

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

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## 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: Nevada Department of Health and Human Services

Street Address: 4126 Technology Way, Suite 100

City: Carson City

State: Nevada

ZIP Code: 89706

Web Address for Lead Agency: [dwss.nv.gov](http://dwss.nv.gov)

b) Lead Agency or Joint Interagency Official Contact Information:

Lead Agency Official First Name: Richard

Lead Agency Official Last Name: Whitley

Title: Director of Health and Human Services

Phone Number: 775 684-4000

Email Address: [nvdhhs@dhhs.nv.gov](mailto:nvdhhs@dhhs.nv.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: Christell

CCDF Administrator Last Name: Askew

Title of the CCDF Administrator:

Phone Number: 775 684-0630

Email Address: caskew@dwss.nv.gov

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

Street Address: 1470 College Parkway

City: Carson City

State: Nevada

ZIP Code: 89706

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):

Providers who are participants in the Nevada QRIS receive additional incentive dollars per child when their program achieves a quality star rating of 2 or more.

**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 is contracted with the community-based resource and referral agencies by a Sub-Grant which requires oversight and monitoring by the Lead Agency. The Northern sub-grantee is The Children's Cabinet (CC) and the Southern sub-grantee is The Las Vegas Urban League (LVUL). All contractors are required to adhere to the program policies reflected in the Nevada Child Care Policy Manual and oversight is accomplished through a variety of auditing processes including Management Evaluations, to review contractor cases and ensure the policy manual is adhered to, and Quality Control reviews, conducted by Quality Control staff, to ensure adherence to Federal policy. The CC and LVUL monitor the before and after school programs that are private as well as all Family Friend and Neighbor providers.

State Child Care Licensing is administered by the Division of Public and Behavioral Health (DPBH) for all counties in Nevada with the exception of Washoe County. Washoe County administers Child Care Licensing in for providers in Washoe County and are responsible for following the same code as State Licensing; however, they may adopt standards that are not less restrictive than those adopted under State Licensing (NRS 432A.131). Both Child Care Licensing entities monitor background check compliance, health and safety requirements, and group size and ratio requirements for all licensed centers and State Child Care Licensing monitors all before and after school recreation programs that are government operated Statewide.

**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.**

Information and statistical data regarding Nevada's child care systems can be found at the following public websites: [dwss.nv.gov/childcare](http://dwss.nv.gov/childcare), [dpbh.nv.gov](http://dpbh.nv.gov), [childrenscabinet.org](http://childrenscabinet.org), and [childcarelv.org/en/](http://childcarelv.org/en/). Should a public agency, including public agencies from other states, request information about Nevada's child care systems directly via email or phone, the representative would verify the purpose for the request, and provide the requestor with information as needed.

**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.**

The Lead Agency utilizes its application for assistance to provide parents with its policies related to the use and disclosure of confidential and personally-identifiable information. Page 6 under Authorization, 3rd para informs client "By signing below, you authorize the release of information about your household members to the Child Care and Development Program including, wage information, information made confidential by law or otherwise, and patient information privileged under NRS 49.225 or any other provision of law or otherwise. You release the holder of such information from liability, if any, resulting from disclosure of the

required information.” Also, all staff who have access to any state system, including NCCS, must sign the following security forms: DHHS Acceptable Use Agreement, DWSS Confidentiality Agreement, Confidentiality of Federal Info, and IRS Employee Awareness Training Cert. before they are given access. Also, all staff complete annual system security training for DWSS to ensure data systems are protected.

### 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](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)(I)(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.

CCDP staff and sub-grantees have been working on the current State Plan through work groups, a variety of committees and councils, and direct contact with stakeholders statewide for input and feedback on the plan. This includes county school district staff and other local government staff, and the information received from stakeholders was used in the drafting of the plan. The draft was then presented to the Southern Nevada Early Childhood Advisory Committee, which includes staff from the Southern Nevada Health District, other local government staff, and the Statewide Early Childhood Advisory Committee for additional input. Stakeholders included parents, licensed, non-licensed, and license-exempt providers, professionals within county and state government, tribal government staff, and a variety of for profit and non-profit organizations. The Inter-Tribal Council of Nevada's CCDF Administrator and her staff consulted with the Lead Agency on all tribal-related components of the Plan. They were provided with an invitation to the DWSS CCDP Public Hearing on 06/27/2018, which was also designated for distribution to the additional 6 tribes who receive CCDF monies

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

The Lead Agency Chief is on the board of the Nevada Early Childhood Advisory Council and meets with the Council regularly. The Nevada Early Childhood Council has historically been an integral part of the development of the State Plan and will continue to be.

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.

The Lead Agency has worked directly with the Inter-Tribal Council of Nevada's Child Care & Development Fund Administrator and her team to help one another access

resources, and to share information and provide guidance for one another as we develop each of our plans. The ITCN was provided with an invitation to the DWSS CCDF Public Hearing on 06/27/2018, which was also designated for distribution to the additional 6 tribes who receive CCDF monies.

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

The Children's Cabinet, The Las Vegas Urban League, Nevada Department of Education, Nevada Department of Public and Behavioral Health, The Nevada Registry, the Statewide Early Childhood Advisory Committee, the Southern Nevada Health District, The Southern Nevada Early Childhood Advisory Committee, Nevada Technical Assistance Center on Social Emotional Intervention (TACSEI), Inter-Tribal Council of Nevada, McKinney Vento, ECAC, Child Care Aware, Children's Advocacy Alliance, Nevada Division of Child and Family Services.

**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. 06/27/2018

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)). 05/11/2018

*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.

The upcoming workshop and public hearing dates for the CCDP State Plan were announced at the Early Childhood Advisory Committee's meeting on 05/04/2018 during public comment and again on 06/06/2018. Notification public hearing, in addition to a draft of the CCDP State Plan, were published on the DWSS Public Information Site on 05/11/18.

d) Hearing site or method, including how geographic regions of the state or territory were addressed. The public hearing was open to the public and conducted in Carson City, NV with available viewing in rural and Southern Nevada as well as telephone access from any location.

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.)

A draft of the State Plan was available for viewing on the DWSS website and copies of the plan draft were provided to the public at the Southern Nevada ECAC and Statewide ECAC meetings, as well as emailed to interested parties upon request.

f) How was the information provided by the public taken into consideration regarding the provision of child care services under this Plan? Information provided by the public was received at the southern Nevada ECAC and statewide ECAC meetings, the public hearing and through direct contact with program staff. This information was reviewed and integrated into the plan as appropriate.

**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://dwss.nv.gov/Home/Features/Public-Information>

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:

The Chief of the Nevada Child Care and Development Program sits on the Statewide Early Childhood Advisory Committee for Nevada and each local ECAC provides information to stakeholders through the Statewide and local ECACs.

Working with child care resource and referral agencies.

Describe:

The two CCR&R agencies, The Children's Cabinet and The Las Vegas Urban League, are made aware of all programmatic changes and are consulted when the State Plan is developed and implemented.

Providing translation in other languages.

Describe:

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

Describe:

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

Describe:

Any major program changes are done through the State's Public Hearing process, which includes public notification of meetings

Other.

Describe:

Inter-Tribal Council of Nevada's Child Care & Development Fund Administrator is developing an internal advisory council, currently titled the "Network of Nevada Tribal Grantees", and the Lead Agency will be kept abreast of these developments in order to ensure participation. Making the draft plan available on both the Lead Agency's

website, [www.dwss.nv.gov](http://www.dwss.nv.gov), and The Children's Cabinet website, [www.childrenscabinet.org](http://www.childrenscabinet.org)

## 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; 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:

CCDP coordinates with Out-of-School recreation programs which are operated or sponsored by local government to provide child care so that parents can work outside of regular school hours.

