CHILD CARE AND DEVELOPMENT FUND

for

TRIBE: Kawerak, Inc.

FFY 2018-2020

This Plan describes the CCDF program to be administered by the Tribes for the period 10/1/2017 – 9/30/20. As provided for in the applicable statutes and regulations, the Tribal Lead Agency has the flexibility to modify this program at any time, including amending the options selected or described herein.

For purposes of simplicity and clarity, the specific provisions printed herein of applicable laws and regulations are sometimes paraphrases of, or excerpts and incomplete quotations from, the full text. The Tribal Lead Agency acknowledges its responsibilities to adhere to them regardless of these modifications.

Public reporting burden for this collection of information is estimated to average 120 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

(Form ACF118-A; OMB Approval Number: 0970-0198, expires 06/30/2019)
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Tips for Completing the Tribal CCDF Plan Preprint

Preprint Design

The Tribal CCDF Plan Preprint is organized into seven critical areas:

- **Section 1** identifies the Tribe or Tribal Organization applying for CCDF funds, including how that applicant entity delegates the administration of the CCDF program, how it develops its CCDF Plan, and how it plans to coordinate CCDF-funded services with other relevant entities;

- **Section 2** details how the grantee decides who is eligible for CCDF-funded services, the means by which parents are informed and can apply for services, and how the grantee gives priority to children with special needs;

- **Section 3** describes CCDF-funded services available, how assessment of market rates is determined, how payment rates for services are computed, how timely payments are made to providers, how family co-payments are determined, and the strategies used to increase the supply and quality of services;

- **Section 4** identifies what health and safety standards the grantee applies to which categories of providers, what plans the grantee has for disaster preparedness, how policies and procedures are monitored and enforced, what type of criminal background checks are required, and what exemption of health and safety requirements is available to relative providers;

- **Section 5** details the grantee’s goals for quality improvement, describes professional development opportunities and strategies for retention of providers, lists types of consumer information offered to parents, and other quality improvement activities;

- **Section 6** describes the program’s integrity and accountability measures; and

- **Section 7** identifies whether a grantee has policies and procedures for conducting a child count, what level of CCDF funding the grantee expects to receive in FY 2017, and whether the grantee intends to use CCDF funds for construction/renovation.

- **Section 8** is an optional abbreviated Plan that Tribes or Tribal Consortia receiving annual CCDF allocations of less than $250,000 may choose to complete and submit. Tribes that select this option are not required to complete Sections 1-7 of the Plan. However, Tribes with allocations of less than $250,000 can choose to complete Sections 1-7 and in doing so will be required to complete all parts/sections unless specifically exempted as noted in the instructions. Note: Tribes can use their FY 2015 or FY2016 allocations to determine whether a Tribe is below the $250,000 threshold.

Within each section, questions are grouped by topic to make the Preprint easier to read and complete.
When a question requires a “yes” or “no” response, the order of the yes/no options changes depending on the question so that the simplest response is first and the more complex response follows. For example, if a “yes” response would require an explanation and a “no” response would not, the “no” option will appear first. Similarly, if a “no” response has additional sub-questions that need to be answered but a “yes” response does not, the “yes” option would appear first. This structure is used to simplify the Plan development process by allowing the Person completing the Plan Preprint to skip over response choices that are not relevant; it is NOT designed to imply that the first answer is the correct answer or the default answer. All questions should be answered in the way that best reflects what is actually happening in the Tribal CCDF program.

Guidance boxes are provided after questions that require additional clarification. These boxes may include definitions of unfamiliar terms or phrases, suggestions for details to include in a narrative response, explanations of Office of Child Care (OCC) policy on the topic, and/or references to related questions. It is important to read the relevant Guidance box before answering each question.

Where appropriate, instructions are included that allow Tribes/Tribal Organizations to skip over certain optional questions that do not apply.

In some cases, OCC has included questions in the Preprint that are optional—meaning a Tribe can respond with a “no”—for all Tribes/Tribal Organizations; these questions do not yet apply to Tribal grantees and are for informational purposes ONLY. They are designated by a bold, red, delta symbol (Δ). The answers provided will help OCC understand how prepared Tribal CCDF programs are to implement the forthcoming CCDF regulations and what kinds of training and technical assistance may be most helpful during the implementation process.

Technical Assistance

Tribes and Tribal Organizations should contact the appropriate OCC Regional Office for guidance and support in completing the Tribal CCDF Plan Preprint. Contact information for the OCC Regional Program Managers can be found online at https://www.acf.hhs.gov/programs/occ/resource/regional-child-care-program-managers.

Tribes and Tribal Organizations having additional needs for technical assistance can report their projected needs in the annual ACF-700 report (Question #4).
1 Define CCDF Leadership and Coordination with Relevant Systems

This section provides information on how the CCDF program is administered, including the designated Tribal Lead Agency and the administrative structure. It also addresses who was consulted in the development of the Tribal CCDF Plan and how the Tribal Lead Agency plans to coordinate CCDF services with other entities.

1.1 Tribal CCDF Applicant

1.1.1 Tribe (i.e., the official name of the Tribe as listed in the Federal Register) or Tribal Consortium Applicant

a) Name of the Tribe (or Tribal Consortium): Kawerak, Inc.
b) Name of Tribal Chair/President/Leader: Melanie Bahnke
c) Title: President
d) Address: P.O. Box 948

e) City, State, Zip Code: Nome
f) Telephone Number: (907) 443-5231 Ext: _____
g) Fax Number: (907) 443-4452
h) Email Address: mbahnke@kawerak.org

Note: 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))

1.1.2 Are you a Tribal Consortium?

☐ No. (skiptoSection1.2)
√ Yes. Provide a comprehensive list with each new Plan of the participating member Tribes/Alaska Native Villages and include demonstrations from the consortium’s participating Tribes indicating that the consortium has the authority to seek funding on their behalf. Examples of demonstrations include a Tribal Resolution, a letter signed by the Tribal Leader, or another official document from the Tribal/Village government. (98.80(c)(1), 98.81(b)(8)(i))

Guidance: For Alaska Native Regional Nonprofit Corporations, the list and demonstrations are for purposes of Discretionary Funds only.

The list is provided as Attachment#: Appendix X
The demonstrations are provided as Attachment#: Appendix X

Note: If there is any change in the consortium membership, the Tribal Lead Agency must notify ACF through an amendment to the Plan.
1.1.3 A Tribal consortium must describe how it coordinates services on behalf of each of its participating member Tribes/Villages. Include a brief summary of how the consortium is coordinating services (including direct services) on behalf of each participating member. (98.81(b)(8)(ii), 98.83(c)(1))

**Guidance:** The description should address how childcare services are provided to each member Tribe/Village. The description should reference all Tribal CCDF-Operated Centers that receive CCDF funds as part of the consortium and those should be listed in the table in Section 3.1.2.

Describe: Kawerak Child Care Services coordinates its services on behalf of its participating member Tribes through integration with the Education, Employment, and Supportive Services Division’s P.L. 102-477 Plan, by assisting consumers by providing information and referral services, as well as coordinating child care provider recruitment, and connecting participants to employment and training services in the community.

1.2 **Designated Tribal Lead Agency**

The Tribe or Tribal consortium will designate an agency to represent the Tribe/consortium as the Tribal CCDF Lead Agency. This designated agency agrees to administer the Tribal CCDF program in accordance with applicable Federal laws and regulations and the provisions of this Plan, including the attached assurances and certifications. (Appendix2). (658D, 658E(c)(1))

1.2.1 Identify the Lead Agency designated by the Tribe or Tribal consortium to administer the CCDF program.

a) Name of Tribal Lead Agency: Kawerak, Inc.

b) Web Address for Tribal Lead Agency (if any): [www.kawerak.org](http://www.kawerak.org)

1.2.2 Who is the Tribal CCDF Administrator?

Identify the CCDF Administrator designated by the Tribal Lead Agency, the day-to-day contact, or the person with responsibility for administering the Tribal CCDF program. If there is more than one designated contact with shared responsibility for administering the CCDF program, please identify the co-administrator/assistant administrator and include contact information.

**Note:** ACF will send programmatic communications such as program announcements, program instructions, and data collection instructions to the designated contact identified here.

a) Contact Information for the Tribal CCDF Administrator:

   - Name of Tribal CCDF Administrator: Luisa Machuca
   - Title: VP, Education, Employment and Supportive Services
   - Mailing address: P.O. Box 948
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Physical address (if different than mailing address): 500 Seppala Street
Telephone Number: (907) 443-4354 Ext: _____
Fax Number: (907) 443-4486
Email Address: Imachuca@kawerak.org

b) Contact Information for Tribal CCDF Co-Administrator/Assistant Administrator (if applicable):

Name of Tribal CCDF Co-Administrator/Assistant Administrator: Lori Hughes
Title: Child Care Program Manager
Telephone Number: (907) 443-4352 Ext: _____
Email Address: lhughes@kawerak.org

Describe the role of the Co-Administrator/Assistant Administrator: Implements the CCDF Program

1.3 Administration through Contractor Agreements

The Tribal Lead Agency has broad authority to administer the CCDF program through contracts or agreements with other governmental, non-governmental, or other public or private local agencies. The Tribal Lead Agency remains the single point of contact and retains overall responsibility for the administration of the CCDF programs (658D(b)(1)(A), 658E(c)(3)(C), 98.11, 98.16(c)(1)) Examples of such agreements could include:

- The Tribal Lead Agency has a written agreement with another Tribal department to operate Tribal child care centers or to conduct background checks, etc.;

- The Tribal Lead Agency may contract with the local child care resource and referral agency to operate the Tribe’s childcare program (including determining family eligibility and issuing payments to childcare providers or providing high quality activities).

1.3.1 Will the Tribal Lead Agency directly administer and operate the CCDF program? (98.16(c)(1)

**Guidance:** This question does not pertain to the demonstrations referenced in Section 1.1.2 between a consortium and its participating/constituent member Tribes/Villages.

☑ Yes, the Tribal Lead Agency will directly administer and operate all aspects of the CCDF program. (Skip to Section 1.4)

☐ No, the Tribal Lead Agency will not directly administer and implement all aspects of the CCDF program.

CCDF Plan Effective Date: October 1, 2017
Amended Effective Date: [Insert Date as Amended]
1.4 Consultation in the Development of the Tribal CCDF Plan

In the development of the Tribal CCDF Plan, the Tribal Lead Agency is required to consult with representatives of general purpose local/Tribal government. (658D(b)(2),98.14(b)) Tribal Lead Agencies are also required to conduct a public hearing to provide the public an opportunity to comment on the provision of the child care services under the CCDF Plan.

**Note:** For the purposes of developing this Plan, consultation involves meeting with, or obtaining input from, appropriate representatives of the Tribal community.

1.4.1 Check the boxes to describe how the Tribal Lead Agency consulted with representatives of local/Tribal government, on the development of the Plan:

- [ ] Regular meetings: Kawerak Child Care Services (KCCS) has submitted this plan to the Kawerak Board of Directors for their input and approval. The Board of Directors is comprised of representatives from each Tribe participating in the consortia.

- [ ] Conference Calls: _____

- [ ] Emails: _____

- [ ] Working committees: KCCS has submitted this plan to the Kawerak Education, Employment, and Supportive Service Committee for their input and to make a recommendation to the full Kawerak Board of Directors for their input and approval. The committee is comprised of a subset of the Kawerak Board of Directors and representatives of their tribe participating in the consortia.

- [ ] Other: Describe: _____

1.4.2 Did the Tribal Lead Agency consult with any other Tribal or non-Tribal organizations or entities on the development of the Plan?

- [ ] No.

