

Child Care and Development Fund (CCDF) Plan  
For

Virginia  
FFY 2014-2015

**PART 1  
ADMINISTRATION**

**1.1 Contact Information**

The agency shown below has been designated by the Chief Executive Officer of the State (or Territory), to represent the State (or Territory) as the Lead Agency. The Lead Agency agrees to administer the program in accordance with applicable Federal laws and regulations and the provisions of this Plan, including the assurances and certifications appended hereto.(658D, 658E)

**1.1.1 Who is the Lead Agency designated to administer the CCDF program?** Identify the Lead Agency and Lead Agency's Chief Executive Officer designated by the State/Territory. ACF will send official grant correspondence such as grant awards, grant adjustments, Plan approvals and disallowance notifications to the designated contact identified here. (658D(a), §98.10)

Effective Date: 01-OCT-13

Name of Lead Agency: [Virginia Department of Social Services](#)

Address of Lead Agency: [801 East Main Street, Richmond, VA 23219-2901](#)

Name and Title of the Lead Agency's Chief Executive Officer: [Margaret Ross Schultze, Commissioner](#)

Phone Number: [804-726-7011](#)

Fax Number: [804-726-7015](#)

E-Mail Address: [margaret.schultze@dss.virginia.gov](mailto:margaret.schultze@dss.virginia.gov)

Web Address for Lead Agency (if any): [www.dss.virginia.gov](http://www.dss.virginia.gov)

**1.1.2 Who is the CCDF administrator?** Identify the CCDF administrator designated by the Lead Agency, the day-to-day contact, with responsibility for administering the State/Territory's CCDF program. ACF will send programmatic communications such as program announcements, program instructions, and data collection instructions to the designated contact identified here. **If there is more than one designated contact with equal or shared responsibility for administering the CCDF program, please identify the co-administrator or entity with administrative responsibilities and include contact information.** (§§98.16(a) and (c)(1))

**a) Contact Information for CCDF Administrator:**

Effective Date: 01-OCT-13

Name of CCDF Administrator: [Barbara A. Newlin](#)

Title of CCDF Administrator: [Director, Division of Child Care and Early Childhood Development](#)

Address of CCDF Administrator: [801 East Main Street, Third Floor, Richmond, VA 23219-2901](#)

Phone Number: [804-726-7398](#)

Fax Number: [804-726-7655](#)

E-Mail Address: [barbara.newlin@dss.virginia.gov](mailto:barbara.newlin@dss.virginia.gov)

Phone Number for CCDF program information

(for the public) (if any): [800-552-3431\(toll-free\)](#); [804-726-7000](#)

Web Address for CCDF program

(for the public) (if any): [www.dss.virginia.gov](http://www.dss.virginia.gov)

Web Address for CCDF program policy manual

(if any): <http://www.dss.virginia.gov/family/cc/assistance.cgi>

Web Address for CCDF program administrative rules

(if any): [N/A](#)

## **b) Contact Information for CCDF Co-Administrator (if applicable):**

Name of CCDF Co-Administrator: [N/A](#)

Title of CCDF Co-Administrator: [N/A](#)

Address of CCDF Co-Administrator: [N/A](#)

Phone Number: [N/A](#)

Fax Number: [N/A](#)

E-Mail Address: [N/A](#)

Description of the role of the Co-Administrator:

[N/A](#)

## **1.2 Estimated Funding**

### **1.2.1 What is your expected level of funding for the first year of the FY 2014 - FY 2015 plan period?**

The Lead Agency estimates that the following amounts will be available for child care services and related activities during the 1-year period from October 1, 2013 through September 30, 2014. (§98.13(a)).

Effective Date: 01-OCT-13

FY 2014 Federal CCDF allocation (Discretionary, Mandatory and Matching): \$  
[\\$106,787,587](#)

Federal TANF Transfer to CCDF: \$ [\\$ 11,399,666](#)

Direct Federal TANF Spending on Child Care: \$ [\\$ 0](#)

State CCDF Maintenance-of-Effort Funds: \$ [\\$ 21,328,762](#)

State Matching Funds: \$ \$ 42,013,365

**Reminder** - Lead Agencies are reminded that not more than 5 percent of the aggregate CCDF funds, including federal funds and required State Matching funds, shall be expended on administration costs (§98.52) once all FY2014 funds have been liquidated. State Maintenance-of-Effort funds are not subject to this limitation.

**1.2.2 Which of the following funds does the Lead Agency intend to use to meet the CCDF Matching and maintenance-of-effort (MOE) requirements described in 98.53(e) and 98.53(h)?** Check all that apply.

Territories not required to meet CCDF Matching and MOE requirements should mark

Effective Date: 01-OCT-13

N/A here

**Note:** The Lead Agency must check at least public and/or private funds as matching, even if pre-kindergarten (pre-k) funds also will be used.

Public funds to meet the CCDF Matching Fund requirement. Public funds may include any general revenue funds, county or other local public funds, State/Territory-specific funds (tobacco tax, lottery), or any other public funds.

If checked, identify source of funds:

[A combination of State General, Pre-K, and local funds will be the source of public funds used to meet Federal CCDF Matching requirements.](#)

If known, identify the estimated amount of public funds the Lead Agency will receive:

[\\$63,342,127](#)

Private Donated Funds to meet the CCDF Matching Fund requirement. Only private received by the designated entities or by the Lead Agency may be counted for match purposes. ( 98.53(f))

If checked, are those funds:

donated directly to the State?

donated to a separate entity(ies) designated to receive private donated funds?

If checked, identify the number of entities designated to receive private donated funds and provide name, address, contact and type:

If known, identify the estimated amount of private donated funds the Lead Agency will receive:

State expenditures for Pre-K programs to meet the CCDF Matching Funds requirement.

If checked, provide the estimated percentage of Matching Fund requirement that will be met with pre-k expenditures ( not to exceed 30%): 22%

If percentage is more than 10% of the Matching fund requirement, describe how the State will coordinate its pre-k and child care services:

Locally, child care staff and the state's pre-k programs coordinate needed child care services to wrap around both pre-k and Head Start programs, when needed. Communities are encouraged to plan early learning networks as a partnership among local school superintendents, local departments of social services, Head Start directors, and representatives of the child care community so that the various funding streams can be leveraged and used most effectively to provide choices for parents and to meet their work-life needs.

If known, identify the estimated amount of pre-k funds the Lead Agency will receive for Matching Funds requirement: \$9,242,940

Describe the Lead Agency efforts to ensure that pre-k programs meet the needs of working parents:

The state-funded pre-k programs are administered by the local school system and operate for at least a half day. Locally, child care staff and the state's pre-k programs coordinate needed child care services to wrap around both pre-k and Head Start programs, when needed. Communities are encouraged to plan early learning networks as a partnership among local school superintendents, local departments of social services, Head Start directors, and representatives of the child care community so that the various funding streams can be leveraged and used most effectively to provide choices for parents and to meet their work-life needs.

State expenditures for Pre-K programs to meet the CCDF Maintenance of Effort (MOE) requirements.

If checked,

The Lead Agency assures that its level of effort in full-day/full-year child care services has not been reduced, pursuant to 98.53(h)(1).

Estimated percentage of MOE Fund requirement that will be met with pre-k expenditures ( not to exceed 20%): 20%

If percentage is more than 10% of the MOE fund requirement, describe how the State will coordinate its pre-k and child care services to expand the availability of child care:

Staff from the state pre-k program and from the Division of Child Care and Early Childhood Development at VDSS serve together on committees that promote coordination and cooperation. Early learning opportunities across child care, Head Start, and state-funded preschool programs are coordinated in ways that leverage access, availability, and quality.

If known, identify the estimated amount of pre-k funds the Lead Agency will receive for MOE Fund requirement: \$ 4,265,753

Describe the Lead Agency efforts to ensure that pre-k programs meet the needs of working parents:

Locally, child care staff and the state's pre-k programs coordinate needed child care services to wrap around both pre-k and Head Start programs, when needed. Communities are encouraged to plan early learning networks as a partnership among local school superintendents, local departments of social services, Head Start directors, and representatives of the child care community so that the various funding streams can be leveraged and used most effectively to provide choices for parents and to meet their work-life needs.

**1.2.3 Describe the activities for which quality funds (including targeted quality funds for infants and toddlers, school-age children, and resource and referral) will be used in FY 2014 - 2015. Note: Funding estimate is limited to FY 2014** In as much detail possible, list the activities that will be funded, the estimated amount of CCDF quality funds that will be used for each activity, and how these activities relate to the Lead Agency's overall goal of improving the quality of child care for low-income children.

Effective Date: 01-OCT-13

<b>Estimated Amount of CCDF Quality Funds For FY 2014</b>	<b>Activity (Lead Agency should include description of quality activities that cover FY 2014 and also information about activities for FY 2015, if available)</b>	<b>Purpose</b>	<b>Projected Impact and Anticipated Results (if possible)</b>

<p><b>Infant/Toddler Targeted Fund</b> \$2,718,208</p>	<p>Training and on-site coaching on social emotional development to infant and toddler child care providers; Continue to implement the Virginia Quality Rating and Improvement System; Continue the statewide Infant and Toddler Specialist Network</p>	<p>Promote the social and emotional development of infants and toddlers in child care through existing organizations; Provide mentoring and Quality Improvement Plans for caregivers/ programs that serve children ages birth through 36 months; Achieve excellence in early care by increasing the educational level and skills of those who care for infants and toddlers, whether in family homes or in centers, including those that serve at-risk children.</p>	<p>Increase caregiver, teacher &amp; director competence &amp; confidence in supporting social &amp; emotional develop of infants and toddlers (0 to 3); Improved program quality through environmental and programming changes, increasing knowledge of caregivers/teachers/directors, and providing resources and community connections for providers; Onsite consultation, mentoring, and support for selected programs using quality improvement plans resulting in increased quality according to ITERS-R/FCCERS-R and achievement of program goals; training and technical assistance leading to increased knowledge of caregivers/teachers and directors; and provide resources/linkages to existing professional development opportunities.</p>
<p><b>School-Age/Child Care Resource and Referral Targeted Funds</b> \$359,884</p>	<p>Provide statewide resource and referral services for families and providers through Child Care Aware of Virginia, a private, non-profit organization.</p>	<p>Support resource and referral/school-age activities statewide to support families in their search for quality care that meets their needs; provide leadership support for school-age child care practitioners through Virginia Partnership for Out-of-School Time (VPOST); as well as to provide technical assistance for child care practitioners statewide.</p>	<p>Increased assistance for families seeking child care for children with special needs, provide technical assistance for child care providers and families about quality care, track requirements for providers receiving subsidy dollars, and provide technical assistance on professional development for all child care providers. Child Care Aware of Virginia is leading the way on school-age programs and statewide collaboration, also.</p>
<p><b>Quality Expansion Targeted Funds</b> \$3,485,677</p>	<p>Child Care Licensing Inspectors</p>	<p>Provide basic health and safety inspections and the follow-up needed to ensure that regulated facilities meet minimum standards</p>	<p>Accountability and documentation of basic health and safety of child care programs.</p>

<p>Quality Funds (not including Targeted Funds) \$11,368,739</p>	<p>Quality Initiative activities for the Local Departments of Social Services, including subcontracting for, or providing, professional development for child care practitioners, purchasing curricula and educational manipulatives/toys/books for children in low quality child care programs, paying for QRIS assessments and technical assistance, etc. Professional development for the child care workforce including online courses in early childhood that contribute to CDA training, other distance learning options, undergraduate college courses for child care practitioners, QRIS training and conference assistance, as needed; a portion of statewide resource and referral services through Child Care Aware of Virginia; a major portion of the salaries for Child Care Licensing Inspectors; Continue to implement the Virginia Quality Rating and Improvement System;</p>	<p>Provide training for child care providers, including distance learning; training for Quality Rating and Improvement System (QRIS) raters, mentors and local coordinators; coaching and mentoring literacy training; QRIS mentoring training; and implementation of a new training/trainer approval process. Provide scholarships for undergraduate classes that lead to an early childhood certificate or degree.</p> <p>Provide localities with funding to support Quality Initiatives in their child care communities that relate to the four Quality Rating and Improvement System standards.</p>	<p>Improved program quality for past and current Quality Rating and Improvement System (QRIS) programs, higher level of skill and knowledge for child care staff, improved program implementation based on research and best practices, and successful trainer/training quality assurance program implementation.</p> <p>Meet local needs with a 15.5% local match to enhance the quality of child care through training providers, purchase of educational materials, or educating parents about quality child care; increasing the availability of quality child care for all; and/or improving the accessibility of quality child care to low-income children.</p>
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#### 1.2.4 Will the Lead Agency distribute quality funds to counties or local entities?

Note: This question is to obtain information on whether the Lead Agency retains decision making responsibilities regarding the quality dollars at the State/Territory level or if funds are distributed to local entities

Does the State maintain decisions at the State level, or are funds distributed to locals that have some decisions on how funds are spent.

Effective Date: 01-OCT-13

- No, the Lead Agency will not distribute any quality funds directly to local entities
- Yes, all quality funds will be distributed to local entities
- Yes, the Lead Agency will distribute a portion of quality funds directly to local entities. Estimated amount or percentage to be distributed to localities

\$1,420,702

Other.

Describe:

### **1.3 CCDF Program Integrity and Accountability**

Program integrity is defined to include efforts that ensure effective internal controls over the administration of CCDF funds. The Lead Agency is responsible for monitoring programs and services, ensuring compliance with the rules of the program, promulgating rules and regulations to govern the overall administration of the plan and oversee the expenditure of funds by sub-grantees and contractors. (§ 98.11(b)) Accountability measures should address administrative error, which includes unintentional agency error, **as well as address** program violations, both unintentional and intentional, that may or may not result in further action by the Lead Agency, including those cases suspected of and/or prosecuted for fraud.

**1.3.1. Describe the strategies the Lead Agency will utilize to ensure effective internal controls are in place.** The **description** of internal controls may include, but is not limited to a description of processes to ensure sound fiscal management, to identify areas of risk or to establish regular evaluation of control activities.