- (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 CCDP regularly meets with the Early Childhood Advisory Council and actively participates in the policy development surrounding the accessibility of child care, as well as the continuity of care, including wraparound services for Head Start programs, special needs children, families experiencing homelessness, foster care, and CPS households

- 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:

The Inter-Tribal Council of Nevada's CCDF Administrator and her staff partnered with the Lead Agency to discuss all tribal-related components of the Plan. The CCDP conducts ongoing consultations with the Inter-Tribal Council of Nevada to assist one another with the development of policies and procedures.

- 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:

CCDP is partnered with the Department of Health and Human Services' Early Intervention Partners Program which is a statewide program that was developed to train child care providers in the community about including children with disabilities in

their child care settings. Child care providers can receive training through Nevada Early Intervention Services; additionally, the State Child Care Administrator has been appointed to the Early Intervention Interagency Coordinating Council of Nevada effective 07/2018.

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

Describe the coordination goals and process:

CCDP coordinates services with the Department of Education's Head Start agencies to extend services to a full day for CCDP children.

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

Describe the coordination goals and process:

CCDP is collaborating with the Division of Public and Behavioral Health to identify families with child care barriers that are suffering from substance abuse.

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

Describe the coordination goals and process:

CCDP is partnered with Workforce Connections in the South and Nevadaworks in the North. Workforce Connections, Southern Nevada's Local Workforce Development Board (LWDB), is responsible for the operation of the One-Stop Delivery System in the Southern Nevada Local Workforce Development Area. As the Local Board we administer Title I training and employment funds and convene and coordinate the Local Workforce Development System across the 17 partners in the Southern Nevada area under the Workforce Innovation and Opportunity Act (WIOA). Their leadership consists of a Local Elected Officials Consortium composed of eight elected officials from the four counties and four cities in the Southern area. Our board composition is a majority business with representatives from labor, community organizations and required partners. WC operates in the counties of Clark, Esmeralda, Lincoln and Nye, including the cities of Boulder City, Henderson, Las Vegas and North Las Vegas. Our mission is "Connecting Employers to a Ready Workforce" by creating dynamic partnerships with employers and the community to connect job seekers to education, job training and employment opportunities. Nevadaworks provides funding to qualified service providers who work directly with a diverse population of individuals who are

seeking employment, skills upgrading, or who are entering the workforce for the first time. We believe that a strong workforce is the key to a vibrant and diverse economy. Nevadaworks, in partnership with the State of Nevada, identifies qualified training providers eligible to receive WIOA Title 1-B funds to provide training services to youth, adult and dislocated workers.

(REQUIRED) State/territory agency responsible for public education, including prekindergarten (preK).

Describe the coordination goals and process:

The agency responsible for public education including State prekindergarten is the Nevada Department of Education, Office of Early Learning and Development (OELD). In addition, this office is also responsible for the Child Care & Development Funds Quality Initiatives and the Head Start State Collaboration Office. DWSS works closely with OELD to improve quality of early childhood programs, increase access for families, and provide support to child care providers. OELD initiatives include: an aligned screening tool across child care programs, pre-k, and kindergarten entry; Student unique identifiers for children on the child care subsidy program; Preschool Development Grant (PDG) seats in child care facilities for four-year-olds whose families are below the 200% fpl; Birth to 3rd Grade (B-3) initiative that includes a pilot project and professional learning specific to smoothing transitions both across the grades (horizontally) and within grades (vertically); and aligned standards across child care and pre-k programs.

(REQUIRED) State/territory agency responsible for child care licensing.

Describe the coordination goals and process:

The agency responsible for all Child Care Licensing outside of Washoe County is the Division of Public and Behavioral Health (DPBH). CCDP works closely with DPBH to ensure that policy is aligned between CCDP and Child Care Licensing. In Washoe County, Washoe County Human Services is responsible for Child Care Licensing. Both CCDP and State Licensing oversee Washoe County Child Care Licensing. CCDP is responsible for overseeing any policy or regulations that apply to CCDF.

(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:

CCDP is working iwth the CACFP both in the North and in the South. CACFP provides aid to child and adult care institutions and family or group day care homes for the provision of nutritious foods that contribute to the wellness, healthy growth, and development of young children, and the health and wellness of older adults and chronically impaired disabled persons.

- (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:

McKinney-Vento, under the Department of Education, and CCDP are coordinating efforts to better understand how our providers interpret the meaning of "homeless" as we develop policy and procedures to ensure homeless families are prioritized in Nevada.

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

Describe the coordination goals and process:

The TANF program in Nevada is housed within the same Agency as CCDP (the Division of Welfare and Supportive Services). CCDP coordinates with TANF in order to link services to our most needy families in Nevada. Families who apply for TANF are referred to the Child Care Program as a priority and receive 100% subsidy (no co-pay).

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

Describe the coordination goals and process:

The agency responsible for Medciaid and Children's Health Insurance is The Division of Healthcare, Financing, and Policy (DHCFP). CCDP and the ECAC are working with DHCFP to try develop a strategy to address the lack of early prevention services for children in Nevada.

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

Describe the coordination goals and process:

CCDP partners with the Aging and Disability Services Division (ADSD) with the goal of providing training for providers on trauma-informed care.

- (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:

CCDP coordinates with the Nevada Registry and our CCR&R subgrantees to link families and providers to resources for training and development. CCDP also coordinates with T.E.A.C.H., which is a comprehensive scholarship program that addresses a comprehensive scholarship program which addresses specific issues within the early childhood workforce, including under-education, poor compensation and high turnover within the field. This scholarship program delivers a unique resolution to these issues by providing an opportunity for assistance with higher education, access to increased compensation for early childhood professionals, and incorporating the element of commitment in an effort to reduce the turnover rate in Nevada's early learning programs.

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

Describe the coordination goals and process:

CCDP coordinates with Nevada's Out-of-School providers in attaining compliance with CCDF regulations through individually focused TA and support.

- (REQUIRED) Agency responsible for emergency management and response.

Describe the coordination goals and process:

CCDP is coordinating with the Nevada Department of Emergency Management (DEM) to consult and coordinate efforts to streamline our Disaster Plan and to help one another develop our policy and processes for emergencies in Nevada.

*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

CCDP coordinates services with the Department of Education's Early Head Start agencies to extend services to a full day for CCDP children.

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

Describe

Through our partnership with SNAP E&T, CCDP is conducting a pilot in which we have opened a purpose of care under education and training to authorize individuals participating in the Nevada System of Higher Education and SNAP E&T Workforce Program with Western Nevada College or Truckee Meadows Community College to become eligible to access child care subsidy assistance.

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

Describe

CCDP is partnering with Americorp to provide backup for Pre-K teachers in Nye County.

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

Describe

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

Describe

- State/territory agency responsible for child welfare.

Describe

CCDP partners with the Division of Child and Family Services (DCFS) to provide a consultation program including: observing the child (parent is included in this step), modeling by a mental health clinician, providing non-judgmental support, building a relationship with providers, and trainings on mental health either in their child care

center or at DCFS - weekends and evenings included.

State/territory liaison for military child care programs.

Describe

Provider groups or associations.

Describe

Parent groups or organizations.

Describe

Other.

Describe

The CCDP is coordinating with the Nevada Technical Assistance Center on Social Emotional Intervention (TACSEI) in order to provide parents and providers with viable resources, as well as a robust policy and support system to rely on.

