

Child Care and Development Fund (CCDF) Plan For Missouri FFY 2019-2021

1 Define CCDF Leadership and Coordination with Relevant Systems

This section identifies the leadership for the CCDF program in each Lead Agency and the entities and individuals who will participate in the implementation of the program. It also identifies the stakeholders that were consulted to develop the Plan and who the Lead Agency collaborates with to implement services. In this section respondents are asked to identify how match and maintenance-of-effort (MOE) funds are identified. Lead Agencies explain their coordination with child care resource and referral (CCR&R) systems, and outline the work they have done on their disaster preparedness and response plans.

1.1 CCDF Leadership

The Governor of a State or Territory shall designate an agency (which may be an appropriate collaborative agency), or establish a joint inter-agency office, to represent the State (or Territory) as the Lead Agency. The Lead Agency agrees to administer the program in accordance with applicable Federal laws and regulations and the provisions of this Plan, including the assurances and certifications appended hereto. (658D, 658E(c)(1)). Note: An amendment to the CCDF State Plan is required if the Lead Agency changes or if the Lead Agency official changes.

1.1.1 Which Lead Agency is designated to administer the CCDF program?

Identify the Lead Agency or joint interagency office designated by the state or territory. ACF will send official grant correspondence, such as grant awards, grant adjustments, Plan approvals, and disallowance notifications, to the designated contact identified here (658D(a)).

a) Lead Agency or Joint Interagency Office Information:

Name of Lead Agency: Department of Social Services

Street Address: 221 West High Street, PO Box 1082

City: Jefferson City

State: MO

ZIP Code: 65103

Web Address for Lead Agency: <https://dss.mo.gov/>

b) Lead Agency or Joint Interagency Official Contact Information:

Lead Agency Official First Name: Steve

Lead Agency Official Last Name: Corsi

Title: Director

Phone Number: 573-751-4815

Email Address: Steve.Corsi@dss.mo.gov

1.1.2 Who is the CCDF Administrator?

Identify the CCDF Administrator designated by the Lead Agency, the day-to-day contact, or the person with responsibility for administering the state's or territory's CCDF program. ACF will send programmatic communications, such as program announcements, program instructions, and data collection instructions, to the designated contact identified here. If there is more than one designated contact with equal or shared responsibility for administering the CCDF program, please identify the Co-Administrator or the person with administrative responsibilities and include his or her contact information.

a) CCDF Administrator Contact Information:

CCDF Administrator First Name: Cindy

CCDF Administrator Last Name: Burks

Title of the CCDF Administrator: Program Administrator

Phone Number: 573-751-6793

Email Address: Cindy.Burks@dss.mo.gov

Address for the CCDF Administrator (if different from the Lead Agency):

Street Address: 205 Jefferson Street, 10th floor, PO Box 88

City: Jefferson City

State: MO

ZIP Code: 65103

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

CCDF Co-Administrator First Name:

CCDF Co-Administrator Last Name:

Title of the CCDF Co-Administrator:

Description of the role of the Co-Administrator:

Phone Number:

Email Address:

Address for the CCDF Co-Administrator (if different from the Lead Agency):

Street Address:

City:

State:

ZIP Code:

1.2 CCDF Policy Decision Authority

The Lead Agency has broad authority to administer (i.e., establish rules) and operate (i.e., implement activities) the CCDF program through other governmental, non-governmental, or public or private local agencies as long as it retains overall responsibility for the administration of the program (658D(b)). Administrative and implementation responsibilities undertaken by agencies other than the Lead Agency must be governed by written agreements that specify the mutual roles and responsibilities of the Lead Agency and other agencies in meeting the program requirements.

1.2.1 Which of the following CCDF program rules and policies are administered (i.e., set or established) at the state or territory level or local level? Identify whether CCDF program rules and policies are established by the state or territory (even if operated locally) or whether the CCDF policies or rules are established by local entities, such as counties or workforce boards (98.16(i)(3)). Check one.

- All program rules and policies are set or established at the state or territory level. If checked, skip to question 1.2.2.
- Some or all program rules and policies are set or established by local entities. If checked, indicate which entities establish the following policies. Check all that apply.

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

- State or territory
- Local entity (e.g., counties, workforce boards, early learning coalitions).

If checked, identify the entity and describe the type of eligibility policies the local entity(ies) can set.

Other.

Describe:

2. Sliding-fee scale is set by the:

- State or territory
- Local entity (e.g., counties, workforce boards, early learning coalitions).

If checked, identify the entity and describe the type of eligibility policies the local entity(ies) can set.

- Other.

Describe:

3. Payment rates are set by the:

- State or territory
- Local entity (e.g., counties, workforce boards, early learning coalitions).

If checked, identify the entity and describe the type of eligibility policies the local entity(ies) can set.

- Other.

Describe:

4. Other. List and describe other program rules and policies and describe (e.g., quality rating and improvement systems [QRIS], payment practices):

1.2.2 How is the CCDF program operated? In other words, which entity(ies) implement or perform these CCDF services? Check all that apply

a) Who conducts eligibility determinations?

- CCDF Lead Agency
- Temporary Assistance for Needy Families (TANF) agency
- Other state or territory agency
- Local government agencies, such as county welfare or social services departments

- Child care resource and referral agencies
- Community-based organizations
- Other.

Describe

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

- CCDF Lead Agency
- TANF agency
- Other state or territory agency
- Local government agencies, such as county welfare or social services departments
- Child care resource and referral agencies
- Community-based organizations
- Other.

Describe

c) Who issues payments?

- CCDF Lead Agency
- TANF agency
- Other state or territory agency
- Local government agencies, such as county welfare or social services departments
- Child care resource and referral agencies
- Community-based organizations
- Other.

Describe

1.2.3 Describe the processes the Lead Agency uses to monitor CCDF administration and implementation responsibilities performed by other agencies as reported above in 1.2.2, including written agreements, monitoring and auditing procedures, and indicators or measures to assess performance of those agencies (98.16(b)). Note : The contents of the

written agreement may vary based on the role the agency is asked to assume or type of project, but must include at a minimum, tasks to be performed, schedule for completing tasks, budget which itemizes categorical expenditures in accordance with CCDF requirements, and indicators or measures to assess performance (98.11(a)(3)).

The Lead Agency has a Memorandum Of Understanding (MOU) with the Department of Health and Senior Services, Section for Child Care Regulation (SCCR) for the licensing of child care providers. The Lead Agency and SCCR meet bi-monthly and the MOU is monitored annually. The Family Support Division (FSD) authorizes and issues payments for the child care subsidy program. The Lead Agency and FSD are both within the Department of Social Services. The Lead Agency receives data reports, meets quarterly with FSD leadership and reviews targeted case review data on a monthly basis.

1.2.4 Lead Agencies must assure that, to the extent practicable and appropriate, any code or software for child care information systems or information technology for which a Lead Agency or other agency expends CCDF funds to develop must be made available on request to other public agencies, including public agencies in other States, for their use in administering child care or related programs (98.15(a)(11)).

Assure by describing how the Lead Agency makes child care information systems available to public agencies in other states to the extent practicable and appropriate.

No requests have been received from other States for any code or software paid for through CCDF funds.

1.2.5 Lead Agencies must have in effect policies to govern the use and disclosure of confidential and personally identifiable information about children and families receiving CCDF assistance and child care providers receiving CCDF funds (98.15(b)(13)).

Certify by describing the Lead Agency's policies related to the use and disclosure of confidential and personally identifiable information.

All Department of Social Services workforce members including DSS employees, trainees, volunteers, contractors, interns and other persons who have access to or use DSS information systems and records in the course of business, on-site and from alternate work sites must agree to and sign a confidentiality and information security agreement. This agreement sets out the requirements on maintaining confidentiality, limitations to use of information systems, and releasing of information. All contracts and Memorandums of Understanding have confidentiality clauses.

1.3 Consultation in the Development of the CCDF Plan

The Lead Agency is responsible for developing the CCDF plan, which serves as the application for a 3-year implementation period. As part of the Plan development process, Lead Agencies must consult with the following:

(1) Appropriate representatives of units of general purpose local government-(658D(b)(2); 98.10(c); 98.12(b); 98.14(b)). General purpose local governments are defined by the U.S. Census at https://www.census.gov/newsroom/cspan/govts/20120301_cspan_govts_def_3.pdf.

(2) The State Advisory Council (SAC) on Early Childhood Education and Care (pursuant to 642B(b)(1)(A)(i) of the Head Start Act) (658E(c)(2)(R); 98.15(b)(1)) or similar coordinating body pursuant to 98.14(a)(1)(vii).

(3) Indian tribe(s) or tribal organization(s) within the state. This consultation should be done in a timely manner and at the option of the Indian tribe(s) or tribal organization(s) (658D(b)(1)(E)).

Consultation

involves meeting with or otherwise obtaining input from an appropriate agency in the development of the state or territory CCDF Plan. Describe the partners engaged to provide services under the CCDF program in question 1.4.1.

1.3.1 Describe the Lead Agency's consultation in the development of the CCDF plan.

a) Describe how the Lead Agency consulted with appropriate representatives of general purpose local governments.

Emails were sent to representatives of three key geographic regions of the state; St. Louis City, Jasper County and Boone County during the development of the state plan. As no response was received, the draft of the state plan was provided to the County Commissioners of the counties in which public hearings were held. The Lead Agency has requested their participation in a webinar in September 2018 to solicit feedback on the plan and to begin building relationships for future consultation. A total of 12 County Commissioners were contacted.

b) Describe how the Lead Agency consulted with the State Advisory Council or similar coordinating body.

The Coordinating Board for Early Childhood met by webinar May 23, 2018. Each section of the plan was discussed and comments were solicited from board members for changes, corrections or enhancements in proposed programming.

c) Describe, if applicable, how the Lead Agency consulted with Indian tribes(s) or tribal organizations(s) within the state. Note: The CCDF regulations recognize the need for States to conduct formal, structured consultation with Tribal governments, including Tribal leadership. Many States and Tribes have consultation policies and procedures in place.

N/A

d) Describe any other entities, agencies, or organizations consulted on the development of the CCDF plan.

Early Childhood Interagency Team and the Child Care Resource, Referral and Training entity.

1.3.2 Describe the statewide or territory-wide public hearing process held to provide the public with an opportunity to comment on the provision of child care services under this Plan (658D(b)(1)(C); 98.16(f)).

Reminder:

Lead Agencies are required to hold at least one public hearing in the state or territory, with sufficient statewide or territory-wide distribution of notice prior to such a hearing to enable the public to comment on the provision of child care services under the CCDF Plan. At a minimum, this description must include:

a) Date of the public hearing. 05/14/2018

Reminder: Must be no earlier than January 1, 2018, which is 9 months prior to the October 1, 2018, effective date of the Plan. If more than one public hearing was held, please enter one date (e.g. the date of the first hearing, the most recent hearing or any hearing date that demonstrates this requirement).

b) Date of notice of public hearing (date for the notice of public hearing identified in (a)).
05/03/2018

Reminder: Must be at least 20 calendar days prior to the date of the public hearing. If more than one public hearing was held, enter one date of notice (e.g. the date of the first notice, the most recent notice or any date of notice that demonstrates this requirement).

c) How was the public notified about the public hearing? Please include specific website links if used to provide notice.

Emails were sent to over 5,000 child care providers and early childhood stakeholders, a notice was sent to DHSS, Section for Child Care Regulation for distribution through their list serve, Child Care Aware of Missouri posted the notice on Facebook, and other entities contracted with the Lead Agency through email.

d) Hearing site or method, including how geographic regions of the state or territory were addressed. Cape Girardeau, St. Louis City and County, St. Charles, Kirksville, Columbia, Springfield, Joplin, Kansas City, and St. Joseph. Statewide webinar held from Jefferson City

e) How the content of the Plan was made available to the public in advance of the public hearing. (e.g. the Plan was made available in other languages, in multiple formats, etc.)

Draft of the State Plan was made available at <https://dss.mo.gov/cd/child-care/>

f) How was the information provided by the public taken into consideration regarding the provision of child care services under this Plan? Comments were reviewed by the Lead Agency's leadership team and program development specialists. Comments were evaluated to determine if recommendations could be met by the Lead Agency. Changes were made to the state plan where recommendations were made to clarify, expand, or add information.

1.3.3 Lead Agencies are required to make the submitted and final Plan, any Plan amendments, and any approved requests for temporary relief (i.e., waivers) publicly available on a website (98.14(d)). Please note that a Lead Agency must submit Plan amendments within 60 days of a substantial change in the Lead Agency's program. (Additional information may be found here: <https://www.acf.hhs.gov/occ/resource/pi-2009-01>)

a) Provide the website link to where the Plan, any Plan amendments, and/or waivers are available. Note: A Plan amendment is required if the website address where the Plan is posted is changed.

<https://dss.mo.gov/cd/child-care/>

b) Describe any other strategies that the Lead Agency uses to make the CCDF Plan and Plan amendments available to the public (98.14(d)). Check all that apply and describe the strategies below, including any relevant website links as examples.

Working with advisory committees.

Describe:

Emailed draft plan to members of the Coordinating Board for Early Childhood and Early Childhood Interagency Team for feedback.

Working with child care resource and referral agencies.

Describe:

Emailed copy to Child Care Aware of MO to solicit feedback. Meeting held with staff of Child Care Aware of MO May 17, 2018. Plan reviewed, changes discussed and data requested to address areas of the state plan.

Providing translation in other languages.

Describe:

- Sharing through social media (e.g., Twitter, Facebook, Instagram, email).

Describe:

Child Care Aware of MO sent out message that plan could be viewed at Lead Agency website and dates for public hearings.

- Providing notification to stakeholders (e.g., provider groups, parent groups).

Describe:

Emailed draft plan to St Louis Regional Early Childhood Council, Departments of Health and Senior Services, Elementary and Secondary Education and Mental Health, Educare contractors, state Early Head Start providers, and MO After School Network to solicit feedback.

- Other.

Describe:

1.4 Coordination with Partners to Expand Accessibility and Continuity of Care

Lead Agencies are required to describe how the state or territory will efficiently, and to the extent practicable, coordinate child care services supported by CCDF with programs operating at the federal, state/territory, and local levels for children in the programs listed below. This includes programs for the benefit of Indian children, infants and toddlers, children with disabilities, children experiencing homelessness, and children in foster care (98.14(a)(1)).

1.4.1 Describe how the Lead Agency coordinates the provision of child care services with the following programs to expand accessibility and continuity of care and to assist children enrolled in early childhood programs in receiving full-day services that meet the needs of working families (658E(c)(2)(O); 98.12(a); 98.14(a)).

This list includes agencies or programs required by law or rule, along with a list of optional

partners that Lead Agencies potentially would coordinate with over the next 3 years to expand accessibility and continuity of care and to assist children enrolled in early childhood programs in receiving full-day services.

Include in the descriptions the goals of this coordination, such as:

extending the day or year of services for families;smoothing transitions for children between programs or as they age into school;enhancing and aligning the quality of services for infants and toddlers through school-age children;linking comprehensive services to children in child care or school age settings; ordeveloping the supply of quality care for vulnerable populations (as defined by the Lead Agency) in child care and out-of-school time settingsCheck the agencies or programs the Lead Agency will coordinate with and describe all that apply.

This list includes agencies or programs required by law or rule, along with a list of optional partners that Lead Agencies potentially would coordinate with over the next 3 years to expand accessibility and continuity of care and to assist children enrolled in early childhood programs in receiving full-day services.

Include in the descriptions the goals of this coordination, such as:

- extending the day or year of services for families;
- smoothing transitions for children between programs or as they age into school;
- enhancing and aligning the quality of services for infants and toddlers through school-age children;
- linking comprehensive services to children in child care or school age settings; or
- developing the supply of quality care for vulnerable populations (as defined by the Lead Agency) in child care and out-of-school time settings

Check the agencies or programs the Lead Agency will coordinate with and describe all that apply.

(REQUIRED) Appropriate representatives of the general purpose local government, which can include counties, municipalities, or townships/towns.

Describe the coordination goals and process:

Over the next three years, the Lead Agency will be reaching out to county and city

economic development offices. The goal in coordinating with local economic directors is to be on the fore front of new business development in the local areas to evaluate the need for child care services and the accessibility of existing child care services to support the new businesses workforce. The Lead Agency will participate in the Governor's 2018 Conference on Economic Development in September 2018.

- (REQUIRED) State Advisory Council on Early Childhood Education and Care (or similar coordinating body) (pursuant to 642B(b)(1)(A)(i) of the Head Start Act).

Describe the coordination goals and process:

The Lead Agency is a member of the advisory council and serves as a member of the executive committee. Coordination of early childhood programs is guided by the council's strategic plan that sets out goals to increase support for families, parent education, increasing access to higher quality child care, health and mental health services. The council has not met in the past year due to disbandment of the Children's Services Commission which establishes the Coordinating Board for Early Childhood (CBEC). Legislation that becomes effective August 28, 2018, places CBEC within the Department of Social Services. The goal of the Lead Agency is to support the reestablishment of the Coordinating Board to meet the requirements of the Head Start regulations for an advisory council on early childhood education. Quarterly meetings of CBEC begin in October 2018.

- Check here if the Lead Agency has official representation and a decision-making role in the State Advisory Council or similar coordinating body.

- (REQUIRED) Indian tribe(s) and/or tribal organization(s), at the option of individual tribes.

Describe the coordination goals and process, including which tribe(s) was consulted:

- N/A-There are no Indian tribes and/or tribal organizations in the State.

- (REQUIRED) State/territory agency(ies) responsible for programs for children with special needs, including early intervention programs authorized under the Individuals with Disabilities Education Act (Part C for infants and toddlers and and Part B, Section 619 for preschool).

Describe the coordination goals and process:

The Lead Agency participates in the Early Childhood Interagency Team in which the Department of Elementary and Secondary Education, the agency responsible for

IDEA Part C and Section 619, Early Childhood Coordinator is a member. An MOU has been drafted between the Collaboration Office, the Lead Agency, and the Departments of Elementary and Secondary Education, Health and Senior Services and Mental Health to encourage collaboration among Head Start and Early Head Start programs, early education and child care programs and services supported by the agreement parties. It also addresses the encouragement of developing local agreements that are tailored to meet the unique needs of programs, necessary partnerships, and values of each collaboration.

(REQUIRED) [State/territory office/director for Head Start state collaboration.](#)

[Describe the coordination goals and process:](#)

The Lead Agency participates in the Early Childhood Interagency Team in which the director of the State Head Start Collaboration Office is a member. An MOU has been drafted between the Collaboration Office, the Lead Agency, and the Departments of Elementary and Secondary Education, Health and Senior Services and Mental Health to encourage collaboration among Head Start and Early Head Start programs, early education and child care programs and services supported by the agreement parties. It also addresses the encouragement of developing local agreements that are tailored to meet the unique needs of programs, necessary partnerships, and values of each collaboration.

(REQUIRED) [State agency responsible for public health, including the agency responsible for immunizations.](#)

[Describe the coordination goals and process:](#)

The Lead Agency has an MOU with the Department of Health and Senior Services (DHSS) with the goal of improving the quality and availability of safe, healthy child care. The Lead Agency coordinates services with DHSS Public Health staff to provide consultation and/or education to child care providers related to health issues in child care settings and health promotion activities to children in child care. Also included is coordination with the DHSS Environmental Child Care program which conducts environmental health and sanitation inspections of regulated child care facilities.

(REQUIRED) [State/territory agency responsible for employment services/workforce development.](#)

[Describe the coordination goals and process:](#)

The Lead Agency has established a voluntary program to train ten of the fourteen Workforce Development Boards to accept Child Care Subsidy applications. Workforce Development staff received training on the Child Care Subsidy Program policy and application processes. The participating Workforce Development offices utilize a fax to scan email address to a specialized processing unit with the goal to expedite the application process for participants.

- [\(REQUIRED\) State/territory agency responsible for public education, including prekindergarten \(preK\).](#)

[Describe the coordination goals and process:](#)

The Lead Agency participates in the Early Childhood Interagency Team in which the Department of Elementary and Secondary Education (DESE), Early Childhood Coordinator is a member. An MOU has been drafted between DESE, the Head Start Collaboration Office, the Lead Agency, and the Departments of Health and Senior Services and Mental Health to encourage collaboration among Head Start and Early Head Start programs, early education and child care programs and services supported by the agreement parties. It also encourages the development of local agreements that are tailored to meet the unique needs of programs, necessary partnerships, and values of each collaboration.

- [\(REQUIRED\) State/territory agency responsible for child care licensing.](#)

[Describe the coordination goals and process:](#)

The Lead Agency participates in the Early Childhood Interagency Team in which the Section Administrator for the Department of Health and Senior Services, Section for Child Care Regulation (SCCR) is a member. An MOU has been drafted between the DHSS SCCR, the State Collaboration Office, the Lead Agency, and the Departments of Elementary and Secondary Education and Mental Health to encourage collaboration among Head Start and Early Head Start programs, early education and child care programs and services supported by the agreement parties. It also encourages the development of local agreements that are tailored to meet the unique needs of programs, necessary partnerships, and values of each collaboration. In addition, the Lead Agency has an MOU with DHSS SCCR to conduct inspections for all licensed child care programs; license-exempt programs, which includes nursery schools and child care programs operated by religious organizations; as well as

complaint investigations for all licensed, license-exempt, and illegally operating child care facilities. The Lead Agency and DHSS SCCR have the goal of aligning regulations, policies and processes to ensure all meet the CCDF Federal Regulations.

- (REQUIRED) State/territory agency responsible for the Child and Adult Care Food Program (CACFP) and other relevant nutrition programs.

Describe the coordination goals and process:

The Lead Agency coordinates a quarterly meeting with representatives from the Department of Health and Senior Services Section for Child Care Regulation, Sanitation and the Child and Adult Care Food Program. The goal of the quarterly meetings is to maintain open communication in the activities of each participating agency.

- (REQUIRED) McKinney-Vento state coordinators for homeless education and other agencies providing services for children experiencing homelessness and, to the extent practicable, local McKinney-Vento liaisons.

Describe the coordination goals and process:

The Lead Agency has provided and continues to provide trainings on the Child Care Subsidy program to community organizations who work with homeless families. The goal is for the community organizations to have an understanding of the policies and required documentation to educate homeless families on the Child Care Subsidy program and to assist them in the application process.

- (REQUIRED) State/territory agency responsible for the Temporary Assistance for Needy Families program.

Describe the coordination goals and process:

The Lead Agency coordinates the implementation of the Child Care Subsidy program with the Family Support Division (FSD). Both the Lead Agency and FSD are within the Department of Social Services. Quarterly conference calls are held with members of FSD Central Office and the Child Care Processing Center. The goal of the meetings is to ensure continued collaboration in quality improvement, review of policy and systems and targeted case reviews.

- (REQUIRED) Agency responsible for Medicaid and the state Children's Health Insurance Program.

Describe the coordination goals and process:

Over the next three years of the state plan the Lead Agency will initiate coordination with MO HealthNet, the state's Medicaid and Children's Health Insurance Program to define goals for collaboration and coordination of services. At this time, the FSD is responsible for eligibility determination for Medicaid and CHIP and Child Care Subsidy applications are included in the application process.

- (REQUIRED) State/territory agency responsible for mental health

Describe the coordination goals and process:

The Lead Agency participates in the Early Childhood Interagency Team in which the Coordinator for Early Childhood within the Department of Mental Health is a member. An MOU has been drafted between the Head Start State Collaboration Office, the Lead Agency, and the Departments of Health and Senior Services, Elementary and Secondary Education and Mental Health to encourage collaboration among Head Start and Early Head Start programs, early education and child care programs and services supported by the agreement parties. It also addresses the encouragement of developing local agreements that are tailored to meet the unique needs of programs, necessary partnerships, and values of each collaboration.

- (REQUIRED) Child care resource and referral agencies, child care consumer education organizations, and providers of early childhood education training and professional development.

Describe the coordination goals and process:

The Lead Agency meets with representatives from the Child Care Resource Referral and Training contractor, the director of OPEN, which is the professional education registry, and the Department of Health and Senior Services Section for Child Care Regulation. The goal is to coordinate trainings offered so that providers receive appropriate continuing education credits and to ensure completion is tracked electronically and reportable to the licensing agency and the Lead Agency.

- (REQUIRED) Statewide afterschool network or other coordinating entity for out-of-school time care (if applicable).

[Describe the coordination goals and process:](#)

The Lead Agency collaborates with Missouri After School Network (MASN) and is a member of the Missouri After School Steering Committee which meets quarterly to network and set the direction for their statewide efforts. There are five committees: Funding & Sustainability, Public Awareness, Public Policy, Quality and STEM. The Lead Agency representative serves on the Quality Committee. In addition to serving on the steering committee, Lead Agency staff provide presentations upon the request of MASN during Regional Trainings, State Trainings (Missouri School Age Community Coalition Professional Development Institute {MOSAC2 PDI} and Missouri Association of Adult, Continuing, and Community Education {MAACCE} along with National Trainings.

(REQUIRED) [Agency responsible for emergency management and response.](#)

[Describe the coordination goals and process:](#)

The Lead Agency facilitates the Emergency Management Child Care Workgroup that consists of representatives from the Section for Child Care Regulation, the Child Care Resource and Referral contractor, early childhood service providers, DS Emergency Management Office, local governments and child care providers. The workgroup has reviewed and updated the Child Care Disaster Plan to meet all federal and state regulations. In Addison, the Lead Agency participates in quarterly meetings of the State's Children and Youth in Disasters committee to stay up-to-date on changes in the state's emergency management plan and activities.

The following are examples of optional partners a state might coordinate with to provide services. Check all that apply.

[State/territory/local agencies with Early Head Start - Child Care Partnership grants.](#)

[Describe](#)

The Lead Agency is a liaison for the EHS/CC Federal Partnerships. Lead Agency staff provides TA on the state subsidy program and attends advisory meetings. Lead Agency staff also works with MHSSCO and Missouri Head Start Association in coordinating meetings and trainings as requested for the EHS/CC Partnerships.

- State/territory institutions for higher education, including community colleges
Describe

- Other federal, state, local, and/or private agencies providing early childhood and school-age/youth-serving developmental services.
Describe

- State/territory agency responsible for implementing the Maternal and Child Home Visitation programs grant.
Describe

The Lead Agency is a member of the Early Childhood Comprehensive Services (ECCS) group that meets on a quarterly basis in which the MIECHV agency is a member. The Lead Agency and the Department of Health and Senior Services, which is the MIECHV provider, both have Home Visiting programs. Both agencies and the Children's Trust Fund have begun meeting to define areas of comparable data collection and evaluate the capacity to integrate home visiting programs throughout local and state level early childhood systems.

- Agency responsible for Early and Periodic Screening, Diagnostic, and Treatment.
Describe

- State/territory agency responsible for child welfare.
Describe

The Lead Agency is the Early Childhood Section within the child welfare division. The state administrator is a part of the executive and leadership team of the division. Early childhood services and child care subsidy are coordinated with child welfare services within the division.

- State/territory liaison for military child care programs.
Describe

- Provider groups or associations.

Describe

- Parent groups or organizations.

Describe

- Other.

Describe

1.5 Optional Use of Combined Funds, CCDF Matching and Maintenance-of-Effort Funds

Optional Use of Combined Funds:

States and territories have the option to combine CCDF funds with any program identified as required in 1.4.1. These programs include those operating at the federal, state, and local levels for children in preschool programs, tribal early childhood programs, and other early childhood programs, including those serving infants and toddlers with disabilities, children experiencing homelessness, and children in foster care (658E(c)(2)(O)(ii)). Combining funds could include blending multiple funding streams, pooling funds, or layering funds together from multiple funding streams to expand and/or enhance services for infants, toddlers, preschoolers and school-age children and families to allow for the delivery of comprehensive quality care that meets the needs of children and families. For example, state/territory agencies may use multiple funding sources to offer grants or contracts to programs to deliver services; a state/territory may allow a county/local government to use coordinated funding streams; or policies may be in place that allow local programs to layer CCDF funds with additional funding sources to pay for full-day, full-year child care that meets Early Head Start/Head Start Program Performance Standards or state/territory prekindergarten requirements in addition to state/territory child care licensing requirements.

As a reminder, CCDF funds may be used in collaborative efforts with Head Start programs to provide comprehensive child care and development services for children who are eligible for both programs. In fact, the coordination and collaboration between Head Start and CCDF is strongly encouraged by sections 640(g)(1)(D) and (E); 640(h); 641(d)(2)(H)(v); and 642(e)(3) of the Head Start Act in the provision of full working day, full calendar year comprehensive services. To implement such collaborative programs, which share, for example, space, equipment, or materials, grantees may layer several funding streams so that seamless services are provided (Policy and Program Guidance for the Early Head Start ' Child Care Partnerships:

https://www.acf.hhs.gov/sites/default/files/occ/acf_im_ohs_15_03.pdf
).

1.5.1 Does the Lead Agency choose to combine funding for CCDF services for any required early childhood program (98.14(a)(3))?

No (If no, skip to question 1.5.2)

Yes. If yes, describe at a minimum:

a) How you define "combine"

b) Which funds you will combine

c) Your purpose and expected outcomes for combining funds, such as extending the day or year of services available (i.e., full-day, full-year programming for working families), smoothing transitions for children, enhancing and aligning quality of services, linking comprehensive services to children in child care or developing the supply of child care for vulnerable populations

d) How you will be combining multiple sets of funding, such as at the State/Territory level, local level, program level?

e) How are the funds tracked and method of oversight

1.5.2 Which of the following funds does the Lead Agency intend to use to meet the CCDF matching and MOE requirements described in 98.55(e) and 98.55(h)?

Note:

The Lead Agency must check at least public and/or private funds as matching, even if preK funds also will be used.

Use of PreK for Maintenance of Effort: The CCDF final rule clarifies that public preK funds may also serve as maintenance-of-effort funds as long as the state/territory can describe how it will

coordinate preK and child care services to expand the availability of child care while using public preK funds as no more than 20 percent of the state's or territory's maintenance of effort or 30 percent of its matching funds in a single fiscal year (FY) (98.55(h)). If expenditures for preK services are used to meet the maintenance-of-effort requirement, the state/territory must certify that it has not reduced its level of effort in full-day/full-year child care services (98.55(h)(1); 98.15(a)(6)).

Use of Private Funds for Match or Maintenance of Effort: Donated funds do not need to be under the administrative control of the Lead Agency to qualify as an expenditure for federal match. However, Lead Agencies do need to identify and designate in the state/territory Plan the donated funds given to public or private entities to implement the CCDF child care program (98.55(f)).

- N/A - The territory is not required to meet CCDF matching and MOE requirements
- Public funds are used to meet the CCDF matching fund requirement. Public funds may include any general revenue funds, county or other local public funds, state/territory-specific funds (tobacco tax, lottery), or any other public funds.

-- If checked, identify the source of funds:

General Revenue

-- If known, identify the estimated amount of public funds that the Lead Agency will receive: \$ 33,782.158

- Private donated funds are used to meet the CCDF matching funds requirement. Only private funds received by the designated entities or by the Lead Agency may be counted for match purposes (98.53(f)).

-- If checked, are those funds:

- donated directly to the State?
- donated to a separate entity(ies) designated to receive private donated funds?

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

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

- State expenditures for preK programs are used to meet the CCDF matching funds requirement.

If checked, provide the estimated percentage of the matching fund requirement that will be met with preK expenditures (not to exceed 30 percent):

-- If the percentage is more than 10 percent of the matching fund requirement, describe how the State will coordinate its preK and child care services:

-- If known, identify the estimated amount of preK funds that the Lead Agency will receive for the matching funds requirement: \$

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

- State expenditures for preK programs are used to meet the CCDF maintenance-of-effort requirements. If checked,

-- The Lead Agency assures that its level of effort in full-day/full-year child care services has not been reduced, pursuant to 98.55(h)(1) and 98.15(6).

No

Yes

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

-- Estimated percentage of the MOE Fund requirement that will be met with preK expenditures (not to exceed 20 percent):

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

-- If known, identify the estimated amount of preK funds that the Lead Agency will receive for the MOE Fund requirement: \$

1.6 Public-Private Partnerships

Lead Agencies are required to describe how they encourage public-private partnerships among other public agencies, tribal organizations, private entities, faith-based organizations, businesses or organizations that promote business involvement, and/or community-based organizations to leverage existing service delivery (i.e., cooperative agreement among providers to pool resources to pay for shared fixed costs and operation) (658E(c)(2)(P)). ACF expects these types of partnerships to leverage public and private resources to further the goals of the CCDBG Act. Lead Agencies are required to demonstrate how they encourage public-private partnerships to leverage existing child care and early education service-delivery systems and to increase the supply and quality of child care services for children younger than age 13, for example, by implementing voluntary shared service alliance models (98.14(a)(4)).

1.6.1 Identify and describe the entities with which and the levels at which the state/territory is partnering (level-state/territory, county/local, and/or programs), the goals of the partnerships, the ways that partnerships are expected to leverage existing service-delivery systems, the method of partnering, and examples of activities that have resulted from these partnerships (98.16(d)(2)).

The Lead Agency partners with Early Head Start programs receiving federal EHS funds through a competitive bid process. State General Revenue is used to fund Early Head Start programs in order to expand the number of federal EHS slots provided by the partners through their federal agreements. The contracts undergo an annual risk assessment to determine if an on-site or desk monitoring is required to ensure the partner is in compliance with the contract and program goals.

1.7 Coordination With Local or Regional Child Care Resource and Referral Systems

Lead Agencies may use CCDF funds to establish or support a system of local or regional child care resource and referral (CCR&R) organizations that is coordinated, to the extent determined by the state/territory, by a statewide public or private non-profit, community-based or regionally

based, lead child care resource and referral organization (such as a statewide CCR&R network) (658E(c)(3)(B)(iii); 98.52).

- If Lead Agencies use CCDF funds for local CCR&R organizations, the local or regional CCR&R organizations supported by those funds must, at the direction of the Lead Agency, provide parents in the State with consumer education information concerning the full range of child care options (including faith-based and community-based child care providers), analyzed by provider, including child care provided during non-traditional hours and through emergency child care centers, in their area.
- To the extent practicable, work directly with families who receive assistance to offer the families support and assistance to make an informed decision about which child care providers they will use to ensure that the families are enrolling their children in the most appropriate child care setting that suits their needs and one that is of high quality (as determined by the Lead Agency).
- Collect data and provide information on the coordination of services and supports, including services under Section 619 and Part C of the Individuals with Disabilities Education Act;
- Collect data and provide information on the supply of and demand for child care services in areas of the state and submit the information to the State;
- Work to establish partnerships with public agencies and private entities, including faith-based and community-based child care providers, to increase the supply and quality of child care services in the state and, as appropriate, coordinate their activities with the activities of the state Lead Agency and local agencies that administer funds made available through CCDF (98.52(b)).

Nothing in the statute or rule prohibits States from using CCR&R agencies to conduct or provide additional services beyond those required by statute or rule.

Note: Use 1.7.1 to address if a state/territory funds a CCR&R organization, what services are provided and how it is structured and use section 7.6.1 to address the indicators of progress met by CCR&R organizations if they are funded by quality set-aside funds.

1.7.1 Does the Lead Agency fund a system of local or regional CCR&R organizations?

No. The state/territory does not fund a CCR&R organization(s) and has no plans to establish one.

Yes. The state/territory funds a CCR&R system. If yes, describe the following:

a) What services are provided through the CCR&R organization?

The Lead Agency contracts with Child Care Aware of Missouri to provide statewide CCR&R services. CCA of Missouri has a website that provides educational information on selecting a child care provider; a web based system to search for child care services by type of facility, search by address, city or zip code, or by public school name within a radius of miles, or by facility name; a search for child care services may also be conducted through a toll free number; and workshop calendar for professional development opportunities for child care staff. The workshop calendar allows to select and enroll in a variety of trainings that are either in classroom, on-line on demand, or webinars. The completion of training through the Workshop Calendar allows credit hours to be electronically transferred to the state's professional development registry. In addition, Child Care Aware of Missouri offers information and enrollment into Child Development Associates programs, ability for providers to enroll in a cost savings program for supplies, materials, and food products at a discounted cost, and additional training and skill building opportunities. CCA of Missouri collects and reports child care data and supply of and demand for child care information by county.

b) How are CCR&R services organized, include how many agencies, if there is a statewide network and if the system is coordinated?

CCA of Missouri has four regional offices; western region partners with the Family Conservancy, the eastern region partners with the LUME Institute, the southern region partners with the Council of Churches of the Ozarks and the central region is an office of CCA of Missouri.

1.8 Disaster Preparedness and Response Plan

Lead Agencies are required to establish a Statewide Child Care Disaster Plan (658E(c)(2)(U)). They must demonstrate how they will address the needs of children'including the need for safe child care, before, during, and after a state of emergency declared by the Governor or a major disaster or emergency (as defined by Section 102 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5122)'through a Statewide Disaster Plan that, for a State, is developed in collaboration with the State human services agency, the State emergency management agency, the State licensing agency, the State health department or public health department, local and State child care resource and referral agencies, and the State Advisory Council on Early Childhood Education and Care (designated or established pursuant to section 642B(b)(l)(A)(i) of the Head Start Act (42 U.S.C. 9837b(b)(1)(A)(i))) or similar coordinating body (98.16(aa)).

1.8.1 Describe how the Statewide Child Care Disaster Plan was developed in collaboration with the State human services agency, the State emergency management agency, the State licensing agency, the State health department or public health department, local and State child care resource and referral agencies, and the State Advisory Council on Early Childhood Education and Care or similar coordinating body:

The Lead Agency facilitates the Emergency Management Child Care Workgroup that consists of representatives from the Section for Child Care Regulation, the Child Care Resource and Referral contractor, early childhood service providers, DSS Emergency Management Office, local governments and child care providers. The workgroup has reviewed and updated the Child Care Disaster Plan to meet all federal and state regulations. In Addison, the Lead Agency participates in quarterly meetings of the State's Children and Youth in Disasters committee to maintain current on changes in the state's emergency management plan and activities.

1.8.2 Describe how the Statewide Disaster Plan includes the Lead Agency's guidelines for the continuation of child care subsidies and child care services, which may include the provision of emergency and temporary child care services during a disaster and

temporary operating standards for child care after a disaster:

Within the Statewide Disaster Plan there is the provision for "Facilitating the Development of Access to Child Care". This requires the Lead Agency to work with partners to ensure that healthy and safe child care arrangements are accessible to meet the needs of the children and parents. This includes temporary child, which is defined for the purposes of this plan: organized supervision of unrelated children that may ordinarily be subject to child care licensure, but due to the severity of a disaster, may be allowed to operate with a variance for a limited amount of time. Alternative child care arrangements would be allowed to protect the health and safety of children, as well as promote family and community efforts to recover from natural disasters.

1.8.3 Describe Lead Agency procedures for the coordination of post-disaster recovery of child care services:

Following a disaster steps are taken to implement special response for child care services. First we determine whether additional child care slots are needed to supplement existing capacity or make child care more easily accessible to families and communities affected by the disaster or assisting with the relief effort. If additional child care slots are needed, the Lead Agency determines the appropriate scope of the agency's involvement. Using information on family needs, the Lead Agency works with the State Emergency Management Agency, Department of Health and Senior Services Section for Child Care Regulation and Child Care Resource and Referral agency to determine what kind of temporary child care arrangements may be allowed and encouraged. Examples might include: ad hoc child care arrangements set up at such locations as utility offices, police departments, or hospitals for the children of these employees who must work during or just after disasters, when licensed child care facilities may still be closed; child care in emergency shelters if shelters are expected to be open for an extended amount of time (e.g., longer than a week); child care at Disaster Application Centers to provide safe supervision of children while parents work with Federal Emergency Management Agency (FEMA), Small Business Administration (SBA), and other disaster relief representatives; care offered at temporary housing sites if no existing child care providers in the area can accommodate extra demand (or if transportation obstacles prevent access); use of child care arrangements that are license-exempt and would not normally serve children receiving subsidy services. In addition, post disaster

efforts include the reestablishment of safe/healthy child care by allowing child care programs flexibility in meeting basic health and safety standards in order to reopen or expand capacity.