Effective Date: 01-OCT-13

Describe:

The Fiscal Unit within the Division of Child Care and Early Childhood Development (CC&ECD) acts as liaison between CC&ECD and the Department's Division of Finance (DOF). The Fiscal Unit manages CC&ECD's financial activities. Routine functions include formulating the annual budget based on federal awards and state general fund appropriations; monitoring program expenditures; ensuring that subsidy and quality activities are managed within appropriated amounts; reconciling transactions initiated by CC&ECD to expenditures on the federal quarterly 696 report within federal obligation and liquidation requirements as prescribed in 45 CFR §98.50; and performing periodic desktop reviews of reimbursements to local departments and other sub-recipients to ensure that funds are used according to federal and state guidelines. Upon identification of ineffective internal controls, the Fiscal Unit coordinates with the program and DOF to develop guidance documents to correct deficiencies identified.

a. **Fiscal Reporting** The Federal Grants Unit within DOF is responsible for preparing the quarterly 696 financial report. Total reported expenditures are taken from state accounting systems. The Fiscal Unit within CC&ECD collaborates with the Federal Grants Unit to compare detailed program records to totals posted to state accounting systems. Prior to preparing the federal 696 report, program records are reviewed and reconciled to amounts posted to state accounting systems. The reports are then reviewed with the division director prior to submission.

b. **Quality** Completing a risk assessment is part of the sub-recipient monitoring process. Monthly or

quarterly and annual fiscal reports are required and reviewed carefully by the contract/grant manager. Site visits with a fiscal component are conducted when there is a determined high level of risk, a new program, or large grant/contract. Sub-recipient monitoring plans are in place and reviewed/updated annually. Sub-recipients who receive a large dollar amount are required to provide annual third party audit reports of their organization according to state requirements.

c. **Subsidy** Federal 801 reporting is an automated monthly process. Form 800 reporting is completed annually and uploaded via ACF website on or before the last working day of December.

Program monitoring includes the review of financial reports available from the Virginia Case Management System (VaCMS). The level of monitoring of each sub-recipient is determined in part by an assessment of risk. On-site visits to review programmatic records, observe local operations, interview local Child Care and fiscal staff are conducted when there is a determined high level of risk. A sub-recipient monitoring plan schedule is reviewed and updated annually.

**1.3.2. Describe the processes the Lead Agency will use to monitor all sub-recipients.** Lead Agencies that use other governmental or non-governmental sub-recipients to administer the program must have written agreements in place outlining roles and responsibilities for meeting CCDF requirements. (98.11 (a) (3))

**Definition:** A sub-recipient (including a sub-contractor and or sub-grantee) is a non-Federal entity that expends Federal awards (contract or grant) received from another entity to carry out a Federal program, but does not include a vendor nor does it include an individual who is a beneficiary of such a program. OMB Circular A-133 Section 210 provides additional information on the characteristics of a **sub-recipient and vendor** ([http://www.whitehouse.gov/omb/circulars/a133\\_compliance\\_supplement\\_2010](http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2010)). The description of monitoring may include, but is not limited to, a discussion of written agreements, fiscal management, review of policies and procedures to ensure compliance with CCDF regulations, monitoring/auditing contractors or grantees to ensure that eligible children are served and eligibility documentation is verified, and establishing performance indicators or measures related to improper payments.

Effective Date: 01-OCT-13

Describe:

**Quality and Head Start:** Memoranda of Understanding/Agreement are written for all sub-recipients of federal Child Care and Development Funds that include performance measures and criteria for receiving funds. Fund disbursement is typically based on documentation for reimbursement of purchases or services, according to the requirements of the contract. All contracts are reviewed closely by the Department's Office of General Services and meet the state standards for contracts, including the requirement to meet all federal, state, and local laws. Written monitoring plans are in place for all sub-recipients. Monitoring plans include a risk assessment to be completed in the first 30-60 days of the grant or contract for non-state entities, close scrutiny of quarterly or monthly reports of program performance and fiscal management, site visits as prescribed based on the dollar amount and level of risk, as well as independent audits for organizations receiving large dollar amounts. A second and third level of fiscal monitoring is completed during the payment process by the Division of Child Care and Early Childhood Development's fiscal manager and randomly by audit staff, as well as the fiscal staff in the Division of Finance. When an error or issue is identified with a sub-recipient, immediate action is taken to reimburse the state for monies reported or received incorrectly and/or 30-day improvement

needed action plans are implemented.

**Subsidy:** VDSS staff within the Division of Child Care and Early Childhood Development are responsible for training, technical assistance, and monitoring of the implementation of the child care subsidy program by local departments of social services. Monitoring assures the accurate and appropriate use of federal, state, and local funding, and the correct implementation of program policies and procedures. Program monitoring includes the regular review of case management reports, financial reports, case records, and may include staff interviews. VDSS Regional Consultants follow a process outlined in an annual monitoring plan to ensure case accuracy and local department compliance. Each Regional Consultant reviews a minimum of seven local departments annually. The major components of Program reviews include:

- A desk review of available fiscal and program management reports.
- Review of client cases in the VaCMS and associated vendors (providers).
- On-site interviews with local Child Care staff, local fiscal staff, or Office Manager and the local Director when necessary, to assure required processes and procedures are followed.

Case Management reports available in the VaCMS include locality-specific information as well as statewide data. The monthly review of Agency Demographic Data, Exception Reports, and Budget Line data reports can indicate the need for technical assistance, training, or a Program review.

A standardized monitoring schedule based on risk assessment is used to determine which localities will be reviewed in a given year and what type of review will be conducted. The agency size, frequency, and nature of technical assistance provided, knowledge of local operations, and past history of performance are used as part of the risk assessment to determine the order in which local departments will be reviewed in a given year.

When a Program review warrants corrective action to be taken, local departments are required to submit a Corrective Action Plan (CAP) to the VDSS Regional Consultant. Upon receipt of the local department's CAP, the VDSS Regional Consultant will determine if it appropriately addresses all the findings cited. In addition, the VDSS Regional Consultant will advise the local department of any follow-up procedures necessary to ensure that the CAP has been implemented and that the local department is in compliance. The type of follow-up review will depend on the particular finding. Repeat findings from case record reviews will warrant the need for re-reviews of all areas cited during the initial review. Re-reviews are conducted upon receipt, approval, and implementation of the local department's CAP.

While sub-recipient monitoring provides for the review of local operations, it can also identify program weaknesses and training or technical assistance needs. Technical assistance is offered to each local department when deficiencies are noted and upon request.

In addition, training is offered at least twice each year in each region, in addition to an online new worker training.

**1.3.3. Describe the activities the Lead Agency will have in place to identify program violations and administrative error to ensure program integrity using the chart below.** Program violations may include intentional and unintentional client and/or provider violations as defined by the Lead Agency. Administrative error refers to **areas identified through the Error Rate Review** process (98.100). Check which activities, if any, the Lead Agency has chosen to conduct.

Type of Activity	Identify Program Violations	Identify Administrative Error
Share/match data from other programs (e.g. TANF, Child and Adult Care Food Program (CACFP), Food and Nutrition Service (FNS), Medicaid)	<input type="checkbox"/>	<input type="checkbox"/>
Share/match data from other databases (e.g., State Directory of New Hires, Social Security Administration, Public Assistance Reporting Information System (PARIS))	<input type="checkbox"/>	<input type="checkbox"/>
Run system reports that flag errors (include types)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Review of attendance or billing records	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Audit provider records	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conduct quality control or quality assurance reviews	<input type="checkbox"/>	<input type="checkbox"/>
Conduct on-site visits to providers or sub-recipients to review attendance or enrollment documents	<input type="checkbox"/>	<input type="checkbox"/>
Conduct supervisory staff reviews	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conduct data mining to identify trends	<input type="checkbox"/>	<input type="checkbox"/>
Train staff on policy and/or audits	<input type="checkbox"/>	<input type="checkbox"/>
Other. Describe	<input type="checkbox"/>	<input type="checkbox"/>
None	<input type="checkbox"/>	<input type="checkbox"/>

**For any option the Lead Agency checked in the chart above other than none, please describe:**

Virginia maintains a Payment Accuracy unit within the Division of Child Care and Early Childhood Development. The purpose of this unit is to review a sample of 276 Child Care Subsidy cases for the federal fiscal year and report review findings to the Office of Child Care. Virginia's program submitted the ACF-402 report and review findings to the OCC in June, 2012. The next report will be due to OCC in June, 2015.

Subsidy program activities designed to insure program integrity in sub-recipient monitoring are described in Section 1.3.2. Periodic desktop reviews of local department subsidy expenditures and financial activities are conducted in order to substantiate projections and to identify anomalies.

Allegations of vendor fraud are investigated thoroughly. It is the responsibility of the Attorney General to

determine if the facts warrant criminal prosecution.

Quality and Head Start program strategies utilized to maintain program integrity are described in Sections 1.3.1 and 1.3.2.

If the Lead Agency checked none, please describe what measures the Lead Agency has or plans to put in place to address program integrity:

N/A

**1.3.4. What strategies will the Lead Agency use to investigate and collect improper payments due to program violations or administrative error?** Check and describe in the chart below which strategies, if any, the Lead Agency will use for each of the following areas: Unintentional program violations (UPV), intentional program violations (IPV) and/or fraud, and administrative error as defined in your State/Territory. **The Lead Agency has the flexibility to recover misspent funds as a result of errors. The Lead Agency is required to recover misspent funds as a result of fraud (98.60(i)).**

Effective Date: 01-OCT-13

Strategy	UPV	IPV and/or Fraud	Administrative Error
Require recovery after a minimum dollar amount in improper payment. Identify the minimum dollar amount: \$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coordinate with and refer to other State/Territory agency (e.g. State/Territory collection agency, law enforcement). Describe:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recover through repayment plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reduce payments in the subsequent months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recover through State/Territory tax intercepts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Recover through other means. Describe:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish a unit to investigate and collect improper payments. Describe composition of unit:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other. Describe: The Lead Agency requires sub-recipients (county/city local departments of social services) to investigate and collect improper payments.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**For any option the Lead Agency checked in the chart above other than none, please describe:**

**1.3.5. What type of sanction, if any, will the Lead Agency place on clients and providers to help reduce improper payments due to program violations?**

Effective Date: 01-OCT-13

None

Disqualify client.

If checked, please describe, including a description of the appeal process for clients who are disqualified

Parents will be disqualified from participating in the child care subsidy program for three months upon the first finding of child care fraud, 12 months upon the second finding, and permanently upon the third finding through the conviction of child care fraud by a court of appropriate jurisdiction. Recipients who wish to appeal must make their request known orally or in writing within 30days of notification of the disqualification. Valid appeals are scheduled for a hearing with a hearing officer, at which time they or their representative may present their facts and substantiating arguments. Appellants may request a judicial review of the hearing officer's decision within 30 days of the receipt of the decision. Appellants may also request an administrative review of the hearing process to review the hearing process; however, this review does not change the decision provided by the hearing officer.

Disqualify provider.

If checked, please describe, including a description of the appeal process for providers who are disqualified

Vendors will be permanently disqualified from participating in the child care subsidy program upon the first finding of child care fraud by a court of appropriate jurisdiction. Disqualified vendors may appeal the disqualification within 30 days of receipt of notice of the disqualification. The hearing is conducted by a hearing officer (an attorney provided by the Supreme Court of Virginia) at which time the vendor or their representative may present evidence and question state and local staff. The provider may request judicial review of the hearing officer's decision within 30 days of receipt of the decision.

- Prosecute criminally
- Other.  
Describe.

**1.3.6 Based on responses provided from Question 14 in the most recent ACF-402 report, please describe those actions the Lead Agency has taken or plans to take to reduce identified errors in the table below.** Territories not required to complete the Error Rate Review should mark

N/A here

Effective Date: 01-OCT-13

Activities identified in ACF-402	Cause/Type of Error (if known)	Actions Taken or Planned	Completion Date (Actual or planned) (if known)
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1. Local departments are no longer responsible for obtaining the vendor Memorandum of Agreement (MOA). With VDSS assuming responsibility for payments and the MOA, one point of contact assures that the required MOAs are obtained.

2. Many of the required documentations have been incorporated into VaCMS including verification of citizenship. Eligibility workers will not be able to proceed with eligibility determination if citizenship has not been verified via TANF verification or noting what documentation was provided by the parent.

3. VaCMS has automated the eligibility and case management functions of the Subsidy program, which eliminates many of the manual eligibility processes previously performed by workers including calculation of income and subsequent co-payment amount.

4. VaCMS assists workers in determining the amount of child care authorized. This will result in fewer errors made because it will remove confusion and ambiguity around the calculation and determination of what type of care to authorize.

5. VaCMS was fully implemented statewide as of June 2012. The VaCMS has automated all the eligibility and case management functions of the subsidy program, which will eliminate many of the manual eligibility processes previously performed by workers.

6. Subsidy staff, with input from a policy committee of state and local Child Care staff, has re-designed the subsidy program application in order to obtain more comprehensive information about the

family and household members, including relationship and income, and the need for child care subsidy. The new form, effective 11/1/2009, will enable local departments to capture information necessary to determine eligibility, and more information will be recorded in the case record, thereby decreasing the number of findings due to missing or insufficient documentation.

7. The methodology for determining the amount of child care authorized was changed effective June 2010, requiring that authorizations be based on half-day and full-day rates rather than weekly rates. This will remove confusion and ambiguity around calculation when less than a full week's care is authorized.

8. The CCECD has contracted with Child Care Aware of Virginia to provide management services for all non-licensed child care vendors participating in the Subsidy program. This has centralized the management of participating vendors and standardized the collection and retention of required documentation. In addition, the vendor management module within VaCMS assists with the ongoing management of all child care vendors receiving payment through the Subsidy program.

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			<p>1. No Vendor Memorandum of Agreement.</p> <p>2. No verification of citizenship</p> <p>3. Income calculation errors resulting in co-payment errors.</p> <p>4. The wrong payment rate being authorized.</p> <p>5. VaCMS was developed to assist local staff with case management and will also eliminate a variety of errors identified to date, as it will require a complete case assessment and evaluation in accordance with standardized policy and procedures. Many local options have been eliminated in order to achieve uniformity in application of policy.</p> <p>6. Errors have been previously cited because of a lack of discernible information in the case record regarding the applicant and household members. The new service application form requires specific information based on policy requirements for determination of eligibility.</p> <p>7. This change will eliminate many errors previously cited because the methodology for authorizing care varied widely across the state, in some instances based on individual automated program requirements used across the state.</p> <p>8. This change will eliminate many errors previously cited due to child care vendors being out of compliance with program requirements receiving payment.</p>

1. The VDSS now obtains the MOA, maintains them in a central location, and enters the data into the Virginia Case Management System (VaCMS.) The CCECD has contracted with Child Care Aware of Virginia to provide management services for non-licensed vendors participating in the Subsidy program. This has also centralized the management of participating vendors and standardized the collection and retention of required documentation. The vendor management module within VaCMS assists with the ongoing management of all child care vendors receiving payment through the Subsidy program.

2. VaCMS will eliminate a variety of errors identified to date, as it will require a complete case assessment and evaluation in accordance with standardized policy and procedures.

VDSS Regional Consultants monitor the LDSS Corrective Action Plans directly with the local supervisors and workers and conduct targeted monitoring through VaCMS.