## 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](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"

Funds are provided through contracts to Head Start/Early Had Start agencies to extend services to a full day for CCDF children.

b) Which funds you will combine

CCDF and Head Start funds.

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

Extending services to full day.

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

Program level

e) How are the funds tracked and method of oversight

Funds are provided through contracts, subgrants, memorandums of understanding, etc. Contracts and eligibility and service provisions are reviewed through State audit processes.

**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:

Washoe County Human Services, Department of Education and the Division of Public

and Behavioral Health

-- If known, identify the estimated amount of public funds that the Lead Agency will receive: \$ 3,796,038.90

- 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:

#### **CERTIFIED MATCH DONORS**

##### **Name Contact Person Address Telephone Number Email address**

- B&G Club - Mason Valley Travis Crowder 190 Dayton Village Parkway, Dayton, Nevada 89403775-463-2334 [travis@bgcmasonvalley.org](mailto:travis@bgcmasonvalley.org)
- B&G Club - Truckee Meadows Lauren Soulam 2680 East Ninth Street Reno, Nevada 89512775-360-2441 [lsoulam@bgctm.org](mailto:lsoulam@bgctm.org)
- B&G Club - Southern Nevada Michelle Eckman 2850 Lindell Road, Las Vegas, Nevada 89146702-253-2829 [meckmann@bgcsnv.org](mailto:meckmann@bgcsnv.org)
- B&G Club - Western Nevada Katie Leao 1870 Russel Way, Carson City, Nevada 89706775-882-8820 [katiel@bgcwn.org](mailto:katiel@bgcwn.org)
- United Way John A. Johnson 5830 West Flamingo Road. Las Vegas, Nevada 89103702-892.2329 [JohnJ@uwsn.org](mailto:JohnJ@uwsn.org)
- Reno Recreational Center Kathy Kelly-Ballinger 1 East 1st Street Reno, Nevada 89501775-334-2262 [Kelly-ballingerk@reno.gov](mailto:Kelly-ballingerk@reno.gov)

-- If known, identify the estimated amount of private donated funds that the Lead Agency will receive: \$ 11958361.14

- 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): 22%

-- 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:

In 2014 the Nevada Department of Education received a Federal Preschool Development Grant (PDG). This has allowed the state to expand preschool seats in licensed child care centers and begin to align standards.

-- If known, identify the estimated amount of preK funds that the Lead Agency will receive for the matching funds requirement: \$ 3,338,875

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

The PDG funding is for full-day seats (a minimum of 25 hours per week) and CCDF funds are used for extended hours to meet the needs of working families. Funds for extended hours are also used by Head Start grantees statewide

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 Division of Child and Family Services (DCFS) works with licensed child care facilities to provide training and mental health consultants to support child care providers caring for children with potential social-emotional needs.
- The Nevada Division of Public and Behavioral Health (DPBH) provides child care licensing to ensure basic health and safety of licensed child care providers. In addition, Nevada Early Intervention Services provides training and TA to licensed child care facilities on the topic of inclusion for children with special needs.
- In July of 2014 the Office of Early Care and Education was transferred from the Nevada Division of Welfare and Supportive Services (which houses the CCDP), to the Nevada Department of Education (NDE). This was done as an opportunity to promote, facilitate, and further the goals and objectives for improving early childhood learning and development in Nevada. NDE Staff oversee the State's CCDF quality activities in order to align activities with the State's P-12 education goals.
- The Children's Cabinet provides professional development opportunities to both early childhood and out of school providers in an effort to improve the skills and knowledge of the workforce and develop a system of continual quality improvement. Community outreach efforts are provided in order to increase the general public's understanding and demand for high quality early learning opportunities for children. The Early Childhood Support Network provides modeling of high quality teacher interactions with children, and at the same time substitute teachers help licensed child care providers maintain

ratios during teacher turnover and absences. Parent engagement supports and encourages parents to advocate for their children by giving them information and skills in supporting them as their children's first and most important teacher.

- The Las Vegas Urban League provides child care resource and referral consultations services to parents to find high quality child care. Family, Friend, and Neighbor case management and home visitation increase the quality of child care offered by non-licensed providers. Outreach is provided to newly licensed child care providers to increase the supply of providers registered on the subsidy programs.
- The Inter-Tribal Council of Nevada and the Lead Agency are partnering to develop a Memorandum of Understanding to ensure ongoing inclusion and consideration of the needs associated with tribal components. The CCDF conducts ongoing consultations with the Inter-Tribal Council of Nevada to assist one another with the coordination and development of policies and procedures.
- Wraparound services are provided to a variety of before and after school programs to provide full day services and access to services for school age children.

## 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?

Both entities in Nevada who specialize in CCR&R services provide consultations and associated services to parents to find high quality child care. Family, Friend, and Neighbor case management and home visitation increase the quality of child care offered by non-licensed providers. Outreach is provided to newly licensed child care providers to increase the supply of providers registered on the subsidy programs. Services include: staff and business sites to provide services; parent/family assistance related to child care options; providing information to Spanish speaking customers; coordinating services for children with disabilities; referring parents to child care services; updating child care provider information on a regular basis; developing and maintain referral guides for families; providing assistance to child care providers

including training and counseling, outreach to providers, improving the quality of child care settings, assisting providers in developing and/or revising business plans, and recruiting providers to become subsidy providers including working with children with disabilities; providing technical assistance to family, friend, and neighbor providers; coordinating training for providers; assisting providers in maintaining licensing requirements; maintaining case files for providers; educating consumers related to child care resource and referral and quality child care; collecting, analyzing, and disseminating child care related data.

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

CCR&R services in Nevada are provided by two community entities: The Children's Cabinet, who services the Northern and rural areas of the state, and The Las Vegas Urban League, who provides these services to Southern Nevada.

## 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)(I)(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 is working directly with the DWSS Staff Specialist, both of Nevada's resource and referral agencies, as well as the Early Childhood Advisory Council in developing the foundations of the NV Child Care Disaster Plan. An initial meeting held on 05/09/18 in Carson City began an examination of processes and policies that are already in place, as well as identifying our next steps, with special focus on the license-exempt (FFN) and out of school time providers. Navigating the regional differences between Northern, Rural, and Southern NV also requires the assistance of the Nevada Department of Emergency Management, who specializes in the coordination of statewide emergency response efforts, to ensure the plan also fits into the bigger picture of disaster planning in Nevada. The Department of Public and Behavioral Health met with with the Lead Agency on 05/18/18 to discuss the policies and procedures in place regarding licensed providers in Nevada, as well as identify any potential improvements to their procedures and administrative codes.

**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:**

The Nevada plan indicates the ability for families to seek alternative care for their children in the event of an emergency, with provisions in place to ensure subsidy funding is not interrupted by issuing an adjusted certificate. Should electronic certificate issuance be interrupted, both resource and referral agencies have the ability to issue a hard copy certificate. Providers who are licensed with the Department of Public and Behavioral Health Child Care Licensing are required to be prepared to respond to disasters per the requirements stated in NAC 432A.280. Upon meeting with DPBH on 05/18/18, we were able to identify areas that require updates in order to ensure that all required provisions are present. The Lead Agency is continuing this collaboration and will make updates to the Plan as they arise. The Lead Agency is developing a technical assistance toolkit for our license-exempt (FFN) providers, which will provide resources and guidance within arms reach for a variety of potential emergency scenarios. This is being created to establish a statewide streamlined process for this provider type, which will allow resource and referral agencies to have similar processes in training their staff on how to be prepared to assist. Additionally,

policy manual enhancements, procedural documents, and updated service agreements are being drafted by the Lead Agency with the input and feedback of the CCR&R agencies in order to develop a foundationally-sound and complete implementation of these procedures.

