrators' Resource Notebook*:
<https://childcareta.acf.hhs.gov/american-indian-and-alaska-native-ccdf-administrators-resource-notebook>
- *CCDF Tribal Lead Agency Fiscal Risk Assessment*:
<https://childcareta.acf.hhs.gov/resource/ccdf-tribal-lead-agency-fiscal-risk-assessment>
- *Data Sharing and Mining and Analytics Brief*:
<https://childcareta.acf.hhs.gov/resource/program-integrity-data-mining-sharing-and-analytics>

Thank you for participating!

- We appreciate your time!
- Contact us with any questions





Thank you for attending Virtual TSTAM



**We hope to see you on our next two events:
Full-2 on October 14 and Full-3 on October 21.**