3. The VaCMS has automated all the eligibility and case management functions of the subsidy program, which eliminates many of the manual eligibility processes previously performed by workers.

VDSS Regional Consultants and Child Care worker Supervisors monitor VaCMS for incorrect data entries

4. The methodology for determining the amount of child care authorized was changed effective June 2010, to require that authorizations be based on part-day and full-day rates rather than

		<p>weekly, daily or hourly rates, eliminate confusion and ambiguity around calculation when less than a full week's care is authorized.</p> <p>VDSS Regional Consultants and Child Care worker Supervisors monitor VaCMS for incorrect data entries.</p> <p>5. Full statewide implementation occurred June 2012.</p> <p>The subsidy program maintains a list of enhancements for system functionality outside the original scope of the VaCMS. In August 2012, state and local Program users met with the automated systems vendor to discuss several of the enhancements identified for VaCMS.</p> <p>6. The new application form allows the worker to capture more comprehensive information on composition, relationships, and income of the household.</p> <p>7. Policy has been changed as described.</p> <p>8. Contract awarded to Child Care Aware of Virginia for ongoing management services for all non-licensed child care vendors participating in the Subsidy program.</p>
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		<p>1. Full statewide implementation was completed in 12/11.</p> <p>All requirements for child care vendor (provider) participation in the Child Care Subsidy Program are now managed by the state office and through a contract with Child Care Aware.</p> <p>2. VaCMS was fully implemented statewide as of June 2012. While a client's basic information was entered into VaCMS as each agency changed over, it took up to 12 months as each case was re-determined for all client data to be fully loaded into the system. Full implementation occurred in June 2013.</p> <p>3. VaCMS was implemented statewide as of June 2012 with full caseload information added to the system by June 2013.</p> <p>4. Policy has been changed as described and implemented June 2010.</p> <p>VaCMS was fully implemented statewide as of June 2012.</p> <p>5. Full statewide implementation was completed on June, 2012.</p> <p>Ongoing development for enhancements continues.</p> <p>6. Completed in November 2009.</p> <p>7. Completed June 2010.</p> <p>8. Ongoing</p>	

#### **1.4 Consultation in the Development of the CCDF Plan**

Lead Agencies are required to *consult* with appropriate agencies in the development of its CCDF Plan (§98.12, §98.14(a),(b), §98.16(d)).

**Definition:** *Consultation* involves the meeting with or otherwise obtaining input from an appropriate agency in the development of the State or Territory CCDF Plan. At a

minimum, Lead Agencies must consult with representatives of general purpose local governments. (§§98.12(b), 98.14(a)(1))

**1.4.1 Identify and describe in the table below who the Lead Agency consulted with in the development of the CCDF Plan (658D(b)(2), §§98.12(b), 98.14(b)).**

<b>Agency/Entity</b>	<b>Describe how the Lead Agency consulted with this Agency/entity in developing the CCDF Plan</b>
<input checked="" type="checkbox"/> <p><b>Representatives of general purpose local government (required)</b></p> <p>This may include, but is not limited to: representatives from counties and municipalities, local human service agencies, local education representatives (e.g., school districts), or local public health agencies.</p>	<p>The State Plan Preprint was shared with the Virginia League of Social Services Executives Child Care Committee (directors/designees from the local departments of social services) on March 25, 2013, for input and questions.</p> <p>The information was posted on the VDSS SPARK Website for local and state social services; employee input and on the Lead Agency's public website at <a href="http://www.dss.virginia.gov">www.dss.virginia.gov</a> for public comment.</p>
<p><b>For the remaining agencies, check and describe (optional) any which the Lead Agency has chosen to consult with in the development of its CCDF Plan.</b></p>	
<input checked="" type="checkbox"/> <p>State/Territory agency responsible for public education</p> <p>This may include, but is not limited to, State/Territory pre-kindergarten programs (if applicable), programs serving school-age children (including 21st Century Community Learning Centers), or higher education.</p>	<p>Input was solicited from partners at the Virginia Department of Education, Virginia Community College System's Early Childhood Development Peer Group, and Virginia Partnership for Out-of-School Time (to reach the public school-age programs).</p>
<input checked="" type="checkbox"/> <p>State/Territory agency responsible for programs for children with special needs</p> <p>This may include, but is not limited to: State/Territory early intervention programs authorized under the Individuals with Disabilities Education Act (Part C for infants and toddlers and Section 619 for preschool), or other State/Territory agencies that support children with special needs</p>	<p>Feedback was requested from the Virginia Department of Behavioral Health and Developmental Services, the Virginia Department of Education's Special Education division, as well as the Partnership for People with Disabilities.</p>

<input checked="" type="checkbox"/> State/Territory agency responsible for licensing (if separate from the Lead Agency)	The VDSS Division of Licensing Programs provided input on the State Plan. A link to the draft of the Child Care and Development Fund (CCDF) Plan for FFY 2014-2015, located on the Lead Agency's website at <a href="http://www.dss.virginia.gov">www.dss.virginia.gov</a> was provided to the State Board of Social Services, the governing body that regulates child care.
<input checked="" type="checkbox"/> State/Territory agency with the Head Start Collaboration grant	The Head Start State Collaboration Office was consulted on the development of the Child Care and Development Fund (CCDF) Plan for FFY 2014-2015
<input checked="" type="checkbox"/> Statewide Advisory Council authorized by the Head Start Act	The Office of Child Care and Early Childhood Development, providing staff support to the Virginia Early Childhood Advisory Council, provided information to the ECAC members for the State Plan. A link to the draft of the Child Care and Development Fund (CCDF) Plan for FFY 2014-2015, located on the Lead Agency's website at <a href="http://www.dss.virginia.gov">www.dss.virginia.gov</a> , was provided to ECAC as well.
<input checked="" type="checkbox"/> Other Federal, State, local, Tribal (if applicable), and/or private agencies providing early childhood and school-age/youth-serving developmental services	A link to the draft of the Child Care and Development Fund (CCDF) Plan for FFY 2014-2015, located on the Lead Agency's website at <a href="http://www.dss.virginia.gov">www.dss.virginia.gov</a> , was provided to Child Care Aware of Virginia and to the Virginia Partnership for Out-of-School Time for comment.
<input type="checkbox"/> State/Territory agency responsible for the Child and Adult Care Food Program (CACFP)	A link to the draft of the Child Care and Development Fund (CCDF) Plan for FFY 2014-2015, located on the Lead Agency's website at <a href="http://www.dss.virginia.gov">www.dss.virginia.gov</a> , was provided to colleagues at the Virginia Child and Adult Care Food Program for comment.
<input checked="" type="checkbox"/> State/Territory agency responsible for implementing the Maternal and Early Childhood Home Visitation programs grant	A link to the draft of the Child Care and Development Fund (CCDF) Plan for FFY 2014-2015, located on the Lead Agency's website at <a href="http://www.dss.virginia.gov">www.dss.virginia.gov</a> was provided to colleagues at the Virginia Home Visiting Consortium for comment.
<input checked="" type="checkbox"/> State/Territory agency responsible for public health (including the agency responsible for immunizations and programs that promote children's emotional and mental health)	Colleagues from the Virginia Department of Health's Early Childhood division were sent a link to the draft of the Child Care and Development Fund (CCDF) Plan for FFY 2014-2015, located on the Lead Agency's website at <a href="http://www.dss.virginia.gov">www.dss.virginia.gov</a> for comment.
<input checked="" type="checkbox"/> State/Territory agency responsible for child welfare	The Virginia Department of Social Services is responsible for child welfare and our Division of Family Services/Child Protective Services was consulted on the Plan.

<input checked="" type="checkbox"/> State/Territory liaison for military child care programs or other military child care representatives	A link to the draft of the Child Care and Development Fund (CCDF) Plan for FFY 2014-2015, located on the Lead Agency's website at <a href="http://www.dss.virginia.gov">www.dss.virginia.gov</a> was sent to Virginia's Child Care Aware liaison for military child care for comment.				
<input checked="" type="checkbox"/> State/Territory agency responsible for employment services/workforce development	A link to the draft of the Child Care and Development Fund (CCDF) Plan for FFY 2014-2015, located on the Lead Agency's website at <a href="http://www.dss.virginia.gov">www.dss.virginia.gov</a> was sent to colleagues at the Virginia Department of Labor and shared with workforce development colleagues at the Virginia Community College System for comment.				
<input checked="" type="checkbox"/> State/Territory agency responsible for Temporary Assistance for Needy Families (TANF)	The Virginia Department of Social Services is the agency responsible for TANF, and the Division of Benefit Programs administers this program. Their division provided consultation for the Plan.				
<table border="1" style="width: 100%;"> <tr> <td style="width: 25%;"><input type="checkbox"/></td> <td>Indian Tribes/Tribal Organizations</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/> N/A: No such entities exist within the boundaries of the State</td> </tr> </table>	<input type="checkbox"/>	Indian Tribes/Tribal Organizations		<input checked="" type="checkbox"/> N/A: No such entities exist within the boundaries of the State	Virginia's tribes are not federally recognized.
<input type="checkbox"/>	Indian Tribes/Tribal Organizations				
	<input checked="" type="checkbox"/> N/A: No such entities exist within the boundaries of the State				
<input checked="" type="checkbox"/> Private agencies/entities including national initiatives that the Lead Agency is participating in such as BUILD, Strengthening Families, Mott Statewide After-school Networks, Ready by 21	The Virginia Partnership for Out-of-School Time, Virginia's Mott After-school Network, provided input on the draft Plan.				
<input checked="" type="checkbox"/> Provider groups, associations or labor organizations	A link to the draft of the Child Care and Development Fund (CCDF) Plan for FFY 2014-2015 located on the Lead Agency's website at <a href="http://www.dss.virginia.gov">www.dss.virginia.gov</a> , was sent to our provider contacts within the Virginia Alliance of Family Child Care Associations, Virginia Association for Early Childhood Education, Greater Richmond Early Childhood Development Collaboration, City of Richmond Early Childhood Development Initiative, and Smart Beginnings Coalitions.				
<input checked="" type="checkbox"/> Parent groups or organizations	A draft of the Child Care and Development Fund (CCDF) Plan for FFY 2014-2015 was posted on the VDSS website at <a href="http://www.dss.virginia.gov">www.dss.virginia.gov</a> .				

<input checked="" type="checkbox"/> Local community organization, and institutions (child care resource and referral, Red Cross)	A link to the draft of the Child Care and Development Fund (CCDF) Plan for FFY 2014-2015 located on the Lead Agency's website at <a href="http://www.dss.virginia.gov">www.dss.virginia.gov</a> , was sent to Child Care Aware of Virginia and its five member agencies for comment. Comments were received and incorporated as applicable. Voices for Virginia's Children provided comments on the draft State Plan.
<input type="checkbox"/> Other	N/A

**1.4.2. Describe the Statewide/Territory-wide public hearing process held to provide the public an opportunity to comment on the provision of child care services under this Plan.** (658D(b)(1)(C), §§98.14(C)). At a minimum, the description should include:

Effective Date: 01-OCT-13

a) Date(s) of notice of public hearing: [04/26/2013](#)

**Reminder** - Must be at least 20 days prior to the date of the public hearing.

b) How was the public notified about the public hearing? [For all public hearings, notice was provided on the Lead Agency's website at \[www.dss.virginia.gov\]\(http://www.dss.virginia.gov\) as well as by email notifications to interested parties.](#)c) Date(s) of public hearing(s): [04/16/2013](#)

**Reminder** - Must be no earlier than 9 months before effective date of Plan (October 1, 2013).

d) Hearing site(s) [Virginia Department of Social Services, Central Regional Office, Hanover Room, 1604 Santa Rosa Road, Richmond VA 23229](#) [Fairfax County Government Center, Conference Rooms 9 and 10, 12000 Government Center Parkway, Fairfax, VA 22035-0011](#)[Virginia Department of Social Services, Piedmont Regional Office, 1351 Hershberger Road, Suite 210, Roanoke, VA 24012](#) [Virginia Department of Social Services, Eastern Regional Office, 291 Independence Boulevard, Pembroke Office Park, Pembroke IV, Suite 300, Virginia Beach, VA 23462](#)

e) How was the content of the Plan made available to the public in advance of the public hearing(s)? [A draft of the Plan was available on the Lead Agency's website; A paper copy of the draft Plan was available at each hearing; Emails were sent to parties of interest and stakeholders with a link to the website where a draft of the Plan was available for review and comments.](#)

f) How will the information provided by the public be taken into consideration in the provision of child care services under this Plan? [All comments about the State Plan will be considered and discussed. If the input is relevant, practical, and provides for improved outcomes, it is highly likely that the Lead Agency will integrate the suggestion into the Plan. The input will be weighed against other priorities and analyzed based on resources needed versus resources available, as well as how the suggestion fits with the overall goals of the program. Individual input is also evaluated in relation to the needs of the entire state. The Division Director and the Commissioner of Social Services have the final authority on what is included in the Plan.](#)

**1.4.3. Describe any strategies used by the Lead Agency to increase public consultation on the Plan or access to the public hearing.** For example, translating the public hearing notice into multiple languages, using a variety of sites or technology (e.g., video) for the public hearing, holding the hearing at times to accommodate parent and provider work schedules.

Effective Date: 01-OCT-13

- Different sites across the state were used
- Public meetings were held at times to accommodate parent and provider work schedules.
- Public comments were accepted online on Lead Agency’s website.
- Interested parties/groups/organizations were briefed by division staff on the Plan and encouraged to attend the public hearings or provide written comment.

**1.5. Coordination Activities to Support the Implementation of CCDF Services**

Lead Agencies are required to *coordinate* with other Federal, State, local, Tribal (if applicable) and private agencies providing child care and early childhood development services

**Definition** - *Coordination* involves child care and early childhood and school-age development services efforts to work across multiple entities, both public and private (such as in connection with a State Early Childhood Comprehensive System (SECCS) grant or the State Advisory Council funded under the Head Start Act of 2007). (658D(b)(1)(D), §§98.12(a), 98.14(a)(1))

Note: Descriptions of how governments are organized for each State are provided at: [http://www2.census.gov/govs/cog/all\\_ind\\_st\\_descr.pdf](http://www2.census.gov/govs/cog/all_ind_st_descr.pdf).

**1.5.1. Identify and describe in the table below with whom the Lead Agency coordinates in the delivery of child care and early childhood and school-age services (§98.14(a)(1)).**

Effective Date: 01-OCT-13

<b>Agency/Entity (check all that apply)</b>	<b>Describe how the Lead Agency will coordinate with this Agency/entity in delivering child care and early childhood services</b>	<b>Describe the goals or results you are expecting from the coordination</b>
		Examples might include increased supply of full-day/full-year services, aligned eligibility policies, blended funding, or access to more training and technical assistance resources shared across agencies.