- [ ] Yes. Describe: _____

1.4.3 Tribal Lead Agencies are required to conduct a public hearing to provide the public an opportunity to comment on the provision of childcare services under the CCDF Plan.
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(658D(b)(1)(C), 98.14(c)(1-3), 98.16(e))

**Guidance:** The Tribal Lead Agency must conduct at least one public hearing prior to the submission of the Tribal CCDF Plan, but no earlier than January 1, 2016. Lead Agency must provide a notice of the hearing throughout the Tribal Lead Agency's service area. This notice must be provided no later than 20 days prior to the date of the hearing. Tribal Lead Agencies must make the contents of the Plan available to the public in advance of the hearing. (98.14(c)(3))

Describe the Tribal Lead Agency's public hearing process:

a) Date(s) of public hearing notice(s) *(at least 20 calendar days prior to the public hearing):*
   The notice for the public hearing went out on September 21, 2017.

b) Date(s) of public hearing(s) *(no earlier than January 1, 2016):*
   The date of the public hearing is set for October 24, 2017.

c) Location(s) of the public hearing(s):
   The public hearing will take place at the Kawerak Uiviilat Play & Learn Center at 808 E. 6th Avenue, Nome, Alaska.

d) How was the public notified of the public hearing? Check all that apply.
   - Parent newsletter
   - Tribal/local media
   - Internet. List website address(es): www.Kawerak.org
   - Social media (such as Facebook, Twitter, etc.)
   - Posting on community bulletin board, etc.
   - Other: Nome Nugget Newspaper and Nome Announce Listserv

e) How the content of the Plan was made available throughout the service area prior to the public hearing? Check all that apply.
   - Tribal offices (including CCDF offices)
   - Internet (provide website(s)): www.Kawerak.org
   - Email
   - Other: ______

f) Describe how the input from the public hearing(s) was taken into consideration in the development of the final Plan:
   We have not held our public hearing yet. Once the hearing has commenced, we will consider the input and make any changes we see necessary and have them approved at the Kawerak December 2017 Executive Board Meeting.
1.4.4 **Does the Tribal Lead Agency make the final CCDF Plan and any subsequent Plan Amendments available to the public?**

☐ No.

☒ Yes. Describe: Our plan will be available upon request from the public. The plan and amendments to the plan are reviewed and approved by each tribe.

1.5 **Consultation in the Development of the State CCDF Plan**

The CCDBG Act of 2014 requires States, at the option of the Tribe or Tribal organization to collaborate and coordinate with Tribes and Tribal organizations in the development of the State CCDF Plan in a timely manner. (658D(b)(1)(E))

1.5.1 Did the Tribe provide input into the development of the State’s CCDF Plan?

☐ No. Describe: ______

☒ Yes. Describe: Kawerak provided input on the States CCDF Plan on February 22, 2016 and made recommendations of behalf of the Bering Strait tribes.

1.6 **Coordination of Services**

As part of its CCDF Plan development process, the Tribal Lead Agency is required to coordinate services with other Tribal, Federal, State, and/or local child care and early childhood development programs and with agencies responsible for public health, employment services/workforce development, public education, and Temporary Assistance for Needy Families. (658D(b)(1)(D), 98.14(a), 98.16(d))

1.6.1 Describe how the Tribal Lead Agency coordinates the delivery of CCDF services with the following agencies or entities and the results of those coordination efforts:

a) Other Tribal, Federal, State and local child care and early childhood development programs, including, to the extent possible, Head Start/Early Head Start; Early Head Start – Child Care Partnerships; Maternal, Infant, and Early Childhood Home Visiting; State CCDF; Child and Adult Care Food Program (CACFP); Summer Food Service Program; and programs serving infants and toddlers, preschool-age children, children with disabilities, homeless children, and children in foster care

Describe: Kawerak Child Care Services (KCCS) works with both local school districts to enhance the delivery of special education services in the region. KCCS makes referrals to the districts and the Infant Learning Program on behalf of children who may need additional services.

b) Employment services/workforce development

Describe: KCCS is integrated into the Education, Employment and Supportive Services Division and families needing child care assistance are referred for services.

c) Public health (including the agency responsible for immunizations and dental care)
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Describe: KCCS coordinates with the Norton Sound Health Corporation Vaccine Coordinator to share records and ensure that all children receiving services from KCCS are properly vaccinated through a Memorandum of Agreement.

d) Public education

Describe: KCCS works with both school districts to assist with resources and referrals for Special Education students. KCCS also works with the school districts to ensure continuity of care when transitioning from the Tribally Operated Center into the Public School System.

e) Social services (including agencies providing mental health services)

Describe: Kawerak EHS/CCP, with parent consent, makes referrals to social service agencies as children and family needs arise. We seek to support children and families in coordination with social service agencies.

f) Temporary Assistance for Needy Families (TANF)

Describe: KCCS partners with local State ATAP staff to assist in finding quality child care options for TANF clients. Kawerak does not have a Tribal TANF program.

g) Public-private partnerships

Describe: KCCS make effort to partner with home providers and community groups by providing grants and technical assistance to promote private sector involvement in meeting child care needs. If there is an opportunity to work with local businesses, KCCS will pursue it.

h) Other

Describe: ______

1.6.2 Did the Tribal Lead Agency coordinate with Head Start/Early Head Start or other programs/agencies to assess the needs and what resources are available to support early childhood development?

☐ No.


1.6.3 How does the Tribal Lead Agency determine the Tribal community’s childcare needs, including the needs of any underserved populations, such as infants and toddlers, special needs children, and non-traditional hour care? For example, does the Tribal Lead Agency conduct a needs assessment, survey community members, etc.?

Describe: KCCS conducted a thorough community needs assessment that was completed in November 2016. The community needs assessment contains detailed information on the needs of the participating families around child care services. Surveys were collected from parents and families, staff, and community institutions via survey monkey, email, and paper/hard copy collection.
2 Provide Stable Child Care Financial Assistance to Families

2.1 Eligible Children and Families

At the point in time when eligibility is determined, children must: (1) be under the age of 13; (2) meet the Tribal Lead Agency’s definition of “Indian Child”; (3) reside within the Tribal Lead Agency’s defined “service area”; (4) reside with a family whose income does not exceed 85 percent of the Grantee Median Income (GMI) for a family of the same size; and (5) (a) reside with a parent or parents who are working or attending a job training or educational program; or (b) receive, or need to receive, protective services and reside with a parent or parents not described in (5)(a) above. (658P(4))

2.1.1 Eligibility Criteria Related to the Child

a) Programs and activities are to be carried out for the benefit of Indian children. 98.81(b)(2)(i)

Guidance: While Tribal Lead Agencies have some flexibility in defining “Indian Child,” the definition must be limited to children from federally recognized Indian Tribes, consistent with the Child Care and Development Block Grant Act’s definition of Indian Tribe. This could include children who are tribal members, whose membership is pending, who are eligible for membership, and/or who are children/descendants of members. This could also include adopted children, foster children, and step-children, etc.

The Tribal Lead Agency defines an “Indian child” as: A child under the age of 13 who is a tribally enrolled member, or a descendent of a tribal member in the process of being enrolled, to a tribe participating in the Kawerak consortium of the Bering Strait region of Alaska.

b) Programs and activities are to be carried out for the benefit of Indian children living on or near the Indian reservation or, for those Tribe that do not have reservations, the Tribe’s existing service area. If a Tribal Lead Agency establishes a different service area for CCDF purposes, it must be within a reasonably close geographic proximity to the borders of the Tribe’s reservation or existing service area. (658O(c)(2)(B), 98.80(e), 98.81(b)(2)(ii), 98.81(b)(3)(ii), 98.83(b))

Guidance: There is an expectation that the Tribal Lead Agency will be able to provide services to families throughout the service area. ACF will not approve an entire state as a Tribe’s service area. Tribes can limit services within the reservation boundaries or can go beyond the reservation boundaries. For example: "permanent residence is within the reservation boundaries, however the participant is temporarily attending school outside of the reservation area," or "resides within 20 miles of the reservation boundaries," etc.

Define the Tribal Lead Agency’s CCDF Service Area: The Bering Strait region includes the following villages: Brevig Mission, Diomede, Elim, Gambell, Golovin, Koyuk, Savoonga, Shaktoolik, Shishmaref, Solomon, Stebbins, St. Michael, Teller, Unalakleet, Wales, and White.
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Mountain, and the Federally recognized tribes of Council, King Island, Mary’s Igloo, and Nome Eskimo Community. Tribal member who have temporarily relocated to other areas of the State of Alaska for job training, vocational training, or attending college while receiving scholarship from Kawerak’s Education, Employment, and Supportive Services Division.

Optional: In addition to the description above, a clearly labeled map of the service area is attached. Attachment# ______

c) The Tribal CCDF program serves children from 2 weeks old (weeks/months/years) to 12 years of age. (weeks/months/years) (Note: Maximum age is through age 12).

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

☐ Yes, and the upper age is ______ (maximum age is through age 18).

☐ No.

e) Does the Tribal Lead Agency allow CCDF-funded child care for children age 13 and above but below age 19 years who are under court supervision? (98.20(a)(1)(iii))

☐ Yes, and the upper age is ______ (maximum age is through age 18).

☐ No.

2.1.2 How does the Tribal Lead Agency define the following terms for CCDF eligibility purposes?

a) “residing with”:

Living with or in a family household with a parent or legal guardian or other individual standing in loco parentis.

b) “in loco parentis” (refers to an individual who assumes parental status and responsibilities for another child, such as a foster parent or other guardian):

Refers to an individual who assumes parental status and responsibilities for another Child: An individual: a person living with the child needing child care services who is:

1). Another related person who acts as a caretaker (responsible for the care) of the child; or
2). A legal guardian; or
3). An unrelated adult is who is at least age 21 and whose petition for legal guardianship of the child is pending; or
4). An unrelated adult with whom the Office of Children's Services has placed a child subsequent to a court order identifying Department of Heath and Social Services as responsible for the child’s care and supervision.
2.1.3 Eligibility Criteria Based on Reason for Care

a) In order to be eligible to receive CCDF services, children must reside with a parent(s) who are working, attending a job training program, or attending an educational program. Check all parent participation options below that the Tribal Lead Agency allows; for each option checked, provide a brief definition of the term as used for CCDF eligibility purposes.

Guidance: Tribal Lead Agencies have broad flexibility in defining “working,” “attending job training program,” and “attending an educational program.” The definitions provided below should include any allowable activities, including travel time and study time. For example, a definition of “working” could include working for a salary or wages, self-employment, subsistence activities, job search, and/or volunteering, as well as, the travel time to and from the activity. Definitions should also address any limitations, such as minimum hours required or maximum hours allowed.

- Eligibility based on working
  
  Define “working”: Being engaged in an activity for a wage or salary, engage in a business with the intention of making a profit, or engaged in subsistence activities for a minimum of 20 hours per week.

  SUBSISTENCE ACTIVITIES: For the purposes of establishing eligibility, subsistence activities (including harvesting and gathering and the procurement of fish and wildlife) will be considered the same as working for wages. We emphasize that subsistence is the means whereby the majority of the regions residents provide food, clothing, and shelter for the families. The income substitution factor is what makes possible for most people to live in rural Alaska (example: if a person needs child care assistance so they can engage in fishing or hunting, and are otherwise eligible for the program, they will be approved for child care services for a reasonable time adequate to secure food for their family.)

  Reasonable time is defined by Kawerak Child Care as a maximum total 1040 hours per eligible family to be used as needed.

- Eligibility based on attending a job training program
  
  Define “attending a job training program”: A full-time vocational training program that will lead directly to gainful employment.

- Eligibility based on attending an educational program
  
  Define “attending an educational program”: A basic skills, GED preparation, High School completion or college courses leading to certificates as well as training at an accredited post-secondary school.

b) Does the Tribal Lead Agency provide child care to children who receive, or need to receive, protective services?