1.8.4 Describe how the Lead Agency ensures that providers who receive CCDF funds have the following procedures in place-evacuation; relocation; shelter-in-place; lockdown; communications with and reunification of families; continuity of operations; and accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions:

Child care providers receiving CCDF funds have an annual inspection or monitoring to ensure compliance with having a Disaster and Emergency Preparedness Plan in place that covers all topics listed above. State regulations require that CCDF providers have a Disaster and Emergency Preparedness in place. Failure to maintain a plan may result in the termination from the CCDF subsidy program.

1.8.5 Describe how the Lead Agency ensures that providers who receive CCDF funds have the following procedures in place for child care staff and volunteers-emergency preparedness training and practice drills as required in 98.41(a)(1)(vii):

Licensed, license exempt and registered child care providers receiving CCDF are required to complete Emergency Preparedness training as part of orientation. The training covers all topic areas listed above. CCDF providers are required to utilize the OPEN Initiative to track completion of all professional development activities. The OPEN Initiative is then utilized by licensing and monitoring staff to verify required trainings have been completed.

1.8.6 Provide the link to the website where the statewide child care disaster plan is available:

<https://dss.mo.gov/cd/child-care/>

2 Promote Family Engagement through Outreach and Consumer Education

Lead Agencies are required to support the role of parents as child care consumers who need information to make informed choices regarding the services that best suit their needs. A key purpose of the CCDBG Act is to 'promote involvement by parents and family members in the development of their children in child care settings' (658A(b)). Lead Agencies have the opportunity to consider how information can be provided to parents through the child care assistance system, partner agencies, and child care consumer education websites.

The target audience for the consumer education information includes three groups: parents receiving CCDF assistance, the general public, and when appropriate, child care providers. In this section, Lead Agencies will address how information is made available to families to assist them in accessing high-quality child care and how information is shared on other financial assistance programs or supports for which a family might be eligible. In addition, Lead Agencies will certify that information on developmental screenings is provided and will describe how research and best practices concerning children's development, including their social-emotional development, is shared.

In this section, Lead Agencies will delineate the consumer and provider education information related to child care, as well as other services, including developmental screenings, that is made available to parents, providers, and the general public and the ways that it is made available. This section also covers the parental complaint process and the consumer education website that has been developed by the Lead Agency and the manner in which it links to the national website and hotline. Finally, this section addresses the consumer statement that is provided to parents supported with CCDF funds.

2.1 Outreach to Families With Limited English Proficiency and Persons With Disabilities

The Lead Agency is required to describe how it provides outreach and services to eligible families with limited English proficiency and persons with disabilities and to facilitate the participation of child care providers with limited English proficiency and disabilities in the CCDF program (98.16(dd)). Lead Agencies are required to develop policies and procedures to clearly communicate program information, such as requirements, consumer education information, and eligibility information, to families and child care providers of all backgrounds (81 FR 67456).

2.1.1 Check the strategies the Lead Agency or partners utilize to provide outreach and services to eligible families for whom English is not their first language. Check all that apply.

- Application in other languages (application document, brochures, provider notices)
- Informational materials in non-English languages
- Website in non-English languages
- Lead Agency accepts applications at local community-based locations
- Bilingual caseworkers or translators available
- Bilingual outreach workers
- Partnerships with community-based organizations
- Other.

Describe:

The Lead Agency provides documents in Spanish and contracts with LanguageLink for interpretation services for both participants and child care providers.

2.1.2 Check the strategies the Lead Agency or partners utilize to provide outreach and services to eligible families with a person(s) with a disability. Check all that apply.

- Applications and public informational materials available in Braille and other communication formats for access by individuals with disabilities

- Websites that are accessible (e.g. Section 508 of the Rehabilitation Act)
- Caseworkers with specialized training/experience in working with individuals with disabilities
- Ensuring accessibility of environments and activities for all children
- Partnerships with state and local programs and associations focused on disability-related topics and issues
- Partnerships with parent associations, support groups, and parent-to-parent support groups, including the Individuals with Disabilities Education Act (IDEA) federally funded Parent Training and Information Centers
- Partnerships with state and local IDEA Part B, Section 619 and Part C providers and agencies
- Availability and/or access to specialized services (e.g. mental health, behavioral specialists, therapists) to address the needs of all children
- Other.

Describe:

The Lead Agency and the Child Care Resource and Referral contractor utilize TTY to communicate with the hearing impaired.

2.2 Parental Complaint Process

The Lead Agency must certify that the state/territory 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)(3)). Lead Agencies must also provide a detailed description of the hotline or similar reporting process for parents to submit complaints about child care providers; the process for substantiating complaints; the manner in which the Lead Agency maintains a record of substantiated parental complaints; and ways that the Lead Agency makes information on such parental complaints available to the public on request (98.16; 98.32).

2.2.1 Describe the Lead Agency's hotline or similar reporting process through which parents can submit complaints about child care providers, including a link if it is a Web-based process:

Complaints on registered child care providers can be reported at <https://dss.mo.gov/cd/child-care/>

Complaints on licensed and licensed exempt child care providers can be reported at <http://health.mo.gov/safety/childcare/concerns.php>

2.2.2 Describe the Lead Agency's process and timeline for screening, substantiating and responding to complaints regarding CCDF providers, including whether the process includes monitoring:

Complaints are screened to determine if the allegation, if true, would be a violation of state or federal child care regulations or if it rises to the level of a child abuse and neglect hotline. If allegations rise to the level of CA/N report, the Lead Agency staff makes a report to the Child Abuse and Neglect hotline and follows the report through the investigation process. If the report is determined to be a violation of a state or federal regulation, the report is assigned to the Team Lead of the monitoring contractor based on geographic region or to the licensing specialist if the complaint is against a licensed facility. The complaint is logged and then sent to the appropriate agency for follow up. An investigation into the complaint will only be made if there is a statutory or regulatory issue or health and safety requirement violation.

Complaints against regulated or licensed exempt child care providers, who are contracted to receive CCDF, are investigated by the Department of Health and Senior Services (DHSS), Section for Child Care Regulation (SCCR). Complaints against registered child care providers are investigated by the Lead Agency. The Lead Agency and the DHSS/SCCR processes and timelines are aligned.

Complaints may be received through the Lead Agency or SCCR website. Complaints are also accepted by phone or by email. The receiving agency completes a Complaint Intake form the date complaint is received or next business day if the complaint is received on the weekend or holiday. If the complaint does not contain allegations of statute or rule violations, but the complaint contains information that requires a referral(s) to other agencies and/or authorities (e.g... CA/N hotline, City Building/Zoning office, local law enforcement, etc.), the assigned agency staff records the resource referral(s) and comments in the complaint intake and marks it as a Do Not Investigate. If the complaint contains an allegation of a violation of child care regulations or health and safety requirements, the SCCR Child Care Facility Specialist or the Lead Agency's Monitoring Specialist makes an unannounced inspection within ten working days from the receipt of the complaint if it is classified as low priority; e.g. record or meal deficiencies. If the complaint is classified as medium priority, serious injury or

caring for infant/toddlers without being licensed for the population, an unannounced inspection is conducted within five working days. Complaints classified as top priority are initiated within one working day. High priority complaints include, but are not limited to, death of a child, immediate danger or death or allegations of abuse or neglect. High priority reports are co-investigated by SCCR with the child welfare agency's Out of Home Investigation Unit. Allegations of illegal child care are also investigated by DHSS-SCCR.

Substantiated complaints means the investigation of allegations of statute/rule violations produced evidence, proof, or compelling information to support that the allegations are true. Disposition date is the date that SCCR Supervisor (CCS) or Monitoring Supervisor for the Lead Agency has approved and reviewed all evidence/information required for determining whether or not there is a statute and/or rule violation. The assigned staff, in consultation with Supervisor, develop a corrective action plan, which identifies a specific action and time frame to correct the non-compliance rule violations. Agency mails appropriate disposition letters to the licensee. Complaint investigation file is filed in the provider's public record. The complaint is available to public either through requesting a hard copy from DHSS/SSCR or from the Lead Agency for registered providers. If the provider is licensed or license exempt, the report is available on DHSS/SCCR website. <http://health.mo.gov/safety/childcare.php>. For registered providers, requests for a copy of substantiated complaints can made through the Lead Agency's website.

2.2.3 Describe the Lead Agency's process and timeline for screening, substantiating and responding to complaints for non-CCDF providers, including whether the process includes monitoring:

Complaints against licensed or license exempt child care providers, who are not contracted or registered to receive CCDF, are investigated by the Department of Health and Senior Services (DHSS), Section for Child Care Regulation (SCCR). Complaints may be received through the website for SCCR, by phone or by email. SCCR completes a Complaint Intake form the date complaint is received or next business day if complaint is received on the weekend or holiday. If the complaint does not contain allegations of statute or rule violations, but the complaint contains information that requires a referral(s) to other agencies and/or

authorities (e.g., CA/N hotline, City Building/Zoning office, local law enforcement, etc.), Child Care Facility Specialist (CCFS) records the resource referral(s) and comments in the complaint intake and marks it as a Do Not Investigate. If the complaint contains allegations of child care regulations or health and safety requirements, the CCFS makes an unannounced inspection within ten working days from the receipt of the complaint if it is classified as low priority; e.g., record or meal deficiencies. If complaint is classified as medium priority, serious injury or caring for infant/toddlers without being licensed for the population, an unannounced inspection is conducted within five working days. Complaints classified as high priority are initiated within one working day. High priority complaints include, but are not limited to, death of a child, immediate danger or death or allegations of abuse or neglect. High priority reports are co-investigated with the child welfare agency's Out of Home Investigation Unit. Allegations of illegal child care are also investigated by DHSS-SCCR.

Substantiated complaints means SCCR's investigation of allegations of statute/rule violations produced evidence, proof, or compelling information to support that the allegations are true. Disposition date is the date that Child Care Supervisor (CCS) reviewed and approved all evidence/information required for determining whether or not there is a statute and/or rule violation. CCFS, in consultation with CCS, develop a corrective action plan, which identifies a specific action and time frame to correct the rule violations. The CCFS mails the appropriate disposition letters to the licensee. Substantiated complaint investigations are filed in the provider's public record. The complaint is available to public either through requesting a hard copy from DHSS/SCCR. If the provider is licensed or license exempt, the report is available on DHSS/SCCR website. <http://health.mo.gov/safety/childcare.php>

2.2.4 Certify by describing how the Lead Agency maintains a record of substantiated parental complaints:

The Lead Agency maintains documents of substantiated parental complaints in the child care provider file for child care providers that are registered for CCDF with the Lead Agency. The Department of Health and Senior Services, Section for Child Care Regulation maintains documentation of substantiated complaints on licensed and license exempt child care

providers in the public record, regardless of whether the child care provider is contracted with the Lead Agency.

Substantiated reports for licensed and licensed exempt providers are available on the Department of Health and Senior Services, Section for Child Care Regulation website under Show Me Child Care Providers; <https://health.mo.gov/safety/childcare/>

2.2.5 Certify by describing how the Lead Agency makes information about substantiated parental complaints available to the public; this information can include the consumer education website discussed in section 2.3:

Substantiated complaints for licensed child care providers are posted online in the Show Me Child Care Portal. The Show Me Child Care Portal is accessible from the Lead Agency's website or the Department of Health and Senior Services, Section for Child Care Regulation website. <https://health.mo.gov/safety/childcare/>

The Lead Agency's consumer website, <https://dss.mo.gov/cd/child-care/>, has a link to the Show Me Child Care Provider Search. This portal allows for individuals to search for a child care provider and view licensing compliance reports and substantiated complaints for licensed child care providers. For CCDF registered providers a Registered Provider Search tab has been added to the Lead Agency's Consumer Education website. Individuals wanting to search this type of provider will be directed to an email address where they may request complaint information by provider name. The Lead Agency will email the requester the available information.

2.2.6 Provide the citation to the Lead Agency's policy and process related to parental complaints:

Missouri 13 CSR 35-32.120 Regulatory and Contractual Violations of Registered Child Care Providers

2.3 Consumer Education Website

States and Territories are required to provide information to parents, the general public, and when applicable, child care providers through a State website, which is consumer-friendly and easily accessible (658E(c)(2)(E)(i)(III)). The website must include information to assist families in understanding the policies and procedures for licensing child care providers. The website information must also include provider-specific information, monitoring and inspection reports for the provider, the quality of each provider (if such information is available for the provider), and the availability of the provider (658E(c)(2)(D); 98.33(a)). The website should also provide access to a yearly statewide report on deaths, serious injuries, and the number of cases of substantiated child abuse that have occurred in child care settings. To assist families with any additional questions, the website should provide contact information for local child care resource and referral organizations and any other agencies that can assist families in better understanding the information on the website.

To certify, respond to questions 2.3.1 through 2.3.10 by describing how the Lead Agency meets these requirements and provide the link in 2.3.11. If the Lead Agency has not fully implemented the Consumer Education website elements identified in Section 2.3, then respond to question 2.3.12. Please note that any changes made to the web links provided below in this section after the CCDF Plan is approved will require a CCDF Plan amendment.

2.3.1 Describe how the Lead Agency ensures that its website is consumer-friendly and easily accessible:

The Lead Agency's main website page allows users to click on Help for Families or Information for Providers. By clicking on the link that pertains to the user type, the individualized webpage offers the user specific information that is relevant to the user. The main webpage also offers links to other topics that would be of interest to families, providers and the general public.

2.3.2 Describe how the website ensures the widest possible access to services for families that speak languages other than English (98.33(a)):

The Lead Agency's website utilizes Google Translate

2.3.3 Describe how the website ensures the widest possible access to services for persons with disabilities:

The website offers email address to contact the Lead Agency and also provides information for using TTY for the hearing impaired.

2.3.4 Lead Agency processes related to child care.

A required component of the consumer education website is a description of Lead Agency policies and procedures relating to child care (98.33(a) (1)). This information includes a description of how the state/territory licenses child care, a rationale for exempting providers from licensing requirements, the procedure for conducting monitoring and inspections of providers, and the policies and procedures related to criminal background checks.

a) Provide the link to how the Lead Agency licenses child care providers, including the rationale for exempting certain providers from licensing requirements, as described in section 5.3.6:

<http://health.mo.gov/safety/childcare/> Child care providers are exempt from licensure based on statutory exemptions.

b) Provide the link to the procedure for conducting monitoring and inspections of child care providers, as described in section 5.3.2:

<https://dss.mo.gov/cd/child-care/files/health-safety-checklist-in-home-providers.pdf>

c) Provide the link to the policies and procedures related to criminal background checks for staff members of child care providers and the offenses that prevent individuals from being employed by a child care provider or receiving CCDF funds, as described in sections 5.4.1 and 5.4.11:

<http://health.mo.gov/safety/childcare/> and <https://dss.mo.gov/cd/child-care/child-care-providers/>

2.3.5 List of providers

The consumer education website must include a list of all licensed providers and, at the discretion of the Lead Agency, all providers eligible to deliver CCDF services, identified as either licensed or license-exempt. Providers caring for children to whom they are related do not need to be included. The list of providers must be searchable by ZIP Code.

a) Provide the website link to the searchable list of child care providers:

The Lead Agency's consumer education website,

<https://webapp01.dhss.mo.gov/childcaresearch/searchengine.aspx>, has an icon in titled Show Me Child Care Provider Search. Clicking on this icon will take the user to a provider search site. Providers may be searched by name, address, city, county, zip code and includes the ability to search all types of providers or by specific type; e.g. licensed, license exempt, etc.

b) In addition to the licensed providers that are required to be included in your searchable list, which additional providers are included in the Lead Agency's searchable list of child care providers (please check all that apply):

- License-exempt center-based CCDF providers
- License-exempt family child care (FCC) CCDF providers
- License-exempt non-CCDF providers
- Relative CCDF child care providers
- Other.

Describe

License exempt providers.

c) Identify what informational elements, if any, are available in the searchable results.

Note: Quality information (if available) and monitoring results are required on the website but are not required to be a part of the search results.

Licensed Providers

- Contact Information
- Enrollment Capacity
- Years in Operation
- Provider Education and Training
- Languages Spoken
- Quality Information
- Monitoring Reports
- Other.

Describe:

Licensing number, hours of operation, age range, facility type, licensing dates, inspection results, substantiated complaints, reinspections, and compliance verification.

License-Exempt, non-CCDF Providers

- Contact Information
- Enrollment Capacity
- Years in Operation
- Provider Education and Training
- Languages Spoken
- Quality Information
- Monitoring Reports
- Other.

Describe:

hours of operation, age range, facility type, licensing dates, inspection results, substantiated complaints, reinspections, and compliance verification.

License-Exempt CCDF Center Based Providers

- Contact Information
- Enrollment Capacity
- Years in Operation
- Provider Education and Training
- Languages Spoken
- Quality Information
- Monitoring Reports
- Other.

Describe:

hours of operation, age range, facility type, licensing dates, inspection results, substantiated complaints, reinspections, and compliance verification.

License-Exempt CCDF Family Child Care

- Contact Information
- Enrollment Capacity
- Years in Operation
- Provider Education and Training
- Languages Spoken
- Quality Information
- Monitoring Reports
- Other.

Describe:

Relative CCDF Providers

- Contact Information
- Enrollment Capacity
- Years in Operation
- Provider Education and Training

- Languages Spoken
- Quality Information
- Monitoring Reports
- Other.

Describe:

Other.

Describe:

- Contact Information
- Enrollment Capacity
- Years in Operation
- Provider Education and Training
- Languages Spoken
- Quality Information
- Monitoring Reports
- Other.

Describe:

2.3.6 Lead Agencies must also identify specific quality information on each child care provider for whom they have this information. The type of information provided is determined by the Lead Agency, and it should help families easily understand whether a provider offers services that meet Lead Agency-specific best practices and standards or a nationally recognized, research-based set of criteria. Provider-specific quality information must only be posted on the consumer website if it is available for the individual provider.

a) How does the Lead Agency determine quality ratings or other quality information to include on the website?

- Quality rating and improvement system

- National accreditation
- Enhanced licensing system
- Meeting Head Start/Early Head Start requirements
- Meeting prekindergarten quality requirements
- School-age standards, where applicable
- Other.

Describe

This information is not available. Missouri does not have a QRIS or other means of identifying quality indicators.

b) For what types of providers are quality ratings or other indicators of quality available?

- Licensed CCDF providers.

Describe the quality information:

- Licensed non-CCDF providers.

Describe the quality information:

- License-exempt center-based CCDF providers.

Describe the quality information:

- License-exempt FCC CCDF providers.

Describe the quality information:

- License-exempt non-CCDF providers.

Describe the quality information:

- Relative child care providers.

Describe the quality information:

- Other.

Describe

The Lead Agency does not collect and maintain information on specific quality measures.

2.3.7 Lead Agencies are required to post monitoring and inspection reports on the consumer education website for each licensed provider and for each non-relative provider eligible to provide CCDF services on the consumer education website. These reports must include results of required annual monitoring visits and visits due to major substantiated complaints about a provider's failure to comply with health and safety requirements and child care policies. The reports must be in plain language and be timely to ensure that the results of the reports are available and easily understood by parents when they are deciding on a child care provider. Lead Agencies must post at least 3 years of reports when available, going forward (not retrospectively), beginning October 1, 2018.

Certify by responding to the questions below:

a) What is the Lead Agency's definition of plain language and describe the process for receiving feedback from parents and the public about readability of reports.

Plain language is defined as writing summaries of monitoring visits and complaints in a clear, concise, and well-organized manner. Feedback from parents and the providers about readability of the reports is not formally collected, however, information on contacting the Lead Agency or the licensing agency is available on the website for parents to contact with questions. Providers are given the opportunity to review all materials prior to being published on-line and may provide feedback to their monitoring or licensing specialist.

b) Are monitoring and inspection reports in plain language?

If yes,

include a website link to a sample monitoring report.

Reports are written with simple descriptions of violations/findings from monitoring and inspections.

<https://webapp01.dhss.mo.gov/childcaresearch/Facility.aspx?LID=002105420>

If no,

describe how plain language summaries are used to meet the regulatory requirements and include a link to a sample summary.

c) Check to certify what the monitoring and inspection reports and/or their plain language summaries include:

Date of inspection

Health and safety violations, including those violations that resulted in fatalities or serious injuries.

Describe how these health and safety violations are prominently displayed.

Reports are written with simple descriptions of violations/findings from complaint investigations. Fatalities and serious injuries will be posted if they are found to be substantiated. Violations are visibly prominent when viewing a monitoring report. If a regulation is in compliance, the user has to click on the compliance tab to view the information. If there is a violation of the regulation it is open for viewing and no additional clicks are required.

Corrective action plans taken by the State and/or child care provider.

Describe

Corrective action is posted with the violation. When viewing violations, the user will first see the violation, then the rule reference, the correction that is needed by the provider, how the correction is to be documented and then the date in which the provider is deemed in compliance.

d) The process for correcting inaccuracies in reports.

Inspection and monitoring reports are provided to the child care provider 10 days prior to the posting of the report. The child care provider has 10 days to request inaccuracies be corrected and/or to dispute/comment on the report. The report is posted after 10 days and/or after any inaccuracies are corrected, whichever is later.

e) The process for providers to appeal the findings in reports, including the time requirements, timeframes for filing the appeal, for the investigation, and for removal of any violations from the website determined on appeal to be unfounded.

The child care provider has 10 days to request inaccuracies be corrected and/or to

dispute/comment on the report.

f) How reports are posted in a timely manner. Specifically, provide the Lead Agency's definition of 'timely' and describe how it ensures that reports are posted within its timeframe. Note: While Lead Agencies define 'timely,' we recommend Lead Agencies update results as soon as possible and no later than 90 days after an inspection or corrective action is taken

Timely is defined within 10 days following the provider's opportunity to review and/or dispute.

g) Describe the process for maintaining monitoring reports on the website. Specifically, provide the minimum number of years reports are posted and the policy for removing reports (98.33(a)(4)(iv)).

Reports will be maintained on the Child Care Provider portal for a minimum of three years. Reports will be removed from the Child Care Provider portal after seven years.

h) Any additional providers on which the Lead Agency chooses to include reports. Note - Licensed providers and CCDF providers must have monitoring and inspection reports posted on their consumer education website.

License-exempt non-CCDF providers

Relative child care providers

Other.

Describe

2.3.8 Aggregate data on serious injuries, deaths, and substantiated cases of child abuse that have occurred in child care settings each year must be posted on the consumer education website. This aggregate information on serious injuries and deaths must be organized by category of care (e.g., center, FCC, etc.) and licensing status for all eligible CCDF provider categories in the state. The information on instances of substantiated child abuse does not have to be organized by category of care or licensing status. The aggregate report should not list individual provider-specific information or names.

Certify by providing:

a) The designated entity to which child care providers must submit reports of any serious injuries or deaths of children occurring in child care (98.16 (ff)) and describe how the Lead Agency obtains the aggregate data from the entity.

The child care provider is required to report within 24 hours a child death or serious injury through the Lead Agency's website using a secure fillable form. Data is gathered from the completed forms submitted by the provider. In addition, the data on child fatalities is gathered through the Department of Social Services, Division of Legal Services, State Technical Assistance Team (STAT). STAT works with Child Fatality Review Program in collecting data on child fatalities occurring within the state. STAT publishes an annual report of the data collected.

b) The definition of "substantiated child abuse" used by the Lead Agency for this requirement.

The Lead Agency uses Missouri Children's Division Preponderance of Evidence. Preponderance of Evidence - "That degree of evidence that is of greater weight or more convincing than the evidence which is offered in opposition to it or evidence which as a whole shows the fact to be proved to be more probable than not."

c) The definition of "serious injury" used by the Lead Agency for this requirement.

A "serious injury" to a child that occurs while the child is at the child care provider or away from the child care provider's facility but still in the care of the child care provider, if an injury results in the child being treated by a medical professional or admitted to a hospital.

d) The website link to the page where the aggregate number of serious injuries, deaths, and substantiated instances of child abuse are posted.

<https://dss.mo.gov/cd/child-care/>

2.3.9 The consumer education website should include contact information on referrals to local child care resource and referral organizations. How does the Lead Agency provide referrals to local CCR&R agencies through the consumer education website? Describe

and include a website link to this information:

Families seeking information on child care services may go to the main website and click on "Help for Families", the site will take them to a page of services available to families, user clicks on "Child Care" and the user is taken to a page with a box to click "Find a Child Care Provider". The user is then directed to the website for the statewide Child Care Resource and Referral provider. <https://dss.mo.gov/fsd/child-care.htm>

2.3.10 The consumer education website should include information on how parents can contact the Lead Agency, or its designee, or other programs that can help the parent understand information included on the website. Describe and include a website link to this information:

The main webpage has contact information for questions and comments to email askcd@dss.mo.gov . <https://dss.mo.gov/cd/child-care/>

2.3.11 Provide the website link to the Lead Agency's consumer education website. Note: An amendment is required if this website changes.

<https://dss.mo.gov/cd/child-care/>

2.3.12 Other. Identify and describe the components that are still pending per the instructions on CCDF Plan Response Options for Areas where Implementation is Still in Progress in the Introduction.

The Lead Agency's consumer website has a link to the Show Me Child Care Provider Search . This portal allows individuals to search for a child care provider and view licensing compliance reports and substantiated complaints for licensed and license exempt child care providers. Complaints providers serving four or fewer unrelated children registered to receive

CCDF are not yet available on the portal. The Lead Agency has been working with the state's ITSD for the Lead Agency to enter monitoring reports and complaint information into the existing licensing electronic system since 2017. The goal was to have the system available by October 1, 2018. The completion of the required programming has been delayed until January 2019. However, a Licensed Exempt and Registered Provider Search tab has been added to the Lead Agency's Consumer Education website. Individuals wanting to search this type of provider will be directed to an email address where they may request monitoring information or complaint information by provider name, county or zip code. The Lead Agency will then email the requester the available information. This tab will be in place until the Show Me Child Care Provider Search includes all types of licensed and CCDF providers.

2.4 Additional Consumer and Provider Education

Lead Agencies are required to certify that they will collect and disseminate information about the full diversity of child care services to promote parental choice to parents of eligible children, the general public, and where applicable, child care providers. In addition to the consumer education website, the consumer education information can be provided through CCR&R organizations or through direct conversations with eligibility case workers and child care providers. Outreach and counseling can also be effectively provided via information sessions or intake processes for families (658E(c)(2)(E); 98.15(b)(4); 98.33(b)).

In questions 2.4.1 through 2.4.5, certify by describing:

2.4.1 How the Lead Agency shares information with eligible parents, the general public, and where applicable, child care providers about the availability of child care services provided through CCDF and other programs for which the family may be eligible, such as state preK, as well as the availability of financial assistance to obtain child care services. At a minimum, describe what is provided (e.g., such methods as written materials, the website, and direct communications) and how information is tailored for these audiences.

Parents, guardians, and the general public may access information on financial assistance for

child care, information on TANF, WIC, and other financial supports, information on selecting a child care, services for children with special needs, parent education and other early childhood programs and supports through multiple websites; the Lead Agency's website, the Family Support Division's website, the Department of Health and Senior Services, Section for Child Care Regulation and the CCR&R website. In addition to the websites written materials are available through the Family Support Division and other social services agencies.

2.4.2 The partnerships formed to make information about the availability of child care services available to families.

The Lead Agency partners with other state departments such as, the Departments of Health and Senior Services, Mental Health, and Elementary and Secondary Education to make information available on the services provided by the Lead Agency. In addition, the Lead Agency makes presentations at conferences for child care providers, provides information and training to Workforce Investments Boards and Community Action Agencies. Links to information on the availability of child care services are also on community partners' websites, such as, Educare providers, ParentLink, and Child Care Aware of Missouri.

2.4.3 How the Lead Agency provides the required information about the following programs and benefits to the parents of eligible children, the general public, and where applicable, providers. In the description include, at a minimum, what information is provided, how the information is provided, and how the information is tailored to a variety of audiences and include any partners who assist in providing this information.

Temporary Assistance for Needy Families program:

The Lead Agency's website has a link to the Family Support Division' website. Users of the website may click on Temporary Assistance where they receive information on the TANF program, may apply for TANF or review frequently asked questions. In addition, there is information available on eligibility, employment and training requirements, ability to calculate benefits and a printable brochure.

Links to information on the availability of TANF services are also on community partners' websites, such as, Educare providers, ParentLink, and Child Care Aware of Missouri.

[Head Start and Early Head Start programs:](#)

The Lead Agency's website has a link to the MO Head Start Association on its main page titled Early Head Start/Head Start. The user clicks on this link and is taken to the MO Head Start Association's webpage which provides information for parents, the general public and legislators. The parent webpage offers information on the services provided.

[Low Income Home Energy Assistance Program \(LIHEAP\):](#)

The Lead Agency's website has a link to the Family Support Division's website. Users of the website may click on Energy Assistance where they receive information on the program, may apply for Energy Assistance or review frequently asked questions. In addition, there is information available on eligibility, services available and a printable brochure.

[Supplemental Nutrition Assistance Programs \(SNAP\) Program:](#)

The Lead Agency's website has a link to the Family Support Division' website. Users of the website may click on Food Assistance where they receive information on the SNAP program, may download an application or review frequently asked questions. In addition, there is information available on food distribution programs, employment and training requirements, and other community resources related to food assistance.

[Women, Infants, and Children Program \(WIC\) program:](#)

The Lead Agency's website has a link to the Department of Health and Senior Services' website for the WIC program. Users are able to find information on locations for applying for WIC, income guidelines, and frequently asked questions. The website also offers links for local agencies, health care providers, and a listing of approved foods.

☑ [Child and Adult Care Food Program\(CACFP\):](#)

The Lead Agency's website as a link for child care providers and users that click on this link are taken to a webpage that offers links to other programs important to child care providers. There is a link to the Department of Health and Senior Services, Child and Adult Care Food Program webpage. This webpage provides information on the programs available for child care centers, family child care homes, and after school programs.

☑ [Medicaid and Children's Health Insurance Program \(CHIP\):](#)

The Lead Agency's website has a link to the Family Support Division's website. Users of the website may click on Health Care where they receive information on the different types of health care assistance. For example, if the user clicks on "Kids" it will take them to a page in which the user may apply for Mo HealthNet for kids or review frequently asked questions. In addition, there is information available on eligibility, the State's CHIPs program and Non-CHIPs program and a printable brochure.

☑ [Programs carried out under IDEA Part B, Section 619 and Part C:](#)

The Lead Agency's website has a link to "Does my child have a special need?" The user is taken to a webpage that offers information on several programs to assist families with a child that has a special need. Included on this page is a link to the Early Childhood Special Education webpage of the Department of Elementary and Secondary Education. Users are able to gain information on referral, evaluations, eligibility, program services, and locations.

2.4.4 Describe how the Lead Agency makes available to parents, providers, and the general public information on research and best practices concerning children's development, including physical health and development, particularly healthy eating and physical activity. Information about successful parent and family engagement should also be shared. At a minimum, include what information is provided, how the information is provided, and how the information is tailored to a variety of audiences and include any partners in providing this information.

The Lead Agency's website has a link on its "Help for Families" webpage to "ParentLink

Parent Information". On the ParentLink webpage is a link to the programs website. This website provides information on services offered and contact information for the WarmLine. ParentLink offers a variety of information for parents, the general public and child care providers. The WarmLine is an access point for families to connect with a Family Support Specialist that can address parenting concerns, obtain community services and other resource information and have access to the programs printable loan library. ParentLink also offers online access to the WarmLine, library materials, information on community opportunities and links to parenting websites. The library offers parenting materials, DVDs and other materials that cover topics such as grandparents raising grandchildren, toilet training, adolescent issues and other relevant topics. In addition, ParentLink provides support services for military families, student parents, incarcerated parents and operates Tel-Link which is the line for information to help callers locate maternal and child health resources such as WIC, Food Stamps, Medicaid and prenatal referrals.

2.4.5 Describe how information on the Lead Agency's policies regarding the social-emotional and behavioral issues and early childhood mental health of young children, including positive behavioral intervention and support models based on research and best practices for those from birth to school age, are shared with families, providers, and the general public. At a minimum, include what information is provided, how the information is provided, and how information is tailored to a variety of audiences and include any partners in providing this information.

The Lead Agency's policy statement on social-emotional and behavioral health (<https://dss.mo.gov/cd/child-care/files/policy-statement-social-emotional-behavior.pdf>) sets out the agency's position on children's social-emotional and behavioral health by child care providers building positive and healthy relationships. The policy is reinforced through the required social-emotional and behavioral health training for CCDF child care providers.

2.4.6 Describe the Lead Agency's policies to prevent the suspension and expulsion of children from birth to age 5 in child care and other early childhood programs receiving CCDF funds (98.16(ee)), including how those policies are shared with families, providers, and the general public.

The Lead Agency's policy statement on Exclusionary practices sets out that the use of expulsion and suspension, are negative experiences that hinder children's development and learning. It is the policy of the Lead Agency to work toward eliminating expulsion and suspension practices in Missouri's subsidized child care settings. The Lead Agency will support providers and parents by: raising awareness about expulsion, suspension, and other exclusionary disciplinary practices in child care settings; developing goal-driven process for improvement that is informed by a coordinated data system across early childhood sectors; investing in the workforce development system by assisting providers in establishing preventative disciplinary policies that limit or eliminate the use of expulsion and suspension and promoting the use of evidence-based practices; and reviewing and updating policies regarding program quality that are specifically targeted to both increase overall quality of early learning services and reduce or eliminate expulsions, suspensions, and other exclusionary discipline practices.

2.5 Procedures for Providing Information on Developmental Screenings

Lead Agencies are required to provide information on developmental screenings, including information on resources and services that the State can deploy, such as the use of the Early and Periodic Screening, Diagnosis, and Treatment program under the Medicaid program carried out under title XIX of the Social Security Act and developmental screening services available under IDEA Part B, Section 619 and Part C, in conducting those developmental screenings and in providing referrals to services for children who receive subsidies. Lead Agencies must also include a description of how a family or child care provider can use these resources and services to obtain developmental screenings for children who receive subsidies and who might be at risk of cognitive or other developmental delays, which can include social, emotional, physical, or linguistic delays (658E(c)(2)(E)(ii)). Lead Agencies are required to provide this information to eligible families during CCDF intake and to child care providers

through training and education (98.33(c)).

2.5.1 Certify by describing:

a) How the Lead Agency collects and disseminates information on existing resources and services available for conducting developmental screenings to CCDF parents, the general public, and where applicable, child care providers (98.15(b)(3)).

Information on and referring families to existing developmental screening services is available on the Lead Agency's website. Additional links are available to MO HealthNet, which provides information on EPSDT, along with links to inclusion services, early childhood special education and other programs available to assist children with special needs. In addition, the child care resource, referral and training provider, Child Care Aware of MO, and ParentLink assists families with information on child care services for children with special needs.

b) The procedures for providing information on and referring families and child care providers to the Early and Periodic Screening, Diagnosis, and Treatment program under the Medicaid program - carried out under Title XIX of the Social Security Act (42 U.S.C. 1396 et seq.) - and developmental screening services available under Section 619 and Part C of the Individuals with Disabilities Education Act (20 U.S.C. 1419, 1431 et seq.). The Lead Agency's website link Help for Families, Does my child have special needs? takes families to a webpage with information on EPSDT program through MO HealthNet. <https://dss.mo.gov/cd/child-care/help-for-families/does-my-child-have-a-special-need.htm>. Information on EPSDT is also available in the Parent Consumer Booklet.

c) How the Lead Agency gives information on developmental screenings to parents receiving a subsidy as part of the intake process. Include the information provided, ways it is provided, and any partners in this work.

Applicants for child care assistance are not required to go through an intake process to apply for subsidy.

d) How CCDF families or child care providers receiving CCDF can use the available resources and services to obtain developmental screenings for CCDF children at risk for cognitive or other developmental delays.

The Lead Agency's consumer website. Information will also be included in the parent consumer booklet that is under development. Posters and brochures for seeking a developmental screening through ParentLink will be provided to public health departments and distributed to child care providers for posting.

e) How child care providers receive this information through training and professional development.

Trainings on developmental assessments are available through the Missouri Workshop Calendar.

f) Provide the citation for this policy and procedure related to providing information on developmental screenings.

A face to face intake process is not required as this would present a barrier to families applying for child care subsidy.

2.6 Consumer Statement for Parents Receiving CCDF Funds

Lead Agencies must provide CCDF parents with a consumer statement in hard copy or electronically (such as referral to a consumer education website) that contains specific information about the child care provider they select. This information about the child care provider selected by the parent includes health and safety requirements met by the provider, any licensing or regulatory requirements met by the provider, the date the provider was last inspected, any history of violations of these requirements, and any voluntary quality standards met by the provider. It must also describe how CCDF subsidies are designed to promote equal access, how to submit a complaint through a hotline, and how to contact local resource and referral agencies or other community-based supports that assist parents in finding and enrolling in quality child care (98.33(d)). Please note that if the consumer statement is provided electronically, Lead Agencies should consider how to ensure that the statement is accessible to parents and that parents have a way to contact someone to address questions they have.

2.6.1 Certify by describing:

a) How the Lead Agency provides parents receiving CCDF funds with a consumer statement.

At time of approval the Lead Agency will mail the parents a Missouri Child Care Consumer booklet. The booklet is currently under development with a targeted implementation date of October 1, 2018.

b) What is included in the statement, including when the consumer statement is provided to families.

The MO Child Care Consumer booklet provides information on how to access information on their provider's licensing/monitoring results; accessing services for children needing a developmental assessment, how to submit a complaint or make a report to the Child Abuse and Neglect Hotline; redetermination and simplified reporting; transitional child care; and a listing of partner resources. The booklet is also posted on the Lead Agency's website. Booklets are also made available to CCDF child care providers electronically.

c) Provide a link to a sample consumer statement or a description if a link is not available.

A link or sample is not yet available.

3 Provide Stable Child Care Financial Assistance to Families

In providing child care assistance to families, Lead Agencies are required to implement these policies and procedures: a minimum 12-month eligibility and redetermination periods, a process to account for irregular fluctuations in earnings, a policy ensuring that families' work schedules are not disrupted by program requirements, policies to provide for a job search of not fewer than 3 months if the Lead Agency exercises the option to discontinue assistance, and policies for the graduated phase-out of assistance. Also, procedures for the enrollment of homeless children and children in foster care, if served, pending the completion of documentation, are required.

Note: Lead Agencies are not prohibited from establishing policies that extend eligibility beyond 12 months to align program requirements. For example, Lead Agencies can allow children enrolled in Head Start, Early Head Start, state or local prekindergarten, and other collaborative

programs to finish the program year. This type of policy promotes continuity for families receiving services through multiple benefit programs.

In this section, Lead Agencies will identify how they define eligible children and families and how the Lead Agency improves access for vulnerable children and families. This section also addresses the policies that protect working families and determine a family's contribution to the child care payment.

3.1 Eligible Children and Families

At the time when eligibility is determined or redetermined, children must (1) be younger than age 13; (2) reside with a family whose income does not exceed 85 percent of the State's median income for a family of the same size and whose family assets do not exceed \$1,000,000 (as certified by a member of said family); and (3)(a) reside with a parent or parents who are working or attending a job training or educational program or (b) receives, or needs to receive, protective services and resides with a parent or parents not described in (3)(a.) (658P(4)).

3.1.1 Eligibility criteria based on a child's age

a) The CCDF program serves children

from 0

(weeks/months/years)

through 13

years (under age 13). . Note: Do not include children incapable of self-care or under court supervision, who are reported below in (b) and (c).

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

No

Yes,

and the upper age is 18

(may not equal or exceed age 19).

If yes, Provide the Lead Agency definition of physical and/or mental incapacity:

Mental or physical incapacity is a physical or mental condition that limits activities and will last or continue to last for at least one year or could result in death, as defined by the Social Security Administration; a child identified by a medical professional as having disability or mental health condition requiring early intervention, special education services, or other specialized services and supports; a child identified by a medical professional as having any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, repertory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine causing a significant delay in a child's cognitive, behavioral, emotional, or social development in comparison with normal development standards.

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

No.

Yes

and the upper age is 18

(may not equal or exceed age 19)

d) How does the Lead Agency define the following eligibility terms?