<input checked="" type="checkbox"/>	<p>Representatives of general purpose local government</p> <p>This may include, but is not limited to: representatives from counties and municipalities, local education representatives, or local public health agencies.</p>	<p>The Lead Agency participates in the Child Care Committee meetings of the Virginia League of Social Services Executives (VLSSE), an organization representing the directors of 120 local departments of social services.</p> <p>The Lead Agency is continuing the work of the ACF/OPRE data collection research and demonstration grant with local school divisions, local departments of social services, and other local groups yet to be named.</p>	<p>The ultimate goals are to correct current obstacles to success; standardize requirements; streamline the state-supervised, locally-administered processes through the implementation of automation; and leverage our resources to maximize our collective efforts to better serve families in need and all child care providers.</p> <p>The data collection project will begin to answer the research questions to inform state decision-makers. We plan to develop a data governance structure among agencies to access the data and provide informative linked data results.</p>
<input checked="" type="checkbox"/>	<p>State/Territory agency responsible for public education <b>(required)</b></p> <p>This may include, but is not limited to, State/Territory pre-kindergarten programs (if applicable), programs serving school-age children (including 21st Century Community Learning Centers), or higher education.</p>	<p>The Lead Agency works with the Department of Education to align goals and learning objectives for early childhood through school-age programs. The Virginia Preschool Initiative (VPI), a voluntary education program for at-risk 4 year olds, is a partner in the CCDF Maintenance of Effort requirement. Early learning guidelines were aligned with VPI's <i>Foundation Blocks for Learning</i>.</p> <p>The Lead Agency serves on the Virginia Department of Education's 21<sup>st</sup> Century Community Learning Center Grant Request for Proposal (RFP) Consultation Team each year.</p> <p>The Lead Agency works with the Virginia Community College System Early Childhood Development Peer Group and 4-year college faculty to request input on initiatives, provide curricula development/review, and frequently provide progress reports, etc.</p> <p>The Lead Agency works with community colleges and 4-year institutions of higher learning to re-establish 4-year college and master's level degree programs dedicated to early childhood development.</p> <p>The Lead Agency partners with the Department of Education's Special Education division to participate in post-grant activities for the SpecialQuest and National Professional Development Center on Inclusion Programs.</p>	<p>Continued blending of funding and resources between VPI, Head Start, Child Care Subsidy, and Quality Initiatives.</p> <p>Increased involvement of VPI programs in the QRIS.</p> <p>Increased resource sharing between VPI and the Lead Agency's professional development initiatives.</p> <p>Improve the design of the RFP, thus improving the quality of grantee work and outcomes for 21<sup>st</sup> CCLC grant recipients.</p> <p>Update the <i>Competencies for Early Childhood Professionals</i>, stay current on new trends and initiatives in academia, address statewide professional development issues, and maintain open communication with higher education partners.</p> <p>Build a stronger, formal education system to better prepare students to positively contribute to high quality child care programs.</p> <p>Infuse current training curricula with information on working with children who have special needs.</p> <p>Explore adding inclusion courses as a requirement for teacher licensure in early childhood and elementary education.</p>

<input checked="" type="checkbox"/>	<p>Other Federal, State, local, Tribal (if applicable), and/or private agencies providing early childhood and school-age/youth-serving developmental services <b>(required)</b></p>	<p>The Lead Agency serves on the Virginia Partnership for Out-of-School Time, a public/private leadership board stemming from the Mott Foundation Grant to Child Care Aware of Virginia to improve school-age programs.</p> <p>The Lead Agency contracts with an external entity through a competitive proposal process to implement Virginia's Star Rating Initiative for center-based and family-based child care programs.</p> <p>The Lead Agency contracts with Child Care Aware of Virginia to provide resource and referral services statewide and tracking of the subsidy program participation requirements for unlicensed child care providers.</p> <p>The Lead Agency contracts with an external entity to administer the Infant and Toddler Specialist Network.</p>	<p>Market the introductory school-age training endorsement and pursue the development of an advanced school-age child care credential.</p> <p>Increased collaboration among school-age programs, leveraging resources and funding to achieve collective goals.</p> <p>Continue the QRIS grants, expanding them as funding allows, infusing the home-based pilot into the framework, and making program improvements.</p> <p>Continue the resource and referral services to families and tracking of subsidy program requirements for providers as funding allows. Improve monitoring of unlicensed providers.</p> <p>Continue the Infant and Toddler Specialist Network to provide technical assistance and training/mentoring to more programs statewide.</p>
<input checked="" type="checkbox"/>	<p>State/Territory agency responsible for public health <b>(required)</b></p> <p>This may include, but is not limited to, the agency responsible for immunizations and programs that promote children's emotional and mental health</p>	<p>The Lead Agency partners with the Virginia Department of Health (VDH) on Project Child HANDS (data integration), as well as with VDH's Home Visiting Consortium, Early Childhood Division, and Health Consultant Network.</p> <p>The Lead Agency partners with the Virginia Department of Behavioral Health and Development Services on the Infant and Child Mental Health Committee of Virginia by providing representation on the Committee.</p>	<p>Add VDH data to the federated data collection system developed under the ACF/OPRE grant.</p> <p>Share resources and professional development opportunities statewide.</p> <p>Share resources and coordinate Medication Administration Training of Trainers with the Health Consultant network through Medical Home Plus. Continue the work of the Infant and Child Mental Health Committee of Virginia, leveraging resources across sectors.</p> <p>Continue support of the the Head Start State Collaboration Office for the Infant and Child Mental Health Coordinator position.</p>
<input checked="" type="checkbox"/>	<p>State/Territory agency responsible for employment services / workforce development <b>(required)</b></p>	<p>With the development of the child care and early childhood professional registry, we will be able to provide data on numbers of registered working child care practitioners, their education levels, and experience in the field.</p>	<p>To supply data about the child care industry workforce that will help policy-makers and workforce development staff make decisions about identified needs.</p> <p>Enhanced ability to evaluate program and policy decisions because of the availability of integrated data.</p>

<input checked="" type="checkbox"/> <p>State/Territory agency responsible for providing Temporary Assistance for Needy Families (TANF) including local human service agencies (required)</p>	<p>The Lead Agency is responsible for providing TANF funds to families in need.</p>	<p>Continue to assist families that need child care services while they transition off TANF benefits.</p>
<input type="checkbox"/> <p>Indian Tribes/Tribal Organizations (required)</p> <input type="checkbox"/> <p>N/A: No such entities exist within the boundaries of the State</p>	<p>The Virginia Tribes are not federally-recognized and are not formally coordinated.</p>	<p>N/A</p>

**For the remaining agencies, check and describe (optional) any with which the Lead Agency has chosen to coordinate early childhood and school-age service delivery**

<input checked="" type="checkbox"/> <p>State/Territory agency with the Head Start Collaboration grant</p>	<p>The Lead Agency has the Head Start State Collaboration grant and will participate with the grant director to conduct an alignment of the revised <i>Competencies for Early Childhood Professionals with The Head Start Child Development and Early Learning Framework</i> (Framework). This process will include a review of the relationship between the Child Care Manual and the Framework.</p> <p>The Lead Agency will earmark funds for Head Start wrap-around child care services, provided by Head Start programs and child care providers.</p> <p>The Lead Agency will be the conduit for approval of the Office of Head Start-approved Infant/Toddler Certificate and Early Childhood Development Certificate.</p> <p>The Lead Agency participates, along with the Head Start Collaboration Office, in a state-level cross-sector professional development leadership team.</p>	<p>Closer alignment of CCDF and Head Start requirements.</p> <p>Stable or increased supply of Head Start wrap-around services to enable families to obtain the comprehensive services of Head Start and have child care needs met.</p> <p>Enhanced ability to evaluate program and policy decisions because of the availability of integrated data.</p> <p>Continue the grant to the Rural Family Development of the Virginia Council of Churches for Eastern Shore migrant families to receive extended day child care for Head Start children.</p>
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<input type="checkbox"/> State/Territory agency responsible for Race to the Top - Early Learning Challenge (RTT-ELC) <input type="checkbox"/> N/A: State/Territory does not participate in RTT-ELC	N/A	N/A
<input checked="" type="checkbox"/> State/Territory agency responsible for the Child and Adult Care Food Program (CACFP)	The Virginia Department of Health administers the Child and Adult Care Food Program. The Lead Agency will continue to work with VDH as issues arise, including communication of program availability to providers and coordination of cross-sector training.	Continue the technical assistance relationship as needed.  Partner to provide more comprehensive information to child care providers.

<input checked="" type="checkbox"/>	<p>State/Territory agency responsible for programs for children with special needs</p> <p>This may include, but is not limited to: State/Territory early intervention programs authorized under the Individuals with Disabilities Education Act (Part C for infants and toddlers and Section 619 for preschool), or other State/Territory agencies that support children with special needs</p>	<p>The Lead Agency participates in the Infant and Toddler Mental Health Committee of Virginia, as led by the Virginia Department of Behavioral Health and Developmental Services (DBHDS), the administrator of Part C for infants and toddlers. This Department provides technical assistance on early intervention issues.</p> <p>The Lead Agency collaborates with the Virginia Department of Education's Special Education division and their Training and Technical Assistance Centers (T-TACs) on the SpecialQuest post-grant activities, as well as the Virginia Cross-sector Professional Development leadership team. One T-TAC organization, The Partnership for People with Disabilities at Virginia Commonwealth University, also provides training services for the raters and mentors of The Virginia Star Quality Initiative. These organizations provide ongoing technical assistance/ feedback regarding early childhood initiatives.</p>	<p>Align the competencies for the professionals who work with children who have special needs with the Competencies for Early Childhood Professionals.</p> <p>Continue our positive relationships with these agencies and organizations that specialize in working with children who have special needs.</p> <p>Continue to embed inclusion best practices in the Competencies for Early Childhood Professionals, as well as all VDSS training curricula, and eventually higher education curricula.</p>
<input checked="" type="checkbox"/>	<p>State/Territory agency responsible for implementing the Maternal and Early Childhood Home Visitation programs grant</p>	<p>The Lead Agency collaborates with the Virginia Department of Health's Home Visiting Consortium on the Virginia Cross-sector Professional Development leadership team. The Home Visiting Consortium is represented on the data collection task force.</p>	<p>Include Home Visiting Professionals in the Competencies document.</p> <p>Continue to partner on relevant initiatives to leverage resources, provide technical assistance opportunities, and streamline efforts.</p>
<input checked="" type="checkbox"/>	<p>State/Territory agency responsible for child welfare</p>	<p>The Lead Agency is responsible for child welfare; however, those programs are administered by a separate division, Family Services. Our divisions work together to provide child care services for eligible child welfare recipients in need.</p>	<p>Continue to explore ways in which we can collaborate more, possibly with consumer education.</p> <p>Continue division representation on the agency's Prevention Committee, led by Family Services.</p>

<input checked="" type="checkbox"/>	State/Territory liaison for military child care programs or other military child care representatives	Through Child Care Aware of America, the Lead Agency works with the Virginia Military Liaison to understand the needs of military families and share lessons learned.	Continue to share training resources. Explore the benefits of more stringent program standards of approved military child care.
<input checked="" type="checkbox"/>	Private agencies/entities including national initiatives that the Lead Agency is participating in such as BUILD, Strengthening Families, Mott Statewide After-school Networks, Ready by 21	<p>The Lead Agency participates on the leadership board for Virginia Partnership for Out-of-School Time, Virginia's MOTT Statewide After-school Networks sub-grantee, administered by Child Care Aware of Virginia.</p> <p>The Lead Agency adopted the Strengthening Families Framework for integration in all activities.</p>	<p>Continue to serve on this board and provide support for after-school quality improvement initiatives.</p> <p><i>Use the Strengthening Families Framework to infuse prevention initiatives in all relevant contracts and activities.</i></p>
<input checked="" type="checkbox"/>	Local community organizations (child care resource and referral, Red Cross)	<p>Renew the contract with Child Care Aware of Virginia, a network of 5 member agencies statewide, aligned with the 5 VDSS regions. Collaborate on cross-sector professional development opportunities within the state.</p> <p>The Lead Agency will continue to partner with local child care coalitions and local departments of social services (LDSS), providing technical assistance and educational resources through the LDSS Quality Initiative grants, The Virginia Star Quality Initiative for center-based and home-based child care programs, the Infant and Toddler Specialist Network, and the Infant and Child Mental Health Committee work.</p>	<p>Continue the resource and referral services, specializing in identifying programs that serve children with special needs, such as odd hour care, sick care, or medical/ developmental assistance.</p> <p>Collect data when possible and continue supporting the initiatives to improve child outcomes.</p>
<input checked="" type="checkbox"/>	Provider groups, associations or labor organizations	Provide informal updates and technical assistance for the Virginia Alliance of Family Child Care Associations, Virginia Association of Early Childhood Education, vocational education teachers, individual employers, and other provider groups as needed.	Reach out more often to these groups to solicit their feedback as drafts of plans are completed.
<input checked="" type="checkbox"/>	Parent groups or organizations	The Lead Agency supports the efforts of Child Care Aware of Virginia in working with parents via the Parent Action and Information Center with over 1,000 parents enrolled.	Keep abreast of child care issues from the parents' perspective. Explore working with this group for consumer education.
<input type="checkbox"/>	Other	N/A	N/A

**1.5.2. Does the State/Territory have a formal early childhood and/or school-age coordination plan?** Lead Agencies are not required to have an early childhood nor a school-age coordination plan, but the State/Territory may have such plans for other purposes, including fulfilling requirements of other programs.

Effective Date: 01-OCT-13

Yes. If yes,

a)

Provide the name of the entity responsible for the coordination plan(s):

Virginia's Early Childhood Advisory Council, Virginia Early Childhood Foundation and VDSS

b)

Describe the age groups addressed by the plan(s):

Birth to Five

c)

Indicate whether this entity also operates as the State Advisory Council (as authorized under the Head Start Act of 2007):

Yes

No

d)

Provide a web address for the plan(s), if available:

[http://www.earlychildhood.virginia.gov/documents/VA\\_Plan.pdf](http://www.earlychildhood.virginia.gov/documents/VA_Plan.pdf)

No

**1.5.3. Does the State/Territory have a designated entity(ies) responsible for coordination across early childhood and school-age programs?** (658D(b)(1)(D), §98.14(a)(1)) Check which entity(ies), if any, the State/Territory has chosen to designate.

Effective Date: 01-OCT-13

State/Territory-wide early childhood and/or school-age cabinet/advisory council/task force/commission.

If yes, describe entity, age groups and the role of the Lead Agency

State Advisory Council (as described under the Head Start Act of 2007).