- No (skip to 2.1.4).
Yes. Complete 1-4 below.

**Guidance:** Tribal Lead Agencies have the flexibility to define protective services beyond formal child welfare or foster care cases, including but not limited to, homeless children. If the Tribal Lead Agency provides 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 must be included in this definition.

1) Define “protective services” for the purposes of eligibility:
   
   **Definition of protective services:** Kawerak defines Protective Services as children who are homeless, who have parents attending inpatient drug or alcohol rehabilitation or children who are in kinship care.

   **Homeless:** Kawerak uses the McKinny-Veto Act definition of homeless to define homeless children as "individuals who lack a fixed, regular, nighttime residence."

   **Drug or Alcohol Treatment:** Kawerak considers children to be in protective services status when one or both parents are residing in a residential drug or alcohol rehabilitation program for five or more days.

   **Kinship Care:** Kawerak defines Kinship Care as the guardianship of a child by another adult family or tribal member under an Indian Custodianship Power of Attorney and letter from the Tribe authorizing said Indian Custodianship. Adults in the household must be working to qualify for child care assistance at the time of authorization.

2) Does the Tribal Lead Agency waive the co-payment and income eligibility requirements on a case-by-case basis for cases in which children receive, or need to receive, protective services? *(658E(c)(5), 98.20(a)(3)(ii)(A-B))*

   - Yes.
   - No.

3) Does the Tribal Lead Agency provide CCDF-funded childcare to children in foster care whose foster care parent(s) are not working, or who is not in education/training activities? *(98.20(a)(3)(ii), 98.16(f)(7))*

   - Yes, and foster care is included under the Tribal Lead Agency’s definition of protective services in 2.1.3(b)(1) above. (This means that, for CCDF purposes, the Tribal Lead Agency considers these children to be served under the protective services eligibility category.)
   - No.

4) Does the Tribal Lead Agency provide respite child care for children in protective services?
2.1.4 Eligibility Criteria Based on Family Income

a) How does the Tribal Lead Agency define “income” for the purposes of eligibility?

**Guidance:** Tribal Lead Agencies have flexibility in defining “income.” This flexibility allows for the exclusion or deduction of certain types of income, as defined by the Tribe, from calculations of total family incomes for purposes of eligibility determination.

Define “income”: Income of the parent and spouse, if married, or the significant other when living in the same household with common children. Children are considered common if the significant other is the biological father or mother of the child(ren).

b) Tribal Lead Agencies must establish CCDF family income eligibility limits. Those limits cannot exceed 85% of the Grantee Median Income (GMI). A Tribal Lead Agency has the flexibility to use either State Median Income or Tribal Median Income as its GMI. Check the appropriate box below to indicate which option the Tribal Lead Agency has selected:

- [X] State Median Income (SMI) for a family of the same size.
  
  Source: State of Alaska Year: 2010

- [ ] Tribal Median Income (TMI) for a family of the same size residing in the area served by the Tribal Lead Agency.
  
  Source: _____ Year: _____

c) Complete the CCDF income eligibility table.

  i. Column (a) lists the current GMI for each family size. Column (b) lists 85% of the current GMI for each family size (by law, this is the maximum allowable income for CCDF eligibility). **All Tribal Lead Agencies must complete**
columns (a) and (b).

ii. Tribal Lead Agencies have the option of setting income eligibility limits below 85% of the current GMI. Has the Tribal Lead Agency chosen to set income eligibility limits below 85% of the current GMI?

☐ No (do not complete columns (c)-(f); skip to 2.1.5).

☑ Yes. Complete columns (c) and (d) to show the Tribal Lead Agency’s maximum income eligibility level for each family size at the time a family applies for CCDF services.

iii. Once a family’s eligibility has been determined, Tribal Lead Agencies have the flexibility to allow families to continue to receive CCDF assistance if their income increases above the eligibility limit shown in column (c), as long as their income does not exceed the eligibility limit shown in column (b) (85% of the current GMI). Does the Tribal Lead Agency allow families to continue to receive CCDF assistance during their eligibility period (as defined in 2.2.5) if their income increases but remains at or below 85% of the current GMI?

☐ No (do not complete columns (e) and (f); skip to 2.1.5).

☑ Yes, families can continue to receive assistance until their income reaches an amount up to 85% of the current GMI. Complete columns (e) and (f) to list the Tribal Lead Agency’s maximum “exit” income levels; the income limit in column (e) cannot exceed the amount shown in column (b).

<table>
<thead>
<tr>
<th>Table 2.1.4(c): Tribal CCDF Income Eligibility Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Family Size</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>1*</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>7</td>
</tr>
<tr>
<td>8</td>
</tr>
</tbody>
</table>
**Note:** On a case-by-case basis, Tribal Lead Agencies may consider a child in foster care to be a “family of one” for purposes of determining CCDF income eligibility.

2.1.5 **△** During the eligibility determination or redetermination process, does the Tribal Lead Agency take into account fluctuations in family income?

**Guidance:** Tribal Lead Agencies have the flexibility to take into account irregular fluctuations in income when determining and re-determining eligibility. This is particularly important for families who rely on work that is unpredictable or seasonal in nature, such as agriculture, construction work, or subsistence activities such as hunting and fishing. These families may experience a temporary spike in income due to working increased hours over a short period, yet those earnings are not representative of the family's income over the course of a year.

☐ No.
☒ Yes. Describe: If a family reports a fluctuation in monthly income, we review the previous years federal tax documents to assist in determining eligibility.

2.1.6 Does the Tribal Lead Agency establish additional eligibility criteria? (98.16(g)(5), 98.20(b))

**Guidance:** The Tribal Lead Agency has flexibility in establishing additional eligibility criteria. Additional criteria could include, for example, application to the State CCDF program first; higher income limits in one part of the tribal service area; or an asset/resource limit.

☐ No.
☒ Yes. Describe: __________

If additional eligibility criteria include different income eligibility limits, please attach additional income eligibility tables and indicate attachment number(s): __________

2.2 **Application and Eligibility Determination/Redetermination Processes**

2.2.1 Tribal Lead Agencies must inform parents of eligible children and the general public of the process by which they can apply for Tribal CCDF assistance. (658E(c)(2)(E)(i)(I))

Parents are informed of the availability of child care assistance services under Tribal CCDF through (check all that apply):

☒ Tribal Lead Agency
☒ Child care providers
☒ Child care resource and referral agencies
☒ Public and/or tribal schools
2.2.2 How can parents apply for child care services? Check all that apply.

- In-person interview or orientation
- Phone
- Mail/fax
- At the child care provider’s site
- Electronically via online application or email (provide website): intake@kawerak.org
- Other. Describe: _____

2.2.3 Describe how the Tribal Lead Agency documents and verifies child and family eligibility:

Applicants are required to provide copies of their two most recent pay stubs, an employer verification form, proof of address, child support information, tribal enrollment verification for all children, up to date immunizations, and birth certificates.

2.2.4 Which strategies, if any, will the Tribal Lead Agency use to assure the timeliness of eligibility determinations upon receipt of applications? Check all that apply.

- Time limit for making eligibility determinations. Define time limit: Eligibility will be determined and services provided within ten (10) working days of the date of completing the application.
- Track and monitor the eligibility determination process
- Other. Describe: _____
- None

2.2.5 How often does the Tribal Lead Agency re-determine eligibility for CCDF families?

- Every 12 months
2.2.6 **Δ** Does the Tribal Lead Agency require CCDF families to provide information on the parents’ job/training status or income in between determination periods?

- No.

- Yes. Describe: Each family will need to verify employment, training, or job search as follows:
  1. Two most recent bi-weekly check stubs
  2. Most current 1040 income tax statement
  3. Class schedule must verify days and specific hours the applicant is in class.
  4. Letter from training/educational program site.
  5. A monthly Job Log submitted by self-employed persons. (Federal income tax forms will be required.)
  6. Sleep time may be authorized based upon work and class schedules of the parents if one parent is working the graveyard shift and care is required while the other parent is working or attending school.

2.2.7 **Δ** Does the Tribal Lead Agency have re-determination policies and procedures to ensure that parents do not have their employment, education or job training unduly disrupted? Examples include: allowing telephone applications; having an abbreviated application; and reduced documentation requirements.

**Guidance:** Tribal Lead Agencies have the flexibility to establish procedures that help ensure that parents do not have to unduly disrupt their employment, education, or job training activities in order to comply with the Tribal Lead Agency’s requirements for re-determination of eligibility for assistance.

- No.

- Yes. Describe:

2.2.8 Tribal Lead Agencies are required to inform parents who receive Temporary Assistance for Needy Families (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 childcare for a child under 6 years of age (98.16(p) and 98.33(b-c)).

**Guidance:** The TANF agency, not the Tribal 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. This question is for informational purposes.

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

State TANF Agency: Alaska
Tribal TANF Agency: _____

b) In the spaces below, provide the criteria or definitions used by the TANF agency to determine whether the parent has a demonstrated inability to obtain needed child care:

i. "appropriate childcare":
   Child Care is appropriate when a provider is willing to take care of the participants children and appears to have the ability to care for the children and is willing to become an approved or licensed provider.

ii. "reasonable distance":
   Child care is within a reasonable distance when the provider’s location is within 30 minutes travel time by private or public transportation for the participants home or activity site.

iii. "unsuitability of informal child care":
   Informal care is unsuitable if it is not appropriate or is not within a reasonable distance.

iv. "affordable child care arrangements":
   Child Care is affordable when a family has PASS I assistance to help with the cost.

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

Parents are informed through written communication or verbally through their case worker and agree to this in their case plan.

2.2.9 The Tribal Lead Agency must have procedures in place to ensure that providers receiving CCDF funds afford parents unlimited access to their children, and access to the providers caring for their children, during normal hours of provider operation and whenever the children are in the care of the provider. (658E(c)(2)(B)) 98.31, 98.16(n))

How does the Tribal Lead Agency ensure that parents have unlimited access? Describe: Kawerak Child Care Providers ensures that all parents and providers understand that they have unlimited access to their children while in the care of the provider at the time of application.

2.3 Improving Access for Vulnerable Children and Families

At a minimum, CCDF requires Tribal Lead Agencies to give priority for child care assistance to “children with special needs.” Tribal Lead Agencies may also establish additional priority categories. (658E(c)(3)(B))

2.3.1 Describe how the Tribal Lead Agency will prioritize or target childcare services for children with special needs. (658E(c)(3)(B))

Guidance: Tribal Lead Agencies have flexibility in how they define “children with special needs.” Tribal Lead Agencies are not limited in defining “children with special needs” to only those children with physical or mental disabilities. For example, Tribal Lead Agencies could consider children in the child welfare system,
children of teen parents, or homeless children in their definition of “children with special needs.”

a) Define “children with special needs”:

A child will be considered to have “special needs” if instructed by a physician and/or recognized professional within the medical and/or mental health field with a minimum of a Master’s Degree and licensed by the state; or is on staff with a recognized mental rehabilitative/child development facility.

b) Describe how the Tribal Lead Agency will give priority for childcare services to children with special needs:

Families of children with special needs will receive priority for assistance. In a case where only one voucher remains, a child with special needs will be given that voucher. Should funds become insufficient to meet the needs of the program, the amount of assistance to families who do not have special needs children will be reduced so that families with special needs can also be served.

2.3.2 Does the Tribal Lead Agency have additional priority rules or categories?

(658E(c)(3)(B), 98.16(g)(5), 98.20(b))

☑ No.

☐ Yes. Define the additional priority rules/categories and describe how priority is given:

Definition(s):_____

Describe how priority is given:_____

2.3.3 Does the Tribe have procedures to improve access to child care for homeless children and families? Procedures might include special outreach, grace periods for submitting documentation, etc.