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

The Department of Public and Behavioral Health maintains the requirements and coordination of post-disaster recovery of child care services for licensed providers in Nevada. The CCR&R agencies are working with the Lead Agency to enhance the procedures for license-exempt (FFN) and out of school time providers in the event of an emergency, as discussed in 1.8.2. The applicable CCR&R staff will conduct a post-emergency visit to complete a health and safety checklist to ensure the provider is prepared to resume with normal business activities.

### **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:**

The Department of Public and Behavioral Health maintains the requirements outlined in NAC 432A.280, which encompass these requirements. At the present time, family reunification and specific provisions for children with disabilities and chronic medical conditions are not present. The Lead Agency will continue collaboration with the DPBH Child Care Licensing to gain a clear understanding of how these components will be made present for provider compliance. The Lead Agency is developing a technical assistance toolkit for our license-exempt (FFN) providers, which will provide resources and guidance within arms reach for a variety of potential emergency scenarios. This streamlined process guide for this provider type will include communication requirements with CCR&R, evacuation information, medical and age-specific information, shelter-in-place guidance, as well as continuity of operations

procedures. This toolkit will enable resource and referral staff to easily anticipate the next steps in a given emergency situation. Additionally, policy manual enhancements, procedural documents, and updated service agreements are being drafted by the Lead Agency with the input and feedback of the CCR&R agencies in order to develop a foundationally-sound and complete implementation of these procedures.

**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):**

The Department of Public and Behavioral Health maintains the requirements for training for licensed providers in Nevada, all of whom are required to complete training in Emergency Preparedness and Response Planning (Resulting from a Natural or Man Made Event). Per the CCDP Policy Manual, license-exempt (FFN) providers are required to take this training as well, also on an annual basis. Additional clarifications for license-exempt out of school time providers are also being published in the Manual.

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

It is not yet published. Our target date for publication is November 30th, 2018. The plan will be published on the DWSS Public Information Page:

<https://dwss.nv.gov/Home/Features/Public-Information/>

## 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:

**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:

All program offices are accessible for persons with disabilities, and program staff provide assistance to all clients as necessary.

## 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:**

The CCDP sub-grants with DPBH Child Care Licensing, with whom members of the public are able to file a complaint by various means of communication, such as: telephone, fax, website, e-mail, regular mail, news media, etc.

### **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:**

Licensed:

Each complaint is assessed by a qualified person trained to determine whether the

allegations present a situation that may cause substantial harm, minimal harm or no harm (but conditions are not desirable). Each allegation is further assessed to determine whether there is a regulation or law related to the allegation. Based on these assessments complaints are generally given priorities as follows:

- · Immediate Response = imminent harm (same day response required)
  
- · Priority 1 = not imminent, but possible risk involved (1-3 day response time)
- · Priority 2 = no observed or perceived danger (10-15 day response time)
- · Priority 3 = NAC or NRS violations noted (30 day response) Some other factors considered during prioritization include: the age of the complaint (if the event occurred in the distant past – for example, more than one year prior to filing the complainant, the priority may be adjusted accordingly), the relevance of the information given to regulatory violations (if the information is difficult to align with regulations, the priority may be adjusted accordingly).

Licensed Exempt:

- All provider complaints are documented using our Child Abuse and Neglect reporting form. All reports are then made to CPS or applicable agency. If the issue cannot be immediately resolved, the provider is terminated from the Subsidy program. When a complaint is made, a monitoring visit is established right away and we reserve the right to do an unannounced visit which includes two staff members. The program responds within 24 hours to the complaint and the parent is immediately notified. All complaints are kept in the provider's file regardless of outcome.
- If a provider is found to be in non-compliance at the Health and Safety Visit (or follow-up visit), they must be given-up to **30** calendar days to make the noted corrections indicated on the H&S Checklist. Recommendations for improvement must be made and a follow-up visit must be scheduled. If improvements are not made within the required time period, the provider must be terminated from the Child Care and Development Program giving the client **10** days to find a new provider. **Exception: In Clients home. Recommendations for improvements must be made. However, termination must not occur if recommendations for improvement are not pursued.** If at any time R&R staff believe the health and/or safety of the child is at risk, regardless of the type of care, Child Care staff must assess the situation to validate if a report with the Department of Child Protection Services should be made. If there is validation for a report, the CPS & Child Care Licensing form will be completed, the original copy sent to the applicable licensing agency and a copy of the form kept in the provider file.

### **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:**

Licensed:

Each complaint is assessed by a qualified person trained to determine whether the allegations present a situation that may cause substantial harm, minimal harm or no harm (but conditions are not desirable). Each allegation is further assessed to determine whether there is a regulation or law related to the allegation. Based on these assessments complaints are generally given priorities as follows:

- · Immediate Response = imminent harm (same day response required)
  
- · Priority 1 = not imminent, but possible risk involved (1-3 day response time)
- · Priority 2 = no observed or perceived danger (10-15 day response time)
- · Priority 3 = NAC or NRS violations noted (30 day response) Some other factors considered during prioritization include: the age of the complaint (if the event occurred in the distant past – for example, more than one year prior to filing the complainant, the priority may be adjusted accordingly), the relevance of the information given to regulatory violations (if the information is difficult to align with regulations, the priority may be adjusted accordingly).

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

Licensed:

- All incoming complaints are inputted for intake, assigned an Inspector (as necessary), report generated for review of findings and pend supervisor closure This complaint system is tracked and monitored by licensing Manager and Supervisor through the licensing system which details out the intake, priority, assessment, findings and approved closure. All completed complaints (Substantiated or UnSubstantiated) can be viewed by the public online.

Licensed Exempt:

- Our Reporting Child Abuse and Neglect form is placed in the provider's permanent file and case noted and provider is ineligible from becoming a subsidy provider in the future.

Parents are informed of provider's ineligible status upon making the registration appointment. All complaints are kept in the provider's file regardless of outcome.

**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:**

Licensed:

- All completed complaint investigations and inspections can be found online for the public to view at any time. There are some individuals who don't have access to a computer and they are able to request hard copies through the program which will then be provided.

Licensed Exempt:

- Our Reporting Child Abuse and Neglect form is placed in the provider's permanent file and case noted and provider is ineligible from becoming a subsidy provider in the future. Parents are informed of provider's ineligible status upon making the registration appointment. It is not posted on the web or made available to the public at large.

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

NRS 432A.178 Child care facility required to maintain certain information; reporting of information to parents and guardians; notice of right to information.

1. A child care facility shall maintain a copy of:

(a) The license issued to the facility by the Division or an agency for the licensing of child care facilities established by a county or incorporated city;

(b) Any summaries of complaints provided to the facility pursuant to subsection 3 of [NRS 432A.190](#);

(c) The report of any investigation conducted with respect to the complaints; and

(d) The report of any disciplinary action taken against the facility pursuant to [NRS 432A.190](#).

2. The information maintained pursuant to subsection 1 must be provided in the form

prescribed pursuant to subsection 3:

(a) To the parent or guardian of a child who enrolls the child in the facility, at or before the time of enrollment.

(b) To the parent or guardian of a child, upon request, who is considering enrolling the child in the facility.

(c) In the case of disciplinary action taken pursuant to [NRS 432A.190](#), to the parents or guardians of all children admitted to the facility. Notice of disciplinary action must be provided to the parents or guardians of the children admitted to the facility within 3 working days after receipt by the licensed child care facility.

3. The Division shall develop a standard form for reporting the information required to be provided pursuant to subsection 2. The information reported on the form must include all required information for the 12-month period ending on the last day of the month immediately preceding the month in which the information is provided.