If yes, describe entity, age groups and the role of the Lead Agency

Local Coordination/Council

If yes, describe entity, age groups and the role of the Lead Agency

Other

Describe

None

**1.5.4 Does the Lead Agency conduct or plan to conduct activities to encourage public-private partnerships that promote private sector involvement in meeting child care needs? (§98.16(d))**

Effective Date: 01-OCT-13

Yes .

If yes, **describe** these activities or planned activities, including the tangible results expected from the public-private partnership:

. The Virginia Early Childhood Foundation (private, non-profit) works with the Lead Agency to implement the Virginia Star Quality Initiative (VSQI). We anticipate growth of this program to expand to all communities within the state. The Program is currently in a pilot phase. The tangible results would include a higher number of child care programs participating in VSQI, ratings that improve from year to year within the same program, and overall expansion of the initiative.

No

**1.6. Child Care Emergency Preparedness and Response Plan**

It is recommended, but not required, that each Lead Agency develop a plan to address preparedness, response, and recovery efforts specific to child care services and programs. Plans should cover the following areas: 1) planning for continuation of services to CCDF families; 2) coordination with other State/Territory agencies and key partners; 3) emergency preparedness regulatory requirements for child care providers; 4) provision of

temporary child care services after a disaster; and 5) rebuilding child care after a disaster. For further guidance on developing Child Care Emergency Preparedness and Response Plans see the Information Memorandum (CCDF-ACF-IM-2011-01) located on the Office of Child Care website at: <http://www.acf.hhs.gov/programs/occ/resource/im-2011-01>

**1.6.1. Indicate which of the following best describes the current status of your efforts in this area. Check only ONE.**

Effective Date: 01-OCT-13

**Planning.** Indicate whether steps are under way to develop a plan. If so, describe the time frames for completion and/or implementation, the steps anticipated and how the plan will be coordinated with other emergency planning efforts within the State/Territory.

**Developed.** A plan has been developed as of **[insert date]:** [December 2012](#) and put into operation as of **[insert date]:** [January 2013](#), if available. Provide a web address for this plan, if available: [None available](#)

**Other.**  
**Describe:**

The Division of Child Care and Early Childhood Development has had a Continuity Plan in place for the past seven years, most recently updated in December 2012. The Plan covers continuity of operations at the state level and is revised and improved annually, or as needed based on new information and guidelines. A tabletop test is staged at some point each calendar year to test the Plan and identify areas of improvement needed. The Continuity Plan is not available on a public Web site; however, it is available on a shared drive within the agency. Since Virginia's Child Care Program is state-supervised and locally administered, the plan covers operations at the state level, and the interaction with the 120 local departments of social services who in turn have direct contact with subsidy clients for their electronic transfer of service credits. VaCMS, Virginia's child care subsidy system, facilitates electronic payments made to vendors receiving subsidy payments for eligible children. We are in the process of adding the new VaCMS procedures to the Continuity Plan, as well as more detailed business functions. Many of the local departments work directly with the local government emergency management coordinators on child care, child welfare and sheltering plans in the event that an emergency occurs.

Both the Center and family day home standards require providers to develop emergency preparedness plans for the eventuality of emergencies that may crop up in their particular regions, in addition to standard emergency shelter-in-place and evacuation drills/plans (e.g., for train derailling, chemical spills, violence). The Lead Agency provides online resources for providers, families, and school administrators about disaster planning and recovery by listing the Child Care Aware of America Web page on its website: <http://www.naccrra.org/programs-services/crisis-and-disaster-resources>; and the Office of Child Care information memorandum on its website: <http://www.acf.hhs.gov/programs/occ/resource/im-2011-01>.

The Lead Agency provides staff for State Managed Emergency Shelters, as directed by the Governor's Office and/or the Virginia Department of Emergency Management (<http://www.vaemergency.gov/>). For each State Managed Emergency Shelter, child care respite is available for all families housed at the Shelter, and this function is staffed by agency personnel.

**1.6.2. Indicate which of the core elements identified in the Information Memorandum are or will be covered in the Lead Agency child care emergency preparedness and response plan.** Check which elements, if any, the Lead Agency includes in the plan.

Effective Date: 01-OCT-13

- Planning for continuation of services to CCDF families
- Coordination with other State/Territory agencies and key partners
- Emergency preparedness regulatory requirements for child care providers
- Provision of temporary child care services after a disaster
- Restoring or rebuilding child care facilities and infrastructure after a disaster
- None

PART 2

CCDF SUBSIDY PROGRAM ADMINISTRATION

**2.1 Administration of the Program**

The Lead Agency has broad authority to administer (i.e., establish rules) and operate (i.e., implement activities) the CCDF program through other governmental, non-governmental, or other public or private local agencies as long as it retains overall responsibility for the administration of the program. (658D(b), §98.11(a))

**2.1.1. Which of the following CCDF program rules and policies are set or established at the State/Territory versus the local level?** Identify the level at which the following CCDF program rules and policies are established.

Effective Date: 01-OCT-13

Eligibility rules and policies (e.g., income limits) are set by the:

State/Territory

Local entity.

If checked, identify the type of policies the local entity(ies) can set

Other.

Describe:

Sliding fee scale is set by the:

State/Territory

Local entity.

If checked, identify the type of policies the local entity(ies) can set

Other.

Describe:

Payment rates are set by the:

State/Territory

Local entity.

If checked, identify the type of policies the local entity(ies) can set

Other.

Describe:

**2.1.2. How is the CCDF program operated in your State/Territory?** In the table below, identify which agency(ies) performs these CCDF services and activities.

Effective Date: 01-OCT-13

### Implementation of CCDF Services/Activities

#### Who determines eligibility?

**Note:** If different for families receiving TANF benefits and families not receiving TANF benefits, please describe:

#### Agency (Check all that apply)

- CCDF Lead Agency
- TANF agency
- Other State/Territory agency.

Describe:

- Local government agencies such as county welfare or social services departments
- Child care resource and referral agencies
- Community-based organizations
- Other.

Describe:

#### Who assists parents in locating child care (consumer education)?

#### Agency (Check all that apply)

- CCDF Lead Agency
- TANF agency
- Other State/Territory agency.

Describe:

- Local government agencies such as county welfare or social services departments
- Child care resource and referral agencies
- Community-based organizations
- Other.

Describe:

**Who issues payments?**

**Agency (Check all that apply)**

- CCDF Lead Agency
- TANF agency
- Other State/Territory agency.

Describe:

- Local government agencies such as county welfare or social services departments
- Child care resource and referral agencies
- Community-based organizations
- Other.

Describe:

**Describe to whom is the payment issued (e.g., parent or provider) and how are payments distributed (e.g., electronically, cash, etc)**

Payments are issued directly to the child care provider via electronic deposit to bank account or issued debit card.

**Other. List and describe:**

**2.2. Family Outreach and Application Process**

Lead Agencies must inform parents of eligible children and the general public of the process by which they can apply for and potentially receive child care services. (658D(b)(1)(A), 658E(c)(2)(D) & (3)(B), §§98.16(k), 98.30(a)-(e). **Note** - For any information in questions 2.2.1 through 2.2.10 that differs or will differ for families receiving TANF, please describe in 2.2.11.

**2.2.1. By whom and how are parents informed of the availability of child care assistance services under CCDF? (658E(c)(2)(A), §98.30(a))** Check all agencies and strategies that will be used in your State/Territory.

Effective Date: 01-OCT-13

- CCDF Lead Agency
- TANF offices
- Other government offices
- Child care resource and referral agencies
- Contractors
- Community-based organizations
- Public schools

Internet

(provide website): <http://www.dss.virginia.gov/>

Promotional materials

Community outreach meetings, workshops or other in-person meetings

Radio and/or television

Print media

Other.

Describe:

**2.2.2. How can parents apply for CCDF services?** Check all application methods that your State/Territory has chosen to implement.

Effective Date: 01-OCT-13

In person interview or orientation

By mail

By Phone/Fax

Through the Internet

(provide website): [www.commonhelp.virginia.gov](http://www.commonhelp.virginia.gov)

By Email

Through a State/Territory Agency

Through an organization contracted by the State/Territory

Other.

Describe:

**2.2.3. Describe how the Lead Agency provides consumer education to parents applying for CCDF assistance to promote informed choices about the quality of care provided by various providers in their communities.**

Effective Date: 01-OCT-13

Lead Agencies must certify that the State/Territory will collect and disseminate to parents of eligible children and the general public, consumer education information that will promote informed child care choices (658E (c)(2)(G), §98.33).

For example, memorandums of understanding with resource and referral agencies to provide consumer education to families applying for CCDF assistance, providing parents with provider lists showing licensing history and/or Quality Rating and Improvement System (QRIS) ratings, or informational brochures that address importance of quality and

different care options available.

Parents are provided information on selecting and monitoring quality child care through brochures available at local departments of social services and the Lead Agency's website, discussions with their local child care subsidy worker, a contract with Child Care Aware of Virginia, and through a public web site for facilities approved through the Department's Division of Licensing Programs. This website provides general licensure information, complaint records, and violations with plans for correction. The Department is also working with its training unit to update consumer education materials for parents.

**2.2.4. Describe how the Lead Agency will support child care programs to increase the likelihood that CCDF-served children receive higher quality care as defined in your State/Territory.**

Effective Date: 01-OCT-13

For example, methods used to promote upward movement in quality rating and improvement system, methods used to encourage high quality programs to participate in the subsidy program such as tiered reimbursement, or incentives used to support high quality programs in rural, suburban, urban, and low-income communities.

A differential payment scale is in place to provide higher reimbursement rates for licensed versus unlicensed programs.

**2.2.5. Describe how the Lead Agency promotes access to the CCDF subsidy program? Check the strategies that will be implemented by your State/Territory.**

Effective Date: 01-OCT-13

- Provide access to program office/workers such as by:
- Providing extended office hours
- Accepting applications at multiple office locations
- Providing a toll-free number for clients
- Email/online communication
- Other.

Describe:

CommonHelp ([www.commonhelp.virginia.gov](http://www.commonhelp.virginia.gov)) is the VDSS website where individuals can complete a screening and apply for child care services.

- Using a simplified eligibility determination process such as:
- Simplifying the application form (such as eliminating unnecessary questions, lowering

the reading level)

- Developing a single application for multiple programs
- Developing web-based and/or phone-based application procedures
- Coordinating eligibility policies across programs.

List the program names: TANF

- Streamlining verification procedures, such as linking to other program data systems
- Providing information multi-lingually
- Including temporary periods of unemployment in eligibility criteria for new applicants (job search, seasonal unemployment).

Length of time:

(Note: this period of unemployment should be included in the Lead Agency's definition of working, or job training/educational program at 2.3.3).

Other.

Describe:

Other.

Describe:

None

**2.2.6. Describe the Lead Agencies policies to promote continuity of care for children and stability for families.** Check the strategies, if any, that your State/Territory has chosen to implement.

Effective Date: 01-OCT-13

Provide CCDF assistance during periods of job search.

Length of time:

Establish two-tiered income eligibility to allow families to continue to receive child care subsidies if they experience an increase in income but still remain below 85% of State median income (SMI)

Synchronize review date across programs

List programs:

Longer eligibility re-determination periods (e.g., 1 year).

Describe:

Families remain eligible for one year unless a significant change occurs, such as a change in income to a level that exceeds the eligibility limit for their family.

Extend periods of eligibility for families who are also enrolled in either Early Head Start or Head Start and pre-k programs.

Describe:

Subsidy may continue for a child enrolled in a Head Start/Early Head Start program for the summer prior to attendance in a part-year Head Start/Early Head Start program and for the summer following the end of a part-year Head Start/Early Head Start.

Extend periods of eligibility for school-age children under age 13 to cover the school year.

Describe:

Minimize reporting requirements for changes in family's circumstances that do not impact families' eligibility, such as changes in income below a certain threshold or change in employment

Individualized case management to help families find and keep stable child care arrangements.

Describe:

Child care workers in local departments of social services meet with all new applicants for assistance and provide information on the importance of quality child care and on how to find and maintain quality care. All families complete a service plan in conjunction with their child care worker that specifies steps that both the family and the worker will take to move the family toward self sufficiency.

Using non-CCDF Funds to continue subsidy for families who no longer meet eligibility, such as for children who turn 13 years of age during the middle of a program year

Other.

Describe:

Income eligibility limits for families caring for children they are not legally obligated to support (grandparents, relative, adults acting in loco parentis) are set at the highest level used in the state in order to prevent foster care and to promote family support.

None

**2.2.7. How will the Lead Agency provide outreach and services to eligible families with limited English proficiency?** Check the strategies, if any, that your State/Territory has chosen to implement.

- Application in other languages (application document, brochures, provider notices)
- Informational materials in non-English languages
- Training and technical assistance in non-English languages
- Website in non-English languages
- Lead Agency accepts applications at local community-based locations
- Bilingual caseworkers or translators available
- Outreach Worker
- Other.

Describe:

None

**If the Lead Agency checked any option above related to providing information or services in other non-English languages, please list the languages offered :**

The Department's on-line application is in English and Spanish. Some local departments of social services have bilingual caseworkers. All local departments also have access to translation services through a contract with Language Services Associates to provide translation services in approximately 230 languages. A list of languages covered by their services can be found at <http://lsaweb.com/languages/>. Child Care Aware-Virginia, a contract agency, also provides services in multiple languages through a language line.

**2.2.8. How will the Lead Agency overcome language barriers with providers? Check the strategies, if any, that your State/Territory has chosen to implement.**

Effective Date: 01-OCT-13

- Informational materials in non-English languages
- Training and technical assistance in non-English languages
- CCDF health and safety requirements in non-English languages
- Provider contracts or agreements in non-English languages
- Website in non-English languages
- Bilingual caseworkers or translators available
- Collect information to evaluate on-going need, recruit, or train a culturally or linguistically diverse workforce
- Other.

None

**If the Lead Agency checked any option above related to providing information or services in other non-English languages, please list the languages offered:**

: All local departments also have access to translation services through a contract with Language Services Associates to provide translation services in approximately 230 languages. A list of languages covered by their services can be found at <http://lsaweb.com/languages/> Child Care Aware-Virginia, a contract agency, also provides services in multiple languages through a language line.