**Guidance:** Tribal Lead Agencies have the flexibility to establish procedures to improve child care access for homeless children, including procedures allowing a grace period during which homeless children can receive CCDF assistance while their families are, for example, gathering required documentation or taking the necessary actions to comply with immunization and other health and safety requirements as described in Section 4.

☑ No.

☐ Yes. Define “homeless” and describe your procedures.

Define “homeless”:_____

Describe procedures:_____

**Plan for:** Kawerak, Inc.

**CHILDCARE & DEVELOPMENT FUND-Plan Period: 10/1/2017–9/30/2020**

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**CCDF Plan Effective Date:** October 1, 2017

**Amended Effective Date:** [Insert Date as Amended]
3 Ensure Equal Access to High Quality Child Care for Low-Income Children

3.1 Description of Direct Child Care Services

Guidance: CCDF services may be provided through a subsidy program where the grantee offers certificates (so that parents may choose from different categories of care), through a Tribal CCDF-Operated Center, or through grants or contracts for child care slots (i.e., agreements between the grantee and provider to provide child care services). Currently, Non-Exempt Tribal Lead Agencies are required to operate a certificate program that permits parents to choose care from all four categories of care. Exempt Tribal Lead Agencies have the option of operating a certificate program, but are not required to offer all four categories of care. Refer to Section 7.2.2 to determine whether the Tribal Lead Agency is currently considered Exempt or Non-Exempt.

3.1.1 Child Care Services Available through Certificates(658E(c)(2)(A), 658E(c)(3)(A)&(B),658P(6)&(7), 98.16(g)(1), 98.30,98.50)

  a) Does the Tribal Lead Agency operate a subsidy program offering certificates that allow parents to choose from a variety of categories of care?

  ☐ No (skip to 3.1.2) (Exempt Tribal Lead Agencies only).

  ☑ Yes, parents can choose from the following categories of care (check all that apply; Non-Exempt Tribal Lead Agencies must offer all four categories of care below):

  ☑ Center-based childcare  ☑ Family childcare home
  ☑ Group childcare home  ☑ In-home childcare

  Describe the child care certificate payment process: _____

  b) If the Tribal Lead Agency allows for in-home care (i.e., care provided in the child’s own home), does the Lead Agency limit the use of in-home care in any way?

  ☐ Not applicable.

  ☐ No.

  ☑ Yes. What limits does the Tribal Lead Agency set? Check all that apply.

  ☐ Restricted based on minimum number of children in the care of the provider (to meet minimum wage law or Fair Labor Standards Act). Describe: _____

  ☐ Restricted based on provider meeting a minimum age requirement. Describe: _____

  ☐ Restricted based on hours of care (a certain number of hours, non-traditional work hours, etc.). Describe: _____

  ☐ Restricted to care by relatives. Describe: _____
3.1.2 Child Care Services Available through Tribal CCDF-Operated Centers

Does the Tribe operate one or more child care centers using CCDF funds for operational costs?

**Guidance:** Tribal Lead Agencies that use CCDF funds to directly support the operational costs of a child care center are said to have a “Tribal CCDF-Operated Center.” The Tribe or its designee (not necessarily the Tribal Lead Agency itself) oversees operations of the child care center: paying facility costs (e.g., rent and utilities), hiring and managing staff, purchasing equipment and supplies, and screening families for eligibility.

- No (skipto3.1.3).
- Yes. Complete the table below.

### Table 3.1.2 Tribal CCDF-Operated Center(s)

<table>
<thead>
<tr>
<th>Identify Tribal CCDF-Operated Centers</th>
<th>Types of Services</th>
<th>Age Groups Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each Tribal CCDF-Operated Center, provide the center’s name and physical address (including City and State)</td>
<td>(Check all that apply)</td>
<td>(Check all that Apply)</td>
</tr>
<tr>
<td>One Center Per Row</td>
<td>Full-Time</td>
<td>Part-Time</td>
</tr>
<tr>
<td>Uiviilat Play &amp; Learn Center (UPLC)</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>UPLC EHS/CCP</td>
<td>☒</td>
<td>☐</td>
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<tr>
<td>☐</td>
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<td>☐</td>
</tr>
</tbody>
</table>

**Note:** If the Tribal Lead Agency has more than 3 Tribal CCDF-Operated Centers, please use an attachment to provide the information above for each additional center (Attachment #: _____).

3.1.3 Child Care Services Available through Grants or Contracts for Child Care Slots

CCDF Plan Effective Date: October 1, 2017
Amended Effective Date: [Insert Date as Amended]
Does the Tribal Lead Agency provide child care services through grants or contracts for child care slots? (658E(c)(2)(A), 658Q(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.

- No (skipto3.1.4).
- Yes. Describe:
  - i. The type(s) of child care services available through grant-/contract-funded slots (such as “center-based infant care”):
    -
  - ii. How parents are informed of the availability of grant-/contract-funded slots:
    -
  - iii. How parents apply for those slots:
    -

Does the Tribal Lead Agency use grants or contracts for child care slots to increase the supply and/or improve the quality of child care programs? (658E(c)(2)(M))

- No (skip to 3.1.4).
- Yes, grant-/contract-funded slots are used to increase the supply and/or improve the quality of the following types of child care programs:
  - Providers offering native language education or a culturally-based curriculum
  - Providers to serve specific populations (such as children with disabilities, infants and toddlers, school-age children, homeless children, and children in isolated geographic areas)
  - Providers to serve children needing care during non-traditional hours
  - Providers offering comprehensive services, such as childcare integrated into Head Start or Early Head Start
  - Providers meeting higher quality standards, such as programs with higher Quality Rating and Improvement System (QRIS) ratings or nationally accredited programs
  - Providers offering bonuses, higher pay, or other financial incentives to teaching staff or reaching higher levels of education and/or qualifications
  - Other. Describe: _____

Are all of the direct child care services described in 3.1.1-3.1.3 available throughout the entire service area? (98.16(g)(3))
- Yes.
Non-Exempt Tribes must also answer the following two questions below.

3.1.5 How are parents informed of the option to choose from the full range of childcare provider categories—centers, family child care homes, group child care homes, and in-home providers? (658E(c)(2)(A)(i), 658P(2), 658Q)) Check all that apply.

☐ Certificate provides information about the choice of providers, including high quality providers
☒ Consumer education materials on choosing child care
☒ Verbal communication at the time of application
☒ Community outreach, workshops, or other in-person activities
☐ Other. Describe: ____

3.1.6 If the Tribal Lead Agency offers both certificates and grants/contract for slots, how are parents advised of the option of receiving a certificate or a slot? (658E(c)(2)(A)(i), 658P(2)) Describe: Kawerak Child Care Services does not offer grants or contracts for child care slots.

3.2 Assessing Child Care Market Rates

3.2.1 Market Rate Survey Requirements

Tribal Lead Agencies are required to establish payment rates for childcare services that ensure eligible families equal access to child care services comparable to those services provided to families not eligible to receive CCDF services. At a minimum, Tribal Lead Agencies are required to show how payment rates are adequate based on a local Market Rate Survey (MRS) conducted no earlier than two years (07/1/2014) prior to the date of the Plan submission.

Because Market Rate Surveys might not be feasible for some Tribal Lead Agencies, Tribal Lead Agencies have three options for fulfilling the local Market Rate Survey requirements:

1) Conducting a local Market Rate Survey,
2) Using the State’s local Market Rate Survey, or
3) Providing alternative documentation in lieu of a local Market Rate Survey (if applicable criteria are met).

Which option does the Tribal Lead Agency use in fulfilling the local Market Rate Survey requirements? Please select only ONE option. (98.16(l), 98.43)

☐ Option1—The Tribal Lead Agency conducts its own Market Rate Survey.
Plan for: Kawerak, Inc.

CHILD CARE & DEVELOPMENT FUND-Plan Period: 10/1/2017-9/30/2020

a) Date the Market Rate Survey was conducted: _____/_____/_____

b) How did the Tribal Lead Agency use the results of this Market Rate Survey to assist in establishing payment rates for child care services?
   Describe:_____

☐ Option 2—The Tribal Lead Agency uses the State’s Market Rate Survey.

a) Name of State(s): Alaska

b) Date the State’s Market Rate Survey was conducted: 04/08/2015

c) How did the Tribal Lead Agency use the results of this Market Rate Survey to assist in establishing payment rates for child care services?
   Describe: Kawerak uses the State of Alaska payment rates; and base the rates on the MRS conducted by the State of Alaska. 100% of licensed providers accept the payment rate to ensure equal access to comparable child care services.

☐ Option 3—The Tribal Lead Agency provides alternative documentation in lieu of a local Market Rate Survey. The Tribal Lead Agency must identify and meet one of the two criteria listed below.

Please select only one criterion.

Criteria 1—Check if the Tribal Lead Agency:

☐ Provides CCDF direct services solely in a Tribal CCDF-Operated Center(s) and does not provide services through certificates, grants, or contracts;

AND/OR

☐ Funds CCDF direct services solely in unregulated home-based settings such as in-home care (i.e., care in the child’s own home) or unregulated family child care homes, and does not fund any CCDF services in centers, regulated family child care homes or regulated group homes.

Criteria 2—Check if the Tribal Lead Agency:

☐ Documents that all childcare providers in the service area that would potentially be included in a market rate survey: (a) serve only children receiving CCDF subsidies and (b) serve no private-pay children.

3.3 Setting Payment Rates for Child Care Services

Tribal Lead Agencies are required to establish payment rates for childcare services that ensure eligible families equal access to child care services comparable to those services provided to families not eligible to receive CCDF services. (658E(c)(4), 98.16(l), 98.43(a), 98.43(b), 98.43(b)(1)
and 98.43(b)(2)).

**Note:** For Tribal Lead Agencies that only offer direct services through one or more Tribal CCDF-Operated Centers and/or grants/contracts for slots, skip to 3.3.2.

3.3.1 The Tribal Lead Agency’s payment rates are attached as Attachment #:_____ and the effective date of those payment rates is: 07/01/2016.

**Guidance:** The attached payment rates should reflect the variety of care offered in your program (for example, different rates based on the child’s age, the category of care, hours of care offered). Tribal Lead Agencies are reminded that payment rates cannot be based on a family’s eligibility or circumstances. This means, for example, that the Tribal Lead Agency may not establish payment rates for TANF families that differ from the payment rates for child care for the working poor, or for families in education or training.

Will the attached payment rates be used in all parts of the Tribal service area?

- Yes.
- No. Additional payment rates are attached as Attachment#:_____ and the effective date of those payment rates is:_____. Describe or list the geographic areas where each set of rates is used:_____

3.3.2 Does the Tribal Lead Agency provide child care services solely through a Tribal CCDF-Operated Center(s) and/or grants and contracts for child care slots?

**Guidance:** For Tribal Lead Agencies that only offer direct services through a Tribal CCDF-Operated Center(s) and/or grants and contracts, the Tribe could provide information about its CCDF budget, including the average cost of providing care per child, or information about what the center(s) would charge a non-subsidized child for care in lieu of a payment rate schedule.

- No.
- Yes. Complete the following and skip to 3.4:
  a) Attach information on actual cost of care per child, budget information, or other documentation regarding the cost of providing child care services (Attachment #:______).
  b) How is he attached information used to determine the amount of CCDF funds used to pay for care provided in your Tribal CCDF-Operated Center(s) and/or for grant-/contract-funded slots? Describe:_____

3.3.3 **For Programs that Offer Certificates:** Does the Tribal Lead Agency provide any type of tiered payment or differential (add-on) rates? (658E(c)(4)(B)(iii), 658E(c)(4)(C)(iii))
Guidance: Tribal Lead Agencies set payment rates based on what providers in the CCDF service area charge for care. Providers usually set their prices based on a number of factors, such as the costs of providing care, their geographic location, the age of the child, the hours when care is provided, and the quality of care. Taking those factors into account means that Tribal Lead Agencies may set different rates for different kinds of care; for example, payment rates for infants may be higher than rates for school-age care because the higher costs of providing infant care mean that providers usually charge more for that service than they do for school-age care.