4. The Division and every agency for the licensing of child care facilities established by a county or incorporated city shall inform persons seeking information concerning child care facilities of their right to information pursuant to this section.

Licensed Exempt:

Section 680 of the Child Care and Development Program Manual

<https://dwss.nv.gov/uploadedFiles/dwssnv.gov/content/Care/Child%20Care%20Manual%20Mar%202018.pdf>

## 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 Children's Cabinet is the Nevada "landing page" for Consumer Ed. Nevada Child Care Licensing and Washoe County Child Care Licensing have both developed search engine tools which allow access to provider-specific information about health and safety, licensing and regulatory requirements. Additionally, each website provides information on inspections for individual providers.

Links to these Licensing websites are found on the Children's Cabinet website:

<http://www.childrencabinet.org/child-care-resources/for-providers/starting-a-license-child-care/>

Provider-specific information can be found directly if you look at NV State Licensing

[http://dpbh.nv.gov/Reg/ChildCare/Child\\_Care\\_Licensing\\_-\\_Home/](http://dpbh.nv.gov/Reg/ChildCare/Child_Care_Licensing_-_Home/) and click on

"Inspection/Complaint" and Washoe County CC Licensing

[https://www.washoecounty.us/hsa/childrens\\_services/child\\_care\\_and\\_early\\_childhood\\_services/index.php](https://www.washoecounty.us/hsa/childrens_services/child_care_and_early_childhood_services/index.php) and click on "Child Care Inspection Web Portal".

All sites link to one another.

### **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 website is available in Spanish and English. U.S. Census reflects the following:

Caucasian	74.6
Black	9.8
American Indian or Alaskan Native	1.7
Asian	8.8
Native Hawaiian or Pacific Islander	0.8
Two or more races	4.3
Hispanic or Latino	28.8
White Alone not Hispanic or Latino	49.1

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

The consumer website has the ability to be zoomed for viewing the pages in larger print, and as the updated landing page is completed, additional ADA requirements will be implemented for optimal user experiences.

**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:

Links to these Licensing websites are found on the Children's Cabinet website:

<http://www.childrencabinet.org/child-care-resources/for-providers/starting-a-license->

[child-care/](#)

Provider-specific information can be found directly if you look at NV State Licensing website: [http://dpbh.nv.gov/Reg/ChildCare/Child\\_Care\\_Licensing\\_-\\_Home/](http://dpbh.nv.gov/Reg/ChildCare/Child_Care_Licensing_-_Home/) and click on "Inspection/Complaint" and Washoe County CC Licensing's website: [https://www.washoecounty.us/hsa/childrens\\_services/child\\_care\\_and\\_early\\_childhood\\_services/index.php](https://www.washoecounty.us/hsa/childrens_services/child_care_and_early_childhood_services/index.php) and click on "Child Care Inspection Web Portal". Individuals or entities providing child care services to less than 5 children are exempt from NV licensing requirements.

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

Provider-specific information can be found directly if you look at NV State Licensing website: [http://dpbh.nv.gov/Reg/ChildCare/Child\\_Care\\_Licensing\\_-\\_Home/](http://dpbh.nv.gov/Reg/ChildCare/Child_Care_Licensing_-_Home/) and click on "Inspection/Complaint" and Washoe County CC Licensing's website: [https://www.washoecounty.us/hsa/childrens\\_services/child\\_care\\_and\\_early\\_childhood\\_services/index.php](https://www.washoecounty.us/hsa/childrens_services/child_care_and_early_childhood_services/index.php) and click on "Child Care Inspection Web Portal".

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:

<https://www.leg.state.nv.us/NAC/NAC-432A.html>

### 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:

State of Nevada Child Care Licensing: [www.findchildcarenv.gov](http://www.findchildcarenv.gov)

The Children's Cabinet: <http://www.childrenscabinet.org/child-care-resources/for->

[parents/search-for-licensed-child-care-providers/](#)

The Las Vegas Urban League: <http://www.childcarelv.org/en/search-for-child-care>

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

NA

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:

Philosophies/notes from Director, hours of operation

#### License-Exempt, non-CCDF Providers

- Contact Information

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

Describe:

#### 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:

#### 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

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

- Licensed CCDF providers.

Describe the quality information:

QRIS

- Licensed non-CCDF providers.

Describe the quality information:

QRIS

- 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

**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.

Nevada defines plain language as writing designed to ensure the reader understands as quickly, easily, and completely as possible. It is the goal of CCDP to have reports written at an eighth grade reading level, where possible.

Washoe County Licensing: The reports are easy to find on the website with the link "Child Care Inspection Web Portal". For any feedback regarding readability, there is a link that is clearly displayed: **Contact** the Child Care Licensing Unit at 775.337.4470, or by e-mail at [ChildCare@washoecounty.us](mailto:ChildCare@washoecounty.us)

State Licensing: The inspection reports are easy to find on the website as the homepage has a link titled "Inspection/Complaint"; however, currently there are 2 acronyms that may confuse families on the reports themselves: SOD and POC (Statement of Deficiency

and Plan of Correction). Nevada is working on how to make these reports more user friendly. The following information is prominently displayed for the receipt of feedback from parents and the public about readability of the reports:

### Contact Us

[3811 W. Charleston Blvd.,](#)

[Suite 210](#)

[Las Vegas, NV 89102](#)

Phone: (702) 486-3822

Fax: (702) 486-6660

- [Send us an email](#)

b) Are monitoring and inspection reports in plain language?

If yes,

include a website link to a sample monitoring report.

If no,

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

On the State Child Care Licensing website's homepage, if you click on Inspection/Complaint, you can view monitoring reports. It is very easy to find the reports; however, when viewing the actual reports, currently there are 2 acronyms that may confuse families: SOD and POC: Statement of Deficiency and Plan of Correction Here is a sample:

[file:///C:/Users/Caskew/Downloads/SODPOCFederalReport%20\(1\).pdf](file:///C:/Users/Caskew/Downloads/SODPOCFederalReport%20(1).pdf)

On Washoe, the reports are in plain language and easy to find. Here is a sample:

[http://childcareinspections.washoecounty.us/ReportDisplay.aspx?reportId=\\_57B0MVG TN&report=Inspect.pdf](http://childcareinspections.washoecounty.us/ReportDisplay.aspx?reportId=_57B0MVG TN&report=Inspect.pdf)

Although the program is looking at bringing our Before and After School providers into compliance with this, we are not comfortable with sharing information regarding

Family, Friend, and Neighbor providers publicly. We do, however, track this information in house.

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.

The DPBH website provides Statewide information on fatalities in child care settings; however, there is no data on serious injuries or substantiate child abuse. Nevada is working on correcting this issue. The site shares the following aggregate counts: Number of SUSPENDED LICENSE, CHILD DEATH (Fatalities), UNLICENSED COMPLAINTS, and LICENSED COMPLAINTS.

Inspection reports are available on demand for all licensed providers. DPBH State Child Care Licensing is working on making these easier to access and view.

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

Describe

Licensing has a monthly report which is displayed for the public's viewing. Also, Licensing launches an investigation with other agencies as needed (e.g. child protective services, law enforcement, etc). Licensing must identify if it was due to facility negligence and/or teacher's negligence. Licensing must ensure they are addressing the appropriate person or entity regarding the incident that took place to identify who should be held accountable.

d) The process for correcting inaccuracies in reports.

If a mistake is made by DPBH, the report is reviewed for accuracy and if indeed, a mistake was made, it is noted within the report and then corrected.

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.