**2.2.9. Describe how the Lead Agency documents and verifies applicant information using the table below. (§98.20(a))**

Effective Date: 01-OCT-13

Check the strategies that will be implemented by your State/Territory. **Attach** a copy of your parent application for the child care subsidy program(s) as **Attachment 2.2.9** or provide a web address, if available: <http://www.dss.virginia.gov/family/cc/assistance.cgi>

The Lead Agency requires documentation of:	Describe how the Lead Agency documents and verifies applicant information:
<input checked="" type="checkbox"/> Applicant identity	A face-to-face interview is required at initial application. The interview is documented in the Virginia Case Management System (VaCMS). Declaration of applicant is accepted unless there is a reason to question the validity of that information.
<input checked="" type="checkbox"/> Household composition	An applicant must list household members at initial application and at eligibility redetermination. The information is documented on the application and within the VaCMS. Declaration of applicant is accepted unless there is a reason to question the validity of that information.
<input checked="" type="checkbox"/> Applicant's relationship to the child	An applicant must declare relationship on the application. The information is documented on the application and within the VaCMS. Declaration of applicant is accepted unless there is a reason to question the validity of that information.
<input checked="" type="checkbox"/> Child's information for determining eligibility (e.g., identity, age, etc.)	An applicant must declare child's information on the application. The information is documented on the application and within the VaCMS. Declaration of applicant, is accepted unless there is a reason to question the validity of that information. The child's legal status is verified by viewing an original birth certificate. If a birth certificate is not available, the worker may view a United States passport, FS -240 form, FS-545 form, N-561 form, Statement provided by a U.S. consular official, Form I-872, Form I-551, Form I-94, form I-688B, form I-766, letter from Asylum Office of the U.S. Citizenship and Immigration Service, or Order of an immigration judge granting asylum.

<input checked="" type="checkbox"/> Work, Job Training or Educational Program	An applicant must declare work and/or education/training programs on the application. The information is documented on the application and within the VaCMS. Earnings are verified by pay stubs or a statement from the employer. Enrollment in an education/job training program is verified by a statement from the education institution.
<input checked="" type="checkbox"/> Income	An applicant must declare income on the application. Income counted in determining eligibility must be verified. Earnings are verified as noted above. Other VA public assistance is verified through state systems or communication with eligibility workers. Federal benefits are verified through other state systems or by documentation from the source
<input type="checkbox"/> Other. Describe:	

**2.2.10. Which strategies, if any, will the Lead Agency use to assure the timeliness of eligibility determinations upon receipt of applications?**

Effective Date: 01-OCT-13

Time limit for making eligibility determinations.

Describe length of time 30 days

Track and monitor the eligibility determination process

Other.

Describe

None

**2.2.11. Are the policies, strategies or processes provided in questions 2.2.1 through 2.2.10 different for families receiving TANF? (658E(c)(2)(H) & (3)(D), §§98.16(g)(4), 98.33(b), 98.50(e))**

Effective Date: 01-OCT-13

Yes.

If yes, describe:

TANF recipients are presumed eligible for Child Care Services. Participants in the Virginia Initiative for Employment not Welfare (VIEW), the TANF work program, do not have to submit an application for Child Care assistance. The VIEW worker can initiate services or refer the family to a Child Care worker using VIEW Activity and Services Plan. The SNAP Education & Training Program Plan of Participation may substitute for a Child Care application for participants in the SNAP education and training program.

No.

## 2.2.12. Informing parents who receive TANF benefits about the exception to the individual penalties associated with the TANF work requirement.

The regulations at §98.33(b) require the Lead Agency to inform parents who receive TANF benefits about the exception to the individual penalties associated with the work requirement for any single custodial parent who has a demonstrated inability to obtain needed child care for a child under 6 years of age. Lead Agencies must coordinate with TANF programs to ensure, pursuant that TANF families with young children will be informed of their right not to be sanctioned if they meet the criteria set forth by the State TANF agency in accordance with section 407(e)(2) of the Social Security Act. In fulfilling this requirement, the following criteria or definitions are applied by the TANF agency to determine whether the parent has a demonstrated inability to obtain needed child care. **NOTE:** The TANF agency, not the CCDF Lead Agency, is responsible for establishing the following criteria or definitions. These criteria or definitions are offered in this Plan as a matter of public record.

Effective Date: 01-OCT-13

a) Identify the TANF agency that established these criteria or definitions:

State/Territory TANF Agency [Virginia Department of Social Services](#)

b) Provide the following definitions established by the TANF agency.

- "appropriate child care": [child care arranged by the participant or, if the participant cannot arrange for the child's care, child care arranged by the local department of social services with a legally operating provider.](#)
- "reasonable distance": [the travel time from the child's home to the child care provider and the work site is generally no more than one hour, based on transportation available to the parent.](#)
- "unsuitability of informal child care": [the child care arrangement does not meet the requirements for relative care in the Virginia Department of Social Services Child Care Services policy.](#)
- "affordable child care arrangements": [the cost of the child care is less than or equal to the payment amounts specified in the Virginia Department of Social Services Child Care Services policy.](#)

c) How are parents who receive TANF benefits informed about the exception to individual penalties associated with the TANF work requirements?

- In writing  
 Verbally  
 Other.

Describe:

## 2.3. Eligibility Criteria for Child Care

In order to be eligible for services, children must (1) be under the age of 13, or under the age of 19 if the child is physically or mentally disabled or under court supervision; (2) reside with a family whose income is less than 85 percent of the State's median income for a family of the same size; and (3) reside with a parent or parents who is working or attending job training or an educational program; or (4) be receiving or needs to receive protective services. (658P(3), §98.20(a))

### 2.3.1. How does the Lead Agency define the following eligibility terms?

Effective Date: 01-OCT-13

*residing with -*

a child is considered to be residing with the parent if that parent is responsible for the day-to-day care and control of the child and if any temporary living situation is not an out-of-home placement.

*in loco parentis -*

means an adult(s) with whom the child is living who has assumed responsibility for the day-to-day care and supervision of the child.

### 2.3.2. Eligibility Criteria Based Upon Age

Effective Date: 01-OCT-13

a) The Lead Agency serves children from 0 weeks to 13 years (may not equal or exceed age 13).

b) Does the Lead Agency allow CCDF-funded child care for children age 13 and above but below age 19 years who are physically and/or mentally incapable of self-care? (658E(c)(3)(B), 658P(3), §98.20(a)(1)(ii))

Yes, and the upper age is 18 (may not equal or exceed age 19).  
Provide the Lead Agency definition of *physical or mental incapacity* -

Children with documented developmental disabilities, mental retardation, emotional disturbance, sensory or motor impairment, or significant chronic illness who require special health surveillance or specialized programs, interventions, technologies, or facilities

No.

c) Does the Lead Agency allow CCDF-funded child care for children age 13 and above but below age 19 years who are under court supervision? (658P(3), 658E(c)(3)(B), §98.20(a)(1)(ii))

Yes, and the upper age is 18 (may not equal or exceed age 19).

No.

### 2.3.3. Eligibility Criteria Based Upon Work, Job Training or Educational Program

Effective Date: 01-OCT-13

a) How does the Lead Agency define "working" for the purposes of eligibility? Provide a narrative description below, including allowable activities and if a minimum number of hours is required.

**Reminder** - Lead Agencies have the flexibility to include any work-related activities in its definition of working, including periods of job search and travel time. (§§98.16(f)(3), 98.20(b))  
*working-*

Individuals are considered to be working if they meet the established work requirements of TANF, VIEW, or SNAPET or have regular gainful employment in a part time or fulltime capacity.

b) Does the Lead Agency provide CCDF child care assistance to parents who are attending job training or an educational program? (§§98.16(g)(5), 98.20(b))

Yes.

If yes, how does the Lead Agency define "attending job training or educational program" for the purposes of eligibility? Provide a narrative description below.

**Reminder** - Lead Agencies have the flexibility to include any training or education-related activities in its definition of job training or education, including study time and travel time.

*attending job training or educational program -*

- attending job training or educational program – Attending job training or educational program refers to an individual in job training or educational activity who participates in that activity on a regular basis as stipulated in state regulations or policy. Child care approved for education/training activities is limited to curriculum related to the fulfillment of an individual's employment goal. Participants must show that they are making satisfactory progress.

No.

### 2.3.4. Eligibility Criteria Based Upon Receiving or Needing to Receive Protective Services

a) Does the Lead Agency provide child care to children in protective services?  
(§§98.16(f)(7), 98.20(a)(3)(ii)(A) & (B))

Yes.

If yes, how does the Lead Agency define "protective services" for the purposes of eligibility? Provide a narrative description below.

**Reminder** - Lead Agencies have the flexibility to define protective services beyond formal child welfare or foster care cases. Lead Agencies may elect to include homeless children and other vulnerable populations in the definition of protective services.

**Note** - If the Lead Agency elects to provide CCDF-funded child care to children in foster care whose foster care parents are not working, or who are not in education/training activities for CCDF purposes these children are considered to be in protective services and should be included in this definition.

*protective services*

The identification, receipt and immediate response to complaints and reports of alleged child abuse or neglect for children under 18 years of age. It also includes assessment, and arranging for and providing necessary protective and rehabilitative services for a child and his family when the child has been found to have been abused or neglected or is at risk of being abused or neglected.

No.

b) Does the Lead Agency waive, on a case-by-case basis, the co-payment and income eligibility requirements for cases in which children receive, or need to receive, protective services? (658E(c)(3)(B), 658P(3)(C)(ii), §98.20(a)(3)(ii)(A))

Yes.

No.

### 2.3.5. Income Eligibility Criteria

Effective Date: 01-OCT-15

a) How does the Lead Agency define "income" for the purposes of eligibility? Provide the Lead Agency's definition of "income" for purposes of eligibility determination.  
(§§98.16(g)(5), 98.20(b))

*income* -

income – Income is defined as the gross countable monthly income of all household members who are included in the family unit. Earnings and unearned income from sources such as Social Security and child support for children in the family unit are counted.

b) Which of the following sources of income, if any, will the Lead Agency exclude or deduct from calculations of total family income for the purposes of eligibility determination? Check any income the Lead Agency chooses to exclude or deduct, if any.

- Adoption subsidies
- Foster care payments
- Alimony received or paid
- Child support received
- Child support paid
- Federal nutrition programs
- Federal tax credits
- State/Territory tax credits
- Housing allotments, Low-Income Energy Assistance Program (LIHEAP) or energy assistance
- Medical expenses or health insurance related expenses
- Military housing or other allotment/bonuses
- Scholarships, education loans, grants, income from work study
- Social Security Income
- Supplemental Security Income (SSI)
- Veteran's benefits
- Unemployment Insurance
- Temporary Assistance for Needy Families (TANF)
- Worker Compensation
- Other types of income not listed above:

- Transitional payments of \$50.00 per month to former Virginia Initiative for Employment not Welfare (VIEW) participants;
- Diversionary Assistance payments;
- General Relief benefits;
- Value of USDA donated food;
- Value of supplemental food assistance under the Child Nutrition Act of 1966 and lunches provided under National School Lunch Act;
- Earnings of a child under the age of 18 years;
- Garnisheed wages;
- Lump sum child support payments;
- Any scholarships, loans, or grants for education except any portion specified for child care;
- Payment to AmeriCorps volunteers;
- Tax refunds;
- Lump sum insurance payments;
- Monetary gifts for identifiable one-time occasions or normal annual occasions;
- Vendor payments made by non-financially responsible persons, unless this payment is made in lieu of wages
- Loans and other money borrowed;
- Money received from sale of property such as stocks, bonds, a house, or a car (unless the person was engaged in the business of selling such property, in which case the net proceeds would be counted as income from self-employment);

- Earnings of less than \$25.00 a month;
- Capital gains;
- Withdrawals of bank deposits;
- GI Bill benefits;
- Reimbursement, such as for mileage;
- Foreign government restitution payments to Holocaust survivors;
- Payments from the Agent Orange Settlement Fund or any other fund established for settlement of Agent Orange product liability litigation;
- Monetary benefits provided to the children of Vietnam Veterans as described in 38 U.S.C. 1823 (c).

None

c) Whose income will be excluded, if any, for purposes of eligibility determination? Check anyone the Lead Agency chooses to exclude, if any.

- Children under age 18
- Children age 18 and over - still attending school
- Teen parents
- Unrelated members of household
- All members of household except for parents/legal guardians
- Other.

Describe:

Any person deemed not to be a member of the family unit

None

d) Provide the CCDF income eligibility limits in the table below. **Complete** columns (a) and (b) based upon maximum eligibility initial entry into the CCDF program. Complete Columns (c) and (d) **ONLY IF** the Lead Agency is using income eligibility limits lower than 85% of the SMI.

**Reminder** - Income limits must be provided in terms of State Median Income (SMI) (or Territory Median Income) even if federal poverty level is used in implementing the program. (§98.20(a)(2)). FY 2013 poverty guidelines are available at <http://aspe.hhs.gov/poverty/13poverty.shtml>.

Family Size	(a) 100% of State Median Income (SMI)(\$/month)	(b) 85% of State Median Income (SMI)(\$/month) [Multiply (a) by 0.85]	IF APPLICABLE Income Level if lower than 85% SMI	
			(c) \$/month	(d) % of SMI [Divide (c) by (a), multiply by 100]
1				
2	5234	4449	3319	63

3	6466	5496	4186	65
4	7698	6543	5053	66
5	8929	7590	5919	66

e) Will the Lead Agency have "tiered eligibility" (i.e., a separate income limit at re-determination to remain eligible for the CCDF program)?

Yes.

If yes, provide the requested information from the table in 2.3.5d and **describe below:**

**Note:** This information can be included in the table below.

No.

Family Size	(a) 100% of State Median Income (SMI) (\$/month)	(b) 85% of State Median Income (SMI) (\$/month)[Multiply (a) by 0.85]	IF APPLICABLE Income Level if lower than 85% SMI	
			(c) \$/month	(d) % of SMI[Divide (c) by (a), multiply by 100]
1				
2				
3				
4				
5				

f) SMI Year FFY2016 and SMI Source : Federal Register, Vol. 80, No. 111, Wednesday, June 10, 2015 page 39,958-39,959.

g) These eligibility limits in column (c) became or will become effective on:  
October 1, 2015

### 2.3.6. Eligibility Re-determination

Effective Date: 01-OCT-13

Does the State/Territory follow OCC's 12 month re-determination recommendation? (See Program Instruction on Continuity of Care  
<http://www.acf.hhs.gov/programs/occ/resource/im2011-06>

Yes

No. If no, what is the re-determination period in place for most families?

6 months

24 months

Other.

Describe:

Length of eligibility varies by county or other jurisdiction.

Describe:

**b) Does the Lead Agency coordinate or align re-determination periods with other programs?**

Yes. If yes, **check programs that the Lead Agency aligns eligibility periods with and describe the redetermination period for each.**

Head Start and/or Early Head Start Programs.

Re-determination period:

Pre-kindergarten programs.

Re-determination period:

TANF.

Re-determination period:

SNAP.

Re-determination period:

Medicaid.

Re-determination period:

SCHIP.

SCHIP.

Re-determination period:

Other.