In addition to these kinds of rate differences based on variations in provider prices, Tribal Lead Agencies can choose to set **tiered payment rates** or create **rate add-ons** (sometimes called “differential rates”) on top of their regular payment rates. These tiered rates and add-ons are additional amounts paid to providers as a way to increase payment rates for targeted needs. For example, a Tribal Lead Agency could try to encourage more care during non-traditional hours by paying providers who work evenings a 15% add-on over the regular payment rate. An example of tiered rates might be paying family child care providers who earn a CDA 5% more than the regular rate and paying those that earn accreditation 10% more. Tiered rates and add-ons are often used to encourage and support care for specific populations (such as children with special needs, infants and toddlers, school-age children, children in remote rural areas, or homeless children) and to encourage providers to increase or sustain their program quality.

☐ No.
☐ Yes. Check all that apply:

☐ We use a Tribally-defined system of tiered pay mentor differential rates. Describe: _________
☐ We follow the State(s)’ tiered/differential payment system. State(s): _________

**Note:** Include tiered/differential rates on the payment rate attachment(s) in 3.3.1.

3.3.4 **For Programs that Offer Certificates:** How does the Tribal Lead Agency ensure that payment rates are sufficient to ensure equal access? Equal access would offer children receiving CCDF subsidies access to the same services (type of care, quality of care) as children not receiving CCDF. Check all that apply and provide a summary of data and facts the Tribal Lead Agency used to determine equal access. (658E(c)(4)(A))

☐ Payment rates are set at the 75th percentile or higher of the most recent survey. Describe: Kawerak rates are set at up to 85% of the GMI.
☐ Feedback from parents, including parent surveys or parent complaints. Describe: _________
☐ Using tiered rates/differential rates (as described in 3.3.3) to increase access for targeted needs. Describe: _________
☐ Other. Describe: _________

3.4 **Payment Practices and Timeliness of Payments to Providers**

The Tribal Lead Agency should follow generally accepted payment practices for childcare providers...
3.4.1 **△** Does the Tribal Lead Agency use any of the following payment practices? Check all that apply.

- [ ] Pays providers prior to the delivery of childcare services. Describe: ______
- [ ] Pays providers based on enrollment instead of attendance (i.e., pays full payment even if child is occasionally absent). Examples might include paying for a set number of days in a month or making full payment if a child attends at least a certain percent of authorized time. Describe: ______
- [x] Pays on a full-time or part-time basis (rather than smaller increments such as hourly). Describe: KweraK has defined full-time enrollment as more than 5 hours of care per day and part-time enrollment as less than 5 hours per day.
- [ ] Pays the standard fees that the provider charges private-paying parents (e.g., registration fees, deposits, supplies, field trips). Describe: ______
- [x] Provides prompt notice to providers regarding any changes to the family’s eligibility status that may impact payment. Describe: KweraK notifies the provider when there is a change in family eligibility.
- [x] Has a timely appeal and resolution process for payment inaccuracies and disputes. Describe: KweraK has a Policies and Procedures addressing the appeal process, internal review, and resolution of billing and payment errors.

- [ ] Other. Describe: ______
- [ ] No, the Tribe does not use any of the payment practices listed above.

3.4.2 **△** How does the Tribal Lead Agency ensure the timeliness of payments to providers? Check all that apply.

- [x] Pays providers within a certain number of days of billing for services. Describe: KweraK pays providers on a monthly basis.
- [x] Tracks and monitors the payment process. Describe: KweraK does reconciliation of monthly payments and accounts in arrears.
- [x] Uses electronic tools (e.g., automated billing, direct deposit). Describe: KweraK provides the option of Electronic Fund Transfers for providers who invoice KweraK.

- [ ] Other. Describe: ______
The Tribe does not use any strategies to ensure the timeliness of payments to providers.

3.5 Family Contribution to Payment

The statute requires Tribal Lead Agencies to establish a sliding fee scale that varies based on family income and the size of the family to be used in determining each family’s contribution (i.e., co-payment) to the cost of childcare. Co-payments should not be a barrier of families receiving CCDF. (658E(c)(5), 98.42(b)). In addition to income and size of the family, the Tribal Lead Agency may use other factors when determining family contributions/co-payments.

3.5.1 Attach a copy of the sliding fee scale (Enter Attachment #: _____)

Will the attached sliding fee scale be used in all parts of the service area?

☐ Yes. Effective date: 07/01/2016

☐ No. Attach other sliding fee scale(s) and their effective date(s).

Attachment(s) #: _____ Effective date(s): _____

3.5.2 Does the Tribal Lead Agency use other factors in addition to income and family size to determine each family’s co-payment? Examples of additional factors could include: multiple children in care.

☐ No.

☐ Yes. Describe: Kawerak takes the extreme high cost of living into account when determining eligibility, and as such, gives each family a $2000/monthly income reduction credit. All co-payments will be waived for families earning less than 125% of the federal poverty level (FPL).

3.5.3 △How will the family’s co-payment be calculated and to whom will it be applied? Complete (a)-(c) below.

a. The co-payment is a: ☒ dollar amount ☒ percent of income.

b. The co-payment amount is applied: ☐ hourly ☐ daily ☐ weekly ☐ monthly ☒ other: _____.

c. The co-payment is applied: ☐ per family ☒ per child.

3.5.4 How will the Tribal Lead Agency ensure the family’s co-payment, based on a sliding fee scale, is affordable and not a barrier to families receiving CCDF? Examples could include limiting maximum co-payment to a specific percentage of family income or reducing co-payments for additional children in care. Kawerak bases the co-payment on the percentage of the family income in relation to the family size.

3.5.5 The Tribal Lead Agency may waive co-payments from families whose incomes are at or below the poverty level for a family of the same size (98.42(c)).
The poverty level used by the Tribal Lead Agency for a family of 3 is $25,520. The source of the poverty level used by the Tribal Lead Agency is (include date of publication): Health and Human Services 2017 Federal Poverty Guidelines.

Check the option which the Tribal Lead Agency has chosen to use:

- [ ] ALL families, including those with incomes at or below the poverty level for a family of the same size, ARE required to pay a co-payment.

- [ ] SOME families with incomes at or below the poverty ARE NOT required to pay a co-payment. The Tribal Lead Agency waives the co-payment for families in the following circumstances: __________

- [x] NO families with incomes at or below the poverty level for a family of the same size are required to pay a co-payment.

### 3.6 Supply Building Strategies to Meet the Needs of Certain Populations

#### 3.6.1 ΔWill the Tribal Lead Agency develop and implement any strategies to increase the supply and improve the quality of childcare services for children in underserved populations?

Underserved populations may include infants and toddlers, children with disabilities, children in underserved geographic areas, and children who receive care during non-traditional hours.

- [ ] No.

- [x] Yes. Check all that apply and describe the strategies used to increase supply and improve quality for each specific population. Examples of strategies might include offering grants and contracts for slots (as discussed in 3.1.3); providing start-up or quality improvement grants; providing technical assistance and support to providers; recruiting providers; and paying tiered payment rates (as discussed in 3.3.3).

  - [x] Infants and toddlers. Describe: [Kawerak received the EHS/CC Partnership Grant.](#)
  
  - [x] School-age children. Describe: [Provided resources to expand after school programs.](#)
  
  - [ ] Children with disabilities. Describe: __________
  
  - [x] Children in underserved geographic areas. Describe: [Kawerak is currently working on setting up a licensed child care facility in Shishmaref, Alaska.](#)
  
  - [ ] Children who receive care during non-traditional hours. Describe: __________
  
  - [ ] Homeless children. Describe: __________
  
  - [ ] Other specific populations. Describe: __________
4 Ensuring the Health and Safety of Children in Child Care Settings

4.1 Requirements and Standards

Tribal Lead Agencies must have health and safety requirements for all categories of CCDF childcare providers addressed in Section3.1. These maybe Tribally-developed standards and/or a Tribal Lead Agency may choose to follow the child care licensing standards for the State(s) where the Tribal Lead Agency certifies providers. **At a minimum**, the Tribal Lead Agency must have health and safety requirements in the following topic areas: Prevention and Control of Infectious Disease, Building and Physical Premise Safety, and Health and Safety Training. (658E(c)(2)(F), 658E(c)(2)(I), and 98.41)

4.1.1 The Tribal Lead Agency certifies that it has requirements related to Prevention and Control of Infectious Disease, Building and Physical Premises Safety, and Health and Safety Training applicable to CCDF providers in each of the following categories of care offered by the Tribal Lead Agency; check all that apply and indicate the source of the health and safety standards:

**Guidance:** For each category of care offered:
- If the Tribal Lead Agency has developed its own standards (even if those standards were adapted from other sources, such as *Caring for Our Children* or State licensing standards), check “Tribal Standards.”
- If the Tribal Lead Agency requires providers to meet standards established by a State Agency (such as State licensing or State department of education), check “State Standards.”
- If the Tribal Lead Agency requires providers to meet standards from more than one source (for example, State licensing standards for off-reservation providers and Tribally-developed standards for providers on the reservation), check “Tribal Standards,” “State Standards,” **and** “Other Source(s)/Combination of Sources” and describe which standards apply to which providers.
- If the Tribal Lead Agency requires providers to meet standards from a source not listed in the table in columns (a), (b), and (c) (such as Indian Health Service or the Child and Adult Care Food Program), then check “Other Source(s)/Combination of Sources” and describe the source(s) of the standards.
4.1.4 △Does the Tribal Lead Agency have child abuse reporting requirements in place? (42 U.S.C. 5106a(b)(2)(B)(i), 658E(c)(2)(L))

☑ Yes.
☐ No.

Table 4.1.1 Health and Safety Standards Used by the Tribal Lead Agency

<table>
<thead>
<tr>
<th>Provider Categories</th>
<th>Tribal Standards</th>
<th>State Standards</th>
<th>Head Start/Early Head Start Standards</th>
<th>Other Standards/Combination of Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Center-Based Child Care</td>
<td>☐</td>
<td>☑</td>
<td>☑</td>
<td>☐ Describe: _____</td>
</tr>
<tr>
<td>☐ Tribal CCDF-Operated Center(s) (if different)</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td>☐ Describe: _____</td>
</tr>
<tr>
<td>☑ Family Home Child Care</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td>☐ Describe: _____</td>
</tr>
<tr>
<td>☑ Group Home Child Care</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td>☐ Describe: _____</td>
</tr>
<tr>
<td>☑ In-Home Child Care</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td>☐ Describe: _____</td>
</tr>
<tr>
<td>☐ Other</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td>☐ Describe: _____</td>
</tr>
</tbody>
</table>

Provide a website to your Tribal Child Care Standards (if applicable): _____

4.1.2 △Do your Tribal CCDF requirements include staff-to-child ratios and group size limits?

☐ No.
☑ Yes. Describe: Kawerak follow the State of Alaska licensing standards.

4.1.3 △Do your Tribal CCDF requirements include qualifications for providers appropriate to the type of child care setting, such as minimum age allowed, minimum education level, health clearance, etc.?

☐ No.
☑ Yes (check all that apply):

☑ Center-based childcare (including school-age care programs). Describe: _____

☑ Tribal CCDF Operated Center(s) (if different). Describe: _____

☑ Family childcare home/group child care home. Describe: _____

☑ Group child care home. Describe: _____

☑ In-home providers. Describe: _____

☐ Other. Describe: _____

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4.1.5 In addition to the requirements identified in 4.1.1, does the Tribal Lead Agency have health and safety requirements for CCDF providers (including those providers who are licensed by the State or meet State Standards) in the following areas? Check all that apply.