NAC 432A.195 Notice of violation; administrative fines; appeals. ( [NRS 432A.077](#), [432A.190](#))

1. If an inspection of a facility conducted pursuant to [NRS 432A.180](#) reveals that the person who operates the facility is in violation of any provision of this chapter or [chapter 432A](#) of NRS, the Division may issue a notice of violation. The notice of violation may be issued in the form of a statement of deficiencies or a report of an inspection of the facility.

The notice of violation must:

- (a) Be in writing and describe with particularity the nature of the violation;
  - (b) Include the time permitted to correct the violation;
  - (c) Inform the person who operates the facility of the provisions of subsections 2, 3 and 4; and
  - (d) Be sent to the person who operates the facility by electronic mail or by United States mail to the last known address of the person who operates the facility.
2. The Division may impose an administrative fine in the amount of \$100 for:
- (a) The failure to satisfy the requirements of this chapter or [chapter 432A](#) of NRS relating to information on the background and personal history of all persons required to be investigated during the licensing period of the facility.
  - (b) The failure to correct any violation of a provision of this chapter or [chapter 432A](#) of NRS within the time frame set forth in the notice of violation. A fine may be imposed for each day a facility is in noncompliance with the notice of violation.
  - (c) The failure to satisfy the applicable requirements for the ratio of caregivers to children pursuant to this chapter or [chapter 432A](#) of NRS two or more times during the licensing period of the facility.
  - (d) The failure to satisfy the requirements of this chapter or [chapter 432A](#) of NRS for training of the caregivers in the facility by the end of the licensing period of the facility.
  - (e) The failure to submit a completed application for reissuance before the expiration of the license of the facility, in addition to any renewal or late fee set forth in [NAC 432A.200](#) and [432A.220](#).
3. The Division may impose an administrative fine of \$200 in addition to any administrative fine prescribed by subsection 2 if the violation of a provision of this chapter or [chapter 432A](#) of NRS resulted in an injury to any person.
4. A licensee upon whom the Division imposes an administrative fine pursuant to this section may appeal that action pursuant to the procedures set forth in [NAC 439.300](#) to [439.395](#), inclusive.

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

NRS 432A.200 Denial, suspension or revocation of license: Notice; hearing.

1. When the Division denies, suspends or revokes a license for a child care facility, the Division shall afford reasonable notice to all parties by certified mail, which notice must contain the legal authority, jurisdiction and reasons for the action taken.
2. The aggrieved person may file notice of appeal with the Administrator of the Division or a designee of the Administrator within 10 calendar days after receipt of notice of action of the Division.
3. Within 20 calendar days after the receipt of the notice of appeal, the Administrator of the Division or a designee of the Administrator shall hold a hearing.
4. Notice of the hearing must be given no less than 5 days before the date set for the hearing.

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)).

For State of Nevada Licensing, documents are retained for 6 years, as required, and remain available for viewing on their website. For Washoe County Licensing, their system has been in place for 3 years, all information for monitoring within which, all information is available.

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.

State of Nevada Department of Public and Behavioral Health Child Care Licensing receives all reports for licensed child care and subsequently aggregates the data for sharing with associated entities and the public; however, the program does not obtain aggregate data from license exempt providers. Although the program is looking at bringing our Before and After School providers into compliance with this, we are not comfortable with sharing information for Family, Friend, and Neighbor providers publicly. We do, however, track this information in house.

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

1. "Abuse or neglect of a child" means, except as otherwise provided in subsection 2:

- (a) Physical or mental injury of a nonaccidental nature;
- (b) Sexual abuse or sexual exploitation; or
- (c) Negligent treatment or maltreatment, as set forth in [NRS 432B.140](#), of a child caused or allowed by a person responsible for the welfare of the child under circumstances which indicate that the child's health or welfare is harmed or threatened with harm

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

NRS 432B.070 "Mental injury" defined. "Mental injury" means an injury to the intellectual or psychological capacity or the emotional condition of a child as evidenced by an observable and substantial impairment of the ability of the child to function within a normal range of performance or behavior. NRS 432B.090 "Physical injury" defined. "Physical injury" includes, without limitation:

1. A sprain or dislocation;
2. Damage to cartilage;
3. A fracture of a bone or the skull;
4. An intracranial hemorrhage or injury to another internal organ;
5. A burn or scalding;
6. A cut, laceration, puncture or bite;
7. Permanent or temporary disfigurement; or
8. Permanent or temporary loss or impairment of a part or organ of the body.

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

<http://dphh.nv.gov/Reg/ChildCare/dta/Providers/NVChildCareCapacity/> to link directly to the aggregate information on the Nevada Child Care Licensing page go to: "Capacity, Complaint, Fatality Data" and click on 17 Bi-Annual Child Care Report.

**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:**

Direct links to The Children's Cabinet and The Las Vegas Urban League websites are made available from the Lead Agency's website, as well as the State of NV Child Care Licensing website. <https://dwss.nv.gov/Care/Childcare/>

**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:**

Direct links to The Children’s Cabinet and The Las Vegas Urban League websites are made available from the Lead Agency’s website, as well as the State of NV Child Care Licensing website. <https://dwss.nv.gov/Care/Childcare/>

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

[www.childrencabinet.org](http://www.childrencabinet.org)

**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.**

Improvements to the consumer education website are being made continuously.

## 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.**

The Nevada CCDF subgrants with the Children's Cabinet in northern and rural Nevada and the Las Vegas Urban League in southern Nevada to provide CCRR services throughout the State. Services include staff and business sites to provide services; parent/family assistance related to child care options; providing information to Spanish speaking customers; coordinating services for children with disabilities; referring parents to child care services; updating child care provider information on a regular basis; developing and maintain referral guides for families; providing assistance to child care providers including training and counseling, outreach to providers, improving the quality of child care settings, assisting providers in developing and/or revising business plans, and recruiting providers to become subsidy providers including working with children with disabilities; providing technical assistance to family, friend, and neighbor providers; coordinating training for providers; assisting providers in maintaining licensing requirements; maintaining case files for providers; educating consumers related to child care resource and referral and quality child care; collecting, analyzing, and disseminating child care related data.

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

The Lead Agency relies on The Children's Cabinet and The Las Vegas Urban League for providing these services.

**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 Children's Cabinet and Las Vegas Urban League offer information about these services through their individual websites and through direct interaction with families using the form of the " **Early Learning Financial Assistance Options in Nevada**" pamphlet which is posted in two place on the web:

<http://www.childrencabinet.org/child-care-resources/for-parents/help-paying-for-child-care/>

<http://www.childrencabinet.org/child-care-resources/for-parents/resources-for-raising-healthy-children/>

**Information that is Provided:**

**Child Care Providers Offering Sliding Fee Scales or Reduced Rates.** Many licensed child care providers have reduced rates for parents based on family income. Ask your child care provider if they offer sliding fee scale or a reduced rate (for military, multi-child discounts, or certain employers). For school-age children, also check with your county or city parks & recreation department, Boys & Girls Club or YMCA for sliding fee programs. For parents on tribal land, please also see Tribal CCDF below.

**Child Care & Development Fund (CCDF) Subsidy.** The Children's Cabinet administers the CCDF subsidy program in northern Nevada through a contract with the Nevada Division of Welfare and Supportive Services. In southern Nevada, this program is administered by Las Vegas Urban League ( [www.lvul.org](http://www.lvul.org)). Child care subsidies are available to families who income qualify and are working. To determine if you are eligible, please call 1-800-753-5500 in northern Nevada or 702-473-9400 in southern Nevada.