Describe:

No.

c) Describe under what circumstances, if any, a family's eligibility would be reviewed prior to redetermination. For example, regularly scheduled interim assessments, or a requirement for families to report changes.

Parents are required to report changes as outlined on the Parent Responsibilities form within 5 calendar days of when they occur. Changes that need to be reported include, but are not limited to: change in employment, change of provider, change in household members, household no longer has income, changes to the family's income that would cause the total amount to exceed the maximum monthly income allowed for the family unit size.

d) Describe any action(s) the State/Territory would take in response to any change in a family's eligibility circumstances prior to re-determination

For reported changes, a determination is made as to if the change impacts current or continuing eligibility and if a recalculation of co-payment and/or change to the authorization is necessary.

e) Describe how these policies are implemented in a family-friendly manner that promotes access and continuity of care for children. (See Information Memorandum on Continuity of Care for examples <http://www.acf.hhs.gov/programs/occ/resource/im2011-06> ).

Families remain eligible for one year unless a significant change occurs, such as a change in income that exceeds the eligibility limit for their family. Changes that involve a reduction in services must be made effective at the beginning of the month following the month the change is reported or at the beginning of the month following the 10-day advance notification period.

f) Does the Lead Agency use a simplified process at re-determination?

Yes.

If yes, describe:

No.

### 2.3.7. Waiting Lists

**Describe the Lead Agency's waiting list status. Select ONE of these options.**

Effective Date: 01-OCT-13

Lead Agency currently does not have a waiting list and:

- All eligible families *who apply* will be served under State/Territory eligibility rules
- Not all eligible families *who apply* will be served under State/Territory eligibility rules

Lead Agency has an active waiting list for:

- Any eligible family who applies when they cannot be served at the time of application
- Only certain eligible families.

Describe those families:

Waiting lists are a county/local decision.

Describe:

Local Departments of Social Services maintain waiting lists in VaCMS for income eligible families who are not employed TANF recipients or VIEW participants, or are not Head Start families.

Other.

Describe:

### **2.3.8. Appeal Process for Eligibility Determinations**

Effective Date: 01-OCT-13

Describe the process for families to appeal eligibility determinations:

For every case action affecting eligibility, co-payment, or the amount of services authorized, a Notice of Action (NOA) advising the family of the change and their right to appeal the action must be sent to the family prior to implementation of the action. The NOA must include information on the family's right to have an informal conference with the local department of social services, the right to appeal, and the time frames within which the appeal must be made. Valid appeals are scheduled for a hearing. The family is notified of the date and the time of the hearing and of their right to have representation and/or witnesses present at the hearing. The Hearing Officer must provide a decision on the appeal within 60 days of the hearing and must notify the appellant of that decision. Appellants have the right to request a judicial review if they disagree with the Hearing Officer's decision within 30 days of that decision.

Families also have the right to request an administrative review of the hearing officer's decision. The Administrative Review Panel reviews the decision and/or the way in which the hearing was conducted. The Administrative Review Panel will determine if the agency's instructions or procedures that were the basis for the hearing are clear.

## 2.4. Sliding Fee Scale and Family Contribution

The statute and regulations require Lead Agencies to establish a sliding fee scale that varies based on income and the size of the family to be used in determining each family's contribution (i.e., co-payment) to the cost of child care (658E(c)(3)(B) §98.42).

**2.4.1. Attach a copy of the sliding fee scale as Attachment 2.4.1.** Will the attached sliding fee scale be used in all parts of the State/Territory?

Effective Date: 01-OCT-15

Yes.

Effective Date: [October 1, 2015](#)

No. If no, attach other sliding fee scales and their effective date(s) as **Attachment 2.4.1a, 2.4.1b**, etc.

2.4.2. What income source and year will be used in creating the sliding fee scale? (658E(c)(3)(B)) Check only one option..

Effective Date: 01-OCT-15

State Median Income,

Year:

Federal Poverty Level,

Year:

Income source and year varies by geographic region.

Describe income source and year:

Other.

Describe income source and year:

[The 2016 FPL was used, with income limits capped at 85% of SMI.](#)

**2.4.3. How will the family's contribution be calculated and to whom will it be applied?** Check all that the Lead Agency has chosen to use. (§98.42(b))

Effective Date: 01-OCT-13

Fee as dollar amount and

Fee is per child with the same fee for each child

Fee is per child and discounted fee for two or more children

Fee is per child up to a maximum per family

No additional fee charged after certain number of children

Fee is per family

Fee as percent of income and

Fee is per child with the same percentage applied for each child

Fee is per child and discounted percentage applied for two or more children

No additional percentage applied charged after certain number of children

Fee per family

Contribution schedule varies by geographic area.

Describe:

Other.

Describe:

**If the Lead Agency checked more than one of the options above, describe:**

**2.4.4. Will the Lead Agency use other factors in addition to income and family size to determine each family's contribution to the cost of child care?** (658E(c)(3)(B), §98.42(b))

Effective Date: 01-OCT-13

Yes,  
and describe those additional factors:

No.

**2.4.5. The Lead Agency may waive contributions from families whose incomes are at or below the poverty level for a family of the same size.** (§98.42(c)). Select **ONE** of these options.

**Reminder** - Lead Agencies are reminded that the co-payments may be waived for only two circumstances - for families at or below the poverty level or on a case-by-case basis for children falling under the definition of "protective services" (as defined in 2.3.4.a).

Effective Date: 01-OCT-13

ALL families, including those with incomes at or below the poverty level for families of the same size, ARE required to pay a fee.

NO families with income at or below the poverty level for a family of the same size ARE required to pay a fee.

The poverty level used by the Lead Agency for a family of 3 is:

SOME families with income at or below the poverty level for a family of the same size ARE NOT required to pay a fee.

The Lead Agency waives the fee for the following families:

TANF families, and those Head Start families whose income is at or below the poverty level.

## **2.5. Prioritizing Services for Eligible Children and Families**

At a minimum, CCDF requires Lead Agencies to give priority for child care assistance to children with special needs, or in families with very low incomes. Prioritization of CCDF assistance services is not limited to eligibility determination (i.e., establishment of a waiting list or ranking of eligible families in priority order to be served). Lead Agencies may fulfill priority requirements in other ways such as higher payment rates for providers caring for children with special needs or waiving co-payments for families with very low incomes (at or below the federal poverty level). (658E(c)(3)(B), §98.44)

**2.5.1. How will the Lead Agency prioritize child care services to children with special needs or in families with very low incomes?** (658E(c)(3)(B), §98.44) Lead Agencies have the discretion to define *children with special needs* and *children in families with very low incomes*. Lead Agencies are not limited in defining *children with special needs* to only those children with physical or mental disabilities (e.g., with a formal Individual Education Plan (IEP) required under the Individuals with Disabilities Education Act (IDEA)). Lead Agencies could consider children in the child welfare system, children of teen parents, or homeless children as examples of *children with special needs*.

Effective Date: 01-OCT-13

How will the Lead Agency prioritize CCDF services for:	Eligibility Priority (Check only one)	Is there a time limit on the eligibility priority or guarantee?	Other Priority Rules
<p>Children with special needs</p> <p><b>Provide the Lead Agency definition of <i>Children with Special Needs</i>:</b></p> <p>Children with documented Developmental disabilities, mental retardation, emotional disturbance, sensory or motor impairment, or significant chronic illness who require special health surveillance or specialized programs, interventions, technologies, or facilities.</p>	<p><input type="checkbox"/> Priority over other CCDF-eligible families</p> <p><input checked="" type="checkbox"/> Same priority as other CCDF-eligible families</p> <p><input type="checkbox"/> Guaranteed subsidy eligibility</p> <p><input type="checkbox"/> Other.</p> <p>Describe:</p>	<p><input type="checkbox"/> Yes.</p> <p>The time limit is:</p> <p><input type="text"/></p> <p><input checked="" type="checkbox"/> No</p>	<p><input type="checkbox"/> Different eligibility thresholds.</p> <p>Describe:</p> <p><input type="text"/></p> <p><input checked="" type="checkbox"/> Higher rates for providers caring for children with special needs requiring additional care</p> <p><input type="checkbox"/> Prioritizes quality funds for providers serving these children</p> <p><input type="checkbox"/> Other.</p> <p>Describe:</p> <p><input type="text"/></p>
<p>Children in families with very low incomes</p> <p><b>Provide the Lead Agency definition of <i>Children in Families with Very Low Incomes</i>:</b></p> <p>Families who are eligible for TANF or Head Start</p>	<p><input type="checkbox"/> Priority over other CCDF-eligible families</p> <p><input type="checkbox"/> Same priority as other CCDF-eligible families</p> <p><input checked="" type="checkbox"/> Guaranteed subsidy eligibility</p> <p><input type="checkbox"/> Other.</p> <p>Describe:</p>	<p><input type="checkbox"/> Yes.</p> <p>The time limit is:</p> <p><input type="text"/></p> <p><input checked="" type="checkbox"/> No</p>	<p><input type="checkbox"/> Different eligibility thresholds.</p> <p>Describe:</p> <p><input type="text"/></p> <p><input checked="" type="checkbox"/> Waiving co-payments for families with incomes at or below the Federal Poverty Level</p> <p><input type="checkbox"/> Other.</p> <p>Describe:</p> <p><input type="text"/></p>

**2.5.2. How will CCDF funds be used to provide child care assistance to meet the needs of families receiving Temporary Assistance for Needy Families (TANF), those attempting to transition off TANF through work activities, and those at risk of becoming dependent on TANF? (658E(c)(2)(H), Section 418(b)(2) of the Social Security Act, §§98.50(e), 98.16(g)(4))** **Reminder** - CCDF requires that not less than 70 percent of CCDF Mandatory and Matching funds be used to provide child care assistance

for families receiving Temporary Assistance for Needy Families (TANF), those attempting to transition off TANF through work activities, and those at risk of becoming dependent on TANF.

Effective Date: 01-OCT-13

- Use priority rules to meet the needs of TANF families (describe in 2.5.1 or 2.5.3.)
- Waive fees (co-payments) for some or all TANF families who are below poverty level
- Coordinate with other entities (i.e. TANF office, other State/Territory agencies, and contractors)

Other.

Describe:

**2.5.3. List and define any other eligibility conditions, priority rules and definitions that will be established by the Lead Agency.** (658E(c)(3)(B), §98.16(g)(5), §98.20(b))

**Reminder** - Lead Agencies are reminded that any eligibility criteria and terms provided below must comply with the eligibility requirements of §98.20 and provided in section 2.2. Any priority rules provided must comply with the priority requirements of §98.44 and provided in section 2.4.1.

Effective Date: 01-OCT-13

**Term(s) - Definition(s)**

Describe:

Families with an adult standing *in loco parentis* are a priority group and will have their income evaluated at 250% of the Federal Poverty Level.

**2.6. Parental Choice In Relation to Certificates, Grants or Contracts**

The parent(s) of each eligible child who receives or is offered financial assistance for child care services has the option of either enrolling such child with a provider that has a grant or contract for the provision of service or receiving a child care certificate. (658E(c)(2)(A), §98.15(a))

**2.6.1. Child Care Certificates**

Effective Date: 01-OCT-13

a) When is the child care certificate (also referred to as voucher or authorization) issued to parents? (658E(c)(2)(A)(iii), 658P(2), §98.2, §98.30(c)(4) & (e)(1) & (2))

- Before parent has selected a provider
- After parent has selected a provider
- Other.

Describe:

b) How does the Lead Agency inform parents that the child care certificate permits them to choose from a variety of child care categories, including child care centers, child care group homes, family child care homes, and in-home providers? (§98.30(e)(2))

- Certificate form provides information about choice of providers
- Certificate is not linked to a specific provider so parents can choose provider of choice
- Consumer education materials (flyers, forms, brochures)
- Referral to child care resource and referral agencies
- Verbal communication at the time of application
- Public Services Announcement
- Agency

Website:

- Community outreach meetings, workshops, other in person activities
- Multiple points of communication throughout the eligibility and renew process
- Other.

Describe:

When a family is determined eligible for a child care subsidy through CCDF, they are informed that they may select any legally operating provider who meets the training requirements of and passes the background checks for the subsidy program. A Purchase of Service Order form is then issued to the provider selected by the parent. A copy of the Purchase of Service Order form is also sent to the parent.

c) What information is included on the child care certificate? **Attach a copy of the child care certificate as Attachment 2.6.1.** (658E(c)(2)(A)(iii))

- Authorized provider(s)
- Authorized payment rate(s)
- Authorized hours
- Co-payment amount
- Authorization period
- Other.

Describe:

d) What is the estimated proportion of services that will be available for child care services through certificates?

>99%

## 2.6.2. Child Care Services Available through Grants or Contracts

Effective Date: 01-OCT-13

a) In addition to offering certificates, does the Lead Agency provide child care services through grants or contracts for child care slots? (658A(b)(1), 658P(4), §§98.16(g)(1), 98.30(a)(1) & (b)). **Note:** Do not check "yes" if every provider is simply required to sign an agreement in order to be paid in the certificate program.

Yes.

If yes, **describe** the type(s) of child care services available through grants or contracts, the process for accessing grants or contracts, and the range of providers that will be available through grants or contracts:

[A sole source contract with the Rural Family Development of the Virginia Council of Churches provides for wrap-around child care services for seasonal workers on Virginia's Eastern Shore.](#)

No. If no, skip to 2.6.3

b) Will the Lead Agency use grants or contracts for child care services to achieve any of the following? Check the strategies, if any, that your State/Territory chooses to implement.

- Increase the supply of specific types of care
- Programs to serve children with special needs
- Wrap-around or integrated child care in Head Start, Early Head Start, pre-k, summer or other programs
- Programs to serve infant/toddler
- School-age programs
- Center-based providers
- Family child care providers
- Group-home providers
- Programs that serve specific geographic areas
- Urban
- Rural
- Other.

Describe:

- Support programs in providing higher quality services
- Support programs in providing comprehensive services
- Serve underserved families.

Specify:

Other.

Describe:

c) Are child care services provided through grants or contracts offered throughout the State/Territory? (658E(a), §98.16(g)(3))

Yes.

No,

and **identify** the localities (political subdivisions) and services that are not offered:

[See 2.6.2.a above](#)

d) How are payment rates for child care services provided through grants/contracts determined?

[The same payment rates are used statewide.](#)

e) What is the estimated proportion of direct services that will be available for child care services through grants/contracts?

[<1%](#)

**2.6.3. How will the Lead Agency inform parents and providers of policies and procedures for affording parents unlimited access to their children whenever their children are in the care of a provider who receives CCDF funds? (658E(c)(2)(B), §98.31))** Check the strategies that will be implemented by your State/Territory.