<table>
<thead>
<tr>
<th>Health and Safety Requirements</th>
<th>Center-based</th>
<th>Tribal CCDF-Operated</th>
<th>Family Home</th>
<th>Group Home</th>
<th>In-Home</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prevention of sudden infant death syndrome and use of safe sleep practices</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Administration of medication, consistent with standards for parental consent</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Prevention of and response to emergencies due to food and allergic reactions</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Prevention of shaken baby syndrome and abusive head trauma</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility)</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Handling and storage of hazardous materials and the appropriate disposal of bio contaminants</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Precautions in transporting children (if applicable)</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>First aid and cardiopulmonary resuscitation (CPR) certification</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Nutrition</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Access to physical activity</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Limiting screen time</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Caring for children with special health or development needs</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☐</td>
</tr>
</tbody>
</table>

4.1.6 Does the Tribal Lead Agency require training during a preservice or orientation period (period prior to a provider caring for CCDF-funded children or shortly after care begins) and/or ongoing training appropriate to the provider setting that addresses the requirements relating to the topics checked in 4.1.5 above?

a) Preservice/orientation training

☐ Yes. Describe the preservice/orientation training requirements, including categories of providers, topics required, and the minimum number of hours required: Kawerak is currently requiring 30 hours of orientation for new tribal CCDF and Center-based providers.
4.2 **Disaster Preparedness and Response**

4.2.1 **Does the Tribe or Tribal Lead Agency have plans in place to ensure continued CCDF assistance and childcare services after a disaster?** (658E(c)(2)(U)

☐ Yes. Describe: ______

☒ No.

4.3 **Monitoring and Enforcement Policies and Practices**

Tribal Lead Agencies are required to have procedures in place to ensure that all CCDF-funded providers, including Tribal CCDF-Operated Centers and programs exempt from Tribal and/or State licensing (such as faith-based providers and school-based programs), comply with all applicable health and safety requirements. (658E(c)(2)(J))

4.3.1 **Does the Tribal Lead Agency have in effect monitoring and enforcement policies and procedures to ensure that CCDF providers comply with applicable health and safety requirements?**

☐ Yes, the Tribal Lead Agency has comprehensive, written monitoring and enforcement policies and procedures.

☒ Yes, the Tribal Lead Agency has monitoring and enforcement policies and procedures in place but only some are in writing.

☐ Yes, the Tribal Lead Agency has monitoring and enforcement policies and procedures in place but none are in writing.

4.3.2 **How does the Tribal Lead Agency monitor its CCDF providers for compliance with its health and safety requirements?**

a) **Describe the Tribal Lead Agency’s monitoring process, including whether other entities (such as State licensing or Indian Health Service) are involved in the monitoring process and how Tribal CCDF-Operated Centers are monitored OR attach a copy of the Tribal Lead Agency’s written monitoring policies and procedures:** Kawerak receives a copy of the State of Alaska inspection reports on all licensed child care homes and Kawerak...
Tribal Child Care Center.

b) Complete the following table:

<table>
<thead>
<tr>
<th>Provider Categories</th>
<th>Routine Announced Visits</th>
<th>Routine Unannounced Visits</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Center-Based Child Care</td>
<td>Frequency: More than once a year</td>
<td>Frequency: More than once a year</td>
</tr>
<tr>
<td></td>
<td>Conducted by: State of Alaska</td>
<td>Conducted by: State of Alaska</td>
</tr>
<tr>
<td>☐ Tribal CCDF Operated Center(s) (if different)</td>
<td>Frequency: _____</td>
<td>Frequency: _____</td>
</tr>
<tr>
<td></td>
<td>Conducted by: _____</td>
<td>Conducted by: _____</td>
</tr>
<tr>
<td>☑ Family Home Child Care</td>
<td>Frequency: Once a year</td>
<td>Frequency: Once a year</td>
</tr>
<tr>
<td></td>
<td>Conducted by: State of Alaska</td>
<td>Conducted by: State of Alaska</td>
</tr>
<tr>
<td>☑ Group Home Child Care</td>
<td>Frequency: Once a year</td>
<td>Frequency: Once a year</td>
</tr>
<tr>
<td></td>
<td>Conducted by: State of Alaska</td>
<td>Conducted by: State of Alaska</td>
</tr>
<tr>
<td>☑ In-Home Child Care</td>
<td>Frequency: Once a year</td>
<td>Frequency: Once a year</td>
</tr>
<tr>
<td></td>
<td>Conducted by: State of Alaska</td>
<td>Conducted by: State of Alaska</td>
</tr>
<tr>
<td>☐ Other</td>
<td>Frequency: _____</td>
<td>Frequency: _____</td>
</tr>
<tr>
<td></td>
<td>Conducted by: _____</td>
<td>Conducted by: _____</td>
</tr>
</tbody>
</table>

4.3.3 Δ Does the Tribal Lead Agency share provider-specific information with parents regarding the results of health and safety monitoring? For example, the Tribal Lead Agency could share summaries of Tribal/State monitoring reports with parents of children enrolled with that child care provider. (658E(c)(2)(D-E))

☐ No.

☑ Yes. Describe: Kawerak currently shares center-based inspection results with it's Parent Policy Council and the Kawerak Board of Directors.

4.3.4 Describe how the Tribal Lead Agency meets the requirement to maintain a record of substantiated parental complaints: (658E(c)(2)(C))

a) How does the Tribal Lead Agency define “substantiated parental complaint”? Substantiated parental complaints are public records that are investigated and verified through the State of Alaska Licensing.

b) How does the Tribal Lead Agency maintain a record of substantiated parental complaints about providers (e.g., how long are records maintained and in what format)? All parental and provider complaints are forwarded to the Executive Vice-President of Kawerak in
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writing and kept on file for review.

c) How does the Tribal Lead Agency make substantiated parental complaints available to the public on request? If someone asks to see a previous parental complaint, they will be directed to contact the Executive Vice-President of Kawerak in writing.

d) Does the Tribal Lead Agency maintain complaints from other individuals about providers?

☑ Yes. Describe: If Kawerak received a complaint, the complaint would be forwarded the Executive Vice-President of Kawerak in writing and kept on file for review.

4.3.5 Monitoring Inspectors (658E(c)(2)(K))

a) △Does the Tribal Lead Agency have qualifications for the individuals who will monitor/inspect Tribal CCDF providers and facilities?

☐ Yes. Describe: ______

☐ No.

☑ N/A. As noted in Table 4.3.2, all monitoring visits are conducted by other entities.

b) △Have monitors/inspectors received relevant training on the health and safety standards used by the Tribal Lead Agency?

☑ Yes

☐ No

4.4 Criminal Background Checks (658H)

4.4.1 △Does the Tribal Lead Agency require criminal background checks for child care center staff; family home, group home, and in-home child care providers?

☐ No (skipto 4.5).

☑ Yes. Complete the table below.

<table>
<thead>
<tr>
<th>Table 4.4.1 Background Checks (Check all that apply)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each category of child care provider, check each type of background check that the Tribal Lead Agency requires:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Types of Checks</th>
<th>Center-based</th>
<th>Tribal CCDF-Operated Center</th>
<th>Family Home</th>
<th>Group Home</th>
<th>In-Home</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Child Abuse Registry</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Tribal Criminal Background</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
</tr>
</tbody>
</table>

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4.4.2 △ Do you require background checks for others residing in a home-based child care setting?
☐ No.
☒ Yes. Describe: If the others residing in the home are 18 years of age and older.

4.4.3 △ Describe the process and procedures for conducting background checks, including the following:

a) How background checks are conducted in a timely manner. Describe: Backgrounds are done before providers are offered employment in Kawerak's tribal center based child care.

b) How often individuals are required to receive a background check. Describe: Once upon hire and every 5 years thereafter.

c) How the Tribal Lead Agency makes determinations about an individual’s eligibility to be a CCDF childcare provider/staff member, including the criteria for disqualifying someone from eligibility to be a provider/staff member (such as conviction of certain crimes, refusing a background check, providing false information in connection with a background check, being a registered sex offender, etc.).
Describe: Kawerak follows the State of Alaska’s licensing requirements for eligible providers.

d) How individuals are notified about the results and the process for appealing the findings.
Describe: The State of Alaska notifies the provider. Kawerak will also notify, in person, the provider that if they have a change in background clearance status, that they may be eligible to appeal through the State of Alaska.

4.4.4 △ Does the Tribal Lead Agency have a review process for individuals who have been convicted of a felony drug offense to determine if that individual is eligible to be a provider or if that adult who lives in the family child care home may have unsupervised contact with children in care?
☐ No.
4.5 Exemption of Relative Providers

Tribal Lead Agencies have the option to exempt specific relative providers (defined in CCDF regulations as grandparents, great-grandparents, siblings if living in a separate residence, aunts, and uncles) from some or all of the Tribal CCDF health and safety requirements, including applicable requirements related to background checks, health and safety training, and monitoring/inspections. Note this exception only applies if the individual cares ONLY for relative children. (98.41(A)(ii)(A))

4.5.1 Does your Tribal Lead Agency exempt some or all relative providers (as defined above) from some or all of the Tribal CCDF health and safety requirements?

☐ Not applicable.

☐ Yes, all relative providers (as defined above) are exempt from all Tribal CCDF health and safety requirements, including applicable requirements related to background checks, health and safety training, and monitoring/inspections.

☐ Yes, some or all relative providers (as defined above) are exempt from some or all Tribal CCDF health and safety requirements. Describe which relatives are exempt from which requirements (be sure to address any exemptions related to background checks, health and safety training, and monitoring/inspections): ______

☒ No, none of the relative providers defined above are exempt from the Tribal CCDF health and safety requirements, including applicable requirements related to background checks, health and safety training, and monitoring/inspections.
5 Supporting Continuous Quality Improvement

Tribal CCDF funds can be used for activities designed to improve the quality of childcare services and increase parental options for, and access to, high-quality child care. Throughout this section of the Plan, Tribal Lead Agencies are asked to describe their goals and activities for childcare quality improvement. Tribes are encouraged, regardless of size, to take an intentional approach to quality improvement—assessing the current quality of care available and the training and technical assistance needs of providers; investing their quality funds and efforts in accordance with the needs; and reviewing the success of their activities to improve quality and making adjustments as necessary. The Tribal Lead Agency should consider its childcare quality improvement goals for all Tribal children in child care, not just those receiving assistance under CCDF. (658G, 658E(c)(3)(B), 98.16(h), 98.51, 98.83(f))

Guidance: In completing this section, the Tribal Lead Agency should describe activities funded with Tribal CCDF dollars, as well as those funded through other sources. Currently, CCDF regulations require Non-Exempt Tribal Lead Agencies (those receiving $500,000 or more) to spend at least 4 percent of their CCDF funds on quality activities. Exempt Tribal Lead Agencies are strongly encouraged, but are not required, to expend CCDF funds on quality activities. If an Exempt Tribal Lead Agency has no quality activities planned, the questions in Section 5 may be completed with “N/A.” Non-Exempt Lead Agencies must complete Section 5.

Note: In completing this section, the Tribal Lead Agency should describe activities funded with Tribal CCDF dollars, as well as those funded through other sources.