**Tribal Child Care and Development Fund (CCDF).** Tribes can use their CCDF federal funds to offer child care subsidies by using a voucher system, and / or having a child care center. To learn more about the tribal child care program in your area, visit <http://nccic.acf.hhs.gov/tribal/grantees.html> or call the Inter-Tribal Council of Nevada at 775-355-0600.

**Head Start, Early Head Start or Tribal Head Start.** These are federally funded full- or part-time programs that provide free child care and other services to help meet the health and school readiness needs of eligible children. Eligibility requirements vary. To get more information about Head Start or to find a program nearest you, visit: <http://eclkc.ohs.acf.hhs.gov/hslc/HeadStartOffices>.

**Part C & Part B of the Individuals with Disabilities Education Act (IDEA).** Infants and toddlers with disabilities (birth-2) and their families receive early intervention services under IDEA Part C. If you have concerns about your infant or toddler's development, call Nevada Early Intervention Services at (775) 684-4000 for additional information and programs in your area. Children and youth (ages 3-21) receive special education and related services under IDEA Part B. If your child is ages 3-21 and you suspect a delay in their development, contact your local school district's Child Find office.

**Temporary Assistance for Needy Families (TANF).** The goals of TANF are to provide assistance to low-income families with children so they can be cared for in their own home, reduce dependency by promoting job preparation, reduce out-of-wedlock pregnancies and encourage the formation and maintenance of two-parent families. TANF provides Financial and Support Services such as child care, transportation and other services. For more information or to apply for TANF visit: <https://dwss.nv.gov/?TANFApply.html> or call 775-684-0500 for an office near you.

**Supplemental Nutrition Assistance Program (SNAP).** Many Nevadans have trouble making ends meet each month. After paying for rent, utilities, transportation and child care, there is often little left over to buy nutritious food. The Nevada State Division of Welfare and Supportive Services can assist families with SNAP benefits to help feed their families. To find out if you are eligible for SNAP benefits, visit: <http://www.snap-step1.usda.gov/fns/> or call 775-684-0500 for an office location near you.

**Low Income Home Energy Assistance Program (LIHEAP).** The Energy Assistance Program (EAP) provides a supplement to assist qualifying low-income Nevadans with the cost of home energy. Nevada's EAP program has two funding sources, the Low Income Home Energy Assistance Program (LIHEAP) federal block grant and state

revenue generated from Nevada's Universal Energy Charge (UEC). For assistance, call 775-684-0500 for an office location near you.

**Women, Infants & Children (WIC).** WIC provides nutritious foods, nutrition education, breastfeeding support, and referrals to health and other social services to participants at no charge. WIC serves income eligible pregnant, postpartum and breastfeeding women, and infants and children up to age 5 who are at nutrition risk. For more information and for income guidelines, visit <http://nevadawic.org/families/do-i-qualify/> or call 1.800.8.NEV.WIC.

**Child and Adult Care Food Program (CACFP).** USDA's Child and Adult Care Food Program plays a vital role in improving the quality of day care and making it more affordable for many low-income families. CACFP supports or provides funding for healthy meals and snacks served to children and adults receiving day care. Talk to your child care provider about signing up for CACFP today. For more information call 775-353-3758 or visit

[http://nutrition.nv.gov/Programs/Child\\_and\\_Adult\\_Care\\_Food\\_Program\\_\(CACFP\)/](http://nutrition.nv.gov/Programs/Child_and_Adult_Care_Food_Program_(CACFP)/)

**Medicaid and State Children's Health Insurance Program (SCHIP).** The Medicaid Program is a state-administered, federal grant-in-aid program. Its purpose is to help individuals and families with low income obtain health coverage. To assist you with determining if you qualify for medical assistance, Access Nevada has a new Pre-Screening tool to help. Visit <https://dwss.nv.gov/?AccessNevada.html> and click on the "Do I Qualify for Medical Assistance" button. If you don't have web access, The Children's Cabinet is happy to help. You can also contact 775-684-0500 for more information and an office location near you.

**Employer/College Support.** Your employer (or college if you are a student) may provide child care scholarships, discounts to programs in their network, or on-site child care at reduced rates. Ask your human resources department or your school's student services department about availability of programs.

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the Nevada Division of Welfare and Supportive Services. In southern Nevada, this program is administered by Las Vegas Urban League ( [www.lvul.org](http://www.lvul.org)). Child care subsidies are available to families who income qualify and are working. To determine if you are eligible, please call 1-800-753-5500 in northern Nevada or 702-473-9400 in southern Nevada.

**Tribal Child Care and Development Fund (CCDF).** Tribes can use their CCDF federal funds to offer child care subsidies by using a voucher system, and / or having a child care center. To learn more about the tribal child care program in your area, visit <http://nccic.acf.hhs.gov/tribal/grantees.html> or call the Inter-Tribal Council of Nevada at 775-355-0600.

**Head Start, Early Head Start or Tribal Head Start.** These are federally funded full- or part-time programs that provide free child care and other services to help meet the health and school readiness needs of eligible children. Eligibility requirements vary. To get more information about Head Start or to find a program nearest you, visit: <http://eclkc.ohs.acf.hhs.gov/hslc/HeadStartOffices>.

**Part C & Part B of the Individuals with Disabilities Education Act (IDEA).** Infants and toddlers with disabilities (birth-2) and their families receive early intervention services under IDEA Part C. If you have concerns about your infant or toddler's development, call Nevada Early Intervention Services at (775) 684-4000 for additional information and programs in your area. Children and youth (ages 3-21) receive special education and related services under IDEA Part B. If your child is ages 3-21 and you suspect a delay in their development, contact your local school district's Child Find office.

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**Supplemental Nutrition Assistance Program (SNAP).** Many Nevadans have trouble making ends meet each month. After paying for rent, utilities, transportation and child care, there is often little left over to buy nutritious food. The Nevada State Division of Welfare and Supportive Services can assist families with SNAP benefits to help feed their families. To find out if you are eligible for SNAP benefits, visit: <http://www.snap->

[step1.usda.gov/fns/](http://step1.usda.gov/fns/) or call 775-684-0500 for an office location near you.

**Low Income Home Energy Assistance Program (LIHEAP).** The Energy Assistance Program (EAP) provides a supplement to assist qualifying low-income Nevadans with the cost of home energy. Nevada's EAP program has two funding sources, the Low Income Home Energy Assistance Program (LIHEAP) federal block grant and state revenue generated from Nevada's Universal Energy Charge (UEC). For assistance, call 775-684-0500 for an office location near you.

**Women, Infants & Children (WIC).** WIC provides nutritious foods, nutrition education, breastfeeding support, and referrals to health and other social services to participants at no charge. WIC serves income eligible pregnant, postpartum and breastfeeding women, and infants and children up to age 5 who are at nutrition risk. For more information and for income guidelines, visit <http://nevadawic.org/families/do-i-qualify/> or call 1.800.8.NEV.WIC.

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**Medicaid and State Children's Health Insurance Program (SCHIP).** The Medicaid Program is a state-administered, federal grant-in-aid program. Its purpose is to help individuals and families with low income obtain health coverage. To assist you with determining if you qualify for medical assistance, Access Nevada has a new Pre-Screening tool to help. Visit <https://dwss.nv.gov/?AccessNevada.html> and click on the "Do I Qualify for Medical Assistance" button. If you don't have web access, The Children's Cabinet is happy to help. You can also contact 775-684-0500 for more information and an office location near you.

**Employer/College Support.** Your employer (or college if you are a student) may provide child care scholarships, discounts to programs in their network, or on-site child care at reduced rates. Ask your human resources department or your school's student services department about availability of programs.