"residing with":

Residing in the same physical residence/space of a parent or parents, in cases of joint custody.

"in loco parentis":

A child's guardian or caretaker relative or any other person who has assumed responsibility for the day-to-day care and custody of the child, while the child is residing with them.

3.1.2 Eligibility criteria based on reason for care

a) How does the Lead Agency define "working or attending a job training and educational program" for the purposes of CCDF eligibility at the time of determination? Provide the definitions below for:

"Working":

Paid employment that does not include payment of "income in kind

"Job training":

Job training geared toward leading a person to employment or a specific type of employment.

"Education":

Participation and enrollment in high school equivalency test (HiSET) or adult education and literacy (AEL); participation and enrollment for coursework in English as a Second Language (ESL); participation and enrollment in elementary, junior high, or high school; post-secondary education with the intent to earn an associate degree, bachelor degree, or credits in courses that can transfer to an institution that offers an associate's or bachelor's degree .

"Attending job training or education" (e.g. number of hours, travel time):

No minimum attendance.

3.1.2 Eligibility criteria based on reason for care

b) Does the Lead Agency allow parents to qualify for CCDF assistance on the basis of education and training participation alone (without additional minimum work requirements)?

No.

If no, describe the additional work requirements:

Yes.

If yes, describe the policy or procedure:

Parents may qualify for CCDF assistance on the basis of education and training participation, without additional minimum work requirements.

3.1.2 Eligibility criteria based on reason for care

c) Does the Lead Agency consider seeking employment (engaging in a job search) an eligible activity at initial eligibility determination (at application) and at the 12-month eligibility redetermination? (Note: If yes, Lead Agencies must provide a minimum of three months of job search)

No.

Yes.

If yes, describe the policy or procedure. (including any differences in eligibility at initial eligibility determination vs. redetermination of eligibility):

The Lead Agency considers engaging in a job search and eligible activity at redetermination if the parent lost employment or finished school during the previous eligibility period and has not exhausted the minimum 3 month job search allowed.

3.1.2 Eligibility criteria based on reason for care

d) Does the Lead Agency provide child care to children in protective services?

No.

Yes. If yes:

i. Please provide the Lead Agency's definition of "protective services":

Children who are receiving preventative services or treatment for child abuse or neglect as an intact family and children who are in the custody of the State for placement in alternative care, i.e. foster care.

Note: Federal requirements allow other vulnerable children identified by the Lead Agency not formally in child protection to be included in the Lead Agency's definition of protective services for CCDF purposes. A Lead Agency may elect to provide CCDF-funded child care to children in foster care when foster care parents are not working or are not in education/training activities, but this provision should be included in the protective services definition above.

ii. Are children in foster care considered to be in protective services for the purposes of eligibility at determination?

- No
- Yes

iii. Does the Lead Agency waive the income eligibility requirements for cases in which children receive, or need to receive, protective services on a case-by-case basis (658E(c)(5))?

- No
- Yes

iv. Does the Lead Agency provide respite care to custodial parents of children in protective services?

- No
- Yes

3.1.3 Eligibility criteria based on family income. Note: The question in 3.1.3 relates to initial determination. Redetermination is addressed in 3.1.7.

a) How does the Lead Agency define "income" for the purposes of eligibility at the point of determination?

The average monthly amount of total income received by all members of the family unit before deductions, to include, but not limited to: wages, adjusted gross income from self-employment, adjusted gross income from farm income, social security, dividends, interest, etc.

b) Provide the CCDF income eligibility limits in the table below at the time of initial determination. Complete columns (a) and (b) based on maximum eligibility at initial entry into CCDF. Complete columns (c) and (d) *only if* the Lead Agency is using income eligibility limits lower than 85 percent of the current state median income (SMI) at the initial eligibility determination point. Fill in the chart based on the most populous area of the state (the area serving the highest number of CCDF children). If the income eligibility limits are not statewide, please respond to c) below the table.

	(a)	(b)	(c)	(d)
Family Size	100% of	85% of SMI	(IF APPLICABLE)	(IF APPLICABLE)

	(a)	(b)	(c)	(d)
	SMI(\$/Month)	(\$/Month) [Multiply (a) by 0.85]	(\$/Month) Maximum Initial or First Tier Income Limit (or Threshold) if Lower Than 85% of Current SMI	(% of SMI) [Divide (c) by (a), multiply by 100] Income Level if Lower Than 85% of Current SMI
1	\$5,034.49	\$4,279.32	\$1,366	27.1%
2	\$4,471.57	\$3,800.84	\$1,842	41.1%
3	\$5,200.00	\$4,420.00	\$2,318	44.5%
4	\$6,180.16	\$5,253.14	\$2,795	45.2%
5	\$5,913.32	\$5,026.33	\$3,271	55.3%

c) If the income eligibility limits are not statewide, describe how many jurisdictions set their own income eligibility limits and provide the income limit ranges across the jurisdictions (e.g. range from [lowest limit] to [highest limit])(98.16(i)(3)).

None

Reminder: Income limits must be established and reported in terms of current SMI based on the most recent data published by the Bureau of the Census (98.20(a)(2)(i)) even if the federal poverty level is used in implementing the program. SMI guidelines are available at: <https://www.acf.hhs.gov/ocs/resource/liheap-im2017-03>.

d) SMI source and year. Bureau of Census/2016

e) Identify the most populous area of the State used to complete the chart above.

The chart is completed based on statewide information.

f) What was the date (mm/dd/yyyy) that these eligibility limits in column (c) became effective? 04/01/2016

g) Provide the citation or link, if available, for the income eligibility limits. <http://dss.mo.gov/cd/child-care/files/child-care-income-guidelines.pdf>

3.1.4 Lead Agencies are required to ensure that children receiving CCDF funds do not have family assets that exceed \$1,000,000, as certified by a family member (98.20(a)(2)(ii)).

a) Describe how the family member certifies that family assets do not exceed \$1,000,000 (e.g., a checkoff on the CCDF application).

The applicant checks off a box on the CCDF application that states family assets do not exceed \$1,000,000.

b) Does the Lead Agency waive the asset limit on a case-by-case basis for families defined as receiving, or in need of, protective services?

No.

Yes.

If yes, describe the policy or procedure and provide citation:

Protective services child care does not consider income for eligibility.

3.1.5 Describe any additional eligibility conditions or priority rules applied by the Lead Agency during eligibility determination or redetermination (98.20(b)).

Eligibility conditions: 1.) Applicants must be a parent, specified relative, or a legal guardian of the child and the child residing with the applicant. 2.) The child must be between birth and the day up to the child's thirteenth (13) birthday; or between the age of thirteen (13) and eighteen (18), or under age nineteen (19) and still in school with a special need. 3.) The child must be a U.S. citizen or a qualified alien 4.) Child must be a Missouri resident with the intent to remain at the time of application and re-application.

3.1.6 Lead Agencies are required to take into consideration children's development and promote continuity of care when authorizing child care services (98.21(f); 98.16(h)(6)). Check the approaches, if applicable, that the Lead Agency uses when considering children's development and promoting continuity of care when authorizing child care services.

Coordinating with Head Start, prekindergarten, or other early learning programs to create a package of arrangements that accommodates parents' work schedules

Inquiring about whether the child has an Individualized Education Program (IEP) or Individual Family Services Plan (IFSP)

- Establishing minimum eligibility periods greater than 12 months
- Using cross-enrollment or referrals to other public benefits
- Working with IDEA Part B, Section 619 and Part C staff to explore how services included in a child's IEP or IFSP can be supported and/or provided onsite and in collaboration with child care services
- Providing more intensive case management for families with children with multiple risk factors;
- Implementing policies and procedures that promote universal design to ensure that activities and environments are accessible to all children, including children with sensory, physical, or other disabilities
- Other.

Describe:

3.1.7 Policies and processes for graduated phase-out of assistance at redetermination.

Lead Agencies are required to provide for a graduated phase-out of assistance for families whose income has increased above the state's initial income threshold at the time of redetermination but remains below the federal threshold of 85 percent of the state median income. Providing a graduated phase-out promotes continuity by allowing for wage growth, allows for a tapered transition out of the child care subsidy program as income increases, and supports long-term self-sufficiency for families.

Lead Agencies that establish initial family income eligibility below 85 percent of SMI must provide a graduated phase-out by implementing a two-tiered eligibility threshold, with the second tier of eligibility (used at the time of eligibility redetermination) to be set at:

- i. 85 percent of SMI for a family of the same size
- ii. An amount lower than 85 percent of SMI for a family of the same size but above the Lead Agency's initial eligibility threshold that:
 - (A) Takes into account the typical household budget of a low-income family
 - (B) Provides justification that the second eligibility threshold is:
 - (1) Sufficient to accommodate increases in family income over time that are typical for low-income workers and that promote and support family economic stability
 - (2) Reasonably allows a family to continue accessing child care services without unnecessary disruption.

At redetermination, a child shall be considered eligible if his or her parents are working or

attending a job training or educational program even if their income exceeds the Lead Agency's income limit to initially qualify for assistance as long as their income does not exceed the second tier of eligibility (98.21(a); 98.21(b)(1)). Note that once deemed eligible, the family shall be considered eligible for a full minimum 12-month eligibility period, even if their income exceeds the second tier of eligibility during the eligibility period, as long as it does not exceed 85 percent of SMI.

A family eligible for services via the graduated phase-out of assistance is considered eligible under the same conditions as other eligible families with the exception of the copayment restrictions, which do not apply to a graduated phase-out. To help families transition off of child care assistance, Lead Agencies may gradually adjust copay amounts for families whose children are determined eligible under a graduated phase-out and may require additional reporting on changes in family income. However, Lead Agencies must still ensure that any additional reporting requirements do not constitute an undue burden on families.

a) Check and describe the option that best identifies the Lead Agency's policies and procedures regarding the graduated phase-out of assistance.

- N/A - The Lead Agency sets its initial eligibility threshold at 85 percent of SMI and, therefore, is not required to provide a graduated phase-out period.
- N/A - The Lead Agency sets its exit eligibility threshold at 85 percent of SMI and, therefore, is not required to provide a graduated phase-out period.
- The Lead Agency sets the second tier of eligibility at 85 percent of SMI.

Describe the policies and procedures.

Transitional Child Care is the gradual phase out process for families experiencing an increase in income. An eligibility unit may be allowed a gradual phase out of child care assistance if the family income has increased but remains less than the upper income limit for the highest level of transitional child care.

Provide the citation for this policy or procedure.

Currently, the manual section is not viewable on the internet. It is posted on a state employee site only. We are in the process of setting up a site viewable to the public.

2010.045.00 INCOME ELIGIBILITY GUIDELINES

Income eligibility for child care exists when the adjusted gross income does not exceed the 138% poverty maximum based on the household size for new applicants and applicants who had a break in eligibility. The income maximums are listed on the Child Care Income Eligibility Guidelines and Sliding Fee Chart. Active EU's that reapply for benefits before the end of the certification period can qualify for a gradual phase out of the Child Care Subsidy program called

Transitional Child Care. There are 3 levels of Transitional Child Care. Transitional Child Care Level 1 if the adjusted gross income exceeds 139% of poverty but does not exceed 165% of poverty. After the sliding fee is paid, payment to the provider will be paid at 75% of the remaining state base rate.

If the adjusted gross income exceeds 166% of poverty but does not exceed 190% of poverty the household could qualify for Transitional Child Care Level 2. After the sliding fee is paid, payment to the provider will be paid at 50% of the remaining state base rate.

If the adjusted gross income exceeds 191% of poverty but does not exceed 215% of poverty, the household could qualify for Transitional Child Care Level 3. After the sliding fee, payment to the provider will be made at 25% of the remaining base rate.



The Lead Agency sets the second tier of eligibility at an amount lower than 85 percent of SMI for a family of the same size but above the Lead Agency's initial eligibility threshold.

Provide the second tier of eligibility for a family of three.

\$33,264.00 53% SMI

Describe how the second eligibility threshold:

i. Takes into account the typical household budget of a low-income family:

By reducing the benefit by only 25%, the family is still eligible for a the benefit, with gradual reductions over time, as the family's income grows.

ii. Is sufficient to accommodate increases in family income over time that are typical for low-income workers and that promote and support family economic stability:

Eligibility for child care subsidy is determined annually. Increases in family income are not considered until annual redetermination.

iii. Reasonably allows a family to continue accessing child care services without unnecessary disruption:

The second eligibility level requires the family to pay the copay for the unit of care, plus 25% of the remaining state base.

iv. Provide the citation for this policy or procedure:

Currently, the manual section is not viewable on the internet. It is posted on a state employee site only. We are in the process of setting up a site viewable to

the public.

2020.005.00 AUTHORIZATIONS

Child care should be authorized based on the parent's verified schedule and the child's need for care. Enter child care authorizations for the entire twelve (12) month eligibility period when available. When it is known that an authorization will change during the eligibility period, enter the authorizations in blocks of time in the system.

Other.

Identify and describe the components that are still pending per the instructions *CCDF Plan Response Options for Areas where Implementation is Still in Progress* in the Introduction.

3.1.7 b) To help families transition from assistance, does the Lead Agency gradually adjust copays for families eligible under the graduated phase-out period?

No

Yes

i. If yes, describe how the Lead Agency gradually adjusts copays for families under a graduated phase-out.

Missouri has three additional gradual phase out periods. The parent is responsible to pay more of the state base rate in each phase out period as the parent's income increases (Tier I - 25% of the state base rate, Tier II - 50% of the state base rate and Tier III - 75% of the state base rate)

ii. If yes, does the Lead Agency require additional reporting requirements during the graduated phase-out period? *(Note: Additional reporting requirements are also discussed in section 3.3.3 of the plan.)*

No.

Yes.

Describe:

3.1.8 Fluctuation in earnings.

Lead Agencies are required to demonstrate how their processes for initial determination and redetermination take into account irregular fluctuations in earnings (658E(c)(2)(N)(i)(II)). The Lead Agency must put in place policies that ensure that temporary increases in income, including temporary increases that can result in a monthly income exceeding 85 percent of SMI (calculated on a monthly basis) from seasonal employment or other temporary work schedules, do not affect eligibility or family copayments (98.21(c)). Check the processes, if applicable, that the Lead Agency uses to take into account irregular fluctuations in earnings and describe, at a minimum, how temporary increases that result in a monthly income exceeding 85 percent of SMI (calculated on a monthly basis) do not affect eligibility or family copayments.

- Average the family's earnings over a period of time (i.e. 12 months).

Describe:

When a household receives irregular or sporadic earned or unearned income over a period of one (1) year or more, divide the income received over the last twelve (12) months by twelve (12) to arrive at a monthly amount. If the household has been receiving irregular or sporadic earned or unearned income for a period of less than one (1) year, average the amount of income during the period. If the household's current income shows a substantial increase or decrease, a representative period of the irregular or sporadic income should be used to determine the average monthly amount. The eligibility unit and the worker must arrive at a mutually agreeable prediction of current income and expenses.

- Request earning statements that are most representative of the family's monthly income.

Describe:

- Deduct temporary or irregular increases in wages from the family's standard income level.

Describe:

- Other.

Describe:

3.1.9 Lead Agencies are required to have procedures for documenting and verifying that children receiving CCDF funds meet eligibility criteria at the time of eligibility determination and redetermination (98.68(c)). Check the information that the Lead Agency documents and verifies and describe, at a minimum, what information is required and how often. Check all that apply.

Applicant identity.

Describe:

Missouri does not require verification of identity for Child Care Subsidy.

Applicant's relationship to the child.

Describe:

Applicants must be a parent, specified relative, or legal guardian. Documents used to verify relationship include: birth certificate, birth information available through an interface with the state's vital statistics system, court orders, or other relationship verification that may include hospital records, family Bible documentation, or as a last resort, a third party verification. The household's statement of relation is accepted when other sources of verification are not available.

Child's information for determining eligibility (e.g., identity, age, citizen/immigration status).

Describe:

A child's information is verified through an interface with the state's vital statistics system, if the child was born in Missouri. If a child was not born in Missouri, the child's information can be verified with a birth certificate from the child's state of birth. Other methods of verification are listed above, in ways to verify relationship of an applicant to a child.

Work.

Describe:

Employment may be verified by pay check stubs, a letter on company letterhead from the employer, a work schedule, system verification through The Work Number, system verification through an interface with Employment Security, or a telephone call to the

employer.

[Job training or educational program.](#)

[Describe:](#)

Participation in job training or an education program may be verified by letter on training program/educational program letterhead, training program schedule, school schedule, student income verification form, receipts for fees paid to education programs, or a telephone call to someone with the training program or educational program.

[Family income.](#)

[Describe:](#)

Income may be verified by pay check stubs, a letter on company letterhead from an employer with wage and hours worked information, system verification through The Work Number, system verification through an interface with Social Security Administration, or system verification through an interface with Employment Security.

[Household composition.](#)

[Describe:](#)

Household composition is verified by applicant statement.

[Applicant residence.](#)

[Describe:](#)

Residence is verified by applicant statement.

[Other.](#)

[Describe:](#)

Need for care is verified to determine the number of units to authorize for child care. The work schedule may be verified by pay check stub if the pay check stub contains enough information to determine hours/time of day worked by applicant, a letter on company/job training/educational program letterhead with hours/time participating in eligible need component, training program schedule, school schedule, work scheduled, or a telephone call to someone with the company/job training program/educational program to verify need.

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

Time limit for making eligibility determinations

Describe length of time:

Missouri follows a 15 day processing timeframe for Child Care Subsidy eligibility determinations.

Track and monitor the eligibility determination process

Other.

Describe:

None

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

Lead Agencies are required to inform parents who receive TANF benefits about the exception to the individual penalties associated with the work requirement for any single custodial parent who has a demonstrated inability to obtain needed child care for a child younger than age 6 (98.16(v); 98.33(f)).

Lead Agencies must coordinate with TANF programs to ensure that TANF families with young children will be informed of their right not to be sanctioned if they meet the criteria set forth by the state/territory TANF agency in accordance with Section 407(e)(2) of the Social Security Act.

In fulfilling this requirement, the following criteria or definitions are applied by the TANF agency to determine whether the parent has a demonstrated inability to obtain needed child care.

Note: The TANF agency, not the CCDF Lead Agency, is responsible for establishing the following criteria or definitions. These criteria or definitions are offered in this Plan as a matter of public record.

a) Identify the TANF agency that established these criteria or definitions: Department of Social Services, Family Support Division

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

"Appropriate child care":

Child care that is consistently available; child care that is available during the participant's hours of employment, education, training, and/or work activity; child care that addresses the specialized needs of the child.

"Reasonable distance":

To determine whether child care is within reasonable distance, consider the following factors: 1. When the participant does not have independent transportation, but can be expected to use public transportation: if the child care available at the appropriate time for the participant's schedule of work or work participation in getting to public transportation is not cost prohibitive, and if the time involved in getting to public transportation, getting to child care, and then to work is reasonable in relationship to the participant's actual hours of work or work participation activity. 2. When the participant has an independent means of transportation, the transportation must include the following: the vehicle or other transportation must be reliable, the participant must be able to afford the transportation costs (including the cost of maintaining and insuring the reliability of the transportation), the commuting time from the participant's home to the child care provider to the work activity must not be more than one hour each way.

"Unsuitability of informal child care":

Families are not required to accept child care with providers who are not licensed or license exempt and registered.

"Affordable child care arrangements":

Child care is considered affordable when the cost of care does not exceed ten percent (10%) of a family's gross income less medical insurance premiums. This ten percent (10%) includes any sliding fee a family may be required to pay, but does not include federal, state, or local child care subsidy.

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

In writing

Verbally

Other.

Describe:

d) Provide the citation for the TANF policy or procedure:

0255.005.00 Individuals Exempt From Participating In Work Activities

13 CSR 40-2.315 outlines who is exempt from participating in work activities.

Temporary Assistance individuals may be exempted from the work requirement, but they may choose to volunteer.

The following Temporary Assistance individuals may be exempted from the Work Requirement:

1. A Custodial Caretaker of a Child Under Age 12 Weeks

An individual who is a custodial caretaker of a child who has not attained 12 weeks of age may choose to be exempt from work activities. This exemption may be used by any caretaker, with certain exceptions as noted below.

This exemption does NOT apply to Teen Parents.

NOTE: These exempt individuals are subject to the forty-five (45) month lifetime limit.

2. Needed in the Home to Care for a Disabled Individual

A parent or caretaker that is needed in the home to care for a disabled household member who has a physical or a mental disability is exempt from work participation activities. In order to meet this exemption there must be no other satisfactory alternative plan or care available and medical documentation provided to support the need for the participant to remain in the home to care for the disabled family member.

NOTE: These exempt individuals are not subject to the forty-five (45)-month lifetime limit.

3. A Permanently Disabled Individual Individuals are exempt from work activities if permanently disabled as determined by Old Age Survivor's and Disability Insurance (OASDI), Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), or employer-sponsored disability insurance and actively receiving cash benefit.

NOTE: Individuals, have been previously rejected by MRT can only receive the exemption one time per condition.

o4. Caretaker-Payees Age Sixty (60) or Older A caretaker-payee age sixty (60) years or older is exempt from participation.

NOTE: These exempt individuals are not subject to the forty-five (45) month lifetime limit.

3.2 Increasing Access for Vulnerable Children and Families

Lead Agencies are required to give priority for child care assistance to children with special needs, which can include vulnerable populations, in families with very low incomes and to children experiencing homelessness (658E(c)(3)(B); 98.46(a)). The prioritization of CCDF assistance services is not limited to eligibility determination (i.e., the establishment of a waiting list or the ranking of eligible families in priority order to be served).

Note:

CCDF defines "child experiencing homelessness" as a child who is homeless, as defined in Section 725 of Subtitle VII-B of the McKinney-Vento Act (42 U.S.C. 11434a) (98.2).

3.2.1 Describe how the Lead Agency defines:

a) "Children with special needs":

A child under the age of nineteen (19) that has a significant, diagnosed mental or physical condition which renders the child physically or mentally incapable of caring for himself or herself without supervision appropriate to the child's age or under court supervision. Children classified as having special needs continue to be a priority for the agency. Child care rates for children classified as having special needs are paid at the rate of the child's "functional age," and child care providers providing care to children classified as having special needs are paid a 25% rate differential.

b) "Families with very low incomes":

Families with very low incomes are defined as families with income less than 15% of SMI.

3.2.2 Describe how the Lead Agency will prioritize or target child care services for the following children and families.

a) Identify how services are prioritized for children with special needs. Check all that apply:

- Prioritize for enrollment
- Serve without placing these populations on waiting lists
- Waive copayments
- Pay higher rates for access to higher-quality care
- Use grants or contracts to reserve slots for priority populations
- Other.

Describe:

A child classified with having a special need is a valid need if there is no other traditional need for care in the household as long as a certified physician, psychologist, psychiatrist, licensed clinical social worker, licensed professional counselor, nurse practitioner, or physician's assistant provides an annual statement verifying the special need for child care. Child Care Subsidy is authorized based on the medical professional statement that includes the reason care is needed, the number of hours of care needed per day, the number of days per week child care is needed, and the anticipated duration of the need for care.

b) Identify how services are prioritized for families with very low incomes. Check all that apply:

- Prioritize for enrollment
- Serve without placing these populations on waiting lists
- Waive copayments
- Pay higher rates for access to higher-quality care
- Use grants or contracts to reserve slots for priority populations
- Other.

Describe:

For families with very low incomes, sliding fee is no more than \$1.00 per child per

year. Full child care rate is paid to the subsidy provider.

c) Identify how services are prioritized for children experiencing homelessness, as defined by the CCDF. Check all that apply:

- Prioritize for enrollment
- Serve without placing these populations on waiting lists
- Waive copayments
- Pay higher rates for access to higher-quality care
- Use grants or contracts to reserve slots for priority populations
- Other.

Describe:

Homelessness has been defined as a need for child care. A family claiming homeless as a valid need must participate in a community based program designed to eliminate the homelessness situation. Homeless shelters, domestic violence shelters and other community based organizations may offer programs and resources to help families end homelessness. Eligibility specialists must verify the eligibility unit participates in activities with the community based program. Verification may include, but is not limited to a hard copy or collateral contact verification or with a telephone call to the community organization to verify the participation. If the family is participating in a community based program designed to eliminate the homeless situation, child care is authorized up to twenty-three (23) fulltime units. If the child is a school-aged child, child care is authorized based on the school schedule of the child.

d) Identify how services are prioritized, if applicable, for families receiving TANF program funds, those attempting to transition off TANF through work activities, and those at risk of becoming dependent on TANF (98.16(i)(4)). Check all that apply:

- Prioritize for enrollment
- Serve without placing these populations on waiting lists
- Waive copayments
- Pay higher rates for access to higher-quality care
- Use grants or contracts to reserve slots for priority populations

Other.

Describe:

Not applicable.

3.2.3 List and define any other priority groups established by the Lead Agency.

Not applicable.

3.2.4 Describe how the Lead Agency prioritizes services for the additional priority groups identified in 3.2.3.

The Lead Agency does not maintain a wait list. Families eligible for child care services are authorized at the date of application.

3.2.5 Lead Agencies are required to expend CCDF funds to (1) permit the enrollment (after an initial eligibility determination) of children experiencing homelessness while required documentation is obtained, (2) provide training and TA to child care providers and the appropriate Lead Agency (or designated entity) staff on identifying and serving homeless children and families (addressed in section 6), and (3) conduct specific outreach to homeless families (658E(c)(3); 98.51).

a) Describe the procedures to permit the enrollment of children experiencing homelessness while required documentation is obtained.

(1) When families are found to be eligible for child care subsidy, homelessness is a valid need for child care and children are authorized for 30 days while parents obtain documentation to verify homelessness. Legislation goes into effect August 28, 2018 allowing for the grace period to allow families to secure immunizations or documentation of immunizations. Providers will be notified of the new policy via email following the date it becomes effective.

(2) The Missouri Workshop Calendar, maintained by Child Care Aware of Missouri offers child care professionals a variety of trainings on working with families experiencing homelessness. In addition, Educare contractors, who serve registered providers, provide annual support group activities related to serving homeless families.

(3) Outreach is conducted through participation in the Governor's Committee to Eliminate Homelessness. Participation includes conducting annual trainings for providers of homeless services and providing trainings on applying for child care benefits to social services agencies.

b) Check, where applicable, the procedures used to conduct outreach for children experiencing homelessness (as defined by CCDF Rule) and their families.

- Lead Agency accepts applications at local community-based locations
- Partnerships with community-based organizations
- Partnering with homeless service providers, McKinney-Vento liaisons, and others who work with families experiencing homelessness to provide referrals to child care
- Other

Note: The Lead Agency shall pay any amount owed to a child care provider for services provided as a result of the initial eligibility determination, and any CCDF payment made prior to the final eligibility determination shall not be considered an error or improper payment (98.51(a)(1)(ii)).

3.2.6 Lead Agencies must establish a grace period that allows homeless children and children in foster care to receive CCDF assistance while providing their families with a reasonable time to take any necessary actions to comply with immunization and other health and safety requirements (as described in section 5). The length of such a grace period shall be established in consultation with the state, territorial, or tribal health agency (658E(c)(2)(I)(i)(I); 98.41(a)(1)(i)(C)).

Note:

Any payment for such a child during the grace period shall not be considered an error or improper payment (98.41(a)(1)(i)(C)(2)).

a) Describe procedures to provide a grace period to comply with immunization and other health and safety requirements, including how the length of the grace period was established in consultation with the state, territorial, or tribal health agency for:

Children experiencing homelessness (as defined by Lead Agency's CCDF)

Any child who is homeless or in the custody of the Children's Division and cannot provide satisfactory evidence of the required immunizations may be enrolled in child care. Satisfactory evidence shall be presented within thirty days of enrollment and shall confirm either that the child has completed all immunizations appropriate for his or her age or has begun the process of immunization. If the child has begun the process of immunization, he or she may continue to attend as long as the process is being accomplished according to the schedule recommended by the Department of Health.

The Department of Health and Senior Services (DHSS), Section for Child Care Regulation and the Lead Agency consulted on the need for the grace period. DHSS and DSS worked jointly on legislation required to allow for enrollment and establishment of the grace period.

Provide the citation for this policy and procedure.

<https://s1.sos.mo.gov/cmsimages/adrules/csr/current/19csr/19c30-62.pdf>

Children who are in foster care.

For licensed child care centers, group homes and family day care homes a child who has not completed all immunizations appropriate for his/her age may enroll, if satisfactory evidence is produced demonstrating that the child has begun the process of immunization. The child may continue to attend as long as the immunization process is being accomplished according to the ACIP/Missouri Department of Health recommended schedule;

Provide the citation for this policy and procedure.

<https://s1.sos.mo.gov/cmsimages/adrules/csr/current/19csr/19c30-62.pdf>

b) Describe how the Lead Agency coordinates with licensing agencies and other relevant state, territorial, tribal, and local agencies to provide referrals and support to help families

with children receiving services during a grace period comply with immunization and other health and safety requirements (98.41(a)(1)(i)(C)(4)).

The Lead Agency's website under Help for Families provides a link to the Department of Health and Senior Services Healthy Living website that provides information on immunizations. In addition, there is a link to the Directory of Local Public Health Agencies that provide immunizations for children.

c) Does the Lead Agency establish grace periods for other children who are not experiencing homelessness or in foster care?

No.

Yes.

Describe:

The immunization requirements for licensed child care providers pretains to all children, not just homeless or foster children.

3.3 Protection for Working Families

3.3.1 12-Month eligibility.

The Lead Agency is required to establish a minimum 12-month eligibility and redetermination period, regardless of changes in income (as long as the income does not exceed the federal threshold of 85 percent of the state median income) or temporary changes in participation in work, training, or educational activities (658E(c)(2)(N)(i) and (ii)).

This change means that a Lead Agency may not terminate CCDF assistance during the 12-month period if a family has an increase in income that exceeds the state's income eligibility threshold, but not the federal threshold of 85 percent of SMI. The Lead Agency may not terminate assistance prior to the end of the 12-month period if a family experiences a temporary job loss or a temporary change in participation in a training or educational activity. A temporary change in eligible activity includes, at a minimum, any time-limited absence from work for an employed parent due to such reasons as the need to care for a family member or an illness; any interruption in work for a seasonal worker who is not working; any student holiday or break for a parent participating in a training or educational program; any reduction in work, training, or education hours, as long as the parent is still working or attending a training or educational

program; any other cessation of work or attendance at a training or educational program that does not exceed 3 months or a longer period of time established by the Lead Agency; a child turning 13 years old during the 12-month eligibility period (except as described in 3.1.1); and any changes in residency within the state, territory, or tribal service area.

a) Describe the Lead Agency's policies and procedures in implementing the minimum 12-month eligibility and redetermination requirements, including when a family experiences a temporary change in activity.

Families receiving Child Care Subsidy are determined eligible for a period of 12 months. Authorizations for child care are entered for the entire eligibility period. Families are not required to report any changes in income or temporary changes in employment, training, education, or homelessness. Families are only required to report limited, specific changes (i.e. child leaves home, income increase over 85% SMI, etc.). The eligibility system has been updated to only accept changes that would increase the family benefit.

b) How does the Lead Agency define "temporary change?"

A break in an activity, with the intent to return at a later date. (Example: factory shut down, maternity leave)

c) Provide the citation for this policy and/or procedure.

Currently, the manual section is not viewable on the internet. It is posted on a state employee site only. We are in the process of setting up a site viewable to the public.

2020.005.00 AUTHORIZATIONS

Continuity of Care

Child Care authorizations may continue if the eligibility unit is enrolled in a valid need and a temporary change occurs. Temporary changes that could occur include but are not limited to:

1. Winter or Spring break from school;
2. Temporary factory shut-down;
3. Scheduled employer closings;
4. Vacation;
5. Medical leave; or
6. Maternity/paternity leave.

3.3.2 Option to discontinue assistance during the 12-month eligibility period.

Lead Agencies have the option, but are not required, to discontinue assistance during the 12-month eligibility period due to a parent's non-temporary loss of work or cessation of attendance at a job training or educational program, otherwise known as a parent's eligible activity (i.e., if the parent experiences a temporary change in his or her status as working or participating in a training or educational program, as described in section 3.3.1 of the plan).

If the Lead Agency chooses the option to discontinue assistance due to a parent's non-temporary loss or cessation of eligible activity, it must continue assistance at least at the same level for a period of not fewer than 3 months after each such loss or cessation for the parent to engage in a job search and to resume work or resume attendance in a job training or educational program. At the end of the minimum 3-month period of continued assistance, if the parent has engaged in a qualifying work, training, or educational program activity with an income below 85 percent of SMI, assistance cannot be terminated, and the child must continue receiving assistance until the next scheduled redetermination or, at the Lead Agency option, for an additional minimum 12-month eligibility period.

a) Does the Lead Agency choose to discontinue assistance during the 12-month eligibility period due to a parent's non-temporary loss or cessation of eligible activity and offer a minimum 3-month period to allow parents to engage in a job search and to resume participation in an eligible activity?

No, the state/territory does not allow this option to discontinue assistance during the 12-month eligibility period due to a parent's non-temporary loss of work or cessation of attendance at a job training or educational program.

Yes, the Lead Agency discontinues assistance during the 12-month eligibility period due to a parent's non-temporary loss of work or cessation of eligible activity and provides a minimum 3-month period of job search. If yes:

i. Provide a summary describing the Lead Agency's policies and procedures for discontinuing assistance due to a parent's non-temporary change:

The following are the changes that would discontinue assistance: gross monthly income exceeds 85% of the state median income for the household size; child care need has ended without another need; no eligible child remains in the home; eligibility unit has not paid sliding fees to a child care provider; or eligibility unit has an active claim and has not entered into a repayment agreement or the eligibility unit is not making payments on an agreement plan. Upon notification of the non-

temporary change, the eligibility would end at the end of the service month.

ii. Describe what specific actions/changes trigger the job-search period.

When a parent eligible for child care subsidy reports (or it is discovered) the loss of employment or the discontinuation of an educational program.

iii. How long is the job-search period (must be at least 3 months)?

The job-search period begins on the date of loss of need and continues until the last day of the third full service month.

iv. Provide the citation for this policy or procedure.

Currently, the manual section is not viewable on the internet. It is posted on a state employee site only. We are in the process of setting up a site viewable to the public.

2010.050.20 Job Search

A job search period is a valid need for participants who have an active Child Care Subsidy case. A parent may use job search as a need for ninety (90) days or until the last day of the month in which the ninetieth (90) day falls as long as the parent continues to meet other eligibility requirements. The parent may not use multiple need losses to count towards a longer job search period.

Verification of Job Search

If a parent is using job search because of a recent job loss, verify the job loss from the source. If a parent is using job search because an education or training ended, you do not need to verify the source.

Authorizing Job Search

If the parent is participating in job search, authorize child care based on the parent's need for day time units only. Authorize up to ninety (90) days or the last day of the month which the ninetieth (90) day falls.

b) The Lead Agency may discontinue assistance prior to the next 12-month redetermination in the following limited circumstances. Check and describe any circumstances in which the Lead Agency chooses to discontinue assistance prior to the next 12-month redetermination. Check all that apply.



Not applicable.



Excessive unexplained absences despite multiple attempts by the Lead Agency or designated entity to contact the family and provider, including the prior

notification of a possible discontinuation of assistance.

i. Define the number of unexplained absences identified as excessive:

ii. Provide the citation for this policy or procedure:

- A change in residency outside of the state, territory, or tribal service area.

Provide the citation for this policy or procedure:

Being a Missouri resident is required. 13 CSR 35-32.060

Currently, the manual section is not viewable on the internet. It is posted on a state employee site only. We are in the process of setting up a site viewable to the public.

2010.030.00 RESIDENCY

The individual must be a Missouri resident with the intent to remain at the time of application and re-application. Accept the applicant's statement for verification unless the statement is questionable

- Substantiated fraud or intentional program violations that invalidate prior determinations of eligibility.

Describe the violations that lead to discontinued assistance and provide the citation for this policy or procedure.

3.3.3 Change reporting during the 12-month eligibility period.

The Lead Agency must describe the requirements for parents to report changes in circumstances during the 12-month eligibility period and describe efforts to ensure that such requirements do not place an undue burden on eligible families, which could impact the continuity of care for children and stability for families receiving CCDF services (98.16(h)(1)).

Note: Responses should exclude reporting requirements for a graduated phase-out, which were described in question 3.1.7(b).

Families are required to report a change to the Lead Agency at any time during the 12-month

eligibility period if the family's income exceeds 85 percent of the state median income, taking into account irregular fluctuations in income (98.21(e)(1)). If the Lead Agency chooses the option to terminate assistance, as described in section 3.3.2 of the plan, they may require families to report a non-temporary change (as described in section 3.3.3 of the plan) in work, training or educational activities (otherwise known as a parent's eligible activity).

a) Does the Lead Agency require families to report a non-temporary change in a parent's eligible activity?

No

Yes

b) Any additional reporting requirements during the 12-month eligibility period must be limited to items that impact a family's eligibility (e.g., income changes over 85 percent of SMI or that impact the Lead Agency's ability to contact the family or pay the child care providers (e.g., a family's change of address, a change in the parent's choice of child care provider).

Check and describe any additional reporting requirements required by the Lead Agency during the 12-month eligibility period. Check all that apply.

Additional changes that may impact a family's eligibility during the 12-month period.

Describe:

Child care need has ended without another need;no eligible child remains in the home; eligibility unit has not paid sliding fees to a child care provider; or eligibility unit has an active claim and has not entered into a repayment agreement or the eligibility unit is not making payments on an agreement plan. Upon notification of the non-temporary change, the eligibility would end at the end of the service month.

Changes that impact the Lead Agency's ability to contact the family.

Describe:

Changes that impact the Lead Agency's ability to pay child care providers.

Describe:

Any additional reporting requirements that the Lead Agency chooses, as its option to

require from parents during the 12-month eligibility period, shall not require an office visit. In addition, the Lead Agency must offer a range of notification options to accommodate families.

c) How does the Lead Agency allow for families to report changes to ensure that reporting requirements are not burdensome and to avoid an impact on continued eligibility between redeterminations? Check all that apply.

- Phone
- Email
- Online forms
- Extended submission hours
- Postal Mail
- FAX
- In-person submission
- Other.

Describe:

d) Families must have the option to voluntarily report changes on an ongoing basis during the 12-month eligibility period. Lead Agencies are required to act on information reported by the family if it will reduce the family's co-payment or increase the family's subsidy. Lead Agencies are prohibited from acting on information reported by the family that would reduce the family's subsidy unless the information reported indicates that the family's income exceeds 85 percent of SMI after considering irregular fluctuations in income or, at the option of the Lead Agency, the family has experienced a non-temporary change in eligible activity.

i. Describe any other changes that the Lead Agency allows families to report.

Families are allowed and at times required to report changes for other eligibility programs, as the Missouri eligibility system is integrated.

ii. Provide the citation for this policy or procedure.

Currently, the manual section is not viewable on the internet. It is posted on a state employee site only. We are in the process of setting up a site viewable to the public.

2030.005.00 CHANGES NOT REQUIRED TO BE REPORTED BY ELIGIBILITY UNIT

An eligibility unit may report changes that are not required to be reported or changes may become known to the agency by other means. The eligibility specialist will

disregard all known changes that are not required to be reported unless the benefit will be increased or until the eligibility unit reapplies for Child Care Subsidy.

3.3.4 Prevent the disruption of employment, education, or job training activities

Lead Agencies are required to have procedures and policies in place to ensure that parents (especially parents receiving assistance under the TANF program) are not required to unduly disrupt their employment, education, or job training activities to comply with the Lead Agency's or designated local entity's requirements for the redetermination of eligibility for assistance (658E(c)(2)(N)(ii); 98.21(d)).

Examples include developing strategies to inform families and their providers of an upcoming redetermination and the information that will be required of the family, pre-populating subsidy renewal forms, having parents confirm that the information is accurate, and/or asking only for the information necessary to make an eligibility redetermination. In addition, states and territories can offer a variety of family-friendly methods for submitting documentation for eligibility redetermination that considers the range of needs for families in accessing support (e.g. use of languages other than English, access to transportation, accommodation of parents working non-traditional hours, etc.).

a) Identify, where applicable, the Lead Agency's procedures and policies to ensure that parents (especially parents receiving TANF program funds) do not have their employment, education, or job training unduly disrupted to comply with the state/territory's or designated local entity's requirements for the redetermination of eligibility.