Effective Date: 01-OCT-13

- Signed declaration
- Parent Application
- Parent Orientation
- Provider Agreement
- Provider Orientation
- Other.

Describe:

**2.6.4. The Lead Agency must allow for in-home care (i.e., care provided in the child's own home) but may limit its use. (§§98.16(g)(2), 98.30(e)(1)(iv))** Will the Lead Agency limit the use of in-home care in any way?

Effective Date: 01-OCT-13

- No
- Yes. If checked, what limits will the Lead Agency set on the use of in-home care? Check all limits the Lead Agency will establish.
  - Restricted based on minimum number of children in the care of the provider to meet minimum wage law or Fair Labor Standards Act
  - Restricted based on provider meeting a minimum age requirement
  - Restricted based on hours of care (certain number of hours, non-traditional work hours)
  - Restricted to care by relatives
  - Restricted to care for children with special needs or medical condition
  - Restricted to in-home providers that meet some basic health and safety requirements
  - Other.

Describe:

**2.6.5. Describe how the Lead Agency maintains a record of substantiated parental complaints about providers and makes substantiated parental complaints available to the public on request. (658E(c)(2)(C), §98.32)**

Effective Date: 01-OCT-13

Staff in VDSS Division of Licensing Programs (DOLP) accepts complaints regarding regulated and unregulated child care providers. Complaints may be reported to DOLP through the complaint and information line (1-800-543-7545); by contacting the DOLP Home Office directly; or through direct contact with one of eight licensing field offices. Complaint records are not gathered, stored, or sorted by complainant. Complaint records are stored by facility or home involved in the complaint. Most complaints are investigated through the field offices. Once an investigation is concluded, the findings and actions are public information. Callers may receive information on complaints by contacting the licensing field offices or by visiting the VDSS website (see links below). Information provided to the public includes the nature of the complaint, the findings of the investigation and the final determination, including any required corrective action or negative action taken. The statewide toll-free number is listed on VDSS's internet site and in child care booklets and brochures developed by VDSS.

Information on licensed facilities (including complaint and licensing compliance history) and most unlicensed providers may be obtained through VDSS's public Web site at:

All licensing inspection reports are public information. The following must also be posted by the child care provider for public viewing in the facility: license, inspection report/compliance plan, notice of revocation or denial letter detailing reasons for revocation or denial, and notice of probationary status. Information that is not subject to public inspection without a court order would include medical information, information that would identify a complainant, identities of families and children and any information deemed excluded by the Freedom of Information Act.

## 2.7. Payment Rates for Child Care Services

The statute at 658E(c)(4) and the regulations at §98.43(b)(1) require the Lead Agency to establish adequate payment rates for child care services that ensure eligible children equal access to comparable care.

**2.7.1. Attach a copy of your payment rates as Attachment 2.7.1.** Will the attached payment rates be used in all parts of the State/Territory?

Effective Date: 01-SEP-14

Yes. Effective Date: The attached payment rates were effective as of September 2014 for Level 2 Providers. Rates for Level 1 Providers were effective June 2001.

No. If no, attach other payment rates and their effective date(s) as **Attachment 2.7.1a, 2.7.1b, etc.** , etc.

**2.7.2. Which strategies, if any, will the Lead Agency use to ensure the timeliness of payments?**

Effective Date: 01-OCT-13

Policy on length of time for making payments.  
Describe length of time:

Track and monitor the payment process

Other.  
Describe:

The Department of Social Services requires all state and local offices to abide by the Prompt Payment Act, which specifies that payments made by the state must be made within 30 days of receipt and that payments made by localities must be made within 45 days of the receipt of the invoice.

None

### 2.7.3. Market Rate Survey

Lead Agencies must complete a local Market Rate Survey (MRS) no earlier than two years prior to the effective date of the Plan (no earlier than October 1, 2009). The MRS must be completed prior to the submission of the CCDF Plan (see Program Instruction CCDF-ACF-PI-2009-02 <http://www.acf.hhs.gov/programs/occ/resource/pi-2009-02> for more information on the MRS deadline).

Effective Date: 01-SEP-14

a) Provide the month and year when the local Market Rate Survey(s) was completed (§98.43(b)(2)): [9//2014](#)

b) Provide a **summary of the results** of the survey.

The summary should include a description of the sample population, data source, the type of methodology used, response rate, description of analyses, and key findings.

Level 2 Rate Percentiles. Level 2 providers include Licensed Family Day Homes, Licensed Child Day Centers, Licensed Family Day System Approved Family Day Homes, Department of Education Approved Child Care Programs, Child Care Vendors approved by the United States Department of Defense and providers approved under local ordinance as allowed by the Code of Virginia. For Level 2 providers, the Maximum Reimbursable Rates (MRR) for all age groups and provider types is now set at the 50<sup>th</sup> percentile from the 2011-2012 Market Rate Survey.

Level 2 Rate Percentiles. Level 2 providers include Licensed Family Day Homes, Licensed Child Day Centers, Licensed Family Day System Approved Family Day Homes, Department of Education Approved Child Care Programs, Child Care Vendors approved by the United States Department of Defense and providers approved under local ordinance as allowed by the Code of Virginia. For Level 2 providers, the Maximum Reimbursable Rates (MRR) for all age groups and provider types is now set at the 50th percentile from the 2011-2012 Market Rate Survey.

**2.7.4. Describe the payment rate ceilings in relation to the current MRS using the tables below.**

Effective Date: 01-SEP-14

<b>2.7.4a - Highest Rate Area (Centers)</b>	<b>(a) Monthly Payment Rate at the 75th percentile from the most recent MRS</b>	<b>(b) Monthly Maximum Payment Rate Ceiling</b>	<b>(c) Percentile if lower than 75th percentile of most recent survey</b>
Full-Time Licensed Center Infants (11 months)	\$1,745	\$1,645	50
Full-Time Licensed Center Preschool (59 months)	\$1,516	\$1,364	50

Full-Time Licensed Center School-Age (84 months)	\$1,299	\$1,234	50
--	---------	---------	----

<b>2.7.4b - Lowest Rate Area (Centers)</b>	<b>(a) Monthly Payment Rate at the 75th percentile from the most recent MRS</b>	<b>(b) Monthly Maximum Payment Rate Ceiling</b>	<b>(c) Percentile if lower than 75th percentile of most recent survey</b>
Full-Time Licensed Center Infants (11 months)	\$437	\$433	50
Full-Time Licensed Center Preschool (59 months)	\$390	\$368	50
Full-Time Licensed Center School-Age (84 months)	\$325	\$325	50

<b>2.7.4c - Highest Rate Area (FCC)</b>	<b>(a) Monthly Payment Rate at the 75th percentile from the most recent MRS</b>	<b>(b) Monthly Maximum Payment Rate Ceiling</b>	<b>(c) Percentile if lower than 75th percentile of most recent survey</b>
Full-Time Licensed FCC Infants (11 months)	\$1,299	\$1,083	50
Full-Time Licensed FCC Preschool (59 months)	\$1,299	\$866	50
Full-Time Licensed FCC School-Age (84 months)	\$1,256	\$866	50

<b>2.7.4d - Lowest Rate Area (FCC)</b>	<b>(a) Monthly Payment Rate at the 75th percentile from the most recent MRS</b>	<b>(b) Monthly Maximum Payment Rate Ceiling</b>	<b>(c) Percentile if lower than 75th percentile of most recent survey</b>
Full-Time Licensed FCC Infants (11 months)	\$325	\$303	50
Full-Time Licensed FCC Preschool (59 months)	\$325	\$303	50
Full-Time Licensed FCC School-Age (84 months)	\$325	\$303	50

## 2.7.5. How are payment rate ceilings for license-exempt providers set?

Effective Date: 01-OCT-13

a) Describe how license-exempt center payment rates are set:

The payment schedule to all providers was changed in 2004 to a two-tier system, with licensed providers being paid a higher rate than unlicensed providers. At that time Level 2 (licensed providers) caring for infant, toddlers and preschoolers saw rates increased to the 75<sup>th</sup> percentile of the 2002 market rate survey results. Rates for Level 1 providers (unlicensed providers) remained at the existing level of reimbursement. Rate increases subsequent to this change to a tier system have been given to Level 2 providers only, as an incentive for Level 1 providers to seek licensure.

b) Describe how license-exempt family child care home payment rates are set:

See a) above.

c) Describe how license-exempt group family child care home payment rates are set:

See a) above.

d) Describe how in-home care payment rates are set:

In-home providers are paid at least minimum wage not to exceed the maximum reimbursable rate for Level 1 providers.

## 2.7.6. Will the Lead Agency provide any type of tiered reimbursement or differential rates on top of its base reimbursement rates for providing care for children receiving CCDF subsidies?

Check which types of tiered reimbursement, if any, the Lead Agency has chosen to implement. In the description of any tiered rates or add-ons, indicate the process and basis used for determining the tiered rates and amount and also indicate if the rates were set based on the MRS or another process.

Effective Date: 01-OCT-13

Differential rate for nontraditional hours.

Describe:

--

Differential rate for children with special needs as defined by the State/Territory.

Describe:

Care for children with special needs may be paid at a rate up to two times the maximum reimbursable rate for a child of the same age in the same locality.

Differential rate for infants and toddlers.

Describe:

Differential rate for school-age programs.

Describe:

Differential rate for higher quality as defined by the State/Territory.

Describe:

Other differential rate.

Describe:

None.

**Reminder** - CCDF regulations require the Lead Agency to certify that the payment rates for the provision of child care services are sufficient to ensure equal access for eligible families to child care services comparable to those provided to families not eligible to receive CCDF assistance. In the next three questions, Lead Agencies are asked to describe how their payment policies reflect the affordable copayments for families provision of equal access (i.e., minimizing additional fees to parents), how payment practices are implemented consistent with the general child care market to be fair to providers (see Information Memorandum on Continuity of Care for examples <http://www.acf.hhs.gov/programs/occ/resource/im2011-06> ), and the summary of facts describing how payment rates are adequate to ensure equal access to the full range of providers.

**2.7.7. What policies does the Lead Agency have regarding any additional fees that providers may charge CCDF parents? The Lead Agency...**

Effective Date: 01-OCT-13

Allows providers to charge the difference between the maximum reimbursement rate and their private pay rate

Pays for provider fees (e.g., registration, meals, supplies).

Describe:

The Subsidy Program pays for one annual registration fee per family unless the family had to change providers through no fault of their own.

Policies vary across region, counties and or geographic areas.

Describe:

Other.

Describe:

### **2.7.8 What specific policies and practices does the Lead Agency have regarding the following:**

Effective Date: 01-OCT-13

a) Number of absent days allowed. Describe

Level 2 providers are paid for 24 absent days per year per child. The number of days is prorated at two days per month if the family enters the program after the beginning of the local fiscal year. Additional absent days can be paid for up to four weeks in a twelve month period if the parent is ill or incapacitated. This time period can be extended, if necessary. Payment can also be made for up to one month during a break in employment or training if a subsequent activity is scheduled to begin with that period and if child care arrangements would otherwise be lost.

b) Paying based on enrollment. Describe

Payments are currently based on attendance.

c) Paying on the same schedule that providers charge private pay families (e.g., hourly, weekly, monthly). Describe

Child care providers vary on how they charge families. Some require weekly payments, some require monthly payments, and some require payment in advance. The Subsidy program makes payments twice a month. State procurement policies prohibit payment prior to the provision of the service.

d) Using electronic tools(automated billing, direct deposit, EBT cards, etc.) to make provider payments. Describe

Attendance is tracked by the Electronic Child Care system. Parents use swipe cards or an interactive voice response system over the telephone to record attendance. Payments are made via direct deposit to a provider's bank account. Providers who do not have bank accounts are paid via a debit card.

### **2.7.9. Describe how payment rates are adequate to ensure equal access to the full range of providers based on the Market Rate Survey.**

CCDF regulations require the Lead Agency to certify that the payment rates for the provision of child care services are sufficient to ensure equal access for eligible families to child care services comparable to those provided to families not eligible to receive CCDF assistance. To demonstrate equal access, the Lead Agency shall provide at a minimum a summary of facts describing: (§98.43(a))

Effective Date: 01-JUL-15

a) How a choice of the full range of providers, e.g., child care centers, family child care homes, group child care homes and in-home care, is made available (§98.43(a)(1)):

Parents are permitted to select any legally operating provider who meets the criteria for program participation. If a parent selects a vendor that chooses to charge fees above the state maximum reimbursable rates, the family has elected to pay the difference.

b) How payment rates are adequate based on the most recent local MRS (§98.43(a)(2)):

Although the Maximum Reimbursable Rates are below the recommended 75th percentile, families are not reporting the inability to find care. While they may not be able to select their provider of first choice, families that receive subsidies are facing the same decisions faced by families that do not receive assistance, i.e., what child care can be purchased with the available funds.

c) How family co-payments based on a sliding fee scale are affordable (§98.43(a)(3)):

Families are assessed a co-payment of 5%-10% depending on family size and countable monthly gross income. Virginia's current co-payment scale was implemented in September 2014. As of July 1, 2015, all localities within the state use the Department approved co-payment scale.

d) Any additional facts the Lead Agency considered to determine that its payment rates ensure equal access, including how the quality of child care providers is taken into account when setting rates and whether any other methodologies (e.g., cost estimation models) are used in setting payment rates

N/A

**2.8 Goals for the next Biennium** - In this section, Lead Agencies are asked to identify at least one goal for the upcoming biennium and are encouraged to identify no more than five priority goals total. ACF will target technical assistance efforts to help Lead Agencies

achieve their goal(s). Lead Agencies may include existing goals (e.g., already identified in a State strategic plan or established by the Governor for a Lead Agency). Lead Agencies will report progress and updates on these goals in the annual Quality Performance Report (Appendix 1), including any barriers encountered.

What are the Lead Agency's goals for the administration of the CCDF subsidy program in the coming Biennium? For example, what progress does the State/Territory expect to make on continuing improved services to parents and providers, continuity of care for children, improving outreach to parents and providers, building or expanding information technology systems, or revising rate setting policies or practices).

**Note** -When identifying your goals below, Lead Agencies are encouraged to begin with an action verb reflecting the desired result over the two year period (e.g., Increase, Improve, Build, Align, Implement, Review, Revise, Streamline, Expand, etc.)

Effective Date: 01-OCT-13

**Goal #1:**

The Child Care Subsidy Program intends to finalize adjustments and identified enhancements to VaCMS and then move forward on using VaCMS to help identify potential fraud situations.

**Goal #2:**

The program is implementing a new co-payment schedule that will reduce out of pocket expenses for many families and increase state reimbursements to providers. The state will continue to refine the schedule as funds permit to reduce the out-of-pocket expense to parents.