5.1 Child Care Quality Improvement Goals

5.1.1 What are the Tribal Lead Agency’s child care quality improvement goals? Check all that apply and describe below.

☐ Supporting the training and professional development of the child care workforce
☐ Improving on the develop mentor implementation of early learning and development guidelines
☐ Developing, implementing, enhancing, or participating in a quality improvement system for childcare providers and services
☐ Improving the supply and quality of child care programs and services for infants and toddlers
☐ Establishing a Tribal system or participating in the State wide system of child care resource and referral services
☒ Supporting compliance with State or Tribal requirements for licensing, inspection, monitoring, training, and health and safety
☐ Evaluating the quality of childcare programs in the Tribe, including evaluating how programs positively impact children
☒ Supporting providers in the voluntary pursuit of accreditation
Supporting the development or adoption of high-quality program standards related to health, mental health, nutrition, physical activity, and physical development

Other activities to improve the quality of childcare services: Kawerak recognizes the need to develop certified Early Childhood teachers to work in high quality settings. Kawerak Child Care will continue to share training programs with Kawerak Head Start. Kawerak will implement a scholarship program for providers and students who are working towards degrees in Early Childhood Education and are willing to return to the Bering Strait region to work with young children.

Describe: ws

5.1.2 How did the Tribal Lead Agency identify the goals described in 5.1.1? For example, did the Tribal Lead Agency conduct provider surveys or assessments that identified the need for quality improvements?

Describe: KCCS keeps in contact with providers and parents to understand their quality goals. Kawerak providers are surveyed on a yearly basis to see what quality improvement needs are needed.

5.1.3 List the activities the Tribal Lead Agency intends to implement during this Plan period in an effort to meet the overall child care quality improvement goals described in 5.1.1, as well as any other planned quality improvement activities.

a) Quality Training and Professional Development Activities

Provide training on the following topics:

- Prevention and control of infectious diseases (including immunizations)
- Administration of medication, consistent with standards for parental consent
- Prevention of shaken baby syndrome and abusive head trauma
- Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility)
- Precautions in transporting children (if applicable)
- Family engagement
- Nutrition
- Prevention of sudden infant death syndrome and use of safe sleeping practices
- Prevention of and response to emergencies due to food and allergic reactions
- Handling and storage of hazardous materials and the appropriate disposal of bio contaminants
- Building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic
- First aid and cardiopulmonary resuscitation (CPR) certification
- Access to physical activity
- Promotion of child development
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- Language and literacy
- Caring for children with special health or developmental needs
- Fiscal management
- Administration and program management
- Curriculum development and instruction
- Child care as a business
- Other topic(s): Infant and Toddler Child Care, Health & Safety, Social Emotional Development, Early Childhood Education Teacher Licensure, Mandatory Reporting of Suspected Abuse or Neglect, Supervision of Children, Behavior Management, Breastfeeding, and Tobacco Exposure Reduction.

- Supports for Career Development Pathways:
  - Credit towards required training hours
  - Certificate
  - Credential
  - Degree
- Other: Describe: Alaskan Teaching Certificates (Initial, Professional, and Masters.)

Optional: Describe any of the activities checked above: ______

b) Assisting Providers in Meeting Licensing and Health and Safety Standards
- Provide health and safety materials/equipment
- Grants/mini-grants for health and safety equipment/materials
- Classroom materials and resources
- Financial assistance in meeting licensing requirements

Optional: Describe any of the activities checked above: ______

c) Consumer Education for Parents and Providers
- Written materials, including newsletters, brochures, checklists, etc., on child care topics
- Local/tribal media
- Social media, such as Facebook, Twitter, Instagram
- Counseling from Resource and Referral Agencies, including information about other early childhood and social/human services programs for which families and providers may also qualify
- Internet, including electronic media, publications, and webcasts on child care topics
- Postings on community bulletin boards

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☒ Other: Describe: Resource and referral services, Resource library for parents and providers, Parent Handbooks and Scholarships program for students pursuing degrees that will lead to Early Childhood Teacher Licensure.

Optional: Describe any of the activities checked above: ______

d) Culturally Relevant Activities

☒ Incorporating tribal language into child care settings

☒ Modifying curriculum to reflect tribal culture

☒ Serving traditional Native foods in child care programs

☒ Culturally-based training opportunities for parents and providers

☒ Providing information and training to non-Native providers about working with Native children and families.

☒ Other: Describe: Cultural activities with elders (e.g. regalia making,) tribal language immersion, programs, and integration of storytellers in child care programs.

Optional: Describe any of the activities checked above: ______

Describe any other quality activities, besides the activities checked above, that the Tribal Lead Agency intends to implement during this Plan period: ______

5.1.4 ☒ Does the Tribal Lead Agency evaluate progress toward meeting the overall child care quality improvement goals described in 5.1.1? (658G(d)(3))

☐ No.

☒ Yes. Describe: With Kawerak’s Tribal Child Care Center.

5.2 Quality Improvement through Provider Training and Professional Development

5.2.1 ☒ How does the Tribal Lead Agency interact with State training and professional development systems? (658E(c)(2)(G)(ii)(IV-V))

a) Do Tribal CCDF providers participate in the State’s training and professional development system? For example, Tribal CCDF providers might participate in trainings offered by the local child care resource and referral agencies or state-funded training organizations.

☒ Yes. Describe: Kawerak Tribal Child Care Staff are linked into the State of Alaska training and professional system, Thread, SEED registry, and the University of Alaska Fairbanks (UAF) and UAF Northwest Campus.

☐ No. Check all that apply:

CCDF Plan Effective Date: October 1, 2017
Amended Effective Date: [Insert Date as Amended]
5.3 Other Quality Improvement Activities

5.3.1 △Does the Tribal Lead Agency operate a childcare resource and referral program, assisting parents with finding and choosing a childcare provider; collecting and analyzing child care provider supply and demand data; and providing training and support to providers? (658E(c)(3)(B)(iii), 658G(b)(5))

☐ No.
☒ Yes. Describe: ____

5.3.2 △Has the Tribal Lead Agency developed early learning and developmental guidelines describing what children should know and be able to do at each stage of their development? (658E(c)(2)(T), 658G(b)(2))

☐ No.
☒ Yes. Describe: ____

5.3.3 △Does your Tribe have a system for assessing and improving quality, such as a quality rating and improvement system (QRIS)? (658G(b)(3))
Plan for: Kawerak, Inc.

CHILD CARE & DEVELOPMENT FUND Plan Period: 10/1/2017–9/30/2020

**Guidance:** A QRIS is a systemic approach to assess, improve, and communicate the level of quality in early and school-age care and education programs. Similar to rating systems for restaurants and hotels, QRIS award quality ratings to early and school-age care and education programs that meet a set of defined program standards. By participating in their State’s QRIS, early and school-age care providers embark on a path of continuous quality improvement. Even providers that have met the standards of the lowest QRIS levels have achieved a level of quality that is beyond the minimum requirements to operate.

- No.
- Yes, the Tribe has a system of assessing and improving quality, such as QRIS, operating throughout the service area. Describe:

5.4 **Funding for Quality Activities**

5.4.1 ΔTribal Lead Agencies may leverage other funds to support their quality improvement goals and activities. Other funding sources might include tribal funds, state funds, foundation funds, public-private partnerships, etc. Are all of the activities that are checked or described in this section funded solely with Tribal CCDF dollars?

- Yes.
- No. List which activities are funded with other sources and indicate the source of funds used (specific funding amounts are not required): Child and Adult Care Food Program (CACFP), Office of Head Start Early Head Start/Child Care Partnership Grant and Parent Co-pay.
6 Program Integrity and Accountability

The Tribal Lead Agency, as the single point of contact for the administration of the Tribal CCDF program, is responsible for ensuring that policies and procedures are in place to monitor programs and services, ensure compliance with rules of the program, and provide oversight in the expenditure of all funds, including identifying improper payments and fraud prevention and recovery. (98.11(b), 98.60(i), 98.66, 98.67)

6.1 Program Integrity and Accountability Measures

6.1.1 Does the Tribe or Tribal Lead Agency have written policies and procedure sin place to ensure that the Tribal CCDF program is in compliance with all Federal and Tribal rules and regulations?

☐ No.
☐ No, but written policies and procedures are in the process of being developed.
☒ Yes.

6.1.2 △ How does the Tribal Lead Agency prevent and identify improper payments? Check all that apply.

Guidance: An improper payment is any payment that should not have been made or that was made in an incorrect amount under statutory, contractual, administrative, or other legally applicable requirements. Incorrect amounts are overpayments or underpayments that are made to eligible recipients (including inappropriate denials of payment or service, any payment that does not account for credit for applicable discounts, payments that are for an incorrect amount, and duplicate payments). An improper payment also includes any payment that was made to an ineligible recipient or for an ineligible good or service, or payments for goods or services not received (except for such payments authorized by law). In addition, when an agency’s review is unable to discern whether a payment was proper as a result of insufficient or lack of documentation, this payment must also be considered an improper payment. Improper payments may result from administrative error, unintentional client/provider program violations, or fraud.

☒ Train staff on CCDF policies and regulations
☒ Conduct supervisory staff reviews or quality assurance reviews
☒ Share data with other programs (e.g., State CCDF, Tribal or State TANF, Head Start, Child and Adult Care Food Program (CACFP), other Tribal offices)
☐ Run system reports that flag errors
☒ Review enrollment documents, attendance or billing records
☒ Review provider records
Plan for: Kawerak, Inc.

CHILD CARE & DEVELOPMENT FUND-Plan Period: 10/1/2017-9/30/2020

☐ Other. Describe: Accounting reviews all payments and conducts annual audits.

6.1.3 The Tribal Lead Agency is required to recover improper payments that are the result of fraud. How does the Tribal Lead Agency investigate and collect improper payments resulting from fraud? Check all that apply.

☐ Coordinate with, and refer to, other Tribal, State, or federal agencies (e.g., Tribal Council, law enforcement)

☐ Require recovery if the improper payment exceeds a specific dollar amount. Identify the minimum dollar amount: _____

☐ Recover through repayment plans

☐ Reduce payments in subsequent months

☐ Recover through payroll deductions (for CCDF clients/providers/staff employed by the Tribe)

☐ Other. Describe: Re-coup improper payments through, but not limited to, garnishment, attachment, interception of state tax refund, Permanent Fund Dividends or credit.

6.1.4 The Tribal Lead Agency has the flexibility to recover improper payments that are the result of unintentional errors/program violations. Does the Tribal Lead Agency choose to investigate and collect improper payments resulting from unintentional errors/program violations?

☐ No.

☐ Yes. How will the Tribal Lead Agency investigate and collect improper payments resulting from unintentional errors/program violations? Check all that apply.

☐ Coordinate with, and refer to, other Tribal, State, or federal agencies (e.g., Tribal Council, law enforcement)

☐ Require recovery if the improper payment exceeds a specific dollar amount. Identify the minimum dollar amount: _____

☐ Recover through repayment plans

☐ Reduce payments in subsequent months

☐ Recover through payroll deductions (for CCDF clients/providers/staff employed by the Tribe)

☐ Other. Describe: Re-coup improper payments through, but not limited to, garnishment, attachment, interception of state tax refund, Permanent Fund Dividends or credit.
7 Tribal CCDF Funding

7.1 Child Count

For the purposes of determining a Tribe/Tribal Organization’s annual CCDF funding level, the Tribal Lead Agency must conduct and submit a child count that indicates the number of Indian children under age 13 (as defined in 2.1.1a) who reside on or near the reservation or service area (as defined in 2.1.1b). **The Tribal Lead Agency may not count any children who are included in the child count of another CCDF Tribal Lead Agency.** The Tribal Lead Agency is required to confer with all other CCDF Tribal Lead Agencies that have overlapping or neighboring service areas. (98.61(c), 98.62(c), 98.80(b)(1), 98.81(b)(4))

7.1.1 Is the CCDF service area (as defined in 2.1.1b) adjacent to, or overlapping with, the CCDF service area(s) of any other Tribal Lead Agencies?