- Advance notice to parents of pending redetermination
- Advance notice to providers of pending redetermination
- Pre-populated subsidy renewal form
- Online documentation submission
- Cross-program redeterminations
- Extended office hours (evenings and/or weekends)
- Other.

Describe:

Families are able to apply electronically and may mail in applications. Families that have completed the application in full without requiring additional information and

families applying at redetermination are not required to have an interview to have their application processed.

b) How are families allowed to submit documentation, described in 3.1.9, for redetermination? Check all that apply.

- Postal Mail
- Email
- Online forms
- FAX
- In-person submission
- Extended submission hours
- Other.

Describe:

3.4 Family Contribution to Payments

Lead Agencies are required to establish and periodically revise a sliding-fee scale for CCDF families that varies based on income and the size of the family to determine each family's contribution (i.e., co-payment) that is not a barrier to families receiving CCDF funds (658E(c)(5)). In addition to income and the size of the family, the Lead Agency may use other factors when determining family contributions/co-payments. Lead Agencies, however, may NOT use cost of care or amount of subsidy payment in determining copayments (98.45(k)(2)).

Note: To help families transition off of child care assistance, Lead Agencies may gradually adjust co-pay amounts for families determined to be eligible under a graduated phase-out. However, section 3.4 applies only to families in their initial/entry eligibility period. See section 3.1.7 Graduated Phase-Out regarding co-pays during the graduated phase-out period.

3.4.1 Provide the CCDF co-payments in the chart below according to family size for one child in care.

a) Fill in the chart based on the most populous area of the State (area serving highest

number of CCDF children).

	(a)	(b)	(c)	(d)	(e)	(f)
Family Size	Lowest Initial or First Tier Income Level Where Family Is First Charged Co-Pay (Greater Than \$0)	What Is the Monthly Co-Payment for a Family of This Size Based on the Income Level in (a)?	The Co-Payment in Column (b) is What Percentage of the Income in Column (a)?	Highest Initial or First Tier Income Level Before a Family Is No Longer Eligible	What Is the Monthly Co-Payment for a Family of This Size Based on the Income Level in (d)?	The Co-Payment in Column (e) is What Percentage of the Income in Column (d)?
1	\$0	\$1.00		\$2219	\$115/max for 23FT units	5%
2	\$0	\$1.00		\$2870	\$115/max for 23FT units	4%
3	\$0	\$1.00		\$3612	\$115/max for 23FT units	3%
4	\$0	\$1.00		\$4354	\$115/max for 23FT units	3%
5	\$0	\$1.00		\$5096	\$115/max for 23FT units	2%

b) What is the effective date of the sliding-fee scale(s)? 4/2016

c) Identify the most populous area of the state used to complete the chart above.

Statewide information was used to the complete the chart above.

d) Provide the link to the sliding-fee scale: <https://dss.mo.gov/fsd/child-care/htm>

e) If the sliding-fee scale is not statewide, describe how many jurisdictions set their own sliding-fee scale (98.16(i)(3)).

Not applicable.

3.4.2 How will the family's contribution be calculated, and to whom will it be applied?

Check all that apply.

The fee is a dollar amount and:

- The fee is per child, with the same fee for each child.
- The fee is per child and is discounted for two or more children.
- The fee is per child up to a maximum per family.
- No additional fee is charged after certain number of children.
- The fee is per family.
- The contribution schedule varies because it is set locally/regionally (as indicated in 1.2.1).

Describe:

Other.

Describe:

The fee is a percent of income and:

- The fee is per child, with the same percentage applied for each child.
- The fee is per child, and a discounted percentage is applied for two or more children.
- The fee is per child up to a maximum per family.
- No additional percentage is charged after certain number of children.
- The fee is per family.
- The contribution schedule varies because it is set locally/regionally (as indicated in 1.2.1).

Describe:

Other.

Describe:

3.4.3 Does the Lead Agency use other factors in addition to income and family size to determine each family's co-payment (658E(c)(3)(B))? Reminder ' Lead Agencies may NOT use cost of care or amount of subsidy payment in determining copayments (98.45(k)(2)).

No.

Yes, check and describe those additional factors below.

Number of hours the child is in care.

Describe:

Fees for half time and part time care are less than fees for full time care.

Lower co-payments for a higher quality of care, as defined by the state/territory.

Describe:

Other.

Describe:

3.4.4 The Lead Agency may waive contributions/co-payments from families whose incomes are at or below the poverty level for a family of the same size (98.45(k)) or for families who are receiving or needing to receive protective services, as determined for purposes of CCDF eligibility, or who meet other criteria established by the Lead Agency (98.45(k)(4)). Does the Lead Agency waive family contributions/co-payments for any of the following? Check all that apply.

No, the Lead Agency does not waive family contributions/co-payments.

Yes, the Lead Agency waives family contributions/co-payments for families with an income at or below the poverty level for families of the same size.

Yes, the Lead Agency waives family contributions/co-payments for families who are receiving or needing to receive protective services, as determined by the Lead Agency for purposes of CCDF eligibility.

Describe the policy and provide the policy citation.

Children receiving protective services from the Children's Division have fees waived

Yes, the Lead Agency waives family contributions/co-payments for other criteria established by the Lead Agency.

Describe the policy and provide the policy citation.

Families with children identified as having special needs and homeless families have

the fee waived

4 Ensure Equal Access to Child Care for Low-Income Children

A core purpose of CCDF is to promote parental choice and to empower working parents to make their own decisions regarding the child care services that best suit their family's needs. Parents have the option to choose from center-based care, family child care or care provided in the child's own home. In supporting parental choice, the Lead Agencies must ensure that families receiving CCDF funding have the opportunity to choose from the full range of eligible child care settings and must provide families with equal access to child care that is comparable to that of non-CCDF families. Lead Agencies must employ strategies to increase the supply and to improve the quality of child care services, especially in underserved areas. This section addresses strategies that the Lead Agency uses to promote parental choice, ensure equal access, and increase the supply of child care. Note: In responding to questions in this section, the Office of Child Care (OCC) recognizes that each State/Territory identifies and defines its own categories and types of care. The OCC does not expect States/Territories to change their definitions to fit the CCDF-defined categories and types of care. For these questions, provide responses that closely match the CCDF categories of care.

4.1 Parental Choice in Relation to Certificates, Grants, or Contracts

The parent(s) of each eligible child who receive(s) or is offered financial assistance for child care services has the option of either receiving a child care certificate or, if available, enrolling his or her child with a provider that has a grant or contract for providing child care services (658E(c)(2)(A); 98.30(a)). Even if a parent chooses to enroll his or her child with a provider who has a grant or contract, the parent will select the provider, to the extent practicable. If a parent chooses to use a certificate, the Lead Agency shall provide information to the parent on the range of provider options, including care by sectarian providers and relatives. Lead Agencies must require providers chosen by families to meet health and safety standards and has the option to require higher standards of quality. Lead agencies are reminded that any policies and procedures should not restrict parental access to any type of care or provider (e.g. center care, home care, in-home care, for-profit provider, non-profit provider or faith-based provider, etc.) (98.15 (a)(5)).

4.1.1 Describe the child care certificate, including when it is issued to parents (before or after the parent has selected a provider) and what information is included on the certificate (98.16 (q)).

Eligibility is determined informing the parent(s) of the eligibility period. The child is authorized to the parent's provider of choice after eligibility is determined.

4.1.2 Describe how the parent is informed that the child certificate allows the option to choose from a variety of child care categories, such as private, not-for-profit, faith-based providers; centers; FCC homes; or in-home providers (658E(c)(2)(A)(i); 658P(2); 658Q).

Check all that apply.

- Certificate that provides information about the choice of providers
- Certificate that provides information about the quality of providers
- Certificate not linked to a specific provider, so parents can choose any provider
- Consumer education materials on choosing child care
- Referral to child care resource and referral agencies
- Co-located resource and referral in eligibility offices
- Verbal communication at the time of the application
- Community outreach, workshops, or other in-person activities
- Other.

Describe:

4.1.3 Child care services available through grants or contracts.

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

No. If no, skip to 4.1.4.

Yes, in some jurisdictions but not statewide.

If yes, describe how many jurisdictions use grants or contracts for child care slots.

Yes, statewide. If yes, describe:

i. How the Lead Agency ensures that parents who enroll with a provider who has a grant or contract have choices when selecting a provider:

Parents are able to select their own provider. Provider must be registered or contracted with the Lead Agency.

ii. The type(s) of child care services available through grants or contracts:

Early Head Start and Out of School Time

iii. The entities that receive contracts (e.g., shared services alliances, CCR&R agencies, FCC networks, community-based agencies, child care providers):

The Lead Agency contracts with 9 community based service providers throughout Missouri. Out of School Time (OST) is available through contracts with ARCHS (St. Louis County and St. Louis City) and LINC (Jackson County) in urban areas with high levels of poverty.

iv. The process for accessing grants or contracts:

Out of School Time contracts are awarded to Community Partnerships and Early Head Start contracts are awarded through competitive bid.

v. How rates for contracted slots are set through grants and contracts:

Contractors set rates for slots with local providers.

vi. How the Lead Agency determines which entities to contract with for increasing supply and/or improving quality:

Through a competitive bid process.

vii. If contracts are offered statewide and/or locally:

Out of School Time is awarded regionally based on the needs of urban areas. Early Head Start is offered statewide through competitive bid process.

4.1.3 Child care services available through grants or contracts.

b) Will the Lead Agency use grants or contracts for child care services to increase the supply and/or quality of specific types of care? Check all that apply.

- Programs to serve children with disabilities
- Programs to serve infants and toddlers
- Programs to serve school-age children
- Programs to serve children needing non-traditional hour care
- Programs to serve children experiencing homelessness
- Programs to serve children in underserved areas
- Programs that serve children with diverse linguistic or cultural backgrounds
- Programs that serve specific geographic areas
 - Urban
 - Rural
- Other
Describe

4.1.3 Child care services available through grants or contracts.

c) Will the Lead Agency use grants or contracts for child care services to increase the quality of specific types of care? Check all that apply.

- Programs to serve children with disabilities
- Programs to serve infants and toddlers
- Programs to serve school-age children
- Programs to serve children needing non-traditional hour care
- Programs to serve homeless children
- Programs to serve children in underserved areas
- Programs that serve children with diverse linguistic or cultural backgrounds
- Programs that serve specific geographic areas
 - Urban

- Rural
 - Other
- Describe

4.1.4 Certify by describing the Lead Agency's procedures for ensuring that parents have unlimited access to their children whenever their children are in the care of a provider who receives CCDF funds (658E(c)(2)(B); 98.16(t)).

Out of School Time is awarded regionally based on the needs of urban areas. Early Head Start is offered statewide through competitive bid process.

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

- No.
- Yes. If checked, what limits will the Lead Agency set on the use of in-home care? Check all that apply.
 - Restricted based on minimum the number of children in the care of the provider to meet the Fair Labor Standards Act (minimum wage) requirements.
Describe:
 - Restricted based on the provider meeting a minimum age requirement. (A relative provider must be at least 18 years of age based on the definition of eligible child care provider (98.2).
Describe:
Registered in home child care provider must be 18 years old or older.
 - Restricted based on the hours of care (i.e., certain number of hours, non-traditional work hours).

Describe:

- Restricted to care by relatives.

Describe:

- Restricted to care for children with special needs or a medical condition.

Describe:

- Restricted to in-home providers that meet additional health and safety requirements beyond those required by CCDF.

Describe:

- Other.

Describe:

4.2 Assessing Market Rates and Child Care Costs

Lead Agencies have the option to conduct a statistically valid and reliable (1) market rate survey (MRS) reflecting variations in the price to parents of child care services by geographic area, type of provider, and age of child and/or (2) an alternative methodology, such as a cost estimation model (658E(c)(4)(B)). A cost estimation model estimates the cost of care by incorporating both data and assumptions to model what expected costs would be incurred by child care providers and parents under different cost scenarios. Another approach would be a cost study that collects cost data at the facility or program level to measure the costs (or inputs used) to deliver child care services. The MRS or alternative methodology must be developed and conducted no earlier than 2 years before the date of submission of the Plan.

Note - Any Lead Agency considering using an alternative methodology, instead of a market rate survey, is required to submit a description of its proposed approach to its ACF Regional Child Care Program Office for pre-approval in advance of the Plan submittal (see <https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2016-08>). Advance approval is not required if the Lead Agency plans to implement both a market rate survey and an alternative methodology. In its request for ACF pre-approval, a Lead Agency must:

- Provide an overview of the Lead Agency's proposed approach (e.g., cost estimation model, cost study/survey, etc.), including a description of data sources.
- Describe how the Lead Agency will consult with the State's Early Childhood Advisory Council or similar coordinating body, local child care program administrators, local child care resource and referral agencies, organizations representing child care caregivers, teachers and directors, and other appropriate entities prior to conducting the identified alternative methodology.
- Describe how the alternative methodology will use methods that are statistically valid and reliable and will yield accurate results. For example, if using a survey, describe how the Lead Agency will ensure a representative sample and promote an adequate response rate. If using a cost estimation model, describe how the Lead Agency will validate the assumptions in the model.
- If the proposed alternative methodology includes an analysis of costs (e.g., cost estimation model or cost study/survey), describe how the alternative methodology will account for key factors that impact the cost of providing care such as: staff salaries and benefits, training and professional development, curricula and supplies, group size and ratios, enrollment levels, licensing requirements, quality level, facility size, and other factors.
- Describe how the alternative methodology will provide complete information that captures the universe of providers in the child care market.
- Describe how the alternative methodology will reflect variations by provider type, age of children, geographic location and quality.
- Describe how the alternative methodology will use current, up to date data.
- Describe the estimated reporting burden and cost to conduct the approach.

4.2.1 Please identify the methodology(ies) used below to assess child care prices and/or costs.

MRS

Alternative methodology.

Describe:

MRS is completed every two years.

Both.

Describe:

4.2.2 Prior to developing and conducting the MRS or alternative methodology, the Lead Agency is required to consult with the (1) State Advisory Council or similar coordinating body, local child care program administrators, local child care resource and referral agencies, and other appropriate entities and (2) organizations representing caregivers, teachers, and directors (98.45 (e)).

Describe how the Lead Agency consulted with the:

a) State Advisory Council or similar coordinating body:

A draft of the MRS is provided to the Coordinating Board for Early Childhood.

b) Local child care program administrators:

Notice is sent via invoice messaging and email to child care providers of upcoming market rate surveys.

c) Local child care resource and referral agencies:

The Lead Agency consulted with the statewide CCR&R agency prior to conducting the Market Rate Survey

d) Organizations representing caregivers, teachers, and directors:

The 2018 Market Rate Survey draft has been reviewed by the MRS Advisory Group that is made up of child care providers, representatives from Educare (CC Provider TA), the statewide CCR&R, and Lead Agency staff.

e) Other. Describe:

N/A

4.2.3 Describe how the market rate survey is statistically valid and reliable. To be considered valid and reliable, the MRS must represent the child care market, provide complete and current data, use rigorous data collection procedures, reflect geographic variations, and analyze data in a manner that captures other relevant differences. For example, market rate surveys can use administrative data, such as child care resource and referral data, if they are representative of the market. If an alternative methodology, such as cost modeling, is used, demonstrate that the methodology used reliable methods.

Department of Health and Senior Services, which is responsible for licensing childcare facilities, provided a list of all licensed facilities. Surveys were made available online to 3,078 providers. Providers were notified by multiple email messages. A total of 1,020 surveys were completed and providers were offered a modest incentive to enhance participation. Providers were asked to report rates in full-day, half-day, and part-day increments, as well as the frequency of the rates (example, hourly, daily, weekly, biweekly). All rates were converted to a daily rate using defined formulas. Rates were checked for reasonableness in light of the type of care provided and the area of the state in which the care was provided.

4.2.4 Describe how the market rate survey or alternative methodology reflects variations in the price or cost of child care services by:

a) Geographic area (e.g., statewide or local markets). Describe:

Surveys were distributed statewide to licensed providers.

b) Type of provider. Describe:

Licensed Centers, Group Homes and Family Based providers.

c) Age of child. Describe:

Rates charged for care differentiated by age groups (Infant- less than 2 years old, Preschool- 2 to 5 years old, and School Age - over 5 years old)

d) Describe any other key variations examined by the market rate survey or alternative methodology, such as quality level.

Survey included a question as to whether the provider was accredited.

4.2.5 After conducting the market rate survey or alternative methodology, the Lead Agency must prepare a detailed report containing the results of the MRS or alternative methodology. The detailed report must also include the estimated cost of care (including any relevant variation by geographic location, category of provider, or age of child) necessary to support (1) child care providers' implementation of the health, safety, quality, and staffing requirements and (2) higher quality care, as defined by the Lead Agency using a quality rating and improvement system or other system of quality indicators, at each level of quality. For States without a QRIS, the States may use other quality indicators (e.g. provider status related to accreditation, pre-K standards, Head Start performance standards, or State defined quality measures.)

Describe how the Lead Agency made the results of the market rate survey or alternative methodology report widely available to the public (98.45(f)(1)). by responding to the questions below.

a) Date of completion of the market rate survey or alternative methodology (must be no earlier than July 1, 2016, and no later than July 1, 2018). 03/31/2017

b) Date the report containing results was made widely available - no later than 30 days after the completion of the report. 04/01/2017

c) Describe how the Lead Agency made the detailed report containing results widely available and provide the link where the report is posted.

Posted on Lead Agency website <https://dss.mo.gov/cd/child-care/child-care-providers/>

d) Describe how the Lead Agency considered stakeholder views and comments in the detailed report.

No reviews or comments received.

4.3 Setting Payment Rates

The Lead Agency must set CCDF subsidy payment rates, in accordance with the results of the current MRS or alternative methodology, at a level to ensure equal access for eligible families to child care services that are comparable with those provided to families not receiving CCDF funds. The Lead Agency must re-evaluate its payment rates at least every 3 years.

4.3.1 Provide the base payment rates and percentiles (based on the most recent MRS) for the following categories below. Percentiles are not required if the Lead Agency conducted an alternative methodology only (with pre-approval from ACF), but must be reported if the Lead Agency conducted an MRS alone or in combination with an alternative methodology. The ages and types of care listed below are meant to provide a snapshot of the categories on which rates can be based and are not intended to be comprehensive of all categories that might exist or to reflect the terms used by the Lead Agency for particular ages. Please use the most populous geographic region (area serving highest number of CCDF children) to report base payment rates below, if they are not statewide. Note: If the Lead Agency obtained approval to conduct an alternative methodology, then reporting of percentiles is not required.

a) Infant (6 months), full-time licensed center care in the most populous geographic region

Rate \$ 32.12 per 5-12 unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 54%

b) Infant (6 months), full-time licensed FCC home in the most populous geographic region

Rate \$ 20.08 per 5-12 hours unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 100%

c) Toddler (18 months), full-time licensed center care in the most populous geographic region

Rate \$ 32.12 per 5-12 hours unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 54%

d) Toddler (18 months), full-time licensed FCC care in the most populous geographic region

Rate \$ 20.08 per 5-12 hours unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 100%

e) Preschooler (4 years), full-time licensed center care in the most populous geographic region

Rate \$ 18.73 per 5-12 hours unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 56%

f) Preschooler (4 years), full-time licensed FCC care in the most populous geographic region

Rate \$ 15.93 per 5-12 hours unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 56%

g) School-age child (6 years), full-time licensed center care in most populous geographic region

Rate \$ 18.38 per 5-12 hours unit of time (e.g., daily, weekly, monthly, etc.)

Percentile of most recent MRS: 87%

h) School-age child (6 years), full-time licensed FCC care in the most populous geographic region

Rate \$ 14.71 per 5-12 hours unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 83%

i) Describe how part-time and full-time care were defined and calculated.

Part-time care is 30 minutes - 2 hours 59 minutes and full time is 5 hours - 12 hours

j) Provide the effective date of the current payment rates (i.e., date of last update based on most recent MRS). 07/01/2016

k) Identify the most populous area of the state used to complete the responses above.

St. Louis

l) Provide the citation or link, if available, to the payment rates.

<https://apps.dss.mo.gov/childcarerates/report.aspx>

m) If the payment rates are not set by the Lead Agency for the entire state/territory, describe how many jurisdictions set their own payment rates (98.16(i)(3)).

N/A

4.3.2 Lead Agencies can choose to establish tiered rates, differential rates, or add-ons on top of their base rates as a way to increase payment rates for targeted needs (i.e., a higher rate for special needs children as both an incentive for providers to serve children with special needs and as a way to cover the higher costs to the provider to provide care for special needs children).

Check and describe the types of tiered reimbursement or differential rates, if any, the Lead Agency has chosen to implement. In the description of any tiered rates or add-ons, at a minimum, indicate the process and basis used for determining the tiered rates, including if the rates were based on the MRS and/or an alternative methodology, and the amount of the rate. Check all that apply.

Differential rate for *non-traditional hours*.

Describe:

A 15% rate differential for evening and weekend care. Care beginning or ending during the timeframe of 7:01pm to 5:59am and Saturday 6:00am through Sunday 7:00pm. The rate differential is not based on MRS. All rates are determined by appropriation.

Differential rate for *children with special needs*, as defined by the state/territory.

Describe:

A 25% rate differential for special needs children. The rate differential is not based on MRS. All differential rates are determined by appropriation.

Differential rate for *infants and toddlers*. Note: Do not check if the Lead Agency has a different base rate for infants/toddlers with no separate bonus or add-on.

Describe:

- Differential rate for *school-age programs*. Note: Do not check if the Lead Agency has a different base rate for school-age children with no separate bonus or add-on.

Describe:

- Differential rate for higher quality, as defined by the state/territory.

Describe:

A 20% rate differential for programs accredited by state recognized accrediting bodies. The rate differential is not based on MRS. All differential rates are determined by appropriation.

- Other differential rates or tiered rates.

Describe:

A 30% rate differential for programs providing care to 50% or more subsidy eligible children in the total enrollment. This rate differential has not been offered to new programs after 2003. Any providers that originally received the 30% rate differential were grandfathered in and several programs still receive it. In 2016, a new 30% rate differential was introduced for programs providing care to 50% or more subsidy eligible children in the total enrollment and accredited or working towards accreditation with a state recognized accrediting body. The rate differential is not based on MRS. All differential rates are determined by appropriation.

- Tiered or differential rates are not implemented.

4.4 Summary of Facts Used To Determine That Payment Rates Are Sufficient To Ensure Equal Access

4.4.1 Lead Agencies must certify that CCDF payment rates are sufficient to ensure equal access for eligible families to child care services comparable to those provided by families not receiving CCDF assistance (98.16(a)). Certify that payment rates reported in 4.3.1 are sufficient to ensure equal access by providing the following summary of facts (98.45(b)):

a) Describe how a choice of the full range of providers eligible to receive CCDF is made available; the extent to which eligible child care providers participate in the CCDF system; and any barriers to participation, including barriers related to payment rates and practices.

There are three types of providers available: licensed, licensed exempt and registered family, friend or neighbor. Within the licensed providers there are centers, group homes, and family home based child care providers each having their own rates. Lower cost providers include the license exempt and registered family, friend or neighbor types of care. Age of child also influences the payment rates with higher rates for infant and toddlers as compared to school age children.

b) Describe how payment rates are adequate and have been established based on the **most recent MRS or alternative methodology** . Note: Per the preamble (81 FR 67512), in instances where a MRS or alternative methodology indicates that prices or costs have increased, Lead Agencies must raise their rates as a result.

Payment rates combined with incentives offered for weekend and evening care, accreditation, disproportionate share for serving 50% or more eligible subsidy children and an incentive for serving special needs children results in a higher payment for providers. The last MRS conducted had approximately 1,000 respondents resulting in 1 response for type of care per county. The rate information provided did not provide adequate information to establish rate increases based on the MRS. The Lead Agency will be conducting a MRS in 2018 and an assessment of current rates in order to have a more statistically sound MRS. Additional techniques will be used in an attempt to increase the number of respondents.

c) Describe how base payment rates enable providers to meet health, safety, quality, and staffing requirements under CCDF.

Base payment rates, sliding fees and co-pays support the providers in meeting health, safety, quality and staff requirements. In addition, all CCDF required training is offered to providers at no cost.

d) Describe how the Lead Agency took the cost of higher quality into account, including how payment rates for higher-quality care, as defined by the Lead Agency using a QRIS or other system of quality indicators, relate to the estimated cost of care at each level of

quality. Note: For States without a QRIS, the States may use other quality indicators (e.g. provider status related to accreditation, Pre-K standards, Head Start performance standards, or State defined quality measures).

N/A

e) How will the Lead Agency ensure that the family contribution/co-payment, based on a sliding-fee scale, is affordable and is not a barrier to families receiving CCDF funds (98.16 (k))? Check all that apply.

Limit the maximum co-payment per family.

Describe: .

Limit the combined amount of co-payment for all children to a percentage of family income. List the percentage of the co-payment limit and

The highest average percentage of family income that is paid for a co-pay is 4% per child.

Minimize the abrupt termination of assistance before a family can afford the full cost of care ('the cliff effect') as part of the graduated phase-out of assistance discussed in 3.1.7.

Once a family's enter into Transtional Level I child care, the co-payment does not increase but remains at the same level as the maximum co- payment in traditional level of child care.

Other.

Describe:

f) To support parental choice and equal access to the full range of child care options, does the Lead Agency choose the option to allow providers to charge families additional amounts above the required co-payment in instances where the provider's price exceeds the subsidy payment (98.45(b)(5))?

No

Yes. If yes:

i. Provide the rationale for the Lead Agency's policy to allow providers to charge families additional amounts above the required co-payment, including a

demonstration of how the policy promotes affordability and access for families.

Child care providers are allowed to charge income eligible families additional amounts above the required co-payment to ensure access for families. While the policy does not "promote" affordability, the child care provider's ability to choose to charge the additional amount allows them the freedom to make personal business decisions about the care they are able to afford to provide and the children they choose to provide care to. The Lead Agency does not currently have viable data to support an analysis on affordability for families. There is anecdotal evidence that many quality child care providers are refusing to care for the children of certain families when the child care provider is contractually required to accept the state rate and not charge additional fees.

ii. Provide data (including data on the size and frequency of such amounts) on the extent to which CCDF providers charge additional amounts to families.

The Lead Agency does not collect data on which providers charge additional amounts above the required co-payment and how often additional amounts are charged.

iii. Describe the Lead Agency's analysis of the interaction between the additional amounts charged to families with the required family co-payment, and the ability of current subsidy payment rates to provide access to care without additional fees.

The Lead Agency does not currently have viable data to support an analysis of the interaction between the additional amounts charged to families with the required family co-payment and the ability of current subsidy payment rates to provide access to care with additional fees. The Lead Agency has secured a contract for a full Market Rate Survey and rate analysis to obtain the necessary data and ensure the agency is promoting affordability, as well as ensuring access for families.

g) Describe how Lead Agencies' payment practices described in 4.5 support equal access to a range of providers.

The Lead Agency offers rate differentials to providers serving more than 50% children receiving child care subsidy, special needs children, homeless children, and accredited facilities. Parents may choose from licensed, licensed-exempt, or providers not required to be licensed, which offers different rate levels.

h) Describe how and on what factors the Lead Agency differentiates payment rates. Check all that apply.

Geographic area.

Describe:

Rates are based on several types of geographical regions and the market rate in those regions.

Type of provider.

Describe:

Licensed and religious in compliance child care providers are paid the highest rates. Licensed rates are further broken down by center, group home, and family home. Providers not required to become licensed are paid at the lowest rates.

Age of child.

Describe:

Infants 0-2 years old, preschool 2-5, and school age 5-13

Quality level.

Describe:

If provider is accredited, they receive an incentive payment of 20% of base rate.

Other.

Describe:

i) Describe any additional facts that the Lead Agency considered in determining its payment rates to ensure equal access. Check all that apply and describe:

Payment rates are set at the 75th percentile benchmark or higher of the most recent MRS.

Describe:

An attempt is made to meet the 75th percentile for all types of providers, age of children, and full, half or part-time based on limited responses from the most recent MRS.

- Based on the approved alternative methodology, payments rates ensure equal access.

Describe:

- Feedback from parents, including parent surveys or parental complaints.

Describe:

- Other.

Describe:

4.5 Payment Practices and the Timeliness of Payments

Lead Agencies are required to demonstrate that they have established payment practices applicable to all CCDF child care providers that include ensuring the timeliness of payments by either (1) paying prospectively prior to the delivery of services or (2) paying within no more than 21 calendar days of the receipt of a complete invoice for services. To the extent practicable, the Lead Agency must also support the fixed costs of providing child care services by delinking provider payments from a child's occasional absences by (1) paying based on a child's enrollment rather than attendance, (2) providing full payment if a child attends at least 85 percent of the authorized time, (3) providing full payment if a child is absent for 5 or fewer days in a month, or (4) using an alternative approach for which the Lead Agency provides a justification in its Plan (658E(c)(2)(S)(ii); 98.45(l)(2)).

Lead Agencies are required to use CCDF payment practices that reflect generally accepted payment practices of child care providers who serve children who do not receive CCDF-funded assistance. Unless a Lead Agency is able to demonstrate that the following policies are not generally accepted in its particular state, territory, or service area or among particular categories or types of providers, Lead Agencies must (1) pay providers based on established part-time or full-time rates rather than paying for hours of service or smaller increments of time and (2) pay for reasonable, mandatory registration fees that the provider charges to private-paying parents (658E(c)(2)(S); 98.45(l)(3)).

In addition, there are certain other generally accepted payment practices that are required. Lead Agencies are required to ensure that child care providers receive payment for any services in accordance with a payment agreement or an authorization for services, ensure that

child care providers receive prompt notice of changes to a family's eligibility status that could impact payment, and establish timely appeal and resolution processes for any payment inaccuracies and disputes (98.45(l)(4) through (6); 658E(c)(2)(S)(ii); 98.45(l)(4); 98.45(l)(5); 98.45(l)(6)).

4.5.1 Certify by identifying and describing the payment practices below that the Lead Agency has implemented for all CCDF child care providers.

a) Ensure the timeliness of payments by either (Lead Agency to implement at least one of the following):

Paying prospectively prior to the delivery of services.

Describe the policy or procedure.

Paying within no more than 21 calendar days of the receipt of a complete invoice for services.

Describe the policy or procedure.

Child care providers are required to bill within 60 days of the service month. Payment is generated within 5 days from the date the attendance is entered into the invoicing system. Almost all child care providers utilize the Child Care Online Invoicing System (CCOIS), with invoices being available the first day after a service month. A few child care providers still bill by paper invoice. The Child Care Payment Unit pays all paper invoices within 2 business days of receipt. Payments are issued 5 business days after invoices are submitted.

b) To the extent practicable, support the fixed costs of providing child care services by delinking provider payments from a child's occasional absences by: (Note: The Lead Agency is to choose at least one of the following):

Paying based on a child's enrollment rather than attendance.

Describe the policy or procedure.

Providing full payment if a child attends at least 85 percent of the authorized time.

Describe the policy or procedure.

- Providing full payment if a child is absent for five or fewer days in a month.

Describe the policy or procedure.

- Use an alternative approach for which the Lead Agency provides a justification in its Plan.

If chosen, please describe the policy or procedure and the Lead Agency's justification for this approach.

Child care providers may bill for up to 5 absences and/or holidays per month, for children that are authorized for 20 or more units of care per month. Child care providers may bill for up to 3 absences and/or holidays for children authorized for 3-19 units of care per month. A child must be in care at least one unit during a service month for child care providers to claim absences and/or holidays. Absences are defined as a child facility being open for business and with a child being absent when they would normally be in care. Holidays are defined as any date the facility is closed (for traditional holidays like Christmas or Memorial Day or non-traditional days, like snow days) for business on a day they would normally be open. Child care providers may bill up to eleven (11) holidays in a state fiscal year.

c) The Lead Agency's payment practices reflect generally accepted payment practices of child care providers who serve children who do not receive CCDF subsidies. These payment practices must include the following two practices unless the Lead Agency provides evidence that such practices are not generally accepted in its state (658E(c)(2)(S); 98.45(l)(3)).

- i. Paying on a part-time or full-time basis (rather than paying for hours of service or smaller increments of time).

Describe the policy or procedure and include a definition of the time increments (e.g., part time, full-time).

Payment is based on units of care. Units of care are based on a specific number of hours in a unit (Full time 5 hours to 12 hours, Half time 3 hours to 4 hours 59 minutes, Part time 30 minutes to 2 hours 59 minutes.)

- ii. Paying for reasonable mandatory registration fees that the provider charges to private-paying parents.

Describe the policy or procedure.

It is the policy of the Lead Agency to forego the payment of registration fees at this time. Only 9% of the respondents in the last MRS indicated that registration fees were charged to families. The Lead Agency will reevaluate the payment of mandatory fees following the next MRS being conducted in 2018.

d) The Lead Agency ensures that providers are paid in accordance with a written payment agreement or an authorization for services that includes, at a minimum, information regarding provider payment policies, including rates, schedules, any fees charged to providers, and the dispute-resolution process. Describe:

Payments are paid in accordance with payment agreements.

e) The Lead Agency provides prompt notice to providers regarding any changes to the family's eligibility status that could impact payments, and such a notice is sent no later than the day that the Lead Agency becomes aware that such a change will occur.

Describe:

Notice is generated for mailing overnight upon entry in the system. Providers are also notified of changes via email and in the Child Care Online Invoicing portal.

f) The Lead Agency has a timely appeal and resolution process for payment inaccuracies and disputes. Describe:

Child care provider must report payment discrepancies for review, within 60 days of the service month, by submitting a Child Care Provider Payment Resolution Request. Requests are reviewed by the Child Care Payment Unit within 30 days of receipt.

g) Other. Describe:

Not applicable.

4.5.2 Do payment practices vary across regions, counties, and/or geographic areas?

No, the practices do not vary across areas.

Yes, the practices vary across areas.

Describe:

4.6 Supply-Building Strategies to Meet the Needs of Certain Populations

Lead Agencies are required to develop and implement strategies to increase the supply of and to improve the quality of child care services for children in underserved areas; infants and toddlers; children with disabilities, as defined by the Lead Agency; and children who receive care during non-traditional hours (658 E(c)(2)(M); 98.16 (x)).

4.6.1 Lead Agencies must identify shortages in the supply of high-quality child care providers. List the data sources used to identify shortages, and describe the method of tracking progress to support equal access and parental choice.

In licensed family child care.

When calculating the number of children under the age of 6 with working parents, all counties have less than 70% of the licensed capacity versus possible need. Child Care Aware of Missouri provided data from the 2010-2015 Missouri Census Data Population Estimates (updated 07/01/17) and compared it to current licensed capacity per county. The data does not take into account license exempt and regulated child care providers. The number of children receiving child care subsidy being served in licensed facilities has increased each state fiscal year for the past five years.

In licensed child care centers.

The data does not distinguish the type of provider; center, group or family.

Other.

4.6.2 Describe what method(s) is used to increase supply and to improve quality for the following.

a) Children in underserved areas. Check and describe all that apply.

Grants and contracts (as discussed in 4.1.3).

Describe:

Family child care networks.

Describe:

Start-up funding.

Describe:

Technical assistance support.

Describe:

The Lead Agency has nine Educare providers throughout the state covering all 114 counties and the City of St. Louis. Educare specialists work with registered, license-exempt, and licensed family home child care providers who provide care to subsidy eligible children. The Educare programs provide on-site visits to the providers enrolled in the program. A Quality Improvement Plan, focusing on Health & Safety measures, is completed within 60 days of enrollment and remains ongoing. The programs use a specified curriculum/resource during on-site visits. Incentives are also provided by the Educare programs to encourage child care and early learning programs to participate in the Educare services. Support groups and trainings are also provided each month at no cost to the providers.

Recruitment of providers.

Describe:

Tiered payment rates (as discussed in 4.3.2).

Describe:

Support for improving business practices, such as management training, paid sick leave, and shared services.

Describe:

Accreditation supports.

Describe:

Child care providers serving subsidy eligible children receive a 20% incentive of the base rate per month.

Child Care Health Consultation.

Describe:

The Lead Agency provides funding to the Department of Health and Senior Services for Child Care Health and Safety Consultation. Funding supports local public health agencies in providing consultation and/or education to all child care providers related to health issues in child care settings and health promotion activities to children in child care.

Mental Health Consultation.

Describe:

Other.

Describe:

4.6.2 Describe what method(s) is used to increase supply and to improve quality for the following.

b) Infants and toddlers. Check and describe all that apply.

Grants and contracts (as discussed in 4.1.3).

Describe:

Family child care networks.

Describe:

Start-up funding.

Describe:

[Technical assistance support.](#)

[Describe:](#)

The Lead Agency has nine Educare providers throughout the state covering all 114 counties and the City of St. Louis. Educare specialists work with registered, license-exempt, and licensed family home child care providers who provide care to subsidy eligible children. The Educare programs provide on-site visits to the providers enrolled in the program. A Quality Improvement Plan, focusing on Health & Safety measures, is completed within 60 days of enrollment and remains ongoing. The programs use a specified curriculum/resource during on-site visits. Incentives are also provided by the Educare programs to encourage child care and early learning programs to participate in the Educare services. Support groups and trainings are also provided each month at no cost to the providers

[Recruitment of providers.](#)

[Describe:](#)

[Tiered payment rates \(as discussed in 4.3.2\) .](#)

[Describe:](#)

[Support for improving business practices, such as management training, paid sick leave, and shared services.](#)

[Describe:](#)

[Accreditation supports.](#)

[Describe:](#)

Child care providers serving subsidy eligible children receive a 20% incentive of the base rate per month.

[Child Care Health Consultation.](#)

[Describe:](#)

The Lead Agency provides funding to the Department of Health and Senior Services for Child Care Health and Safety Consultation. Funding supports local public health agencies in providing consultation and/or education to all child care providers related to health issues in child care settings and health promotion

activities to children in child care.

Mental Health Consultation.

Describe:

Other.

Describe:

4.6.2 Describe what method(s) is used to increase supply and to improve quality for the following.

c) Children with disabilities. Check and describe all that apply.

Grants and contracts (as discussed in 4.1.3).

Describe:

Family child care networks.

Describe:

Start-up funding.

Describe:

Technical assistance support.

Describe:

The Lead Agency has nine Educare providers throughout the state covering all 114 counties and the City of St. Louis. Educare specialists work with registered, license-exempt, and licensed family home child care providers who provide care to subsidy eligible children. The Educare programs provide on-site visits to the providers enrolled in the program. A Quality Improvement Plan, focusing on Health & Safety measures, is completed within 60 days of enrollment and remains ongoing. The programs use a specified curriculum/resource during on-site visits. Incentives are also provided by the Educare programs to encourage child care and early learning programs to participate in the Educare services. Support groups and trainings are also provided each month at no cost to the providers.

Recruitment of providers.

Describe:

Tiered payment rates (as discussed in 4.3.2).

Describe:

Support for improving business practices, such as management training, paid sick leave, and shared services.

Describe:

Accreditation supports.

Describe:

Child care providers serving subsidy eligible children receive a 20% incentive of the base rate per month.

Child Care Health Consultation.

Describe:

The Lead Agency provides funding to the Department of Health and Senior Services for Child Care Health and Safety Consultation. Funding supports local public health agencies in providing consultation and/or education to all child care providers related to health issues in child care settings and health promotion activities to children in child care

Mental Health Consultation.

Describe:

Other.

Describe:

Providers serving children with special needs receive a 25% incentive of the base rate.

4.6.2 Describe what method(s) is used to increase supply and to improve quality for the following.

d) Children who receive care during non-traditional hours. Check and describe all that apply

Grants and contracts (as discussed in 4.1.3).

Describe:

Family child care networks.

Describe:

Start-up funding.

Describe:

Technical assistance support.

Describe:

The Lead Agency has nine Educare providers throughout the state covering all 114 counties and the City of St. Louis. Educare specialists work with registered, license-exempt, and licensed family home child care providers who provide care to subsidy eligible children. The Educare programs provide on-site visits to the providers enrolled in the program. A Quality Improvement Plan, focusing on Health & Safety measures, is completed within 60 days of enrollment and remains ongoing. The programs use a specified curriculum/resource during on-site visits. Incentives are also provided by the Educare programs to encourage child care and early learning programs to participate in the Educare services. Support groups and trainings are also provided each month at no cost to the providers.

Recruitment of providers.

Describe:

Tiered payment rates (as discussed in 4.3.2) .

Describe:

Support for improving business practices, such as management training, paid sick leave, and shared services.

Describe:

Accreditation supports.

Describe:

Child care providers serving subsidy eligible children receive a 20% incentive of the base rate per month.

Child Care Health Consultation.

Describe:

The Lead Agency provides funding to the Department of Health and Senior Services for Child Care Health and Safety Consultation. Funding supports local public health agencies in providing consultation and/or education to all child care providers related to health issues in child care settings and health promotion activities to children in child care.

Mental Health Consultation.

Describe:

Other.

Describe:

Rates for non-traditional hours of care are higher than rates paid during normal work hours.

4.6.2 Describe what method(s) is used to increase supply and to improve quality for the following.

e) Other. Check and describe all that apply:

Grants and contracts (as discussed in 4.1.3).

Describe:

Family child care networks.

Describe:

Start-up funding.

Describe:

Technical assistance support.

Describe:

Recruitment of providers.

Describe:

Tiered payment rates (as discussed in 4.3.2).

Describe:

Support for improving business practices, such as management training, paid sick leave, and shared services.

Describe:

Accreditation supports.

Describe:

The Lead Agency will be implementing accreditation support grants to child care providers, receiving child care subsidy, who have applied for accreditation and completed the required self-study. This program will be implemented in state fiscal year 2019.

Child Care Health Consultation.

Describe:

Mental Health Consultation.

Describe:

Other.

Describe:

4.6.3 Lead Agencies must prioritize investments for increasing access to high-quality child care and development services for children of families in areas that have significant concentrations of poverty and unemployment and do not currently have

sufficient numbers of such programs.

a) How does the Lead Agency define areas with significant concentrations of poverty and unemployment?

Counties in which 20% or more of the population is living below 100% of the poverty level and unemployment is 7% or higher.

b) Describe how the Lead Agency prioritizes increasing access to high-quality child care and development services for children of families in areas that have significant concentrations of poverty and unemployment and that do not have high-quality programs

Over the next three years, the Lead Agency will be reaching out to county and city economic development offices. The goal in coordinating with local economic directors is to be on the fore front of new business development in the local areas to evaluate need for child care services and the accessibility of existing child care services to support the new businesses workforce. The Lead Agency will be participating in the Governor's 2018 Conference on Economic Development in September 2018.

5 Establish Standards and Monitoring Processes To Ensure the Health and Safety of Child Care Settings

Lead Agencies are required to certify that there are in effect licensing requirements applicable to all child care services in the state/territory, which supports the health and safety of all children in child care. States and territories may allow licensing exemptions. Lead Agencies must describe how such licensing exemptions do not endanger the health, safety, and development of CCDF children in license-exempt care (98.16 (u)).

Lead Agencies also must certify that there are in effect health and safety standards and training requirements applicable to providers serving CCDF children, whether they are licensed or license-exempt. These health and safety requirements must be appropriate to the provider setting and age of the children served, must include specific topics and training on those topics, and are subject to monitoring and enforcement procedures.

The organization of this section begins with a description of the licensing system for providers of

child care in a state or territory and then moves to focus in on CCDF providers who may be licensed, exempt from licensing, or relative providers. The section then covers the health and safety requirements and training, and monitoring and enforcement procedures to ensure that CCDF child care providers comply with licensing and health and safety requirements (98.16(n)). Lead Agencies are also asked to describe any exemptions for relative providers (98.16(l)). This section also addresses group size limits; child-staff ratios; and required qualifications for caregivers, teachers, and directors (98.16(m)) serving CCDF children.

Note: When responding to questions in this section, the OCC recognizes that each State/Territory identifies and defines its own categories of care. The OCC does not expect States/Territories to change their definitions to fit the CCDF-defined categories of care. For these questions, provide responses that closely match the CCDF categories of care.

Criminal background check requirements are included in this section (98.16(o)). It is important to note that these requirements are in effect for all child care staff members that are licensed, regulated or registered under state/territory law and all other providers eligible to deliver CCDF services.

5.1 Licensing Requirements

Each state/territory must certify it has in effect licensing requirements applicable to all child care services provided within the state/territory (not restricted to providers receiving CCDF funds) and provide a detailed description of these requirements and how the requirements are effectively enforced (658E(c)(2)(F)). If any types of providers are exempt from licensing requirements, the state/territory must describe those exemptions and describe how these exemptions do not endanger the health, safety, or development of children. The descriptions must also include any exemptions based on provider category, type, or setting; length of day; and providers not subject to licensing because the number of children served falls below a Lead Agency-defined threshold and any other exemption to licensing requirements (658E(c)(2)(F); 98.16(u); 98.40(a)(2)(iv)).

5.1.1 To certify, describe the licensing requirements applicable to child care services provided within the state/territory by identifying the providers in your state/territory that are subject to licensing using the CCDF categories listed below? Check all that apply and provide a citation to the licensing rule.

Center-based child care.

Describe and Provide the citation:

In Missouri, unless an individual/entity qualifies for a statutory exemption from licensure, an individual who is caring for more than four children who are not related to that individual is required to obtain a child care license from the Department of Health and Senior Services Section for Child Care Regulation (DHSS SCCR). A center is defined as serving more than 20 children. 19 CSR 30-62.010- 19 CSR 30-62.230

Family child care.

Describe and Provide the citation:

Providers serving 10 to 19 children are required to be licensed as a group home. Providers serving four or more but no more than 10 children are required to be licensed as a family child care home. 19 CSR 30-61.010 - 19 CSR 30-61.220

In-home care (care in the child's own home).

Describe and provide the citation (if applicable):

Care provided in a child's own home is not required to be licensed.

5.1.2 Describe if any providers are exempted from licensing requirements and how such exemptions do not endanger the health, safety, and development of children (658E (c)(2)(F); 98.40(a)(2)).

Note: Additional information about exemptions related to CCDF providers is required in 5.1.3.

In Missouri, unless an individual/entity qualifies for a statutory exemption from licensure, an individual who is caring for more than four children who are not related to that individual is required to obtain a child care license from the Department of Health and Senior Services Section for Child Care Regulation (DHSS SCCR). A license exempt child care facility must have the exemption approved by DHSS/SCCR. License exempt providers include religious affiliated providers, nursery schools, schools, summer camps and businesses providing care for the convenience of its customers or employees for no more than four hours per day. While Missouri statute exempts nursery schools and child care programs that are operated by a religious organization from licensure, these programs are required to be regulated for health and safety from the Department of Health and Senior Services. These programs

receive annual fire safety and sanitation inspections, and an annual health and safety inspection from DHSS to determine compliance with license-exempt regulations.

5.1.3 Check and describe any CCDF providers in your state/territory who are exempt from licensing (98.40(2)(i) through (iv))? Describe exemptions based on length of day, threshold on the number of children in care, ages of children in care or any other factors applicable to the exemption

Center-based child care.

If checked, describe the exemptions.

The following child care centers are exempt statutorily from being licensed: child care programs operated by a religious organization; nursery schools operating four hours or less; summer camps; schools and businesses operating a child care program for the convenience of their customers or their employees for no more than four hours per day.

Family child care.

If checked, describe the exemptions.

Providers serving four or fewer unrelated children are exempt from licensure.

In-home care.

If checked, describe the exemptions.

Child care being provided in a child's home is exempt from licensure. It is limited to only children residing in the home who are related.

5.2 Health and Safety Standards and Requirements for CCDF Providers

5.2.1 Standards on ratios, group sizes, and qualifications for CCDF providers.

Lead Agencies are required to establish child care standards for providers receiving CCDF funds, appropriate to the type of child care setting involved, that address appropriate ratios

between the number of children and number of providers in terms of the age of the children, group size limits for specific age populations, and the required qualifications for providers (658E(c)(2)(H); 98.41(d); 98.16(m)). For ease of responding, this section is organized by CCDF categories of care, licensing status, and age categories. Respondents should map their Lead Agency categories of care to the CCDF categories.

a) Licensed CCDF center-based care

1. Infant

-- How does the State/territory define infant (age range):

Any child under 12 months of age.

-- Ratio:

One adult to four children

-- Group size:

No more than 8 children in a group

-- Teacher/caregiver qualifications:

Caregivers must be at least 18 years of age; have a medical examination report, including a TB risk assessment; and have a background screening on file.

2. Toddler

-- How does the State/territory define toddler (age range):

Any child between 12 to 24 months of age.

-- Ratio:

One adult to four children

-- Group size:

No more than 8 children in a group

-- Teacher/caregiver qualifications:

Caregivers must be at least 18 years of age; have a medical examination report, including a TB risk assessment; and have a background screening on file.

3. Preschool

-- How does the State/territory define preschool (age range):

Any child 2-5 years of age who is not in kindergarten for 5-year-old children.

-- Ratio:

Groups comprised solely of two year olds: one adult to eight children, in a group.
Groups comprised solely of three to four-year-olds one adult to ten children. Mixed age groups of two-year-olds and up: one adult to 10 children with a maximum of four 2 year olds in a group. The ratio drops to one adult to eight children when there are more than four 2 year olds in a group.

-- Group size:

Group size of 16 only applies to groups comprised solely of two-year-olds

-- Teacher/caregiver qualifications:

Caregivers must be at least 18 years of age; have a medical examination report, including a tb risk assessment; and have a background screening on file.

4. School-age

-- How does the State/territory define school-age (age range):

Any child 5years of age or older who is in kindergarten or elementary school.

-- Ratio:

Groups comprised solely of five-year-olds and older: one adult to sixteen children

-- Group size:

None

-- Teacher/caregiver qualifications:

Caregivers must be at least 18 years of age; have a medical examination report, including aTB risk assessment; and have a background screening on file.

5. If any of the responses above are different for exempt child care centers, describe which requirements apply to exempt centers

Missouri statute allows for child care programs that are operated by religious organizations to set their own staff/child ratios. However, these facilities are required to provide parents with a Notice of Parental Responsibility upon enrollment that includes the licensing ratios and the facility's ratios.

6. Describe, if applicable, ratios, group sizes, and qualifications for classrooms with mixed age groups.

Response provided in questions 3 and 4 above.

7. Describe the director qualifications for licensed CCDF center-based care, including any variations based on the ages of children in care.

The qualifications are based on the capacity of the facility, as follows: Up to 20 Children - Thirty (30) college semester hours, with six (6) of the thirty (30) hours in child-related courses; or twelve (12) months' experience with six (6) college semester hours in child-related courses; or a CDA credential. 21-60 Children - Sixty (60) college semester hours. Twelve (12) of the hours must be in child-related courses; or twenty-four (24) months' experience and twelve (12) college semester hours in child-related courses. 61-99 Children - Ninety (90) college semester hours. Eighteen (18) of the ninety (90) hours must be in child-related courses; or thirty-six (36) months' experience and eighteen (18) college semester hours in child-related courses. 100 or More Children - One hundred twenty (120) college semester hours. Twenty-four (24) of the one hundred twenty (120) hours must be in child-related courses. Six (6) of the twenty-four (24) college semester hours may include courses in business or management; or four (4) years' experience and twenty-four (24) college semester hours in child related courses. Six (6) of the twenty-four (24) college semester hours may include courses in business or management.

b) Licensed CCDF family child care provider

1. Infant

-- How does the State/territory define infant (age range):

Any child under 12 months of age.

-- Ratio:

If there is one provider/caregiver, the home may be licensed for: up to six children, including a maximum of three children under age 2; or up to ten children, including a maximum of two children under age two. If only four children are present, all may be under age two. If there are two caregivers, the home may be licensed for: Up to ten children, including a maximum of four children under age two; or Up to eight children, who may all be under age two.

-- Group size:

Depends on number of children/caregivers present.

-- Teacher/caregiver qualifications:

Provider/caregivers must be at least 18 years of age; have a medical examination report, including a TB risk assessment; and have a background screening on file.

2. Toddler

-- How does the State/territory define toddler (age range):

Any child between 12-24 months of age.

-- Ratio:

If there is one provider/caregiver, the home may be licensed for: up to six children, including a maximum of three children under age 2; or up to ten children, including a maximum of two children under age two. If only four children are present, all may be under age two. If there are two caregivers, the home may be licensed for: up to ten children, including a maximum of four children under age two; or up to eight children, who may all be under age two.

-- Group size:

Depends on the number of children/caregivers present.

-- Teacher/caregiver qualifications:

Provider/caregivers must be at least 18 years of age; have a medical examination report, including a TB risk assessment; and have a background screening on file.

3. Preschool

-- How does the State/territory define preschool (age range):

Any child 2-5 years of age who is not in kindergarten for 5-year-old children.

-- Ratio:

If there is one provider/caregiver, the home may be licensed for: up to six children, including a maximum of three children under age 2; or up to ten children, including a maximum of two children under age two. If only four children are present, all may be under age two. If there are two caregivers, the home may be licensed for: up to ten children, including a maximum of four children under age two; or up to eight children, who may all be under age two.

-- Group size:

Depends on the number of children/caregivers present.

-- Teacher/caregiver qualifications:

Provider/caregivers must be at least 18 years of age; have a medical examination report, including a TB risk assessment; and have a background screening on file.

4. School-age

-- How does the State/territory define school-age (age range):

Any child five years of age or older who is in kindergarten or elementary school.

-- Ratio:

If there is one provider/caregiver, the home may be licensed for: up to six children, including a maximum of three children under age 2; or up to ten children, including a maximum of two children under age two. If only four children are present, all may be under age two. If there are two caregivers, the home may be licensed for: up to ten children, including a maximum of four children under age two; or up to eight children, who may all be under age two.

-- Group size:

Depends on the number of children/caregivers present.

-- Teacher/caregiver qualifications:

Provider/caregivers must be at least 18 years of age; have a medical examination report, including a TB risk assessment; and have a background screening on file.

5. If any of the responses above are different for exempt family child care homes, please describe which requirements apply to exempt homes

The number of unrelated children is limited to four with no limitations on number of related children.

c) In-home CCDF providers:

1. Describe the ratios

None

2. Describe the group size

None

3. Describe the maximum number of children that are allowed in the home at any one time.

No limitation on the number of related children

4. Describe if the state/territory requires related children to be included in the child-to-provider ratio or group size

Children related to the provider by blood, marriage or adoption within the 3rd degree are not required to be included in the child-provider-ratio or group size.

5. Describe any limits on infants and toddlers or additional school-age children that are allowed for part of the day

None

5.2 Health and Safety Standards and Requirements for CCDF Providers

5.2.2 Health and safety standards for CCDF providers.

States and territories must establish health and safety standards for programs (e.g., child care centers, family child care homes, etc.) serving children receiving CCDF assistance relating to the topics listed below, as appropriate to the provider setting and age of the children served (98.41(a)). This requirement is applicable to all child care providers receiving CCDF funds regardless of licensing status (i.e., licensed or license-exempt). The only exception to this requirement is for providers who are caring for their own relatives because Lead Agencies have the option of exempting relatives from some or all CCDF health and safety requirements (98.42(c)).

a) To certify, describe how the following health and safety standards for programs serving children receiving CCDF assistance are defined and established on the required topics (98.16(l)). Note: This question is different from the health and safety training requirements, which are addressed in question 5.2.3.

1. Prevention and control of infectious diseases (including immunization)

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Regulations include reporting requirements for communicable diseases; requirements for staff and children to have medical examinations, immunization requirements for children, restrictions for children and staff to be present when ill, and diapering and handwashing requirements. All are designed to promote wellness and prevent and control infectious diseases.

-- List all citations for these requirements, including those for licensed and license-exempt programs

19 CSR 30-60.060, 19 CSR 30-61.185 and 19 CSR 30-62.192. 13 CSR 35-32.070 is being revised to include definition of the standard.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

Requirements are consistent in licensed and license-exempt programs.

-- Describe any variations based on the age of the children in care

Additional sanitation requirements are in place related to infant/toddlers.

-- Describe if relatives are exempt from this requirement

There are no requirements for relatives providing care for children related within the third degree, by marriage or adoption. To receive CCDF relatives must be registered and undergo an on-site monitoring visit.

2. Prevention of sudden infant death syndrome and the use of safe-sleep practices

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Licensing rules require facilities to have approved safe-sleep policies and provide parents with a copy. Rules promote safe-sleep practices with requirements for safe sleep environments, as well as training requirements for caregivers. Topics include appropriate sleeping areas (cribs, pack and play), bedding, sleep wear, items in cribs, and sleeping on back.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Section 210.223, RSMo; 19 CSR 30-61.135(1) and (2); and 19 CSR 30-62.132(1) and (2). 13 CSR 35-32.070 being revised to include definition of the standard.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

License exempt and registered to receive CCDF providers are required to complete safe sleep training at time of application to register. Safe Sleep training topics include appropriate sleeping areas (cribs, pack and play), bedding, sleep wear, items in cribs, and sleeping on back.

-- Describe any variations based on the age of the children in care

These rules apply to facilities that are licensed to care for children under 12 months of age.

-- Describe if relatives are exempt from this requirement

There are no requirements for relatives providing care for children related within the third degree, by marriage or adoption. To receive CCDF relatives must be registered and complete Safe Sleep training prior to registration being approved.

3. Administration of medication, consistent with standards for parental consent

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

For licensed providers rules require that medication be in original packaging, labeled with the child's name, and include instructions for administration. Written parental permission must be on file prior to administration of medication and the facility must document its administration. Medication is required to be stored out of the reach of children or in a locked container.

-- List all citations for these requirements, including those for licensed and license-exempt providers

19 CSR 30-60.060 (10); 19 CSR 30-61.185(3) and 19 CSR 30-62.192(3). 13 CSR 35-32.070 is being revised to include definition of the standard.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

The requirements are consistent in licensed and license-exempt facilities.

-- Describe any variations based on the age of the children in care

No variations in age.

-- Describe if relatives are exempt from this requirement

There are no requirements for relatives providing care for children related within the third degree, by marriage or adoption. To receive CCDF relatives must be registered and complete proper handling of medications and parental consent training prior to registration being approved.

4. Prevention of and response to emergencies due to food and allergic reactions

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Rules require programs to obtain medical information related to children, which would include food and allergic reactions. Rules require caregivers to respond to emergencies promptly and intelligently.

-- List all citations for these requirements, including those for licensed and license-exempt providers

19 CSR 30-60.050(1)(A), 19 CSR 30-61.125 (2)(A), 19 CSR 30-61.105(1)(E), 19 CSR 30-62.122(2)(A), 19 CSR 30-62.102(1)(F) 13 CSR 35-32.130 and 13 CSR 35-32.070 are being revised to include definition of the standard.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

No variations between license and license exempt

-- Describe any variations based on the age of the children in care

No variations between licensed and license exempt

-- Describe if relatives are exempt from this requirement

There are no requirements for relatives providing care for children related within the third degree, by marriage or adoption. To receive CCDF relatives must be registered and complete a child information register for each child receiving care that includes allergies and medications.

5. Building and physical premises safety, including the identification of and protection from hazards that can cause bodily injury, such as electrical hazards, bodies of water, and vehicular traffic

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Licensing rules promote a safe child care premises through physical plant standards related to indoor and outdoor space and equipment, including requirements for outlet

covers, and fences to prevent access to hazards such as bodies of water and vehicular traffic.

-- List all citations for these requirements, including those for licensed and license-exempt providers

19 CSR 30-60.100, 19 CSR 30-61.085 and 19 CSR 30-62.082. 13 CSR 35-32.070 is being revised to include definition of the standard.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

Rules are consistent in licensed and license-exempt facilities.

-- Describe any variations based on the age of the children in care

Additional rules apply to infant/toddler space and equipment.

-- Describe if relatives are exempt from this requirement

Relatives receiving CCDF are not exempt from this requirement

6. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

To receive CCDF relatives must be registered and be in compliance with the standard.

-- List all citations for these requirements, including those for licensed and license-exempt providers

19 CSR 30-60.070(1)(B), 19 CSR 30-61.175 (1) (C) and 19 CSR 30-62.182 (1)(C). 13 CSR 35-32.070 is being revised to include definition of the standard.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

Missouri statute requires license-exempt child care programs to notify parents of their disciplinary methods via a Notice of Parental Responsibility.

-- Describe any variations based on the age of the children in care

Children under two years of age should be guided with firm, positive statements or re-direction of behavior.

-- Describe if relatives are exempt from this requirement

Relatives receiving CCDF are not exempt from this requirement

7. 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), within the meaning of those terms under section 602(a)(1) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5195a(a)(1)). Emergency preparedness and response planning (at the child care provider level) must also include procedures for evacuation; relocation; shelter-in-place and lockdown; staff and volunteer training and practice drills; communications and reunification with families; continuity of operations; and accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions.

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Rules require licensed facilities to develop, implement and maintain policies and procedures for responding to a disaster emergency, including having a written plan for medical and non-medical emergencies, evacuating children from the facility, lockdown procedures, and evacuation from a vehicle used to transport children. The plans must take into account the age and physical and mental abilities of children, the types of services offered, the types of disasters or emergencies likely to affect the area, and the need for ongoing communication and data sharing with other agencies. Facilities are required to practice and document that, at least every three months, all staff and children at the facility have participated in a disaster or emergency drill based on the facility's plan.

-- List all citations for these requirements, including those for licensed and license-exempt providers

19 CSR 30-61.090 and 19 CSR 30-62.090. 13 CSR 35-32.070 is being revised to include definition of the standard.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

These requirements do not apply to license-exempt child care facilities.

-- Describe any variations based on the age of the children in care

Facilities are required to consider the age and physical and mental abilities of the children in care when developing and implementing their disaster and emergency preparedness plan.

-- Describe if relatives are exempt from this requirement

Relatives receiving CCDF are not exempt from this requirement

8. Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Rules require that hazardous items, including but not limited to flammable liquids, cleaning supplies, poisonous materials, hazardous personal care items or other hazardous items be inaccessible to children.

-- List all citations for these requirements, including those for licensed and license-exempt providers

19 CSR 30-60.100(1)(D), 19 CSR 30-61.085(1)(J), and 19 CSR 30-62.082(1)(I). 13 CSR 35-32.070 is being revised to include definition of the standard.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

The requirements are consistent in licensed and license-exempt facilities.

-- Describe any variations based on the age of the children in care

No variations based on age of child.

-- Describe if relatives are exempt from this requirement

Relatives are not exempt.

9. Precautions in transporting children (if applicable)

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Licensing rules include requirements for the driver to have the appropriate license and the vehicle to comply with state law. Rules require emergency contact information to be in the vehicle and requirements to inspect the vehicle when arriving at the destination to ensure no child was left in the vehicle.

-- List all citations for these requirements, including those for licensed and license-exempt providers

19 CSR 30-60.110, 19 CSR 30-61.200 and 19 CSR 30-62.212. 13 CSR 35-32.070 is being revised to include definition of the standard.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

Requirements are consistent in licensed and license-exempt facilities.

-- Describe any variations based on the age of the children in care

No variations based on age.

-- Describe if relatives are exempt from this requirement

Relatives are not exempt.

10. Pediatric first aid and cardiopulmonary resuscitation (CPR) certification

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Family child care home and group child care home providers are required to obtain certification prior to licensure. Licensing rules for child care centers require facilities to have a sufficient number of child care staff certified to ensure there is one caregiver with current certification on site at all times when children are present. In addition, the facility must have at least one caregiver with current certification for every 20 children in the licensed capacity of the facility. For example, a facility licensed for 60 children

would need a minimum of 3 staff with current certification.

-- List all citations for these requirements, including those for licensed and license-exempt providers

19 CSR 30-61.105(1)(N) and 19 CSR 30-62.102(1)(O). 13 CSR 35-32.070 is being revised to include definition of the standard.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

These requirements do not apply to license-exempt facilities.

-- Describe any variations based on the age of the children in care

Staff must have current certification in age-appropriate first aid and CPR.

-- Describe if relatives are exempt from this requirement

Relatives are not exempt.

11. Recognition and reporting of child abuse and neglect

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Licensing rules require that providers and caregivers are knowledgeable of the child abuse/neglect law in Missouri and that they report suspected child abuse/neglect to the hotline.

-- List all citations for these requirements, including those for licensed and license-exempt providers

19 CSR 30-61.105(1)(I) and 19 CSR 30-62.102(1)(J). 13 CSR 35-32.070 is being revised to include definition of the standard.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

Section 210.115.1, RSMo mandates child care workers to report suspected child abuse/neglect. This applies to all types of care.

-- Describe any variations based on the age of the children in care

No variations based on age of child.

-- Describe if relatives are exempt from this requirement

Relatives receiving CCDF are not exempt from this requirement

b) Does the Lead Agency include any of the following optional standards?

No, if no, skip to 5.2.3.

Yes, if yes provide the information related to the optional standards addressed.

1. Nutrition

--Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Rules require licensed programs to supply and serve nourishing food according to the Meal and Snack Food chart provided in the rules. The rules include required components and serving sizes based on the age of the child.

-- List all citations for these requirements, including those for licensed and license-exempt providers

19 CSR 30-61.190 and 19 CSR 30-62.202

--Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

These requirements do not apply to license-exempt facilities.

-- Describe any variations based on the age of the children in care.

No variations based on age of child.

--Describe if relatives are exempt from this requirement

Requirements do not apply to registered relatives.

2. Access to physical activity

--Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Rules require programs to have a daily schedule that includes a balance of quiet and active play and requires a minimum of one hour of outdoor play each day, weather permitting.

-- List all citations for these requirements, including those for licensed and license-exempt providers

19 CSR 30-60.070 (1)(C)1, 19 CSR 30-61.175(2)(A) and (B) 3 and 4; 19 CSR 30-62.182 (2)(A) and (B) 3 and 4

-Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

The rules are generally consistent, however, the license exempt rules do not specify a balance of quiet and active play.

-- Describe any variations based on the age of the children in care.

No variations based on the age of the children in care.

--Describe if relatives are exempt from this requirement

Requirements do not apply to registered relatives.

3. Caring for children with special needs

--Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Rules require providers to have an individualized plan for specialized care on file for any child who has a special physical, developmental or behavioral need. The plan must be from a professionally qualified source and its goal is to ensure the provider is aware of the needs of the child and how to meet those needs.

-- List all citations for these requirements, including those for licensed and license-exempt providers

19 CSR 30-60.120(1), 19 CSR 30-61.135(3) and 19 CSR 30-62.132(6)

--Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

The requirements are generally consistent in licensed and license-exempt programs.

-- Describe any variations based on the age of the children in care.

No variations based on the age of the children in care.

--Describe if relatives are exempt from this requirement

Requirements do not apply to registered relatives.

4. Any other areas determined necessary to promote child development or to protect children's health and safety (98.44(b)(1)(iii)).

Describe:

Not applicable.

--Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Not applicable.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Not applicable.

--Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

Not applicable.

-- Describe any variations based on the age of the children in care.

Not applicable.

--Describe if relatives are exempt from this requirement

Not applicable.

5.2.3 Health and safety training for CCDF providers on required topics.

Lead Agencies are required to have minimum pre-service or orientation training requirements (to be completed within 3 months), as appropriate to the provider setting and the age of children served, that address the health and safety topics described in 5.2.2, and child development. Lead Agencies must also have ongoing training requirements on the health and safety topics for caregivers, teachers, and directors of children receiving CCDF funds (658E(c)(2)(I)(i); 98.44(b)(1)(iii)). The state/territory must describe its requirements for pre-service or orientation training and ongoing training. These trainings should be part of a broader systematic approach and progression of professional development (as described in section 6) within a state/territory. Lead Agencies have flexibility in determining the number of training hours to require, but they may consult with Caring for our Children Basics for best practices and the recommended time needed to address these training requirements.

Pre-Service or Orientation Training Requirements

a) Provide the minimum number of pre-service or orientation training hours on health and safety topics for caregivers, teachers, and directors required for the following:

1. Licensed child care centers:

Training for health and safety topics is 3 hours.

2. Licensed FCC homes:

Training for health and safety topics is 3 hours.

3. In-home care:

Training for health and safety topics is 3 hours.

4. Variations for exempt provider settings:

No variations between licensed and license exempt providers.

b) Provide the length of time that providers have to complete trainings subsequent to being hired (must be 3 months or fewer)

Must be completed within 90 days of hiring.

c) Explain any differences in pre-service or orientation training requirements based on the ages of the children served

No difference in training requirements based on the ages of children served.

d) Describe how the training is offered, including any variations in delivery (e.g. across standards, in rural areas, etc.) Note: There is no federal requirement on how a training must be delivered

Educare providers conduct face to face classroom training for initial health and safety training. Training is offered a minimum of once per month (a minimum of twice per month in counties with more than one hundred [100] registered providers) and by request in each county served. Training is offered during evening and weekend hours at no cost to participants.

Child Care Aware of Missouri, statewide child care resource and referral provider, offers a Workshop Calendar that provides training opportunities that are on-line and on-demand. In addition, the Workshop Calendar also includes opportunities to register for classroom style trainings, workshops and conferences by location.

e) Identify below the pre-service or orientation training requirements for each topic (98.41(a)(1)(i through xi)).

1. Prevention and control of infectious diseases (including immunizations)

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Regulations include reporting requirements for communicable diseases; requirements for staff and children to have medical examinations, immunization requirements for children, restrictions for children and staff to be present when ill, and diapering and handwashing requirements. All are designed to promote wellness and prevent and control infectious diseases - 19 CSR 30-60.060, 19 CSR 30-61.185 and 19 CSR 30-62.192.13 CSR 35-32.070; 13 CSR 35-32.090

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

Yes

No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

Yes

No

Describe if relatives are exempt from this requirement

Relatives are not exempt from this requirement.

5.2.3e 2. Prevention of sudden infant death syndrome and the use of safe-sleep practices

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

13 CSR 35-32.070, 13 CSR 35-32.090 Section 210.223.4, RSMo requires all employees of licensed child care facilities who care for infants less than one year of age or any volunteer who may be assisting at the facility to successfully complete department-approved training on the most current safe sleep recommendations of the AAP every three years.

19 CSR 30-61.105(5) and 19 CSR 30-62.102(4) specify that the training must be taken within 30 days of employment or volunteering.

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF are allowed to care for children unsupervised?

Yes

No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

Yes

No

Describe if relatives are exempt from this requirement

Relatives are not exempt from this requirement.

5.2.3e 3. Administration of medication, consistent with standards for parental consent

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

For licensed providers rules require that medication be in original packaging, labeled with the child's name, and include instructions for administration. Written parental permission must be on file prior to administration of medication and the facility must document its administration. Medication is required to be stored out of the reach of children or in a locked container. License exempt providers receiving CCDF must complete the training with the same standard as licensed providers. 19 CSR 30-60.060 (10); 19 CSR 30-61.185(3) and 19 CSR 30-62.192(3). 13 CSR 35-32.070 is being revised to include definition of the standard for registered providers.

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

Yes

No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

Yes

No

Describe if relatives are exempt from this requirement

Relatives are not exempt from this requirement.

5.2.3e 4. Prevention and response to emergencies due to food and allergic reactions

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Rules require licensed and license exempt programs to obtain medical information related to children, which would include food and allergic reactions. Rules require caregivers to respond to emergencies promptly and intelligently.

19 CSR 30-60.050(1)(A), 19 CSR 30-61.125 (2)(A), 19 CSR 30-61.105(1)(E), 19 CSR 30-62.122(2)(A), 19 CSR 30-62.102(1)(F) Registered providers 13 CSR 35-32.130 13 CSR 35-32.070

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

Yes

No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

Yes

No

Describe if relatives are exempt from this requirement

Relatives are not exempt from this requirement.

5.2.3e 5. Building and physical premises safety, including the identification of and protection from hazards, bodies of water, and vehicular traffic

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Licensing rules promote a safe child care premises through physical plant standards related to indoor and outdoor space and equipment, including requirements for outlet covers, and fences to prevent access to hazards such as bodies of water and vehicular traffic. Rules are consistent in licensed and license-exempt facilities.

19 CSR 30-60.100, 19 CSR 30-61.085 and 19 CSR 30-62.082. Registered 13 CSR 35-32.070

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

Yes

No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

Yes

No

Describe if relatives are exempt from this requirement

Relatives are not exempt from this requirement.

5.2.3e 6. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Child care providers and staff/volunteers responsible for the direct supervision of children must receive training on: preventing shaken baby syndrome/abusive head trauma; recognition of potential signs and symptoms of shaken baby syndrome/abusive head trauma; reasons why children may cry, be fussy, or distraught; strategies for coping with crying; and factors that contribute to children's vulnerability.

19 CSR 30-60.070(1)(B), 19 CSR 30-61.175 (1) (C) and 19 CSR 30-62.182 (1)(C).
Registered providers 13 CSR 35-32.070

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

Yes

No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

Yes

No

Describe if relatives are exempt from this requirement

Relatives are not exempt from this requirement.

5.2.3e 7. Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Licensing rules require licensed facilities to develop, implement and maintain policies and procedures for responding to a disaster emergency, including having a written plan for medical and non-medical emergencies, evacuating children from the facility, lock-down procedures, and evacuation from a vehicle used to transport children. The plans must take into account the age and physical and mental abilities of children, the types of services offered, the types of disasters or emergencies likely to affect the area, and the need for ongoing communication and data sharing with other agencies. Facilities are required to practice and document that, at least every three months, all staff and children at the facility have participated in a disaster or emergency drill based on the facility's plan. These requirements do not apply to license-exempt child care facilities.

Registered license exempt and registered providers are required to meet this requirement.

19 CSR 30-61.090 and 19 CSR 30-62.090. Registered 13 CSR 35-32.070

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

Yes

No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

Yes

No

Describe if relatives are exempt from this requirement

Relatives are not exempt from this requirement.

5.2.3e 8. Handling and storage of hazardous materials and the appropriate disposal of bio contaminants

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Licensing rules require that hazardous items, including but not limited to flammable liquids, cleaning supplies, poisonous materials, hazardous personal care items or other hazardous items be inaccessible to children. The requirements are consistent in licensed and license-exempt facilities.

19 CSR 30-60.100(1)(D), 19 CSR 30-61.085(1)(J), and 19 CSR 30-62.082(1)(I).

Registered 13 CSR 35-32.070

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

Yes

No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

Yes

No

Describe if relatives are exempt from this requirement

Relatives are not exempt from this requirement.

5.2.3e 9. Appropriate precautions in transporting children (if applicable)

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Licensing rules include requirements for the driver to have the appropriate license and the vehicle to comply with state law. Rules require emergency contact information to be in the vehicle and include requirements to inspect the vehicle when arriving at the destination to ensure no child was left in the vehicle.

Requirements are consistent in licensed and license-exempt facilities.

19 CSR 30-60.110, 19 CSR 30-61.200 and 19 CSR 30-62.212. Registered 13 CSR 35-32.070

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

Yes

No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

Yes

No

Describe if relatives are exempt from this requirement

Relatives are not exempt from this requirement.

5.2.3e 10. Pediatric first aid and CPR certification

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Family child care home and group child care home providers are required to obtain certification prior to licensure. Licensing rules for child care centers require facilities to have a sufficient number of child care staff certified to ensure there is one caregiver with current certification on site at all times when children are present. In addition, the facility must have at least one caregiver with current certification for

every 20 children in the licensed capacity of the facility. For example, a facility licensed for 60 children would need a minimum of 3 staff with current certification. These requirements do not apply to license exempt providers.

License exempt providers and registered providers receiving CCDF are required to have all staff certified in First Aid and CPR.

19 CSR 30-61.105(1)(N) and 19 CSR 30-62.102(1)(O). Registered 13 CSR 35-32.070

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

Yes

No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

Yes

No

Describe if relatives are exempt from this requirement

Relatives are not exempt from this requirement.

5.2.3e 11. Recognition and reporting of child abuse and neglect

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Licensing rules require that providers and caregivers are knowledgeable of the child abuse/neglect law in Missouri and that they report suspected child abuse/neglect to the hotline. Section 210.115.1, RSMo mandates child care workers to report suspected child abuse/neglect. This applies to all types of care.

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care

for children unsupervised?

- Yes
- No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

- Yes
- No

Describe if relatives are exempt from this requirement

Relatives are not exempt from this requirement.

5.2.3e 12. Child development (98.44(b)(1)(iii))

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

CCDF licensed and license exempt providers were required to complete a social and emotional development training that included child development in state fiscal year 2018. There are currently no requirement fo licensed or licensed exempt providers.

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

- Yes
- No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

- Yes
- No

Describe if relatives are exempt from this requirement

Relatives were not exempt from this training.

5.2.3e 13.

Describe other training requirements, such as nutrition, physical activities, caring for children with special needs, etc..

Rules require licensed programs to supply and serve nourishing food according to the Meal and Snack Food chart provided in the rules. The rules include required components and serving sizes based on the age of the child. Rules require programs to have a daily schedule that includes a balance of quiet and active play and requires a minimum of one hour of outdoor play each day, weather permitting. Rules require providers to have an individualized plan for specialized care on file for any child who has a special physical, developmental or behavioral need. The plan must be from a professionally qualified source and its goal is to ensure the provider is aware of the needs of the child and how to meet those needs. The requirements are generally consistent in licensed and license-exempt programs.

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

19 CSR 30-60.120(1), 19 CSR 30-61.135(3) and 19 CSR 30-62.132(6) No requirement for registered providers.

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

Yes

No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

Yes

No

Describe if relatives are exempt from this requirement

No requirement for relatives registered as CCDF providers.

Ongoing Training Requirements

5.2.4 Provide the minimum number of annual training hours on health and safety topics for caregivers, teachers, and directors required for the following.

a) Licensed child care centers:

Licensing rules require 12 clock hours. CCDF providers are required to complete at least two hours of on-going training annually.

b) Licensed FCC homes:

Licensing rules require 12 clock hours. CCDF providers are required to complete at least two hours of on-going training annually.

c) In-home care:

CCDF providers are required to complete at least two hours of on-going training annually.

d) Variations for exempt provider settings:

None

5.2.5 Describe the ongoing health and safety training for CCDF providers by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

1. Prevention and control of infectious diseases (including immunizations)

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Licensure requires 12 clock hours of training every calendar year. Licensed and license exempt centers, group homes, family homes and in-home care providers, who are contracted with the Lead Agency to receive child care subsidy, are required to

complete two hours of annual CCDF training.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

Topics vary from year to year.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

Topics vary from year to year.

2. Prevention of sudden infant death syndrome and the use of safe-sleep practices

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Licensure requires 12 clock hours of training every calendar year. Licensed and license exempt centers, group homes, family homes and in-home care providers, who are contracted with the Lead Agency to receive child care subsidy, are required to complete two hours of annual CCDF training.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

Topics vary from year to year.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

Topics vary from year to year.

3. Administration of medication, consistent with standards for parental consent

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Licensure requires 12 clock hours of training every calendar year. Licensed and license exempt centers, group homes, family homes and in-home care providers, who are contracted with the Lead Agency to receive child care subsidy, are required to complete two hours of annual CCDF training.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

Topics vary from year to year.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

Topics vary from year to year.

4. Prevention and response to emergencies due to food and allergic reactions

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Licensure requires 12 clock hours of training every calendar year. Licensed and license exempt centers, group homes, family homes and in-home care providers, who are contracted with the Lead Agency to receive child care subsidy, are required to complete two hours of annual CCDF training.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

Topics vary from year to year.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

Topics vary from year to year.

5. Building and physical premises safety, including the identification of and protection from hazards, bodies of water, and vehicular traffic

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Licensure requires 12 clock hours of training every calendar year. Licensed and license exempt centers, group homes, family homes and in-home care providers, who are contracted with the Lead Agency to receive child care subsidy, are required to complete two hours of annual CCDF training.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

Topics vary from year to year.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

Topics vary from year to year.

6. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Licensure requires 12 clock hours of training every calendar year. Licensed and license exempt centers, group homes, family homes and in-home care providers, who are contracted with the Lead Agency to receive child care subsidy, are required to complete two hours of annual CCDF training.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

Topics vary from year to year.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

Topics vary from year to year.

7. Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Licensure requires 12 clock hours of training every calendar year. Licensed and license exempt centers, group homes, family homes and in-home care providers, who are contracted with the Lead Agency to receive child care subsidy, are required to complete two hours of annual CCDF training.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

Topics vary from year to year.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

Topics vary from year to year.

8. Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Licensure requires 12 clock hours of training every calendar year. Licensed and license exempt centers, group homes, family homes and in-home care providers, who

are contracted with the Lead Agency to receive child care subsidy, are required to complete two hours of annual CCDF training.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

Topics vary from year to year.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

Topics vary from year to year.

9. Appropriate precautions in transporting children (if applicable)

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Licensure requires 12 clock hours of training every calendar year. Licensed and license exempt centers, group homes, family homes and in-home care providers, who are contracted with the Lead Agency to receive child care subsidy, are required to complete two hours of annual CCDF training.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

Topics vary from year to year.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

Topics vary from year to year.

10. Pediatric first aid and CPR certification

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Licensure requires 12 clock hours of training every calendar year. Licensed and license exempt centers, group homes, family homes and in-home care providers, who are contracted with the Lead Agency to receive child care subsidy, are required to complete two hours of annual CCDF training.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

Topics vary from year to year.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

Topics vary from year to year.

11. Recognition and reporting of child abuse and neglect

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Licensure requires 12 clock hours of training every calendar year. Licensed and license exempt centers, group homes, family homes and in-home care providers, who are contracted with the Lead Agency to receive child care subsidy, are required to complete two hours of annual CCDF training.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

Topics vary from year to year.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

Topics vary from year to year.

12. Child development (98.44(b)(1)(iii))

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Licensure requires 12 clock hours of training every calendar year. Licensed and license exempt centers, group homes, family homes and in-home care providers, who are contracted with the Lead Agency to receive child care subsidy, are required to complete two hours of annual CCDF training.

How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

Topics vary from year to year.

How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

Topics vary from year to year.

13. Describe other requirements such as nutrition, physical activities, caring for children with special needs, etc..

Licensure requires 12 clock hours of training every calendar year. Licensed and license exempt centers, group homes, family homes and in-home care providers, who are contracted with the Lead Agency to receive child care subsidy, are required to complete two hours of annual CCDF training.

Provide the citation for other training requirements, including citations for both licensed and license-exempt providers

19 CSR 30-61.105(4) and 19 CSR 30-62.102(3)

How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

Topics vary from year to year.

How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

Topics vary from year to year.

5.3 Monitoring and Enforcement Policies and Practices for CCDF Providers

5.3.1 Enforcement of licensing and health and safety requirements

Lead agencies must certify that procedures are in effect to ensure that child care providers caring for children receiving CCDF services comply with all applicable State and local health and safety requirements, including those described in 98.41 (98.42(a)). This may include, but is not limited to, any systems used to ensure that providers complete health and safety trainings, any documentation required to be maintained by child care providers or any other monitoring procedures to ensure compliance. Note: Inspection requirements are described starting in 5.3.2.

To certify, describe the procedures to ensure that CCDF providers comply with all applicable State and local health and safety requirements

The Lead Agency contracts with a service provider to conduct on-site monitoring of registered providers receiving CCDF, with the exception of providers who provide child care in the child's home. On-site monitoring occurs prior to initial registration approval and annually thereafter. The initial and annual on-site visits are unannounced. The purpose of these visits is to review and verify compliance with all health and safety standards, including fire safety requirements, completion of emergency preparedness plans, and completion of required health and safety trainings. If violations are found, the Monitoring Specialist follows up to verify correction of any violations. If violations are not corrected this may result in the provider's termination from the CCDF subsidy program.

5.3.2 Inspections for licensed CCDF providers.

Lead agencies must require licensing inspectors to perform inspections-with no fewer than one pre-licensure inspection for compliance with health, safety, and fire standards-of each child care provider and facility in the state/territory. Licensing inspectors are required to perform no fewer than one annual, unannounced inspection of each licensed CCDF provider for compliance with all child care licensing standards; it shall include an inspection for compliance with health and safety (including, but not limited to, those requirements described in 98.41) and fire standards; inspectors may inspect for compliance with all three standards - health, safety, and fire - at the same time (658E(c)(2)(K)(i)(II); 98.16 (n); 98.42(b)(2)(i)). Certify by responding to the questions below to describe your state/territory's monitoring and enforcement procedures to ensure that licensed child care providers comply with licensing standards, including compliance with health and safety (including, but not limited to, those requirements described in 98.41) and fire standards.

a) Licensed CCDF center-based child care

1. Describe your state/territory's requirements for pre-licensure inspections of licensed child care center providers for compliance with health, safety, and fire standards

Prior to the issuance of a child care license, the provider must comply with all child care licensing rules, including requirements for an approved fire safety and sanitation inspection. A Child Care Facility Specialist conducts a minimum of one on-site inspection to review and verify compliance with all licensing rules. Additional inspections are conducted to verify corrections to any violations noted, as needed.

2. Describe your state/territory's requirements for annual, unannounced inspections of licensed CCDF child care center providers

Licensed child care programs received, at a minimum, four inspections during a two year licensing period from their Child Care Facility Specialist. The inspections review compliance with licensing rules, noting any violations. The CCFS follows up to verify correction of any noted violations. Failure to correct violations may result in licensing action. In addition to the inspection conducted by SCCR, licensed child care programs receive annual fire safety and sanitation inspections.

3. Identify the frequency of unannounced inspections:

- Once a year
 More than once a year

Describe:

Inspections are conducted twice per year for licensed child care programs. All licensing inspections are unannounced, with the exception of initial and renewal inspections. These are announced to allow the provider an opportunity to have required paperwork on hand at the time of the inspection.

4. Describe the monitoring procedures (including differential monitoring, if applicable) and how the inspections ensure that child care center providers comply with the applicable licensing standards, including health, safety, and fire standards.

Licensed child care programs received, at a minimum, four inspections during a two year licensing period from their Child Care Facility Specialist. The inspections review compliance with licensing rules, noting any violations. The CCFS follows up to verify correction of any noted violations. Failure to correct violations may result in a licensing action. In addition to the inspections conducted by SCCR, licensed child care programs receive annual fire safety and sanitation inspections.

5. List the citation(s) for your state/territory's policies regarding inspections for licensed CCDF center providers

SCCR's Regulatory Procedure Manual outlines the procedures for licensing child care centers.

1. Describe your state/territory's requirements for pre-licensure inspections of licensed child care center providers for compliance with health, safety, and fire standards

Prior to the issuance of a child care license, the provider must comply with all child care licensing rules, including requirements for an approved fire safety and sanitation inspection. A Child Care Facility Specialist conducts a minimum of one on-site inspection to review and verify compliance with all licensing rules. Additional inspections are conducted to verify corrections to any violations noted, as needed.

2. Describe your state/territory's requirements for annual, unannounced inspections of licensed CCDF child care center providers

Licensed child care programs received, at a minimum, four inspections during a two year licensing period from their Child Care Facility Specialist. The inspections review compliance with licensing rules, noting any violations. The CCFS follows up to verify correction of any noted violations. Failure to correct violations may result in licensing action. In addition to the inspection conducted by SCCR, licensed child care programs receive annual fire safety and sanitation inspections.

3. Identify the frequency of unannounced inspections:

- Once a year
- More than once a year

Describe:

Inspections are conducted twice per year for licensed child care programs. All licensing inspections are unannounced, with the exception of initial and renewal inspections. These are announced to allow the provider an opportunity to have required paperwork on hand at the time of the inspection.

4. Describe the monitoring procedures (including differential monitoring, if applicable) and how the inspections ensure that child care center providers comply with the applicable licensing standards, including health, safety, and fire standards.

Licensed child care programs received, at a minimum, four inspections during a two year licensing period from their Child Care Facility Specialist. The inspections review compliance with licensing rules, noting any violations. The CCFS follows up to verify correction of any noted violations. Failure to correct violations may result in a licensing action. In addition to the inspections conducted by SCCR, licensed child care programs receive annual fire safety and sanitation inspections.

5. List the citation(s) for your state/territory's policies regarding inspections for licensed CCDF center providers

SCCR's Regulatory Procedure Manual outlines the procedures for licensing child care centers.

- N/A. In-home CCDF child care (care in the child's own home) is not licensed in the State/Territory. Skip to 5.3.2 (d).

1. Describe your state/territory's requirements for pre-licensure inspections of licensed child care center providers for compliance with health, safety, and fire standards

2. Describe your state/territory's requirements for annual, unannounced inspections of licensed CCDF child care center providers

3. Identify the frequency of unannounced inspections:

Once a year

More than once a year

Describe:

4. Describe the monitoring procedures (including differential monitoring, if applicable) and how the inspections ensure that child care center providers comply with the applicable licensing standards, including health, safety, and fire standards.

5. List the citation(s) for your state/territory's policies regarding inspections for licensed CCDF center providers

5.3.3 Inspections for license-exempt CCDF providers

Lead Agencies must have policies and practices that require licensing inspectors (or qualified monitors designated by the Lead Agency) to perform an annual monitoring visit of each license-exempt CCDF provider for compliance with health, safety (including, but not limited to, those requirements described in 98.41), and fire standards (658E(c)(2)(K)(i)(IV); 98.42(b)(2)(ii)). Lead Agencies have the option to exempt relative providers (as described in section (658P(6)(B)) from this requirement. To certify, respond to the questions below to describe the policies and practices for the annual monitoring of:

a) License-exempt center-based CCDF providers, including if monitoring is announced or unannounced, occurs more frequently than once per year, and if differential monitoring is used

SCCR inspects license exempt child care programs that are operated by religious organizations annually. In addition, these programs receive an annual fire safety

inspection and an annual sanitation inspection. These inspections are announced, with the purpose to verify the program's compliance with health and safety requirements. In addition, prior to becoming registered to receive CCDF, the Lead Agency's monitoring contractor completes an on-site inspection to ensure compliance with CCDF regulations.

[Provide the citation\(s\) for this policy or procedure](#)

Section 210.252.1, RSMo requires all buildings and premises used by a child care facility to be inspected annual for fire and safety by the state fire marshal and for health and sanitation by the Department of Health.

[b\) License-exempt family child care CCDF providers, including if monitoring is announced or unannounced, occurs more frequently than once per year, and if differential monitoring is used](#)

The Lead Agency contracts with a service provider to conduct unannounced, on-site monitoring visits annually for all registered providers receiving CCDF. Differential monitoring is not currently used for this type of provider.

[Provide the citation\(s\) for this policy or procedure](#)

Section 210.027.1, RSMo requires unscheduled, on-site monitoring of child care providers prior to receiving state or federal funds for providing child care services prior to providing child care services and annually thereafter. 13 CSR 35-32.070 details the monitoring requirement for child care providers caring for four or less unrelated children.

[c\) License-exempt in-home CCDF providers, including if monitoring is announced or unannounced, occurs more frequently than once per year, if relative care is exempt from monitoring, and if differential monitoring is used](#)

License-exempt in-home CCDF providers are limited to providing care in the child's home. Those providing child care in the child's home are required to meet the established health and safety standards however they are exempt from the annual on-site monitoring visit.

[Provide the citation\(s\) for this policy or procedure](#)

13 CSR 35-32.070 details the monitoring requirement for child care providers caring for four or less unrelated children and the on-site monitoring exemption for those providing child care in the child's home.

d) Lead Agencies have the option to develop alternate monitoring requirements for care provided in the child's home (98.42(b)(2)(iv)(B)). Does your state use alternate monitoring procedures for monitoring in-home care?

No

Yes. If yes,

decide:

e) List the entity(ies) in your state/territory that are responsible for conducting inspections of license-exempt CCDF providers

The Lead Agency contracts with Public Consulting Group to provide on-site monitoring for license-exempt CCDF providers.

5.3.4 Licensing inspectors.

Lead Agencies will have policies and practices that ensure that individuals who are hired as licensing inspectors (or qualified monitors designated by the Lead Agency) are qualified to inspect child care providers and facilities and have received health and safety training appropriate to the provider setting and age of the children served. Training shall include, but is not limited to, those requirements described in 98.41(a)(1) and all aspects of the State's licensure requirements (658E(c)(2)(K)(i)(I); 98.42(b)(1-2)).

a) To certify, describe how the Lead Agency ensures that licensing inspectors (or qualified monitors designated by the Lead Agency) are qualified to inspect child care facilities and providers and that those inspectors have received training on health and safety requirements that are appropriate to the age of the children in care and the type of provider setting (98.42(b)(1-2)).

The minimum qualifications for a Child Care Facility Specialist are a Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Elementary or Early Childhood Education, Sociology, Psychology, Child Development, Social Work, Nursing, or a closely related field; AND two or more years of professional experience in the licensing of child care facilities, elementary or early childhood education, social services for children (e.g. child abuse and neglect complaint investigations, foster child care resource/referral, etc.), child health

services, or experience in the provision of child care in a licensed child care home or a licensed or regulated child care facility. New CCFS staff receives on-the-job training, which includes work with their supervisor and opportunities for peer mentoring with seasoned staff. Within three months of hire, new CCFS staff receives 16 hours of orientation training which includes an overview of child care regulation in Missouri; ethics in regulations; child abuse and neglect mandated reporting and awareness; critical thinking; phases of licensing; conducting and managing complaint investigations; child care regulation and the disciplinary process; worker safety in the field; immunization training; emergency preparedness; and cultural competency, diversity and inclusion awareness. All CCFS staff is required to obtain a minimum of 12 hours of professional development training each calendar year to expand their knowledge in regulation, health, safety, early childhood and child-related areas.

The contractor's on-site monitoring personnel shall possess a Bachelor's degree from an accredited college or university, with a minimum of fifteen (15) earned credit hours in one (1), or a combination of, the following fields: elementary or early childhood education; sociology; psychology; child development; social work; nursing; or a closely related field. Monitoring specialist should be able to assess the child care provider's environment for compliance with health and safety requirements; develop positive and proactive strategies to encourage child care providers to participate in the services provided by Educare and other child care quality initiatives; refer child care provider to agencies providing technical support and/or training if registration as a child care provider is at risk of denial or revocation; maintain timely, accurate, and legible case record information, in both a hard copy and electronic format; and investigate complaints made against registered child care providers related to safety and health requirements as assigned by the state agency. The contractor's personnel shall successfully complete initial and ongoing training, as required by the state agency. In addition, the contractor shall comply with any personnel training and development required by the accreditation standards of the contractor's accrediting body(ies). The contractor's personnel shall obtain twelve (12) clock hours of training in early childhood education or related fields annually. The twelve (12) clock hours are to include any annual training required for registered child care providers by the state agency.

b) Provide the citation(s) for this policy or procedure

<https://oa.mo.gov/personnel/classification-specifications/1001?view=complete> Chapter 7 of SCCR's Licensing Procedure Manual. Contract with Public Consulting Group outlines

personnel and training requirements.

5.3.5 The states and territories shall have policies and practices that require the ratio of licensing inspectors to child care providers and facilities in the state/territory to be maintained at a level sufficient to enable the state/territory to conduct effective inspections of child care providers and facilities on a timely basis in accordance with federal, state, and local laws (658E(c)(2)(K)(i)(III); 98.42(b)(3)).

a) To certify, describe the state/territory policies and practices regarding the ratio of licensing inspectors to child care providers (i.e. number of inspectors per number of child care providers) and facilities in the state/territory and include how the ratio is sufficient to conduct effective inspections on a timely basis.

The Department of Health and Senior Services' Section for Child Care Regulation is the licensing entity in Missouri. The number of licensing inspectors is subject to appropriations for personnel services. SCCR's procedure manuals outline the required number of inspections that are required to be conducted each year, as well as provide guidance to licensing staff to ensure effective inspections are conducted timely. The ratio is currently approximately 75 child care facilities per Child Care Facility Specialist. This equates to approximately 150 site visits annually.

The monitoring contractor must maintain a minimum of one (1) on-site monitoring person for every one hundred fifty (150) referrals and assigned registered child care providers.

b) Provide the policy citation and state/territory ratio of licensing inspectors

Citation is not posted. Ratios for Child Care Licensing Specialists are 75 facilities per specialist.

5.3.6 States and territories have the option to exempt relatives (defined in CCDF regulations as grandparents, great-grandparents, siblings if living in a separate residence, aunts, and uncles (98.42(c)) from inspection requirements. Note: This exception only applies if the individual cares only for relative children. Does the state/territory exempt relatives from the inspection requirements listed in 5.3.3?

Yes, relatives are exempt from all inspection requirements.

If the state/territory exempts relatives from all inspection requirements, describe how the state ensures the health and safety of children in relative care.

Yes, relatives are exempt from some inspection requirements.

If the state/territory exempts relatives from the inspection requirements, describe which inspection requirements do not apply to relative providers (including which relatives may be exempt) and how the State ensures the health and safety of children in relative care.

No, relatives are not exempt from inspection requirements.

5.4 Criminal Background Checks

The CCDBG Act requires states and territories to have in effect requirements, policies and procedures to conduct criminal background checks for all child care staff members (including prospective staff members) of all child care programs that are 1) licensed, regulated, or registered under state/territory law; or, 2) all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers) (98.43(a)(1)(i)). Background check requirements apply to any staff member who is employed by a child care provider for compensation, including contract employees and self-employed individuals; whose activities involve the care or supervision of children; or who has unsupervised access to children (98.43(2)). For FCC homes, this requirement includes the caregiver and any other adults residing in the family child care home who are age 18 or older (98.43(2)(ii)(C)). This requirement does not apply to individuals who are related to all children for whom child care services are provided (98.43(2)(B)(ii)).

A criminal background check must include 8 specific components (98.43(2)(b)), which encompass 3 in-state checks, 2 national checks, and 3 inter-state checks

Components	In-State	National	Inter-State
1. Criminal registry or repository using fingerprints in the current state of residency	x		
2. Sex offender registry or repository check in the current state of residency	x		
3. Child abuse and neglect registry and database check in the current state of residency	x		

4. FBI fingerprint check		X	
5. National Crime Information Center (NCIC) National Sex Offender Registry (NSOR)		X	
6. Criminal registry or repository in any other state where the individual has resided in the past 5 years, with the use of fingerprints being optional			X
7. Sex offender registry or repository in any other state where the individual has resided in the past 5 years			X
8. Child abuse and neglect registry and database in any other state where the individual has resided in the past 5 years			X

In recognition of the significant challenges to implementing the Child Care and Development Fund (CCDF) background check requirements, all States applied for and received extensions through September 30, 2018. The Office of Child Care (OCC)/Administration for Children and Families (ACF)/U. S. Department of Health and Human Services (HHS) is committed to granting additional waivers of up to 2 years, in one year increments (i.e., potentially through September 30, 2020) if significant milestones for background check requirements are met.

In order to receive these time-limited waivers, states and territories will demonstrate that the milestones are met by responding to questions 5.4.1 through 5.4.4 and then apply for the time-limited waiver by completing the questions in Appendix A: Background Check Waiver Request Form. By September 30, 2018, states and territories must have requirements, policies and procedures for four specific background check components, and must be conducting those checks for all new (prospective) child care staff, in accordance with 98.43 and 98.16(o):

--The national FBI fingerprint check; and,	
--The three in-state background check provisions for the current state of residency:	
	--state criminal registry or repository using fingerprints;
	--state sex offender registry or repository check;
	--state-based child abuse and neglect registry and database.

All four components are required in order for the milestone to be considered met.

Components	New (Prospective) Staff	Existing Staff
1. Criminal registry or repository using fingerprints in the current state of residency	Milestone/Prerequisite for Waiver	Possible Time Limited Waiver for current (existing) staff
2. Sex offender registry or repository check in the current state of residency	Milestone/Prerequisite for Waiver	Possible Time Limited Waiver for current (existing) staff
3. Child abuse and neglect registry and database check in the current state of residency	Milestone/Prerequisite for Waiver	Possible Time Limited Waiver for current (existing) staff
4. FBI fingerprint check	Milestone/Prerequisite for Waiver	Possible Time Limited Waiver for current

	(existing) staff
5. National Crime Information Center (NCIC) National Sex Offender Registry (NSOR)	Possible Time Limited Waiver for: --Establishing requirements and procedures and/or --Conducting checks on all new (prospective) staff and/or --Conducting checks on current (existing) staff
6. Criminal registry or repository in any other state where the individual has resided in the past 5 years, with the use of fingerprints being optional	Possible Time Limited Waiver for: --Establishing requirements and procedures and/or --Conducting checks on all new (prospective) staff and/or --Conducting checks on current (existing) staff
7. Sex offender registry or repository in any other state where the individual has resided in the past 5 years	Possible Time Limited Waiver for: --Establishing requirements and procedures and/or --Conducting checks on all new (prospective) staff and/or --Conducting checks on current (existing) staff
8. Child abuse and neglect registry and database in any other state where the individual has resided in the past 5 years	Possible Time Limited Waiver for: --Establishing requirements and procedures and/or --Conducting checks on all new (prospective) staff and/or --Conducting checks on current (existing) staff

Use the questions below to describe the status of the requirements, policies and procedures for background check requirements. These descriptions must provide sufficient information to demonstrate how the milestone prerequisites are being met and the status of the other components that are not part of the milestone. Lead Agencies have the opportunity to submit a waiver request in Appendix A: Background Check Waiver Request Form, for components not included in the milestones. Approval of these waiver requests will be subject to verification that the milestone components have been met as part of the CCDF Plan review and approval process.

In-state Background Check Requirements

5.4.1 In-State Criminal Registry or Repository Checks with Fingerprints Requirements (98.43(b)(3)(i)).

Note: A search of a general public facing judicial website does not satisfy this requirement. This check is required in addition to the national FBI criminal history check (5.4.4 below) to mitigate any gaps that may exist between the two sources.

a) Milestone #1 Prerequisite for New (Prospective) Child Care Staff: Describe the

requirements, policies and procedures for the search of the in-state criminal registry or repository, with the use of fingerprints required in the state where the staff member resides.

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

All new child care providers and staff, except Religious In Compliance providers not receiving CCDF will be required to submit fingerprints to the Missouri State Highway Patrol. The fingerprints are used to screen for any criminal history with the Missouri State Highway Patrol. All applicants must register with the Missouri Automated Criminal History Site (MACHS) Fingerprint Portal using a four digit registration number to ensure results are sent to the correct agency. Fingerprint results are received electronically via the CJIS Online portal. Fingerprints are pulled from the CJIS and transferred to a secure share drive. SCCR and Lead Agency staff will screen child care providers individually, based on the provider application being worked. Fingerprint results are deleted after one year. RSMo., 210.025, 210.1080 (law becomes effective August 28, 2018. This process will go into effect with all applications for licensure or registration effective 10/01/2018 with application decisions to be made 90 days from date of application.

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

All individuals and entities that are licensed, regulated or registered (would include Religious In Compliance providers receiving CCDF) conducting business as child care providers, in accordance with 98.43 and 98.16, are required to be fingerprinted. RSMo., 210.025, 210.1080 (law becomes effective August 28, 2018).

b) Has the search of the in-state criminal registry or repository, with the use of fingerprints, been conducted for all current (existing) child care staff?

Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

No. (Waiver request allowed. See Appendix A). Describe the status of conducting the search of the state criminal registry or repository, using fingerprints for current (existing) child care staff including:

- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs
- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)
- Key challenges to fully implementing this requirements
- Strategies used to address these challenges

Describe:

Legislation was passed in the 2018 legislative session and becomes effective August 28, 2018.

All registered four or less (FOL) child care providers are currently registered for fingerprinting at initial registration. In 2017, the Children's Division implemented fingerprinting every 5 years. Child care providers serving four or fewer unrelated children currently registered with the Lead Agency are compliant with the federal and state fingerprinting requirement.

Licensed, license exempt providers and household members over the age of 17 will be required to undergo a search of the state criminal registry effective August 28, 2018. Due to the estimated number of individuals requiring searches through the use of fingerprints, the Section for Child Care Regulation and the Lead Agency will use a roll out plan beginning December 1, 2018. This plan will require all licensed and license exempt registered CCDF providers, whose license or registration is due for renewal in December 2018, to submit fingerprints for state criminal background checks.

Challenges include: timing of the passage of the legislation requiring comprehensive background checks; the drafting of regulations based on the new statutes and the time to have the regulations promulgated; notifying 5,000 plus centers, group homes, family care centers, in-home child care providers, and license exempt child care providers required to undergo comprehensive background checks of the requirements and process; and developing a plan with the Missouri Highway Patrol's fingerprinting contractor.

The main strategy to address these challenges involves Section for Child Care Regulation and the Lead Agency are developing regulations, policies and procedures together to ensure that there is alignment in all aspects of comprehensive background screenings regardless if licensed, license exempt or exempt from licensure.

5.4.2 In-State Sex Offender Registry Requirements (98.43(b)(3)(B)(ii)).

Note: This check must be completed in addition to the national NCIC sex offender registry check (5.4.5 below) to mitigate any gaps that may exist between the two sources. Use of fingerprints is optional to conduct this check.

a) Milestone #2 Prerequisite for New (Prospective) Child Care Staff: Describe the requirements, policies and procedures for the search of the in-state sex offender registry.

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

All new child care providers and staff, except Religious In Compliance providers not receiving CCDF, will be required to register with the Family Care Safety Registry (FSCR). SCCR and Lead Agency staff will screen child care providers individually to determine if the individual is on the state sex offender registry, based on the provider application being worked. RSMo., 210.025, 210.1080 (law becomes effective August 28, 2018). This process will go into effect with all applications for licensure or registration effective 10/01/2018 with application decisions to be made 90 days from date of application.

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

All individuals and entities that are licensed, regulated or registered (would include Religious In Compliance providers receiving CCDF) conducting business as child care providers, in accordance with 98.43 and 98.16, are required to register with the Family Care Safety Registry in order for a search of the state sex offender registry to be conducted.

RSMo., 210.025, 210.1080 (law becomes effective August 28, 2018)

b) Has the search of the in-state sex offender registry been conducted for all current (existing) child care staff?

Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

No. (Waiver request allowed. See Appendix A). Describe the status of conducting the search of the state criminal registry or repository, using fingerprints for current (existing) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

All child care providers and staff, and individuals 17 years and older residing in a home in which child care services are provided will be required to register with the Family Care Safety Registry. Upon registration SCCR or the Lead Agency will be able to request results on the registered individual to determine if they are on the state sex offender registry.

Licensed and license exempt providers will be required to register with the Family Care Safety Registry (FCSR) effective August 28, 2018. Due to the estimated number of individuals requiring searches through FCSR, the Section for Child Care Regulation and the Lead Agency will use a roll out plan beginning December 1, 2018. This plan will require all licensed and license exempt registered CCDF providers, whose license or registration is due for renewal in December 2018, will be required to register with the FCSR prior to the license or registration being renewed.

Challenges include: timing of the passage of the legislation requiring comprehensive background checks; the drafting of regulations based on the new statutes and the time to have the regulations promulgated; notifying 5,000 plus centers, group homes, family care centers, in-home child care providers, and license exempt child care providers required to undergo comprehensive background checks of the requirements and process; and developing a plan with the Missouri Highway Patrol's fingerprinting contractor.

The main strategy to address these challenges is the Section for Child Care Regulation and the Lead Agency are developing regulations, policies and procedures together to

ensure that there is alignment in all aspects of comprehensive background screenings regardless if license, license exempt or exempt from licensure. RSMo., 210.025, 210.1080 (law becomes effective August 28, 2018)

5.4.3 In-State Child Abuse and Neglect Registry Requirements (98.43(b)(3)(B)(iii)).

Note: This is a name-based search.

a) Milestone #3 Prerequisite for New (Prospective) Child Care Staff: Describe the requirements, policies and procedures for the search of the in-state child abuse and neglect registry.

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

All new child care providers and staff, except Religious In Compliance providers not receiving CCDF will be required to register with the Family Care Safety Registry (FSCR). SCCR and Lead Agency staff will screen child care providers individually to determine if the individual is on the state child abuse and neglect registry, based on the provider application being worked. RSMo., 210.025, 210.1080 (law becomes effective August 28, 2018). This process will go into effect with all applications for licensure or registration effective 10/01/2018 with application decisions to be made 90 days from date of application.

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

All individuals and entities that are licensed, regulated or registered (would include Religious In Compliance providers receiving CCDF) conducting business as child care providers, in accordance with 98.43 and 98.16, are required to register with the Family Care Safety Registry in order for a search of the in state child abuse and neglect registry.

b) Has the search of the in-state child abuse and neglect registry been conducted for all current (existing) child care staff?

Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

No. (Waiver request allowed. See Appendix A). Describe the status of conducting the search of the state child abuse and neglect registry for current (existing) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

All child care providers and staff, and individuals 17 years and older residing in a home in which child care services are provided, will be required to register with the Family Care Safety Registry. Upon registration SCCR or the Lead Agency will be able to request results on the registered individual to determine if they are on the state sex offender registry.

Licensed and license exempt providers will be required to register with the Family Care Safety Registry (FCSR) effective August 28, 2018. Due to the estimated number of individuals requiring searches through FCSR, the Section for Child Care Regulation and the Lead Agency will use a roll out plan beginning December 1, 2018. This plan will require all licensed and licensed exempt registered CCDF providers, whose license or registration is due for renewal in December 2018, to register with the FCSR prior to the license or registration being renewed.

Challenges include: timing of the passage of the legislation requiring comprehensive background checks; the drafting of regulations based on the new statutes and the time to have the regulations promulgated; and notifying 5,000 plus centers, group homes, family

care centers, in-home child care providers, and license exempt child care providers required to undergo comprehensive background checks of the requirements and processes.

The main strategy to address these challenges involves the Section for Child Care Regulation and the Lead Agency developing regulations, policies and procedures together to ensure that there is alignment in all aspects of comprehensive background screenings regardless if licensed, license exempt or exempt from licensure. RSMo., 210.025, 210.1080 (law becomes effective August 28, 2018)

National Background Check Requirements

5.4.4 National FBI Criminal Fingerprint Search Requirements (98.43(b)(1)).

Note: The in-state (5.4.1 above) and the inter-state (5.4.6 below) criminal history check must be completed in addition to the FBI fingerprint check because there could be state crimes that do not appear in the national repository. Also note, that an FBI fingerprint check satisfies the requirement to perform an interstate check of another State's criminal history records repository if the responding state (where the child care staff member has resided within the past five years) participates in the National Fingerprint File program (CCDF-ACF-PIQ-2017-01).

a) Milestone #4 Prerequisite for New (Prospective) Child Care Staff. Describe the requirements, policies and procedures for the search of the National FBI fingerprint check.

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

All new child care providers and staff, except Religious In Compliance providers not receiving CCDF, will be required to submit fingerprints to the Missouri State Highway Patrol. The fingerprints are used to screen for any criminal history with the Missouri State Highway Patrol and the FBI (Missouri is an NFF state). All applicants must register with the Missouri Automated Criminal History Site (MACHS) Fingerprint Portal using a four digit registration number to ensure results are sent to the correct agency. Fingerprint results are received electronically via the CJIS Online portal. Fingerprints are pulled from

the CJIS and transferred to a secure share drive. SCCR and Lead Agency staff will screen child care providers individually, based on the provider application being worked. Fingerprint results are deleted after one year.

Interstate checks will be completed using the individual's name and social security number by sending a written request to the appropriate law enforcement agency in each of the states that individual has resided in the past five year.

RSMo., 210.025, 210.1080 (law becomes effective August 28, 2018). This process will go into effect with all applications for licensure or registration effective 10/01/2018 with application decisions to be made 90 days from date of application.

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

All individuals and entities that are licensed, regulated or registered (would include Religious In Compliance providers receiving CCDF) conducting business as child care providers, in accordance with 98.43 and 98.16, are required to be fingerprinted in order to complete a state and FBI criminal background check. For individuals residing in another state in the past five years, an interstate check for criminal background check is required.

RSMo., 210.025, 210.1080 (law becomes effective August 28, 2018)

b) For all current (existing) child care staff, has the FBI criminal fingerprint check been conducted?

Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

No. (Waiver request allowed. See Appendix A). Describe the status of conducting the FBI fingerprint check for current (existing) child care staff including:
-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs
-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible

providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

Law was passed in the 2018 legislative session and becomes effective August 28, 2018. All registered four or less (FOL) child care providers are currently registered for fingerprinting at initial registration. In 2017, the Children's Division implemented fingerprinting every 5 years. Child care providers serving four or fewer unrelated children currently registered with the Lead Agency are compliant with the federal and state fingerprinting requirement.

Licensed, license exempt providers and household members over the age 17 will be required to undergo a search of the state criminal registry and any other state in which an individual resided in the past five years effective August 28, 2018. Due to the estimated number of individuals requiring searches through the use of fingerprints, the Section for Child Care Regulation and the Lead Agency will use a roll out plan beginning December 1, 2018. This plan will require all licensed and license exempt registered CCDF providers, whose license or registration is due for renewal in December 2018, to submit fingerprints for state criminal background checks.

Challenges include: timing of the passage of the legislation requiring comprehensive background checks; the drafting of regulations based on the new statutes and the time to have the regulations promulgated; notifying 5,000 plus centers, group homes, family care centers, in-home child care providers, and license exempt child care providers required to undergo comprehensive background checks of the requirements and process; and developing a plan with the Missouri Highway Patrol's fingerprinting contractor. In addition, the requesting of criminal history from other states is an unknown process at this time. The main strategy to address these challenges involves the Section for Child Care Regulation and the Lead Agency developing regulations, policies and procedures together to ensure that there is alignment in all aspects of comprehensive background screenings regardless if licensed, license exempt or exempt from licensure. RSMo., 210.025, 210.1080 (law becomes effective August 28, 2018)

National Background Check Requirements

5.4.5 National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) Search Requirements (98.43(b)(2)).

Note: This is a name-based search. Searching general public facing sex offender registries does not satisfy this requirement. This national check must be required in addition to the in-state (5.4.2 above) or inter-state (5.4.7 below) sex offender registry check requirements. This check must be performed by law enforcement.

a) Has the National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) check been put in place for all new (prospective) child care staff

Yes. If yes,

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

No. (Waiver request allowed. See Appendix A). Describe the status of conducting the the National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) for new (prospective) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

All child care applicants, staff, and individuals 17 years and older residing in a home in which child care services are provided, will be screened through the NCIC NSOR. Since Missouri is an NFF state, results from NCIC will include results from the NSOR when fingerprints are submitted to the State Highway Patrol.

Challenges include: timing of the passage of the legislation requiring comprehensive background checks; the drafting of regulations based on the new statutes and the time to have the regulations promulgated; and notifying 5,000 plus centers, group homes, family care centers, in-home child care providers, and license exempt child care providers required to undergo comprehensive background checks of the requirements and processes.

The main strategy to address these challenges involves the Section for Child Care Regulation and the Lead Agency developing regulations, policies and procedures together to ensure that there is alignment in all aspects of comprehensive background screenings regardless if licensed, license exempt or exempt from licensure. RSMo., 210.025, 210.1080 (law becomes effective August 28, 2018)

b) Has the National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) check been put in place for all current (existing) child care staff?

Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

No. (Waiver request allowed. See Appendix A). Describe the status of conducting the National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) check for current (existing) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

All child care applicants, staff, and individuals 17 years and older residing in a home in which child care services are provided, will be screened through the NCIC NSOR. Since Missouri is an NFF state, results from NCIC will include results from the NSOR when fingerprints are submitted to the State Highway Patrol.

Challenges include: timing of the passage of the legislation requiring comprehensive background checks; the drafting of regulations based on the new statutes and the time to have the regulations promulgated; and notifying 5,000 plus centers, group homes, family care centers, in-home child care providers, and license exempt child care providers required to undergo comprehensive background checks of the requirements and processes.

The main strategy to address these challenges involves the Section for Child Care Regulation and the Lead Agency developing regulations, policies and procedures together to ensure that there is alignment in all aspects of comprehensive background screenings regardless if license, license exempt or exempt from licensure. RSMo., 210.025, 210.1080 (law becomes effective August 28, 2018).

Inter-state Background Check Requirements

Checking a potential employee's history in any state other than that in which the provider's services are provided qualifies as an inter-state check, per the definition of required criminal background checks in 98.43(b)(3). For example, an inter-state check would include situations when child care staff members work in one state and live in another state. The statute and regulations require background checks in the state where the staff member resides and each state where the staff member resided during the previous 5 years. Background checks in the state where the staff member is employed may be advisable, but are not strictly required.

5.4.6 Interstate Criminal Registry or Repository Check Requirement (including in any other state where the individual has resided in the past 5 years). (98.43 (b)(3)(i)).

Note: It is optional to use a fingerprint to conduct this check. Searching a general public facing judicial website does not satisfy this requirement. This check must be completed in addition to

the national FBI history check (5.4.4 above) to mitigate any gaps that may exist between the two sources (unless the responding state participates in the National Fingerprint File program).

a) Has the interstate criminal registry or repository check been put in place for all new (prospective) child care staff?

Yes. If yes,

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

No. (Waiver request allowed. See Appendix A). Describe the status of conducting the the interstate criminal registry or repository check for new (prospective) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

All child care applicants, staff, and individuals 17 years and older residing in a home in which child care services are provided and have lived in another state in the past five years will have a background screening in the previous state. The Lead Agency and the Section for Child Care Regulation are in the process of drafting policy and procedures for conducting interstate checks.

Challenges include: timing of the passage of the legislation requiring comprehensive background checks; the drafting of regulations based on the new statutes and the time to have the regulations promulgated; and notifying 5,000 plus centers, group homes, family care centers, in-home child care providers, and license exempt child care providers

required to undergo comprehensive background checks of the requirements and processes.

The main strategy to address these challenges involves the Section for Child Care Regulation and the Lead Agency developing regulations, policies and procedures together to ensure that there is alignment in all aspects of comprehensive background screenings regardless if license, license exempt or exempt from licensure. RSMo., 210.025, 210.1080 (law becomes effective August 28, 2018).

b) Has the interstate criminal registry or repository check been put in place for all current (existing) child care staff?

Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

No. (Waiver request allowed. See Appendix A). Describe the status of conducting the interstate criminal registry or repository check for current (existing) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

All child care providers, staff, and individuals 17 years and older residing in a home in which child care services are provided and have lived in another state in the past five years will have a background screening in the previous state. The Lead Agency and the Section for Child Care Regulation are in the process of drafting policy and procedures for conducting interstate checks.

Challenges include: timing of the passage of the legislation requiring comprehensive background checks; the drafting of regulations based on the new statutes and the time to have the regulations promulgated; and notifying 5,000 plus centers, group homes, family

care centers, in-home child care providers, and license exempt child care providers required to undergo comprehensive background checks of the requirements and processes.

The main strategy to address these challenges involves the Section for Child Care Regulation and the Lead Agency developing regulations, policies and procedures together to ensure that there is alignment in all aspects of comprehensive background screenings regardless if licensed, license exempt or exempt from licensure. RSMo., 210.025, 210.1080 (law becomes effective August 28, 2018)

5.4.7 Interstate Sex Offender Registry or Repository Check Requirements (including in any state where the individual has resided in the past 5 years). (98.43 (b)(3)(ii)).

Note: It is optional to use a fingerprint to conduct this check. This check must be completed in addition to the National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) (5.4.5 above) to mitigate any gaps that may exist between the two sources.

a) Has the interstate sex offender registry or repository check been put in place for all new (prospective) child care staff?

Yes. If yes,

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

No. (Waiver request allowed. See Appendix A). Describe the status of conducting the interstate sex offender registry or repository check for new (prospective) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF (e.g. license-exempt CCDF eligible providers)
- Key challenges to fully implementing this requirements
- Strategies used to address these challenges

Describe:

All child care applicants, staff, and individuals 17 years and older residing in a home in which child care services are provided and have lived in another state in the past five years will have a background screening in the previous state. The Lead Agency and the Section for Child Care Regulation are in the process of drafting policy and procedures for conducting interstate checks.