☐ No.
☒ Yes. Identify those other Tribal Lead Agencies and describe the Tribal Lead Agency’s process for ensuring unduplicated child counts: Nome Eskimo Community

7.1.2 Does the Tribal Lead Agency have in effect policies and procedures for conducting the CCDF child count?

☐ Yes, the Tribal Lead Agency has comprehensive, written child count policies and procedures.
☐ Yes, the Tribal Lead Agency has child count policies and procedures in place but only some are in writing.
☒ Yes, the Tribal Lead Agency has child count policies and procedures in place but none are in writing.

7.1.3 Complete and attach the “Child Count Declaration” at Appendix #1.

<table>
<thead>
<tr>
<th>Guidance: A tribal consortium must submit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. An individual Child Count Declaration for each participating Tribe signed by an individual authorized to act for the Tribe; and</td>
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<tr>
<td>2. A summary listing:</td>
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<tr>
<td>o The name of each participating Tribe;</td>
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<tr>
<td>o Each participating Tribe’s individual child count; and</td>
</tr>
<tr>
<td>o The total child count for the entire consortium.</td>
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</tbody>
</table>
7.2 Estimated FY 2017 CCDF Funding Allocation

7.2.1 What is your expected level of funding for the first year of the FY 2017 – FY 2019 Plan period?

Guidance: This is a preliminary ESTIMATE for information and planning purposes; actual CCDF allocations may be larger or smaller once the final grant awards are issued. Current CCDF Tribal grantees should use their total FY 2016 allocation (mandatory and discretionary) as their estimate for FY 2017 (10/1/2016 thru 9/30/2017). Do not include any unobligated and/or unliquidated CCDF balances from previous years.

The Tribal Lead Agency estimates that the following amount will be available for child care services and related activities during the 1-year period from October 1, 2016 through September 30, 2017.

(98.13(a))

$813,317.00 Estimated federal Child Care and Development Fund (CCDF) FY 2017 allocation

7.2.2 Based on the Tribe’s anticipated CCDF allocation, does the Tribal Lead Agency expect to be considered an Exempt or Non-Exempt Tribal CCDF program in FY 2017? (Check only one)

Guidance: Currently, Tribal Lead Agencies are classified as either Non-Exempt or Exempt based on their annual CCDF allocations.

- **Non-Exempt Tribes** (CCDF allocations equal to or greater than $500,000) are required to operate a certificate program. Certificates must permit parents to choose from a variety of child care categories including center-based care, group home care, family child care and in-home care. (98.30(e))

- **Exempt Tribes** (CCDF allocations less than $500,000) are not required to operate a certificate program unless the Tribe chooses to include such services and the associated requirements in its program. (98.81(b)(5))

- [ ] Non-Exempt (CCDF allocations equal to or greater than $500,000 for a fiscal year)
- [ ] Exempt (CCDF allocations less than $500,000 for a fiscal year)

7.2.3 In FY 2017, does the Tribal Lead Agency expect to supplement the CCDF grant with dollars from other sources to help run the child care program?

[ ] No.
- [x] Yes, we expect to supplement the CCDF grant with the following: (check all that apply)
  - [ ] Tribal funds
  - [x] Grant/foundation funds
  - [ ] Private donations
  - [x] State funds
  - [x] Other federal funds
  - [x] Other. Describe: UPLC Parent Co-pay and CACFP.
APPENDIX 1

CHILD COUNT DECLARATION

Federal Fiscal Year: 2017

Name of Tribe/Tribal Lead Agency: Kawerak

This certifies that the number of Indian children under age 13 (as defined in CCDF Plan) who reside on or near the reservation or service area (as defined in CCDF Plan) is: 3050 (number).

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

This count shows the number of Indian children under age 13 as of 6/28/19 (date).

__________________________________________ Date:__/__/____
Official Signature of Individual Authorized to Act for the Tribe

Melanie Bahnke ____________________________
Print Name

President ____________________________
Print Title
CHILD COUNT DECLARATION
(P.L.102-477)

Federal Fiscal Year: FY 2018

Name of Tribe/Tribal Lead Agency: Kawerak, Inc.

This certifies that the number of Indian children under age 13 (as defined in CCDF Plan Section of the102-477Plan) who reside on or near the reservation or service area (as defined in CCDF section of the102-477Plan) is: 3050 (number).

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

This count shows the number of Indian children under age 13 as of 06/28/16.

_________________________________________ Date: / / 

Official Signature of Individual Authorized to Act for the Tribe

Melanie Bahnke
Print Name

President
Print Title

REQUEST FOR REALLOTTED TRIBAL DISCRETIONARY FUNDS

The Tribe named above requests Discretionary Funds that may be available through there allotment process.

☐ Yes    ☐ No
## CHILDCARE & DEVELOPMENT FUND-Plan Period: 10/1/2017–9/30/2020

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<td>120</td>
<td>42</td>
<td>2. Brevig Mission</td>
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<td>19. Wales</td>
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</tbody>
</table>

CCDF Plan Effective Date: October 1, 2017
Amended Effective Date: [Insert Date as Amended]
APPENDIX 2

CCDF PROGRAM ASSURANCES AND CERTIFICATIONS

The Tribal Lead Agency is designated by the Tribe (or Tribal consortium) to represent the Tribe (or Tribal organization).

The Tribal Lead Agency agrees to follow the Federal laws and regulations that apply to the CCDF program and to follow this Plan, when approved, including the following assurances and certifications.

The Tribal Lead Agency assures that:

1. Upon approval, it will have in effect a program that complies with the provisions of the Plan printed herein, and is administered in accordance with the Child Care and Development Block Grant Act of 1990 as amended, Section 418 of the Social Security Act, and all other applicable Federal laws and regulations. (658D(b), 658E(a), 98.15(a)(1))

2. The parent(s) of each eligible child with in the Tribe or Tribal service area who receives or is offered child care services for which financial assistance is provided is given the option either to enroll such child with a child care provider that has a grant or contract for the provision of the service or to receive a child care certificate. (658E(c)(2)(A)(i), 98.2, 98.30, 98.15(a)(2))[Exempt Tribal Lead Agencies are not required to operate certificate programs.]

3. In cases in which the parent(s) elect(s) to enroll the child with a provider that has a grant or contract with the Tribal Lead Agency, the child will be enrolled with the eligible provider selected by the parent to the maximum extent practicable. (658E(c)(2)(A)(ii), 98.15(a)(3), 98.30)

4. The childcare certificate offered to parents shall be of a value commensurate with the subsidy value of childcare services provided under a grantor contract. (658E(c)(2)(A)(iii), 98.15(a)(4), 98.30) [Exempt Tribal Lead Agencies are not required to operate certificate programs.]

5. The Tribe, or Tribal consortium, will coordinate, to the maximum extent feasible, with the Tribal Lead Agency(ies) in the State(s) in which the childcare programs or activities will be carried out. (98.12, 98.14(a)&(b), 98.81(b)(3)(i), 98.82)

6. Tribal Child Care and Development Fund (CCDF) programs and activities will be carried out for the benefit of Indian children on an Indian reservation (except for Programs located in Alaska, California, or Oklahoma). (98.81(b)(3)(ii), 98.83(b))

7. With respect to State and local regulatory requirements (or Tribal regulatory requirements), health and safety requirements, payment rates, and registration requirements, State or local (or Tribal) rules, procedures or other requirements promulgated for the purpose of the CCDF will not significantly restrict parental choice from among categories of care or types of providers. (658E(c)(2)(A), 98.15(a)(5), 98.15(p), 98.30(e)&(f), 98.40(b)(2), 98.41(b), 98.43(d), 98.45(d))
The Tribal Lead Agency certifies that:

(1) It has procedures in place to ensure that providers of childcare services for which assistance is provided under the Child Care and Development Fund (CCDF) afford parents unlimited access to their children and to the providers caring for their children during the normal hours of operations and whenever such children are in the care of such providers. (658E(c)(2)(B), 98.15(b)(1), 98.31)

(2) It maintains a record of substantiated parental complaints and makes information regarding such complaints available to the public on request. (658E(c)(2)(C), 98.15(b)(2), 98.32)

(3) It will collect and disseminate to parents of eligible children and the general public, consumer education information that will promote informed childcare choices. (658E(c)(2)(D), 98.15(b)(3), 98.33)

(4) There are licensing requirements in effect that are applicable to childcare services provided within the area served by the Tribal Lead Agency pursuant to 98.40. (98.15(b)(4), 98.40)

(5) There are—under Tribal, local, or State law—requirements in effect designed to protect the health and safety of children; these requirements are applicable to child care providers that provide services for which assistance is made available under the CCDF. (658E(c)(2)(F), 98.15(b)(5), 98.41)

(6) Procedures are in effect to ensure that childcare providers that provide services for which assistance is provided under the CCDF comply with all applicable health and safety requirements. (658E(c)(2)(G), 98.15(b)(6), 98.41)

(7) Payment rates under the CCDF for the provision of childcare services will be sufficient to ensure equal access for eligible children to comparable childcare services in the Tribe or Tribal service area that are provided to children whose parents are not eligible to receive assistance under this program or under any other Federal or State child care assistance programs. (658E(c)(4)(A), 98.15(b)(7), 98.43)

(8) By the end of each three-year funding period (expenditure period for each Federal fiscal year’s grant funding), the Tribe must have expenditures that are equal to grant funds received for that fiscal year. (98.67(c))
APPENDIX 3

LIST OF CERTIFICATIONS

CCDF Regulations 45CFR §98.13(b)(2)-(6) require the following certifications.

1. Assurance of compliance with Title VI of the Civil Rights Act of 1964
2. Certification regarding debarment
3. HHS certification regarding drug-free workplace requirements
4. Certification of Compliance with the Pro-Children Act of 1994

These certifications were obtained in the previous approved Plan and need not be collected again if there has been no change in the Tribal Lead Agency. If there has been a change in the Tribal Lead Agency, these certifications must be completed and submitted with the Plan. New Tribal Lead Agencies must submit all required Certifications.
APPENDIX 4

AMENDMENTS LOG

Child Care and Development Fund Plan
For the period: 10/1/2016–9/30/2019

Tribal Lead Agencies are required to request approval from Administration for Children and Families (ACF) whenever a “substantial” change in the Tribal Lead Agency’s approved CCDF Plan occurs. Please refer to the ACF Program Instruction regarding CCDF Plan amendments (CCDF-ACF-PI-2009-01) for specific details and timelines specific to the Plan amendment process.

Plan amendments must be submitted to ACF within 60 days of the effective date of the change. Under the regulation, the Plan amendment must be approved no later than the 90th day following the date on which the amendment is received by ACF unless the Lead Agency and ACF mutually agree in writing to extend the period. (§98.18(b)).

ACF encourages Tribal Lead Agencies to contact the Child Care program staff in the appropriate ACF Regional Office to discuss any proposed amendment as early as possible.

Instructions:

(1) Tribal Lead Agency completes the first 3 columns and sends a photocopy of this log (showing the latest amendment sent to ACF) and the amended section(s) to the ACF Regional contact. A copy of the log, showing the latest amendment pending in ACF, is retained in the Tribal Lead Agency’s Plan.

(2) ACF completes column 4 and returns a photocopy of the log to the Tribal Lead Agency.

(3) The Tribal Lead Agency replaces this page in the Plan with the copy of the log received from ACF showing the approval date.

Reminder: This process depends on repeated subsequent use of the same log page over the life of the Plan. At any time the log should reflect all amendments, both approved and pending in ACF. The Tribal Lead Agency is advised to retain those “old” Plan pages that are superseded by amendments in a separate appendix to its Plan.
APPENDIX 4

<table>
<thead>
<tr>
<th>Section Amended</th>
<th>Proposed Effective Date</th>
<th>Grantee Signature and Date Submitted to ACF</th>
<th>ACF Approving Official’s Signature and Date</th>
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<tbody>
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