Challenges include: timing of the passage of the legislation requiring comprehensive background checks; the drafting of regulations based on the new statutes and the time to have the regulations promulgated; and notifying 5,000 plus centers, group homes, family care centers, in-home child care providers, and license exempt child care providers required to undergo comprehensive background checks of the requirements and processes.

The main strategy to address these challenges involves the Section for Child Care Regulation and the Lead Agency developing regulations, policies and procedures together to ensure that there is alignment in all aspects of comprehensive background screenings regardless if licensed, license exempt or exempt from licensure. RSMo., 210.025, 210.1080 (law becomes effective August 28, 2018)

b) Has the interstate sex offender registry or repository check been put in place for all current (existing) child care staff?

Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

No. (Waiver request allowed. See Appendix A). Describe the status of conducting the interstate sex offender registry or repository check for current (existing) child care staff including:

- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

All child careproviders, staff, and individuals 17 years and older residing in a home in which child care services are provided and have lived in another state in the past five years will have a background screening in the previous state. The Lead Agency and the Section for Child Care Regulation are in the process of drafting policy and procedures for conducting interstate checks.

Challenges include: timing of the passage of the legislation requiring comprehensive background checks; the drafting of regulations based on the new statutes and the time to have the regulations promulgated; and notifying 5,000 plus centers, group homes, family care centers, in-home child care providers, and license exempt child care providers required to undergo comprehensive background checks of the requirements and processes.

The main strategy to address these challenges involves the Section for Child Care Regulation and the Lead Agency developing regulations, policies and procedures together to ensure that there is alignment in all aspects of comprehensive background screenings regardless if licensed, license exempt or exempt from licensure. RSMo., 210.025, 210.1080 (law becomes effective August 28, 2018)

5.4.8 Interstate Child Abuse and Neglect Check Registry Requirements (98.43 (b)(3)(iii)).

Note: This is a name-based search.

a) Has the interstate child abuse and neglect check been put in place for all new (prospective) child care staff?

Yes. If yes,

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

No. (Waiver request allowed. See Appendix A). Describe the status of conducting the interstate child abuse and neglect check for new (prospective) child care staff including:

- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs
- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF (e.g. license-exempt CCDF eligible providers)
- Key challenges to fully implementing this requirements
- Strategies used to address these challenges

Describe:

All child care applicants, staff, and individuals 17 years and older residing in a home in which child care services are provided and have lived in another state in the past five years will have a background screening in the previous state. The Lead Agency and the Section for Child Care Regulation are in the process of drafting policy and procedures for conducting interstate checks.

Challenges include: timing of the passage of the legislation requiring comprehensive background checks; the drafting of regulations based on the new statutes and the time to have the regulations promulgated; and notifying 5,000 plus centers, group homes, family care centers, in-home child care providers, and license exempt child care providers required to undergo comprehensive background checks of the requirements and processes.

The main strategy to address these challenges involves the Section for Child Care Regulation and the Lead Agency developing regulations, policies and procedures together to ensure that there is alignment in all aspects of comprehensive background screenings regardless if licensed, license exempt or exempt from licensure. RSMo.,

210.025, 210.1080 (law becomes effective August 28, 2018)

b) Has the interstate child abuse and neglect check been put in place for all current (existing) child care staff?

Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

No. (Waiver request allowed. See Appendix A). Describe the status of conducting the interstate child abuse and neglect check for current (existing) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

All child careproviders, staff, and individuals 17 years and older residing in a home in which child care services are provided and have lived in another state in the past five years will have a background screening in the previous state. The Lead Agency and the Section for Child Care Regulation are in the process of drafting policy and procedures for conducting interstate checks.

Challenges include: timing of the passage of the legislation requiring comprehensive background checks; the drafting of regulations based on the new statutes and the time to have the regulations promulgated; and notifying 5,000 plus centers, group homes, family care centers, in-home child care providers, and license exempt child care providers required to undergo comprehensive background checks of the requirements and processes.

The main strategy to address these challenges involves the Section for Child Care Regulation and the Lead Agency developing regulations, policies and procedures together to ensure that there is alignment in all aspects of comprehensive background

screenings regardless if licensed, license exempt or exempt from licensure. RSMo., 210.025, 210.1080 (law becomes effective August 28, 2018)

Provisional Employment

The CCDF final rule states a child care provider must submit a request to the appropriate state/territory agency for a criminal background check for each child care staff member, including prospective staff members, prior to the date an individual becomes a child care staff member and at least once every 5 years thereafter (98.43(d)(1) and (2)). A prospective child care staff member may not begin work until one of the following results have been returned as satisfactory: either the FBI fingerprint check or the search of the state/territory criminal registry or repository using fingerprints in the state/territory where the staff member resides. The child care staff member must be supervised at all times pending completion of all the background check components (98.43(d)(4)).

Note: In recognition of the concerns and feedback OCC received related to the provisional hire provision of the CCDF final rule, OCC will allow states and territories to request time-limited waiver extensions for the provisional hire provision. State/territories may submit a waiver request to allow additional time to meet the requirements related to provisional hires (see Appendix A). A state/territory may receive a waiver from this requirement only when:

1. the state requires the provider to submit the background check requests before the staff person begins working; and
2. the staff member, pending the results of the elements of the background check, is supervised at all times by an individual who has completed the background check.

5.4.9 Describe the state/territory requirements related to prospective child care staff members using the checkboxes below. (Waiver request allowed. See Appendix A). Check all that apply.

The state/territory allows prospective staff members to begin work on a provisional basis (if supervised at all times) after completing and receiving satisfactory results on either the FBI fingerprint check or a fingerprint check of the state/territory criminal registry or repository in the state where the child care staff member resides.

Describe and include a citation:

The state/territory allows prospective staff members to begin work on a provisional basis (if supervised at all times) after the request has been submitted, but before receiving satisfactory results on either the FBI fingerprint check or a fingerprint

check of the state/territory criminal registry or repository in the state where the child care staff member resides. Note: A waiver request is allowed for this provision (see Appendix A).

Describe and include a citation:

A prospective child care staff member may begin work for a child care provider after the criminal background check has been requested from the department; however, pending completion of the criminal background check, the prospective child care staff member shall be supervised at all times by another child care staff member who received a qualifying result on the criminal background check within the past five years.

RSMo. 210.1080

Other.

Describe:

5.4.10 The state/territory must conduct the background checks as quickly as possible and shall not exceed 45 days after the child care provider submitted the request. The state/territory shall provide the results of the background check in a statement that indicates whether the staff member is eligible or ineligible, without revealing specific disqualifying information. If the staff member is ineligible, the state/territory will provide information about each disqualifying crime to the staff member.

Describe the requirements, policies, and procedures in place to respond as expeditiously as possible to other states', territories', and tribes' requests for background check results to accommodate the 45-day timeframe, including any agencies/entities responsible for responding to requests from other states (98.43(a)(1)(iii)).

The request for a criminal background check for any prospective child care staff member or child care staff member must be conducted as expeditiously as possible, but not to exceed forty-five days after the date on which the provider submitted the request.

Requirement is per RSMo., 210.1080. Previous experience in conducting criminal background screenings on registered providers serving four or fewer unrelated children has shown the length of time to be less than 10 days.

5.4.11 Child care staff members cannot be employed by a child care provider receiving CCDF subsidy funds if they refuse a background check, make materially false statements in connection with the background check, or are registered or required to be registered on the state or National Sex Offender Registry. Potential staff members also cannot be employed by a provider receiving CCDF funds if they have been convicted of: a felony consisting of murder, child abuse or neglect, crimes against children, spousal abuse, crimes involving rape or sexual assault, kidnapping, arson, physical assault or battery, or - subject to an individual review (at the state/territory's option)- a drug-related offense committed during the preceding 5 years; a violent misdemeanor committed as an adult against a child, including the following crimes - child abuse, child endangerment, or sexual assault; or a misdemeanor involving child pornography (98.43(c)(1)).

Note: The Lead Agency may not publicly release the results of individual background checks. It may release aggregated data by crime as long as the data do not include personally identifiable information (98.43(e)(2)(iii)).

Does the state/territory disqualify child care staff members based on their conviction for other crimes not specifically listed in 98.43(c)(i)?

No

Yes.

Describe other disqualifying crimes and provide citation:

Individuals who have been refused licensure or who have experienced licensure suspension or revocation pursuant to section 210.496.

An individual has pled guilty or nolo contendere to or been found guilty of any felony for an offense against the person as defined by chapter 565, RSMo, or any other offense against the person involving the endangerment of a child as prescribed by law; of any misdemeanor or felony for a sexual offense as defined by chapter 566, RSMo; of any misdemeanor or felony for an offense against the family as defined in chapter 568, RSMo, with the exception of the sale of fireworks, as defined in section 320.110*, RSMo, to a child under the age of eighteen; of any misdemeanor or felony for pornography or related offense as defined by chapter 573, RSMo; or of any similar

crime in any federal, state, municipal or other court of similar jurisdiction of which the director has knowledge or any offenses or reports which will disqualify an applicant from receiving state or federal funds.

RSMo., 210.025

5.4.12 The state/territory has a process for a child care staff member to appeal the the results of his or her background check to challenge the accuracy or completeness of the criminal background report, as detailed in 98.43(e)(3).

Describe how the Lead Agency ensures the privacy of background checks and provides opportunities for applicants to appeal the results of background checks. In addition, describe whether the state/territory has a review process for individuals disqualified due to a felony drug offense to determine if that individual is still eligible for employment (98.43(e)(2-4)).

The prospective child care staff member or child care staff member may appeal in writing to the department to challenge the accuracy or completeness of the information contained in his or her criminal background check, or to offer information mitigating the results and explaining why an eligibility exception should be granted. The Lead Agency shall attempt to verify the accuracy of the information challenged by the individual, including making an effort to locate any missing disposition information related to the disqualifying crime. This appeal process is the same for an individual disqualified due to a felony drug offense. The appeal shall be filed within ten days from the delivery or mailing of the notice of ineligibility. The department shall make a decision on the appeal in a timely manner.

The department shall provide the results of the criminal background check to the child care provider in a statement that indicates whether the prospective child care staff member or child care staff member is eligible or ineligible for employment or presence at the child care facility. The department shall not reveal to the child care provider any disqualifying crime or other related information regarding the prospective child care staff member or child care staff member. Only designated staff responsible for reviewing comprehensive background screenings will be granted access to the electronic system containing criminal history results.

5.4.13 The state/territory may not charge fees that exceed the actual costs of processing applications and administering a criminal background check (98.43(f)).

Describe how the state/territory ensures that fees charged for completing the background checks do not exceed the actual cost of processing and administration, regardless of whether they are conducted by the state/territory or a third-party vendor or contractor. Lead Agencies can report that no fees are charged if applicable (98.43(f)).

Fees for criminal background history and Family Care Safety registry are set by the departments conducting the searches. The fees solely cover the cost of conducting the searches, providing the information and maintaining electronic systems to report the information.

The Lead Agency will cover the cost of the first round of criminal background checks; including cost of fingerprinting.

5.4.14 Federal requirements do not address background check requirements for relative providers who receive CCDF; therefore, states have the flexibility to decide which background check requirements relative providers must meet, as defined by CCDF in 98.2 under eligible child care provider.

Note: This exception only applies if the individual cares only for relative children. Does the state/territory exempt relatives from background checks?

- No, relatives are not exempt from background check requirements.
- Yes, relatives are exempt from all background check requirements.
- Yes, relatives are exempt from some background check requirements. If the state/territory exempts relatives from some background check requirements, describe which background check requirements do not apply to relative providers.

6 Recruit and Retain a Qualified and Effective Child Care Workforce

This section covers the state or territory framework for training, professional development, and post-secondary education (98.44(a)); provides a description of strategies used to strengthen the business practices of child care providers (98.16(z)); and addresses early learning and developmental guidelines.

States and territories are required to describe their framework for training, professional development, and post-secondary education for caregivers, teachers, and directors, including those working in school-age care (98.44(a)). This framework is part of a broader systematic approach building on health and safety training (as described in section 5) within a state/territory. States and territories must incorporate their knowledge and application of health and safety standards, early learning guidelines, responses to challenging behavior, and the engagement of families. States and territories are required to establish a progression of professional development opportunities to improve the knowledge and skills of CCDF providers (658E(c)(2)(G)). To the extent practicable, professional development should be appropriate to work with a population of children of different ages, English-language learners, children with disabilities, and Native Americans (98.44(b)(2)(iv)). Training and professional development is one of the options that states and territories have for investing their CCDF quality funds (658G(b)(1)).

6.1 Professional Development Framework

6.1.1 Each state or territory must describe their professional development framework for training, professional development, and post-secondary education for caregivers, teachers and directors, which is developed in consultation with the State Advisory Council on Early Childhood Education and Care or similar coordinating body. The framework should include these components: (1) professional standards and competencies, (2) career pathways, (3) advisory structures, (4) articulation, (5) workforce information, and (6) financing (98.44(a)(3)). Flexibility is provided on the strategies, breadth, and depth with which states and territories will develop and implement their framework.

a) Describe how the state/territory's framework for training and professional development

addresses the following required elements:

-- State/territory professional standards and competencies. Describe:

Core Competencies for Early Childhood and Youth Development Professionals (Kansas and Missouri) framework combines the knowledge and skills outlined in the previous versions of the Kansas and Missouri Core Competencies for Early Care and Education Professionals (2001) and Kansas and Missouri Core Competencies for Youth Development Professionals (2006) and has been updated to reflect current research in the field. The Core Competencies are organized into eight Content Areas, each providing specific standards that help professionals learn to fully include children and youth with various ethnic, linguistic, and socio-economic backgrounds - as well as diverse needs and abilities. Each Content Area is divided into five levels of skills. These levels outline the knowledge essential in providing quality programming and establishing a continuum from preliminary skills (Level 1) to an advanced level of skills (Level 5). The five levels are intended to be cumulative - with knowledge and skills in one level required before moving to the next higher level. This development generally progresses from knowing and following, to planning and implementing, to eventually analyzing and evaluating program and practices. As professionals gain knowledge and skills through work experience and formal education/training, they will advance through the five levels in each Content Area. Depending on a professional's role, setting, or experience-he or she may have skills at varying levels in different areas.

-- Career pathways. Describe:

Career Pathways consist of promotion from a front line child care teacher at least 18 years of age, to a CDA which would qualify for director in a center of less than 20 children; 60 college hours with 12 in child related course; or twenty-four (24) months' experience and twelve (12) college semester hours in child-related courses to be a director in a center for up to 60 children; or ninety (90) college semester hours with eighteen (18) of the ninety (90) hours must be in child-related courses or thirty-six (36) months' experience and eighteen (18) college semester hours in child-related courses to be a director in a facility of up to 99 children; to be a director with more than 100 children, the individual must have one hundred twenty (120) college semester hours with twenty-four (24) of the one hundred twenty (120) hours must be in child-related courses and six (6) of the twenty-four (24) college semester hours may include courses in business or management or must have four (4) years' experience and twenty-four (24) college semester hours in child related courses.

-- Advisory structure. Describe:

Coordinating Board on Early Childhood Mental Health Workgroup developed training, MO After School Network and the Department of Health and Senior Services Section for Child Care Regulation assisted in the coordination in developing the trainings and ensuring training met the core competencies.

-- Articulation. Describe:

There is no statewide articulation agreement across all state 2 year and 4 year institutions of higher learning. Community Colleges are more likely to negotiate articulation agreements with specific universities within the same geographic region.

-- Workforce information. Describe:

Workforce information is captured in OPEN Initiative, the state's professional registry.

-- Financing. Describe:

CCDF funding is used to develop and make trainings available at no cost to child care providers.

b) The following are optional elements, or elements that should be implemented to the extent practicable, in the training and professional development framework.

- Continuing education unit trainings and credit-bearing professional development to the extent practicable

Describe:

N/A

- Engagement of training and professional development providers, including higher education, in aligning training and educational opportunities with the state/territory's framework

Describe:

N/A

- Other

Describe:

6.1.2 Describe how the state/territory developed its professional development framework in consultation with the State Advisory Council on Early Childhood Education and Care (if applicable) or similar coordinating body if there is no SAC that addresses the professional development, training, and education of child care providers and staff.

CCDF training requirements were developed in consultation with the Department of Health and Senior Services Section for Child Care Regulation and the MO After School Network. The Social-Emotional and Behavioral Health training was developed in coordination with the Coordinating Board for Early Childhood Mental Health Workgroup and the MO After School Network.

6.1.3 Describe how the framework improves the quality, diversity, stability, and retention of caregivers, teachers, and directors (98.44(a)(7)).

The Lead Agency provides financial assistance to individuals employed in a licensed child care setting or to individuals who are registered providers via a contract with a statewide vendor to obtain a CDA.

6.2 Training and Professional Development Requirements

The Lead Agency must describe how its established health and safety requirements for pre-service or orientation training and ongoing professional development requirements--as described in Section 5 for caregivers, teachers, and directors in CCDF programs--align, to the extent practicable, with the state/territory professional development framework. These requirements must be designed to enable child care providers to promote the social, emotional, physical, and cognitive development of children and to improve the knowledge and skills of the child care workforce. Such requirements shall be applicable to child care providers caring for children receiving CCDF funds across the entire age span, from birth

through age 12 (658E(c)(2)(G)). Ongoing training and professional development should be accessible and appropriate to the setting and age of the children served (98.44(b)(2)).

6.2.1 Describe how the state/territory incorporates the knowledge and application of its early learning and developmental guidelines (where applicable); its health and safety standards (as described in section 5); and social-emotional/behavioral and early childhood mental health intervention models, which can include positive behavior intervention and support models (as described in section 2) in the training and professional development framework (98.44(b)).

The CCDF required trainings for Health and Safety are based on the health and safety standards and meet the state's core competencies for training.

6.2.2 Describe how the state/territory's training and professional development are accessible to providers supported through Indian tribes or tribal organizations receiving CCDF funds (as applicable) (98.44(b)(2)(vi)).

N/A

6.2.3 States/territories are required to facilitate participation of child care providers with limited English proficiency and disabilities in the subsidy system (98.16 (dd)). Describe how the state/territory will recruit and facilitate the participation of providers:

a) with limited English proficiency

The Lead Agency participates in the Family Support Division's Refugee Resettlement program meetings to share information for recipients of child care subsidy and processes for becoming a child care provider.

b) who have disabilities

The Lead Agency outreach for recruiting child care providers does not focus on one population of individuals.

6.2.4 Describe how the state/territory's training and professional development requirements are appropriate, to the extent practicable, for child care providers who care for children receiving child care subsidies, including children of different age groups (such as specialized credentials for providers who care for infants and/or school-age children); English-language learners; children with developmental delays and disabilities; and Native Americans, including Indians and Native Hawaiians (98.44(b)(2)(iii--iv)).

The Lead Agency has translation and interpretation services for primary and secondary languages through a contracted entity.

6.2.5 The Lead Agency must provide training and technical assistance to providers and appropriate Lead Agency (or designated entity) staff on identifying and serving children and families experiencing homelessness (658E(c)(3)(B)(i)).

a) Describe the state/territory's training and TA efforts for providers in identifying and serving homeless children and their families (relates to question 3.2.2).

Educare contractors provide support group opportunities to network with other programs, in an educationally-enriched environment. Support group networking opportunities shall occur at a minimum of once per month. Identifying and serving homeless children and families is an annual topic during at least one of the monthly support groups. In addition, the MO Workshop Calendar offers training opportunities that can be taken as part of a licensed child care provider's annual clock hour requirement.

b) Describe the state/territory's training and TA efforts for Lead Agency (or designated entity) staff in identifying and serving children and their families experiencing homelessness (connects to question 3.2.2).

The Lead Agency participates in meetings of the Governor's Committee to End Homelessness. The Lead Agency's contractors provides technical support and training for CCDF child care providers and also provide information on outreach to homeless families.

6.2.6 States and territories are required to describe effective internal controls that are in place to ensure program integrity and accountability (98.68(a)). Describe how the state/territory ensures that all providers for children receiving CCDF funds are informed and trained regarding CCDF requirements and integrity (98.68(a)(3)). Check all that apply

- Issue policy change notices
- Issue new policy manual
- Staff training
- Orientations
- Onsite training
- Online training
- Regular check-ins to monitor the implementation of CCDF policies

Describe the type of check-ins, including the frequency.

- Other

Describe:

6.2.7 Lead Agencies must develop and implement strategies to strengthen the business practices of child care providers to expand the supply and to improve the quality of child care services (98.16 (z)). Describe the state/territory's strategies to strengthen provider's business practices, which can include training and/or TA efforts.

a) Describe the strategies that the state/territory is developing and implementing for training and TA.

Training for strategies to strengthen business practices is available through CCR&R provider and technical assistance is available to license exempt and licensed family homes through Educare contracted providers. In addition, a pilot project is being developed with a private consulting group that has implemented entrepreneurship training for TANF recipients and hard to employ individuals. The training would be offered in the St. Louis region for home based and group home child care providers.

b) Check the topics addressed in the state/territory's strategies. Check all that apply.

- Fiscal management
- Budgeting
- Recordkeeping
- Hiring, developing, and retaining qualified staff
- Risk management
- Community relationships
- Marketing and public relations
- Parent-provider communications, including who delivers the training, education, and/or technical assistance
- Other

Describe:

6.3 Early Learning and Developmental Guidelines

6.3.1 States and territories are required to develop, maintain, or implement early learning and developmental guidelines that are appropriate for children in a forward progression from birth to kindergarten entry (i.e., birth-to-three, three-to-five, birth-to-five), describing what children should know and be able to do and covering the essential domains of early childhood development. These early learning and developmental guidelines are to be used statewide and territory-wide by child care providers and in the development and implementation of training and professional development (658E(c)(2)(T)). The required essential domains for these guidelines are cognition, including language arts and mathematics; social, emotional, and physical development; and approaches toward learning (98.15(a)(9)). At the option of the state/territory, early learning and developmental guidelines for out-of-school time may be developed. Note: States and territories may use the quality set-aside, discussed in section 7, to improve on the development or implementation of early learning and developmental guidelines.

a) Describe how the state/territory's early learning and developmental guidelines are research-based, developmentally appropriate, culturally and linguistically appropriate, and aligned with kindergarten entry

The Early Learning Standards are consistent with current research and recommendations from other state and national initiatives. The ELGs provide Teacher and Parent guides that include standards in literacy, math, physical development, health and safety, science, and social and emotional development. Parent guides are offered in English, Bosnian, and Spanish.

b) Describe how the state/territory's early learning and developmental guidelines are appropriate for all children from birth to kindergarten entry.

The standards are intended to be used in a variety of early childhood settings by a variety of people: parents, parent educators, child care providers, Head Start and public/private school teachers, etc.

c) Verify by checking the domains included in the state/territory's early learning and developmental guidelines. Responses for "other" is optional

- Cognition, including language arts and mathematics
- Social development
- Emotional development
- Physical development
- Approaches toward learning
- Other

Describe:

d) Describe how the state/territory's early learning and developmental guidelines are implemented in consultation with the educational agency and the State Advisory Council or similar coordinating body.

The Missouri Department of Elementary and Secondary Education along with a broad based group of individuals, whose backgrounds are representative of the early childhood community in Missouri, developed a set of standards of what most children should know and be able to do by the time they enter kindergarten.

e) Describe how the state/territory's early learning and developmental guidelines are updated and include the date first issued and/or the frequency of updates

The latest version of the Missouri Early Learning Goals (MELG) was revised in 2013 and spans early infancy to kindergarten entry.

f) If applicable, discuss the state process for the adoption, implementation and continued improvement of state out-of-school time standards

The Lead Agency is a partner with the Missouri After School Network and collaborates on developing specific trainings for out of school time staff.

g) Provide the Web link to the state/territory's early learning and developmental guidelines.

<https://dese.mo.gov/early-extended-learning/early-learning/missouri-early-learning-standards>

6.3.2 CCDF funds cannot be used to develop or implement an assessment for children that:

-- Will be the primary or sole basis to determine a child care provider ineligible to participate in the CCDF,

-- Will be used as the primary or sole basis to provide a reward or sanction for an individual provider,

-- Will be used as the primary or sole method for assessing program effectiveness,

-- Will be used to deny children eligibility to participate in the CCDF (658E(c)(2)(T)(ii)(I); 98.15(a)(2)).

Describe how the state/territory's early learning and developmental guidelines are used.

The Desired Results Developmental Profile (DRDP 2015) has been adopted as the recommended school readiness tool. The DRDP 2015 has been aligned with the MO Early Learning Guidelines. Fourteen hours of training is available throughout Missouri from certified trainers. This training provides information about the school readiness tool and how to use the data to provide support the individual needs of all of the children in their program.

7 Support Continuous Quality Improvement

Lead Agencies are required to reserve and use a portion of their Child Care and Development Fund program expenditures for activities designed to improve the quality of child care services and to increase parental options for and access to high-quality child care (98.53). The quality activities should be aligned with a statewide or territory-wide assessment of the state's or territory's need to carry out such services and care. States and territories are required to report on these quality improvement investments through CCDF in three ways:

1. In the Plan, states and territories will describe the types of activities supported by quality investments over the 3-year period (658G(b); 98.16(j)).
2. ACF will collect annual data on how much CCDF funding is spent on quality activities using the expenditure report (ACF-696). This report will be used to determine compliance with the required quality and infant and toddler spending requirements (658G(d)(1); 98.53(f)).
3. For each year of the Plan period, states and territories will submit a separate annual Quality Progress Report that will include a description of activities to be funded by quality expenditures and the measures used by the state/territory to evaluate its progress in improving the quality of child care programs and services within the state/territory (658G(d); 98.53(f)).

States and territories must fund efforts in at least one of the following 10 activities:

- Supporting the training and professional development of the child care workforce
- Improving on the development or implementation of early learning and developmental guidelines
- Developing, implementing, or enhancing a tiered quality rating and improvement system for child care providers and services
- Improving the supply and quality of child care programs and services for infants and toddlers
- Establishing or expanding a statewide system of child care resource and referral services
- Supporting compliance with state/territory requirements for licensing, inspection, monitoring, training, and health and safety (as described in section 5)

- Evaluating the quality of child care programs in the state/territory, 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
- Performing other activities to improve the quality of child care services, as long as outcome measures relating to improved provider preparedness, child safety, child well-being, or kindergarten entry are possible.

Throughout this Plan, states and territories will describe the types of quality improvement activities where CCDF investments are being made, including but not limited to, quality set-aside funds and will describe the measurable indicators of progress used to evaluate state/territory progress in improving the quality of child care services for each expenditure (98.53(f)) These activities can benefit infants and toddlers through school age populations.

This section covers the quality activities needs assessment and quality improvement activities and indicators of progress for each of the activities undertaken in the state or territory.

7.1 Quality Activities Needs Assessment for Child Care Services

7.1.1 Lead Agencies must invest in quality activities based on an assessment of the state/territory's needs to carry out those activities. Lead Agencies have the flexibility to design an assessment of their quality activities that best meet their needs, including how often they do the assessment. Describe your state/territory assessment process, including the frequency of assessment (658G(a)(1); 98.53(a)).

The Lead Agency assesses, through a monitoring process, the quality activities each fiscal year to determine if the services being provided are meeting contractual expectations and goals.

7.1.2 Describe the findings of the assessment and if any overarching goals for quality improvement were identified.

The quality funds to support Department of Elementary and Secondary Education for School Age Resource and Referral and Child Development Associate Systems were assessed in July 2017. Findings of the assessment indicated that the services provided for the School Age Resource and Referrals duplicated other support services available. The funding to support CDA's was found to be utilized for individuals who were not working within the field of child care. The Lead Agency desired that the funds allocated to DESE be re-allocated to support active child care staff in securing a CDA. All other quality programs have been continued. With the award of additional discretionary funds, the Lead Agency, in consultation with the department, the Early Childhood Interagency Team, Child Care Aware of Missouri and other early childhood stakeholders, used the assessment to identify additional quality activities to meet the identified need for improving the overall quality of licensed, licensed exempt and regulated child care providers. The quality activities to be implemented include: improving professional development opportunities; supporting providers in the cost of securing comprehensive background screenings for the first year; continuing Trauma Smart training in Head Starts and school districts; improving health and safety training through the development of on-line, on-demand interactive trainings based on each level of the state's core competencies for training; contracting with a provider to recruit, assess and case manage individuals employed in early childhood to secure a CDA at no cost; provide incentives to child care providers seeking accreditation and support the implementation of the statutorily mandated Quality Assurance Report based on a pilot quality rating system.

7.2 Use of Quality Funds

7.2.1 Check the quality improvement activities in which the state/territory is investing

- Supporting the training and professional development of the child care workforce If checked, respond to section 7.3 and indicate which funds will be used for

this activity. Check all that apply.

- CCDF funds
- Other funds

Describe:

- Developing, maintaining, or implementing early learning and developmental guidelines. If checked, respond to section 6.3 and indicate which funds will be used for this activity. Check all that apply.

- CCDF funds
- Other funds

Describe:

- Developing, implementing, or enhancing a tiered quality rating and improvement system. If checked, respond to 7.4 and indicate which funds will be used for this activity. Check all that apply.

- CCDF funds
- Other funds

Describe:

- Improving the supply and quality of child care services for infants and toddlers. If checked, respond to 7.5 and indicate which funds will be used for this activity. Check all that apply

- CCDF funds
- Other funds

Describe:

Additional state funds are appropriated to support the state Early Head Start program.

- Establishing or expanding a statewide system of CCR&R services, as discussed in 1.7. If checked, respond to 7.6 and indicate which funds will be used for this activity. Check all that apply.

- CCDF funds
- Other funds

Describe:

- Facilitating compliance with state/territory requirements for inspection, monitoring, training, and health and safety standards (as described in section 5). If

checked, respond to 7.7 and indicate which funds will be used for this activity. Check all that apply.

CCDF funds

Other funds

Describe:

Evaluating and assessing the quality and effectiveness of child care services within the state/territory. If checked, respond to 7.8 and indicate which funds will be used for this activity. Check all that apply.

CCDF funds

Other funds

Describe:

Supporting accreditation. If checked, respond to 7.9 and indicate which funds will be used for this activity. Check all that apply.

CCDF funds

Other funds

Describe:

Supporting state/territory or local efforts to develop high-quality program standards relating to health, mental health, nutrition, physical activity, and physical development. If checked, respond to 7.10 and indicate which funds will be used for this activity. Check all that apply.

CCDF funds

Other funds

Describe:

Other activities determined by the state/territory to improve the quality of child care services and which measurement of outcomes related to improved provider preparedness, child safety, child well-being, or kindergarten entry is possible. If checked, respond to 7.11 and indicate which funds will be used for this activity. Check all that apply

CCDF funds

Other funds

Describe:

7.3 Supporting Training and Professional Development of the Child Care Workforce With CCDF Quality Funds

Lead Agencies can invest in the training, professional development, and post-secondary education of the child care workforce as part of a progression of professional development activities, such as those included at 98.44 in addition to the following (98.53(a)(1)).

7.3.1 Describe how the state/territory funds the training and professional development of the child care workforce

a) Check and describe which content is included in training and professional development activities and describe who or how an entity is funded to address this topic. Check all that apply.

- Promoting the social, emotional, physical, and cognitive development of children, including those efforts related to nutrition and physical activity, using scientifically based, developmentally appropriate, and age-appropriate strategies

Describe:

To continue to meet CCDF requirements for health and safety training and to improve professional development, the Lead Agency will develop on-line, on-demand interactive health and safety trainings that are aligned with the core competencies' increasing levels of aptitude. CCDF funds will be used to contract with a university or training network to develop the training videos.

- Implementing behavior management strategies, including positive behavior interventions and support models that promote positive social-emotional development and early childhood mental health and that reduce challenging behaviors, including a reduction in expulsions of preschool-age children from birth to age five for such behaviors. (See also section 2.5.)

Describe:

In order to assist child care staff in meeting challenging behaviors, a program is being developed to provide child care centers with training in Trauma Smart. Trauma Smart is a training program to assist child care centers and schools in developing an environment where all of the adults in a child's life have the knowledge to help. Parents, grandparents, teachers, administrators, school bus drivers and ancillary

school staff are all prepared to spot the signs of trauma and help children cope and heal. Trauma Smart is an evidence-based intervention that is recognized by the U.S. Department of Health and Human Services and the National Child Traumatic Stress Network to be effective in helping children and the adults who care for them address the negative impact of violence and trauma. Teachers in Trauma Smart centers spend less time on discipline and more time on teaching with the goal of reducing the number of expulsions. In FY-18, CCDF providers were required to take Social-Emotional Development training. The training continues to be available on the MO Workshop Calendar.

- Engaging parents and families in culturally and linguistically appropriate ways to expand their knowledge, skills, and capacity to become meaningful partners in supporting their children's positive development

Describe:

- Implementing developmentally appropriate, culturally and linguistically responsive instruction, and evidence-based curricula and designing learning environments that are aligned with state/territory early learning and developmental standards.

Describe:

- Providing onsite or accessible comprehensive services for children and developing community partnerships that promote families' access to services that support their children's learning and development

Describe:

- Using data to guide program evaluation to ensure continuous improvement

Describe:

- Caring for children of families in geographic areas with significant concentrations of poverty and unemployment

Describe:

- Caring for and supporting the development of children with disabilities and developmental delays

Describe:

- Supporting the positive development of school-age children

Describe:

- Other

Describe:

b) Check how the state/territory connects child care providers with available federal and state/territory financial aid or other resources to pursue post-secondary education relevant for the early childhood and school-age workforce. Check all that apply

- Coaches, mentors, consultants, or other specialists available to support access to post-secondary training, including financial aid and academic counseling
- Statewide or territory-wide, coordinated, and easily accessible clearinghouse (i.e., an online calendar, a listing of opportunities) of relevant post-secondary education opportunities
- Financial awards, such as scholarships, grants, loans, or reimbursement for expenses, from the state/territory to complete post-secondary education
- Other

Describe:

Framework for Professional Development will be redesigned to enable child care providers to promote the social, emotional, physical, and cognitive development of children and to improve the knowledge and skills of the child care workforce. In order to accomplish this redesign, opportunities will be made available statewide for individuals employed in a child care setting serving subsidy children to apply to attain a CDA at no cost and with an incentive upon successful completion. CCDF funds will be used to support this project that will be implemented through a contract with Child Care Aware of Missouri, who is the current Child Care Resource and Referral provider. GOES UNDER b) Statewide: The Child Care Resource and Referral provider has an on-line Workshop Calendar that provides training information on in-class trainings; web based training; on-line/on-demand training; special training events and conferences. Individuals are able to register through the MO Workshop Calendar and upon the successful completion of the training, have data on training title, date completed and number of clock hours transferred to the professional development tracking system.

7.3.2 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures

The Lead Agency will track the number of current child care staff to enter into the CDA program and the number to complete the program. In addition, those who complete the CDA program will be tracked for two years post completion to determine if they continue to work in the field of early childhood. The number of individuals to complete on-demand on-line trainings will be tracked annually. The Lead Agency will determine a base line of regulation violations related to the failure of child care staff to complete required trainings to determine if the use of the on-demand on-line training decreased the number of violations. Trauma Smart has an evaluation component that measures 10 CLASS Domains. Results of the evaluation will determine the expansion of the program in future years.

7.4 Quality Rating and Improvement System (QRIS)

Lead Agencies may respond in this section based on other systems of quality improvement, even if not called a QRIS, as long as the other quality improvement system contains the elements of a QRIS. QRIS refers to a systematic framework for evaluating, improving and communicating the level of quality in early childhood programs and contains five key elements:

1. Program standards
2. Supports to programs to improve quality
3. Financial incentives and supports
4. Quality assurance and monitoring
5. Outreach and consumer education

7.4.1 Does your state/territory have a quality rating and improvement system or other system of quality improvement?

No, but the state/territory is in the QRIS development phase. If no, skip to 7.5.1.

No, the state/territory has no plans for QRIS development. If no, skip to 7.5.1.

Yes, the state/territory has a QRIS operating statewide or territory-wide

Describe how the QRIS is administered (e.g., statewide or locally or through CCR&R entities) and any partners and provide a link, if available.

Yes, the state/territory has a QRIS initiative operating as a pilot-test in a few localities or only a few levels but does not have a fully operating initiative on a statewide or territory-wide basis.

Provide a link, if available.

Yes, the state/territory has another system of quality improvement

If the response is yes to any of the above, describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures.

7.4.2 QRIS participation

a) Are providers required to participate in the QRIS?

Participation is voluntary

Participation is mandatory for providers serving children receiving a subsidy. If checked, describe the relationship between QRIS participation and subsidy (e.g., minimum rating required, reimbursed at higher rates for achieving higher ratings, participation at any level).

Participation is required for all providers.

b) Which types of settings or distinctive approaches to early childhood education and care participate in the state/territory's QRIS? Check all that apply

- Licensed child care centers
- Licensed family child care homes
- License-exempt providers
- Early Head Start programs
- Head Start programs
- State prekindergarten or preschool programs
- Local district-supported prekindergarten programs
- Programs serving infants and toddlers
- Programs serving school-age children
- Faith-based settings
- Tribally operated programs
- Other

Describe:

7.4.3 Support and assess the quality of child care providers.

The Lead Agency may invest in the development, implementation, or enhancement of a tiered quality rating and improvement system for child care providers and services. Note: If a Lead Agency decides to invest CCDF quality dollars in a QRIS, that agency can use the funding to assist in meeting consumer education requirements (98.33). If the Lead Agency has a QRIS, respond to questions 7.4.3 through 7.4.6.

Do the state/territory's quality improvement standards align with or have reciprocity with any of the following standards?

- No
- Yes. If yes, check the type of alignment, if any, between the state/territory's quality standards and other standards. Check all that apply.

- Programs that meet state/territory preK standards are able to meet all or part of the quality improvement standards (e.g., content of the standards is the same, there is a reciprocal agreement between preK programs and the quality improvement system) .
- Programs that meet federal Head Start Program Performance Standards are able to meet all or part of the quality improvement standards (e.g., content of the standards is the same, there is a reciprocal agreement between Head Start programs and the quality improvement system).
- Programs that meet national accreditation standards are able to meet all or part of the quality improvement standards (e.g., content of the standards is the same, an alternative pathway exists to meeting the standards).
- Programs that meet all or part of state/territory school-age quality standards.
- Other.

Describe:

7.4.4 Do the state/territory's quality standards build on its licensing requirements and other regulatory requirements?

- No
- Yes. If yes, check any links between the state/territory's quality standards and licensing requirements
 - Requires that a provider meet basic licensing requirements to qualify for the base level of the QRIS.
 - Embeds licensing into the QRIS
 - State/territory license is a "rated" license
 - Other.

Describe:

7.4.5 Does the state/territory provide financial incentives and other supports designed to expand the full diversity of child care options and help child care providers improve the quality of services that are provided through the QRIS

No

Yes. If yes, check all that apply

- One time grants, awards, or bonuses.
- Ongoing or periodic quality stipends
- Higher subsidy payments
- Training or technical assistance related to QRIS.
- Coaching/mentoring.
- Scholarships, bonuses, or increased compensation for degrees/certificates
- Materials and supplies
- Priority access for other grants or programs
- Tax credits (providers or parents)
- Payment of fees (e.g., licensing, accreditation)
- Other

Describe:

7.4.6 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures

Not applicable. State does not have a QRIS system.

7.5 Improving the Supply and Quality of Child Care Programs and Services for Infants and Toddlers

Lead Agencies are encouraged to use the needs assessment to systematically review and improve the overall quality of care that infants and toddlers receive, the systems in place or needed to support and enhance the quality of infant and toddler providers, the capacity of the infant and toddler workforce to meet the unique needs of very young children, and the methods in place to increase the proportion of infants and toddlers in higher quality care, including any partnerships or coordination with Early Head Start and IDEA Part C programs.

Lead Agencies are required to spend 3 percent of their total CCDF expenditures on activities to improve the supply and quality of their infant and toddler care. This is in addition to the general quality set-aside requirement.

7.5.1 What activities are being implemented by the state/territory to improve the supply (see also section 4) and quality of child care programs and services for infants and toddlers? Check all that apply and describe

- Establishing or expanding high-quality community- or neighborhood-based family and child development centers. These centers can serve as resources to child care providers to improve the quality of early childhood services for infants and toddlers from low-income families and to improve eligible child care providers' capacity to offer high-quality, age-appropriate care to infants and toddlers from low-income families

Describe:

- Establishing or expanding the operation of community- or neighborhood-based family child care networks.

Describe:

- Providing training and professional development to enhance child care providers' ability to provide developmentally appropriate services for infants and toddlers

Describe:

- Providing coaching, mentoring, and/or technical assistance on this age group's unique needs from statewide or territory-wide networks of qualified infant-toddler specialists

Describe:

- Coordinating with early intervention specialists who provide services for infants and toddlers with disabilities under Part C of the Individuals with Disabilities Education Act (20 U.S.C. 1431 et seq.).

Describe:

- Developing infant and toddler components within the state/territory's QRIS, including classroom inventories and assessments

Describe:

- Developing infant and toddler components within the state/territory's child care licensing regulations

Describe:

- Developing infant and toddler components within the early learning and developmental guidelines

Describe:

- Improving the ability of parents to access transparent and easy-to-understand consumer information about high-quality infant and toddler care that includes information on infant and toddler language, social-emotional, and both early literacy and numeracy cognitive development

Describe:

- Carrying out other activities determined by the state/territory to improve the quality of infant and toddler care provided within the state/territory and for which there is evidence that the activities will lead to improved infant and toddler health and safety, cognitive and physical development, and/or well-being

Describe:

The Lead Agency contracts with eight Early Head Start programs across the state to provide state supported EHS services. The programs must be receiving federal EHS funding. EHS state program must serve up to 10% of the total program working with families of an incarcerated parent, no more than 20% of the total enrollment can be pregnant women and prenatal services; and 10% of total enrollment shall be children with special needs.

- Coordinating with child care health consultants.

Describe:

- Coordinating with mental health consultants.

Describe:

Other

Describe:

7.5.2 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services for infants and toddlers within the state/territory and the data on the extent to which the state or territory has met these measures

EHS indicators of progress include tracking the utilization of awarded slots with the expectation of 100% utilization; tracking the number of children served in child care centers and the number of non-subsidy children benefiting for the EHS curriculum, and the number of children who transition from EHS to Head Start programs.

7.6 Child Care Resource and Referral

A Lead Agency may expend funds to establish or expand a statewide system of child care resource and referral services (98.53(a)(5)). It can be coordinated, to the extent determined appropriate by the Lead Agency, by a statewide public or private non-profit, community-based, or regionally based lead child care resource and referral organization (658E(c)(3)(B)(iii)). This effort may include activities done by local or regional child care and resource referral agencies, as discussed in section 1.7.

7.6.1 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures

Indicators for progress in the use of CCDF funds for child care resource and referral are the number of contacts made for child care referral information; on-line and by phone; families using the referral services report an increase in knowledge about how to choose a quality child care program and an increase in the knowledge of about types of early education and

care programs.

7.7 Facilitating Compliance With State Standards

7.7.1 What strategies does your state/territory fund with CCDF quality funds to facilitate child care providers' compliance with state/territory requirements for inspection, monitoring, training, and health and safety and with state/territory licensing standards?

Describe:

The Lead Agency contracts with nine entities to provide Educare services statewide. The Educare program seeks to improve the quality of child care and early learning programs. Educare services are to strengthen the ability of child care providers to offer developmentally appropriate early care and education activities and programs. Services focus on providing health and safety training, providing technical assistance during the on-site monitoring process and offering support groups for child care providers that focus on multiple topics; such as discipline, curriculum, and operating as a business. Educare technical assistance includes working with educating providers on special needs of children from low-income families; encouraging parental involvement and participation with their child's developmental process; drawing on community leadership for design, implementation and continued involvement to improve early child care and education systems. Educare providers are to create programs that are designed to meet the unique needs of communities. Educare contractors work with Registered Providers, License-Exempt Providers and Licensed Family Home Child Care Providers serving subsidy children. The Educare programs provide on-site visits to the organizations with whom they work. In addition, the Lead Agency allocates CCDF for the on-site monitoring of child care providers applying to become registered with DSS or in the process of renewing their registration for the purpose of receiving subsidy payments. Monitoring personnel conduct unannounced on-site monitoring of the space where child care services are provided prior to initial application approval, and annually thereafter, to ensure the applicant is in compliance with federal and state health and safety requirements. Monitoring personnel are also responsible for investigating complaints of alleged health and safety violations by registered child care providers. Services are provided through a competitively bid contract with the Public Consultant Group.

7.7.2 Does the state/territory provide financial assistance to support child care providers in complying with minimum health and safety requirements?

No

Yes. If yes, which types of providers can access this financial assistance?

Licensed CCDF providers

Licensed non-CCDF providers

License-exempt CCDF providers

Other

Describe:

7.7.3 Describe the measurable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures

The Lead Agency will measure progress of the Educare program by tracking the number of child care providers enrolled for services, the number of services received by the provider and the percentage of improvement that child care providers achieve through the course of the technical assistance provided. The improvement is measured through the use of the Quality Assessment Tool that is completed at time of enrollment and updated quarterly.

7.8 Evaluating and Assessing the Quality and Effectiveness of Child Care Programs and Services

7.8.1 Describe how the state/territory measures the quality and effectiveness of child care programs and services in both child care centers and family child care homes currently being offered, including any tools used to measure child, family, teacher, classroom, or provider improvements, and how the state/territory evaluates how those tools positively impact children

Not applicable.

7.8.2 Describe the measureable indicators of progress relevant to this use of funds that the State/Territory will use to evaluate its progress in improving the quality of child care programs and services in child care centers and family child care homes within the state/territory and the data on the extent to which the state or territory has met these measures

Not applicable.

7.9 Accreditation Support

7.9.1 Does the state/territory support child care providers in the voluntary pursuit of accreditation by a national accrediting body with demonstrated, valid, and reliable program standards of high quality?

- Yes, the state/territory has supports operating statewide or territory-wide for both child care centers and family child care homes

Describe the support efforts for all types of accreditation that the state/territory provides to child care centers and family child care homes to achieve accreditation

Accredited facilities receive an accreditation rate incentive. In addition, the Lead Agency is implementing an accreditation support for subsidy child care providers pursuing accreditation. An incentive payment will be provided at the point that providers have completed a self-study and submitted for review. The incentive is intended to support the

provider in continuing the accreditation process.

- Yes, the state/territory has supports operating statewide or territory-wide for child care centers only. Describe the support efforts for all types of accreditation that the state/territory provides to child care centers.

Describe:

- Yes, the state/territory has supports operating statewide or territory-wide for family child care homes only. Describe the support efforts for all types of accreditation that the state/territory provides to family child care

Describe:

- Yes, the state/territory has supports operating as a pilot-test or in a few localities but not statewide or territory-wide

- Focused on child care centers

Describe:

- Focused on family child care homes

Describe:

- No, but the state/territory is in the accreditation development phase

- Focused on child care centers

Describe:

- Focused on family child care homes

Describe:

- No, the state/territory has no plans for accreditation development

7.9.2 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures

The Lead Agency will track the number of incentives provided to child care providers and compare to the number of providers achieving accreditation.

7.10 Program Standards

7.10.1 Describe how the state/territory supports state/territory or local efforts to develop or adopt high-quality program standards, including standards for infants and toddlers, preschoolers, and/or school-age children

Not applicable.

7.10.2 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures

Not applicable.

7.11 Early Learning and Development Guidelines and Other Quality Improvement Activities

7.11.1 If quality funds are used to develop, maintain, or implement early learning and development guidelines, describe the measureable indicators that will be used to evaluate the state/territory's progress in improving the quality of child care programs and services and the data on the extent to which the state/territory has met these measures (98.53(f)(3)).

Not applicable.

7.11.2 List and describe any other activities that the state/territory provides to improve the quality of child care services for infants and toddlers, preschool-aged, and school-aged children, which may include consumer and provider education activities, and also describe the measureable indicators of progress for each activity relevant to this use of funds that the state/territory will use to evaluate its progress in improving provider preparedness, child safety, child well-being, or kindergarten entry and the data on the extent to which the state or territory has met these measures. Describe:

The Lead Agency funds the ParentLink WarmLine/GrandFamily Program which provides quality parenting information, materials, and other resources such as research-related literature, educational brochures, and lending library items, as well as services, such as outreach activities and support groups to proactively strengthen and support Missouri's families and communities. The WarmLine is an 800 number for parents, child care providers, and the general public to contact for information and referrals. ParentLink WarmLine/GrandFamily Program is open Monday-Friday 8:00 AM-10:00 PM and 12:00 PM – 5:00 PM Saturday and Sunday and maintains an answering system for customers to leave a message if staff is on another call or if calls are received outside of business hours, and the WarmLine staff return all messages and e-mails within one (1) business day. Indicators to measure the program include the number of contacts made to the WarmLine, the number of children impacted by the use of the WarmLine and the number of outreach materials provided to consumers of the WarmLine.

8 Ensure Grantee Program Integrity and Accountability

Program integrity and accountability activities are integral to the effective administration of the CCDF program. Lead Agencies are required to describe in their Plan effective internal controls that ensure integrity and accountability while maintaining the continuity of services (98.16(cc)). These accountability measures should address reducing fraud, waste, and abuse, including program violations and administrative errors.

This section includes topics on internal controls to ensure integrity and accountability and processes in place to investigate and recover fraudulent payments and to impose sanctions on clients or providers in response to fraud. Respondents should consider how fiscal controls, program integrity and accountability apply to:

-- Memorandums of understanding within the Lead Agency's various divisions that administer or carry out the various aspects of CCDF

-- MOU's, grants, or contracts to other state agencies that administer or carry out various aspects of CCDF

-- Grants or contracts to other organizations that administer or carry out various aspects of CCDF such as professional development and family engagement activities

-- Internal processes for conducting child care provider subsidy

8.1 Internal Controls and Accountability Measures To Help Ensure Program Integrity

8.1.1 Check and describe how the Lead Agency ensures that all its staff members and any staff members in other agencies who administer the CCDF program through MOUs, grants and contracts are informed and trained regarding program requirements and integrity. Check all that apply:

Train on policy manual

Describe:

The Lead Agency participates in training for Eligibility Specialists within the Family Support Division.

Train on policy change notices

Describe:

The Lead Agency participates in training for Eligibility Specialists within the Family Support Division.

Ongoing monitoring and assessment of policy implementation

Describe:

The Lead Agency meets with leadership of the Family Support Division, Child Care Processing Center on a quarterly basis. Results of targeted case reviews, completed by FSD Supervisors, are reviewed to determine if there is a need for policy clarification, rewrites, or additional training.

Other

Describe:

The Lead Agency takes any opportunity to meet with frontline Family Support Division staff, to answer questions, and to provide policy interpretation.

8.1.2 Lead Agencies must ensure the integrity of the use of funds through sound fiscal management and must ensure that financial practices are in place (98.68 (a)(1)). Describe the processes in place for the Lead Agency to ensure sound fiscal management practices for all expenditures of CCDF funds. Check all that apply:

Verifying and processing billing records to ensure timely payments to providers

Describe:

Payments are made on time by allowing child care providers to invoice directly the first day of the month following a service month. The Child Care Review Team and the Child Care Payment Unit, within the Division of Finance and Administrative Services, conduct post-payment reviews to verify accuracy.

Fiscal oversight of grants and contracts

Describe:

Invoices for contracts are due within 30 days of the following service month and are monitored for contract compliance by a program development specialist, are monitored for appropriate expenditures by another program development specialist, and are then forwarded to the Division of Finance and Administrative Services for final review and payment.

Tracking systems to ensure reasonable and allowable costs

Describe:

Invoices for contracts are due within 30 days of the following service month and are monitored for contract compliance by a program development specialist, monitored for appropriate expenditures by another program development specialist, and then forwarded to the Division of Finance and Administrative Services for final review and payment.

Other

Describe:

8.1.3 Check and describe the processes that the Lead Agency will use to identify risk in their CCDF program. Check all that apply:

Conduct a risk assessment of policies and procedures

Describe:

Establish checks and balances to ensure program integrity

Describe:

Use supervisory reviews to ensure accuracy in eligibility determination

Describe:

Targeted case reviews are conducted on a monthly basis by eligibility supervisors. Policies for targeted review include issues that have been identified through audit reports, monitoring activities, and new policy areas.

Other

Describe:

8.1.4 Lead Agencies conduct a wide variety of activities to fight fraud and ensure program integrity. Lead Agencies are required to have processes in place to identify fraud and other program violations to ensure program integrity. Program violations can include both intentional and unintentional client and/or provider violations, as defined by the Lead Agency. These violations and errors, identified through the error-rate review process may result in payment or nonpayment (administrative) errors and may or may not be the result of fraud, based on the Lead Agency definition. Check and describe any activities that the Lead Agency conducts to ensure program integrity.

a) Check and describe all activities that the Lead Agency conducts to identify and prevent fraud or intentional program violations. Include in the description how each activity assists in the identification and prevention of fraud and intentional program violations. Include a description of the results of such activity.

- Share/match data from other programs (e.g., TANF program, Child and Adult Care Food Program, Food and Nutrition Service (FNS), Medicaid) or other databases (e.g., State Directory of New Hires, Social Security Administration, Public Assistance Reporting Information System (PARIS)).

Describe

- Run system reports that flag errors (include types).

Describe:

Flag absence and holiday errors, duplicate authorizations, reports on holiday usage, and reports based on provider risk factors.

- Review enrollment documents and attendance or billing records

Describe:

Review enrollment documents and attendance or billing records. Describe: The Child Care Review Team selects numerous providers each month to review and compare attendance records to online invoices. Providers under review are selected based on various risk factors (i.e. large number of subsidy eligible children in care, no reported absences, etc.) that may indicate a higher risk of fraud or intentional program violations.

Conduct supervisory staff reviews or quality assurance reviews.

Describe:

Conduct supervisory staff reviews or quality assurance reviews. Describe: Supervisory staff reviews and quality assurance reviews are conducted to ensure policy is applied correctly and as a 2nd view of documentation to ensure program integrity.

Audit provider records.

Describe:

The Child Care Review Team selects numerous providers each month to review and compare attendance records to online invoices. Providers under review are selected based on various risk factors (i.e. large number of subsidy eligible children in care, no reported absences, etc.) that may indicate a higher risk of fraud or intentional program violations.

Train staff on policy and/or audits.

Describe:

Staff are trained on policy and are provided refresher training on a regular basis. Division of Finance and Administrative Services staff and Children's Division staff are trained to identify errors that may be intentional and to follow up when there are concerns of fraud or intentional program violations.

Other

Describe:

b) Check and describe all activities the Lead Agency conducts to identify unintentional program violations. Include in the description how each activity assists in the identification and prevention of unintentional program violations. Include a description of the results of such activity.

Share/match data from other programs (e.g., TANF program, CACFP, FNS, Medicaid) or other databases (e.g., State Directory of New Hires, Social Security Administration, PARIS).

Describe:

[Run system reports that flag errors \(include types\).](#)

Describe:

Flag absence and holiday errors, duplicate authorizations, reports on holiday usage, and reports based on provider risk factors. All of the reports help identify unintentional program violations.

[Review enrollment documents and attendance or billing records](#)

Describe:

Review enrollment documents and attendance or billing records. Describe: The Child Care Review Team selects numerous providers each month to review and compare attendance records to online invoices. Providers under review are selected based on various risk factors (i.e. large number of subsidy eligible children in care, no reported absences, etc.) that may indicate a higher risk unintentional program violations.

[Conduct supervisory staff reviews or quality assurance reviews.](#)

Describe:

Conduct supervisory staff reviews or quality assurance reviews. Describe: Supervisory staff reviews and quality assurance reviews are conducted to ensure policy is applied correctly and as a 2nd view of documentation to ensure program integrity, as well as to identify any staff training needs that may need to be addressed to prevent unintentional program violations.

[Audit provider records.](#)

Describe:

Describe: The Child Care Review Team selects numerous providers each month to review and compare attendance records to online invoices. Providers under review are selected based on various risk factors (i.e. large number of subsidy eligible children in care, no reported absences, etc.) that may indicate a higher risk unintentional program violations and various training needs.

[Train staff on policy and/or audits.](#)

Describe:

Staff are trained on policy and are provided refresher training on a regular basis. Division of Finance and Administrative Services staff and Children's Division staff are

trained to identify errors that may be intentional or unintentional and to follow up when training needs are identified.

Other

Describe:

c) Check and describe all activities the Lead Agency conducts to identify and prevent agency errors. Include in the description how each activity assists in the identification and prevention of agency errors.

Share/match data from other programs (e.g., TANF program, CACFP, FNS, Medicaid) or other databases (e.g., State Directory of New Hires, Social Security Administration, PARIS).

Describe:

Run system reports that flag errors (include types).

Describe:

Flag absence and holiday errors, duplicate authorizations, reports on provider/child relation authorizations, and other reports that may be as a result of a system error or agency error. The reports are a method of identifying system issues or misapplication of policy.

Review enrollment documents and attendance or billing records

Describe:

"Enrollment" documents, such as child care need verification, income verification, and parent schedules are reviewed during supervisory staff reviews to ensure the documents are documented accurately and policy is applied appropriately.

Conduct supervisory staff reviews or quality assurance reviews.

Describe:

Supervisory staff reviews and quality assurance reviews are conducted to ensure policy is applied correctly, as well as to identify any staff training needs that may need to be addressed.

Audit provider records.

Describe:

Train staff on policy and/or audits.

Describe:

Staff are trained on policy and are provided refresher training on a regular basis to ensure policy is applied correctly and to ensure there is an understanding of policy and procedure.

Other

Describe:

8.1.5 The Lead Agency is required to identify and recover misspent funds as a result of fraud, and it has the option to recover any misspent funds as a result of errors.

a) Check and describe all activities that the Lead Agency uses to investigate and recover improper payments due to fraud. Include in the description how each activity assists in the investigation and recovery of improper payment due to fraud or intentional program violations. Include a description of the results of such activity. Activities can include, but are not limited to, the following:

Require recovery after a minimum dollar amount of an improper payment and identify the minimum dollar amount

Describe:

The Lead Agency requires recovery of an improper payment with a minimum dollar amount of \$5.00.

Coordinate with and refer to the other state/territory agencies (e.g., state/territory collection agency, law enforcement agency).

Describe:

The Lead Agency refers any cases of improper payment that appear to be as a possible result of fraud to the Welfare Investigation Unit (WIU) within the DSS, Division of Legal Services, for investigation. WIU will investigate the case and determine if fraud can be identified for prosecution or if there is an intentional program

violation that can be identified for recovery.

Recover through repayment plans.

Describe:

Any overpayments identified, whether by unintentional or intentional violation, can be recovered by repayment plan, if the provider is not currently contracted/registered and receiving payment.

Reduce payments in subsequent months.

Describe:

Any overpayments identified, whether by unintentional or intentional violation, will be recovered by a 10% reduction of each payment received by any contracted/registered child care provider receiving payments.

Recover through state/territory tax intercepts.

Describe:

Recover through other means.

Describe:

Establish a unit to investigate and collect improper payments and describe the composition of the unit below.

Describe:

The Department of Social Services, Division of Legal Services (DLS) Welfare Investigation Unit is established to investigate possible cases of fraud for all Income Maintenance programs. The DLS, Claims and Restitution Unit collects any identified improper payment of benefits.

Other

Describe:

b) Check any activities that the Lead Agency will use to investigate and recover improper payments due to unintentional program violations. Include in the description how each activity assists in the investigation and recovery of improper payments due to

unintentional program violations. Include a description of the results of such activity. Activities can include, but are not limited to, the following:

- Require recovery after a minimum dollar amount of an improper payment and identify the minimum dollar amount

Describe:

The Lead Agency requires recovery of an improper payment with a minimum dollar amount of \$5.00.

- Coordinate with and refer to the other state/territory agencies (e.g., state/territory collection agency, law enforcement agency).

Describe:

The Lead Agency refers any cases of improper payment as a result of unintentional program violations to the Child Care Payment Unit for recovery through recoupment or repayment when a child care provider has been paid improperly. The Lead Agency refers any cases of improper payment of benefits to the Family Support Division, Program Integrity Unit.

- Recover through repayment plans.

Describe:

Any improper payments identified, whether by unintentional or intentional violation, or agency error can be recovered by repayment plan, if the provider is not currently contracted/registered and receiving payment or when the improper payment was made on behalf of a recipient.

- Reduce payments in subsequent months.

Describe:

Any overpayments identified, whether by unintentional or intentional violation, will be recovered by a 10% reduction of each payment received by any contracted/registered child care provider receiving payments.

- Recover through state/territory tax intercepts.

Describe:

- Recover through other means.

Describe:

- Establish a unit to investigate and collect improper payments and describe the composition of the unit below.

Describe:

A Child Care Review Team (CCRT) was established in 2013, within the Division of Finance and Administrative Services Compliance Unit. Plans are developed to monitor child care providers using a risk-based data-driven approach. CCRT conducts onsite and desk reviews of high risk child care providers or on providers referred to determine compliance with record keeping and billing. Child care providers found to have an overpayment are referred to the Child Care Payment Unit to establish a claim and initiate recoupment of overpayments.

- Other

Describe:

c) Check and describe all activities that the Lead Agency will use to investigate and recover improper payments due to agency errors. Include in the description how each activity assists in the investigation and recovery of improper payments due to administrative errors. Include a description of the results of such activity.

- Require recovery after a minimum dollar amount of an improper payment and identify the minimum dollar amount

Describe:

The Lead Agency requires recovery of an improper payment with a minimum dollar amount of \$5.00.

- Coordinate with and refer to the other state/territory agencies (e.g., state/territory collection agency, law enforcement agency).

Describe:

The Lead Agency refers any cases of improper payment as a result of agency to the Child Care Payment Unit for recovery through recoupment or repayment if the improper payment was made to a child care provider. When the improper payment was made on behalf of a recipient as a result of the agency error, the information is referred to the Program Integrity Unit for recoupment.

Recover through repayment plans.

Establish a unit to investigate and collect improper payments.

Any improper payments identified, whether by unintentional or intentional violation, or agency error can be recovered by repayment plan, if the provider is not currently contracted/registered and receiving payment or when the improper payment was made on behalf of a recipient.

Reduce payments in subsequent months.

Describe:

Any improper payments identified, whether by unintentional or intentional violation, will be recovered by a 10% reduction of each payment received by any contracted/registered child care provider receiving payments.

Recover through state/territory tax intercepts.

Describe:

Recover through other means.

Describe:

Establish a unit to investigate and collect improper payments and describe the composition of the unit below.

Describe:

The Department of Social Services, Division of Finance and Administrative Services, Child Care Payment Unit and Child Care Review Team work to investigate and recover improper payments due to agency errors. The Family Support Division, Program Integrity Unit works to investigate and recover improper payments made on behalf of a recipient due to agency error.

Other

Describe:

8.1.6 What type of sanction will the Lead Agency place on clients and providers to help reduce improper payments due to program violations? Check and describe all that apply:

- Disqualify the client. If checked, describe this process, including a description of the appeal process for clients who are disqualified.

Describe:

Clients are disqualified when a claim is established against them for overpayment of child care subsidy and they do not make payments on the claim. Clients may request a hearing on the adverse action within 90 days of the action.

- Disqualify the provider. If checked, describe this process, including a description of the appeal process for providers who are disqualified.

Describe:

The Lead Agency will not contract with child care providers that have been prosecuted in the criminal court for committing fraud in the Child Care Subsidy program.

- Prosecute criminally.

Describe:

DSS Welfare Investigation Unit will make referrals to the local prosecuting attorney when the unit has established a case of fraud by a provider or child care recipient.

- Other.

Describe:

Appendix A: Background Check Waiver Request Form

Lead Agencies may apply for a temporary waiver for certain background check requirements if milestone prerequisites have been fully implemented. These waivers will be considered "transitional and legislative waivers" to provide transitional relief from conflicting or duplicative requirements preventing implementation, or an extended period of time in order for the

state/territory legislature to enact legislation to implement the provisions (98.19(b)(1)) These waivers are limited to a one-year period and may be extended for at most one additional year from the date of initial approval.

Approval of these waiver requests is subject to and contingent on OCC review and approval of responses in section 5 questions 5.4.1 -- 5.4.4 to confirm that the milestones are met. If milestone prerequisites are not met, the waiver request will not be approved. Approved waivers would begin October 1, 2018 through September 30, 2019. If approved, States and Territories will have the option to renew these waivers for one additional year as long as progress is demonstrated during the initial waiver period. Separate guidance will be issued later on the timeline and criteria for requesting the waiver renewal.

Overview of Background Check Implementation deadlines

Original deadline for implementation (658H(j)(1) of CCDBG Act): September 30, 2017

Initial one-year extension deadline (658H(j)(2) of CCDBG Act): September 30, 2018

One-year waiver deadline (45 CFR 98.19(b)(1)(i)): September 30, 2019

Waiver deadline one-year renewal (45 CFR 98.19(b)(1)(ii)): September 30, 2020

Waiver approval for new (prospective) staff, existing staff or staff hired provisionally until background checks are completed, are subject to and contingent upon the OCC review and approval of responses to 5.4.9 that demonstrate that the state/territory requires: (1) the provider to submit the background check request before the staff person begins working; and (2) pending the results of the background check, the staff person must be supervised at all times by an individual who has completed the background check.

To submit a background check waiver request, complete the form below.

Check and describe each background check provision for which the Lead Agency is requesting a time-limited waiver extension.



Appendix A.1: In-state criminal registry or repository checks

with fingerprints requirements for existing staff. (See related question at 5.4.1 (b))

Describe the provision from which the state/territory seeks relief.

The Lead Agency is requesting a waiver to the requirement for existing child care

providers, staff and individuals over the age of 17 residing in a home in which care is provided to undergo an in-state criminal registry check with fingerprints. The Lead Agency is requesting to conduct comprehensive background screenings of existing child care providers, staff, and household members over the next year.

[Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children](#)

The request for the waiver will reduce confusion among the over twenty-three thousand staff to be screened and allow the Lead Agency to educate individuals on the new legislation. Rolling out the comprehensive background screening requirements over a period of a year will result in higher quality reviews resulting in reduced misinterpretation that could lead to an individual being incorrectly screened. Missouri currently requires all child care providers to be registered with the Family Care Safety Registry (FCSR). The FCSR provides a name check of the in-state criminal repository, state child abuse and neglect registry, and state sex offender registry.

[Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver.](#)

The Lead Agency certifies that the child care services provided will not be compromised as a result of the waiver. Missouri currently requires all child care providers to be registered with the Family Care Safety Registry (FCSR). The FCSR provides a name check of the in-state criminal repository, state child abuse and neglect registry, and state sex offender registry.

[Appendix A.2: In-state sex offender registry requirements for existing staff. \(See related question at 5.4.2 \(b\)\)](#)

[Describe the provision from which the state/territory seeks relief.](#)


The Lead Agency is requesting a waiver to the requirement for existing child care providers, staff and individuals over the age of 17 residing in a home in which care is provided to undergo a screening of the in-state sex offender registry. The Lead Agency is requesting to conduct comprehensive background screenings of existing child care providers, staff, and household members over the next year.

[Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children](#)

The request for the waiver will reduce confusion among the over twenty-three thousand staff to be screened and allow the Lead Agency to educate individuals on the new legislation. Rolling out the comprehensive background screening requirements over a period of a year will result in higher quality reviews resulting in reduced misinterpretation that could lead to an individual being incorrectly screened. Missouri currently requires all child care providers to be registered with the Family Care Safety Registry (FCSR). The FCSR provides a name check of the in-state criminal repository, state child abuse and neglect registry, and state sex offender registry.

[Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver.](#)

The Lead Agency certifies that the child care services provided will not be compromised as a result of the waiver. Missouri currently requires all child care providers to be registered with the Family Care Safety Registry (FCSR). The FCSR provides a name check of the in-state criminal repository, state child abuse and neglect registry, and state sex offender registry.

 **Appendix A.3: In-state child abuse and neglect registry requirements for existing staff. (See related question at 5.4.3 (b))**

[Describe the provision from which the state/territory seeks relief.](#)

The Lead Agency is requesting a waiver to the requirement for existing child care providers, staff and individuals over the age of 17 residing in a home in which care is provided to be screened for in-state child abuse and neglect registry. The Lead Agency is requesting to conduct comprehensive background screenings of existing child care providers, staff, and household members over the next year.

[Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children](#)

The request for the waiver will reduce confusion among the over twenty-three thousand staff to be screened and allow the Lead Agency to educate individuals on the new legislation. Rolling out the comprehensive background screening requirements over a period of a year will result in higher quality reviews resulting in reduced misinterpretation that could lead to an individual being incorrectly screened. Missouri currently requires all child care providers to be registered with the Family Care Safety Registry (FCSR). The FCSR provides a name check of the in-state criminal repository, state child abuse and

neglect registry, and state sex offender registry.

[Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver.](#)

The Lead Agency certifies that the child care services provided will not be compromised as a result of the waiver. Missouri currently requires all child care providers to be registered with the Family Care Safety Registry (FCSR). The FCSR provides a name check of the in-state criminal repository, state child abuse and neglect registry, and state sex offender registry.

 **Appendix A.4: National FBI fingerprint search requirements for existing staff. (See related question at 5.4.4 (b))**

[Describe the provision from which the state/territory seeks relief.](#)

The Lead Agency is requesting a waiver to the requirement for existing child care providers, staff and individuals over the age of 17 residing in a home in which care is provided to undergo a National FBI fingerprint search. The Lead Agency is requesting to conduct comprehensive background screenings of existing child care providers, staff, and household members over the next year.


[Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children](#)

The request for the waiver will reduce confusion among the over twenty-three thousand staff to be screened and allow the Lead Agency to educate individuals on the new legislation. Rolling out the comprehensive background screening requirements over a period of a year will result in higher quality reviews resulting in reduced misinterpretation that could lead to an individual being incorrectly screened. Missouri currently requires all child care providers to be registered with the Family Care Safety Registry (FCSR). The FCSR provides a name check of the in-state criminal repository, state child abuse and neglect registry, and state sex offender registry.

[Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver.](#)

The Lead Agency certifies that the child care services provided will not be compromised as a result of the waiver. Missouri currently requires all child care providers to be registered with the Family Care Safety Registry (FCSR). The FCSR provides a name

check of the in-state criminal repository, state child abuse and neglect registry, and state sex offender registry.

 **Appendix A.5: National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) search requirements for new or prospective staff. (See related question at 5.4.5 (a))**

[Describe the provision from which the state/territory seeks relief.](#)


The Lead Agency is requesting a waiver to the requirement for new or prospective child care providers, staff and individuals over the age of 17 residing in a home in which care is provided to be screened through the NCIC National Sex Offender Registry. The Lead Agency is requesting to conduct comprehensive background screenings of new or prospective child care providers, staff, and household members over the next year.

[Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children](#)

The request for the waiver will reduce confusion among the over twenty-three thousand staff to be screened and allow the Lead Agency to educate individuals on the new legislation. Rolling out the comprehensive background screening requirements over a period of a year will result in higher quality reviews resulting in reduced misinterpretation that could lead to an individual being incorrectly screened. Missouri currently requires all child care providers to be registered with the Family Care Safety Registry (FCSR). The FCSR provides a name check of the in-state criminal repository, state child abuse and neglect registry, and state sex offender registry.

[Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver.](#)

The Lead Agency certifies that the child care services provided will not be compromised as a result of the waiver. Missouri currently requires all child care providers to be registered with the Family Care Safety Registry (FCSR). The FCSR provides a name check of the in-state criminal repository, state child abuse and neglect registry, and state sex offender registry.

 **Appendix A.6: National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) search requirements for existing staff. (See related question at 5.4.5 (b))**

[Describe the provision from which the state/territory seeks relief.](#)

The Lead Agency is requesting a waiver to the requirement for existing child care providers, staff and individuals over the age of 17 residing in a home in which care is provided to be screened through the NCIC National Sex Offender Registry. The Lead Agency is requesting to conduct comprehensive background screenings of existing child care providers, staff, and household members over the next year.

[Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children](#)

The request for the waiver will reduce confusion among the over twenty-three thousand staff to be screened and allow the Lead Agency to educate individuals on the new legislation. Rolling out the comprehensive background screening requirements over a period of a year will result in higher quality reviews resulting in reduced misinterpretation that could lead to an individual being incorrectly screened. Missouri currently requires all child care providers to be registered with the Family Care Safety Registry (FCSR). The FCSR provides a name check of the in-state criminal repository, state child abuse and neglect registry, and state sex offender registry.

[Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver.](#)

The Lead Agency certifies that the child care services provided will not be compromised as a result of the waiver. Missouri currently requires all child care providers to be registered with the Family Care Safety Registry (FCSR). The FCSR provides a name check of the in-state criminal repository, state child abuse and neglect registry, and state sex offender registry.

[Appendix A.7: Interstate criminal registry or repository check for new or prospective staff. \(See related question at 5.4.6 \(a\)\)](#)

[Describe the provision from which the state/territory seeks relief.](#)

The Lead Agency is requesting a waiver to the requirement for new or prospective child care providers, staff and individuals over the age of 17 residing in a home in which care is provided to undergo an inter-state criminal registry check. The Lead Agency is requesting to conduct comprehensive background screenings of new or prospective child care providers, staff, and household members over the next year.

[Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children](#)

The request for the waiver will reduce confusion among the over twenty-three thousand staff to be screened and allow the Lead Agency to educate individuals on the new legislation. Rolling out the comprehensive background screening requirements over a period of a year will result in higher quality reviews resulting in reduced misinterpretation that could lead to an individual being incorrectly screened. Missouri currently requires all child care providers to be registered with the Family Care Safety Registry (FCSR). The FCSR provides a name check of the in-state criminal repository, state child abuse and neglect registry, and state sex offender registry.

[Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver.](#)

The Lead Agency certifies that the child care services provided will not be compromised as a result of the waiver. Missouri currently requires all child care providers to be registered with the Family Care Safety Registry (FCSR). The FCSR provides a name check of the in-state criminal repository, state child abuse and neglect registry, and state sex offender registry.

Appendix A.8: Interstate criminal registry or repository check for existing staff. (See related question at 5.4.6 (b))

[Describe the provision from which the state/territory seeks relief.](#)

The Lead Agency is requesting a waiver to the requirement for existing child care providers, staff and individuals over the age of 17 residing in a home in which care is provided to undergo an inter-state criminal registry check. The Lead Agency is requesting to conduct comprehensive background screenings of existing child care providers, staff, and household members over the next year.


[Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children](#)

The request for the waiver will reduce confusion among the over twenty-three thousand staff to be screened and allow the Lead Agency to educate individuals on the new legislation. Rolling out the comprehensive background screening requirements over a period of a year will result in higher quality reviews resulting in reduced misinterpretation that could lead to an individual being incorrectly screened. Missouri currently requires all

child care providers to be registered with the Family Care Safety Registry (FCSR). The FCSR provides a name check of the in-state criminal repository, state child abuse and neglect registry, and state sex offender registry

[Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver.](#)

The Lead Agency certifies that the child care services provided will not be compromised as a result of the waiver. Missouri currently requires all child care providers to be registered with the Family Care Safety Registry (FCSR). The FCSR provides a name check of the in-state criminal repository, state child abuse and neglect registry, and state sex offender registry.

 **Appendix A.9: Interstate sex offender registry or repository check for new or prospective staff. (See related question at 5.4.7 (a))**

[Describe the provision from which the state/territory seeks relief.](#)

The Lead Agency is requesting a waiver to the requirement for new or prospective child care providers, staff and individuals over the age of 17 residing in a home in which care is provided to be screened through the inter-state sex offender registry. The Lead Agency is requesting to conduct comprehensive background screenings of new or prospective child care providers, staff, and household members over the next year.


[Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children](#)

The request for the waiver will reduce confusion among the over twenty-three thousand staff to be screened and allow the Lead Agency to educate individuals on the new legislation. Rolling out the comprehensive background screening requirements over a period of a year will result in higher quality reviews resulting in reduced misinterpretation that could lead to an individual being incorrectly screened. Missouri currently requires all child care providers to be registered with the Family Care Safety Registry (FCSR). The FCSR provides a name check of the in-state criminal repository, state child abuse and neglect registry, and state sex offender registry.

[Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver.](#)

The Lead Agency certifies that the child care services provided will not be compromised

as a result of the waiver. Missouri currently requires all child care providers to be registered with the Family Care Safety Registry (FCSR). The FCSR provides a name check of the in-state criminal repository, state child abuse and neglect registry, and state sex offender registry.

 **Appendix A.10: Interstate sex offender registry or repository check for existing staff. (See related question at 5.4.7 (b))**

[Describe the provision from which the state/territory seeks relief.](#)


The Lead Agency is requesting a waiver to the requirement for existing child care providers, staff and individuals over the age of 17 residing in a home in which care is provided to be screened through the inter-state child abuse and neglect registry. The Lead Agency is requesting to conduct comprehensive background screenings of existing child care providers, staff, and household members over the next year.

[Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children](#)

The request for the waiver will reduce confusion among the over twenty-three thousand staff to be screened and allow the Lead Agency to educate individuals on the new legislation. Rolling out the comprehensive background screening requirements over a period of a year will result in higher quality reviews resulting in reduced misinterpretation that could lead to an individual being incorrectly screened. Missouri currently requires all child care providers to be registered with the Family Care Safety Registry (FCSR). The FCSR provides a name check of the in-state criminal repository, state child abuse and neglect registry, and state sex offender registry.

[Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver.](#)

The Lead Agency certifies that the child care services provided will not be compromised as a result of the waiver. Missouri currently requires all child care providers to be registered with the Family Care Safety Registry (FCSR). The FCSR provides a name check of the in-state criminal repository, state child abuse and neglect registry, and state sex offender registry.

 **Appendix A.11: Interstate child abuse and neglect registry check for new or prospective staff. (See related question at 5.4.8 (a))**

[Describe the provision from which the state/territory seeks relief.](#)

The Lead Agency is requesting a waiver to the requirement for new or prospective child care providers, staff and individuals over the age of 17 residing in a home in which care is provided to be screened through the inter-state child abuse and neglect registry. The Lead Agency is requesting to conduct comprehensive background screenings of new or prospective child care providers, staff, and household members over the next year.

[Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children](#)

The request for the waiver will reduce confusion among the over twenty-three thousand staff to be screened and allow the Lead Agency to educate individuals on the new legislation. Rolling out the comprehensive background screening requirements over a period of a year will result in higher quality reviews resulting in reduced misinterpretation that could lead to an individual being incorrectly screened. Missouri currently requires all child care providers to be registered with the Family Care Safety Registry (FCSR). The FCSR provides a name check of the in-state criminal repository, state child abuse and neglect registry, and state sex offender registry.

[Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver.](#)

The Lead Agency certifies that the child care services provided will not be compromised as a result of the waiver. Missouri currently requires all child care providers to be registered with the Family Care Safety Registry (FCSR). The FCSR provides a name check of the in-state criminal repository, state child abuse and neglect registry, and state sex offender registry.

[Appendix A.12: Interstate child abuse and neglect registry check for existing staff. \(See related question at 5.4.8 \(b\)\)](#)

[Describe the provision from which the state/territory seeks relief.](#)

The Lead Agency is requesting a waiver to the requirement for existing child care providers, staff and individuals over the age of 17 residing in a home in which care is provided to be screened through the inter-state child abuse and neglect registry. The Lead Agency is requesting to conduct comprehensive background screenings of existing child care providers, staff, and household members over the next year.

[Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children](#)

The request for the waiver will reduce confusion among the over twenty-three thousand staff to be screened and allow the Lead Agency to educate individuals on the new legislation. Rolling out the comprehensive background screening requirements over a period of a year will result in higher quality reviews resulting in reduced misinterpretation that could lead to an individual being incorrectly screened. Missouri currently requires all child care providers to be registered with the Family Care Safety Registry (FCSR). The FCSR provides a name check of the in-state criminal repository, state child abuse and neglect registry, and state sex offender registry.

[Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver.](#)

The Lead Agency certifies that the child care services provided will not be compromised as a result of the waiver. Missouri currently requires all child care providers to be registered with the Family Care Safety Registry (FCSR). The FCSR provides a name check of the in-state criminal repository, state child abuse and neglect registry, and state sex offender registry.