**Employer Dependent Care Accounts.** Your employer may offer this type of account, which allows you to have money (up to \$5,000) taken out of your paycheck (pre-tax) and put into a special account to be used for child care costs. You save money by

lowering your taxable income which lowers the amount of taxes you have to pay annually. You should never put more money into this account than you will use because any money left over at the end of the year will be lost. You **cannot** claim any money you put into a Dependent Care Account for the Child and Dependent Care Tax Credit.

**Earned Income Tax Credits.** This credit can put more money in the pockets of families meeting eligibility guidelines. Families need to make less than a certain income based on family size. There are also other qualifications for the credit. For more information, call your local IRS office and request Publication 596 on Earned Income Credits, or contact an accountant or tax preparer.

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

The Children's Cabinet and Las Vegas Urban League offer information about these services through their individual websites and through direct interaction with families using the form of the " **Early Learning Financial Assistance Options in Nevada**" pamphlet which is posted in two place on the web:

<http://www.childrencabinet.org/child-care-resources/for-parents/help-paying-for-child-care/>

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

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**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 Children's Cabinet and the Las Vegas Urban League provide parents with the Ages and Stages questionnaire and the Ages and Stages Social Emotional questionnaire in order to allow parents to screen for developmental delays. Additionally, parents will be given Nevada's Milestone Moments booklet, developed by Nevada's Learn the Signs, Act Early program. These materials are available in English and Spanish. Nevada Department of Education, licensed, non-licensed, and licensed exempt child care providers, Nevada Early Intervention Services, Nevada Home Visitation program, Child Care Resource and Referral agencies partner to provide written materials, direct communication with families, and

website based resources.

**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 Children's Cabinet and the Las Vegas Urban League provide parents with the Ages and Stages questionnaire and the Ages and Stages Social Emotional questionnaire in order to allow parents to screen for developmental delays. Additionally, parents will be given Nevada's Milestone Moments booklet, developed by Nevada's Learn the Signs, Act Early program. The Ages and Stages Social Emotional questionnaire is provided to parents upon request, and a consumer education "bundle" that includes this information is provided to all CCRR and subsidy clients. Nevada PEP provides TACSEI information, training and materials to families from birth to early childhood programs to encourage families to partner with professionals that provide services to their children. Using the Backpack series and Positive Solutions for Families, we are helping parents and professionals recognize the value of teaching children social emotional skills. Helping parents form relationships with private and public schools provides a basis for stronger parent engagement practices that can sustain families involvement in their children's education. These materials are available in English and Spanish. Nevada Department of Education, licensed, non-licensed, and licensed exempt child care providers, Nevada Early Intervention Services, Nevada Home Visitation program, Child Care Resource and Referral agencies partner to provide written materials, direct communication with families, and website based resources.

**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 State of Nevada intends to implement a policy for Expulsion and Suspension Prevention within the 2nd quarter of FFY19. Prior to implementation, CCDF is planning provider workshops in the North and South within the first quarter of FFY19 to provide a platform for discussion regarding the policy, assessment of needs, and an opportunity for feedback. CCDF is working with the Technical Assistance Center for Social Emotional Intervention (TACSEI) to develop a support system for providers that includes the following:

1. Required Training: At least one staff member with a leadership role (e.g. director or assistant director) at any child care site that is funded with CCDF dollars must take the Technical Assistance for Social-Emotional Intervention (TACSEI) ePyramid training focusing on the Pyramid Model.
2. Implementation of Training Content: This staff member will facilitate implementation of positive discipline practices including supporting positive social-emotional development and preventing challenging behavior in the child care environment.
3. Distance Support: Staff member will call into “Pyramid Model World Café” for phone support and resources to aid them ongoing.
4. Support Hotline: Staff member will call into “Behavioral Support Hotline”, which acts as an immediate assistance resource for providers in need.
5. On-Site Support: Basic onsite support must be scheduled with a Pyramid Model Quality Specialist for additional help with implementation.
6. In-Person Training: Staff who are working with challenging behaviors must attend an in-person TACSEI training on Pyramid Model Module 1 content.

## 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 regarding developmental screenings can be found on the web here:

<http://www.childrencabinet.org/child-care-resources/for-parents/resources-for-raising-healthy-children/>

Information on developmental screenings is also provided to all parents upon registering for the Subsidy program. Parents are given the age-appropriate ASQ-3 and ASQ:SE2 upon registration. An online parent portal to complete the ASQ-3 and ASQ:SE2 is also provided. Parents can choose to sign up and be notified to complete their children's screening. This online screening portal link can also be used by the general public. Additionally, parents for all children in FFN settings will have the option to have their children screened by R&R staff using the BRIGANCE Screener III at the initial and annual health and safety visits. Children in licensed child care settings must have assessments at least twice a year per Nevada's Administrative Code. The BRIGANCE

screeener can fulfill this requirement. Children in district PreK classrooms must have two BRIGANCE screenings, one conducted in the Fall and one in the Spring, of each school year. All BRIGANCE screening information is entered in the Online Management System (OMS) and transferred by Nevada Department of Education staff to Infinite Campus, Nevada's K-12 Student Information System which has an early childhood district for children birth through kindergarten entry.

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.).

Screening results are shared with parents along with activities to support their child's development by R&R staff for FFN BRIGANCE screens and ASQ3 and ASQ:SE2 screens completed on paper or through the portal. If a child does not meet screening cut offs and the screening identifies red flags, the family is referred to Nevada Early Intervention Services (Part C) for children ages birth through age 2 and the school district's child find office for children ages 3 and up.

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.

Information on developmental screenings is provided to all parents upon registering for the Subsidy program by the child care resource and referral agency. Information includes *What is the ASQ3 Screening* and *What is the the ASQ:SE2 screening* informational handouts. In addition to the informational handout, parents are given the age-appropriate ASQ-3 and ASQ:SE2 screening instrument upon registration and are asked to return it to their case manager. Optionally, an online parent portal link to complete the ASQ-3 and ASQ:SE2 is provided. If parents choose to use the online portal, the system will notify parents on when their child has reached the age for the next developmental screening tool. They will be able to complete online. Parents who choose FFN care will also receive information on the BRIGANCE Screener III during their FFN enrollment appointment. At this enrollment appointment, parents can choose to have their child screened in the FFN provider environment using the BRIGANCE tool.

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.

Families are given access to screening upon enrollment in Subsidy. R&R case managers follow-up with parents regarding their child's screening results along with developmentally appropriate activities to support their child's development. Licensed providers on QRIS can use their grant to pay for the BRIGANCE Screener III kits. The Online Management System is currently paid for by the Nevada Department of Education and the online parent portal for the ASQ is paid for through CCDF Subsidy.

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

Training for licensed providers on the BRIGANCE Screener III is provided by the Nevada Department of Education. Additionally, child care providers that are TACSEI implementation or model demonstration sites receive training and technical assistance to use the ASQ-3 and ASQ:SE2 as this is a requirement of the TACSEI program.

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

The Children's Cabinet Resource and Referral Policy and Procedures Manual is the current source for this information. The CCDF Policy Manual update will be forthcoming.

## 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.

On the web, the Consumer Statement reads as follows:

The Child Care and Development Program is designed to promote equal access to families for child care services. All families, regardless of income or location, should have the opportunity to enroll their child in a setting that provides them with a safe, loving, and stimulating environment.

- You can find important information about how to select a provider that meets licensing and quality standards by visiting our [What is Quality](#) page.
- To find licensed child care in your area, visit our [Search for Licensed Child Care](#) page, and
- To identify providers that have a substantiated complaint against them, please go to our [Steps for Finding Licensed Child Care](#) page.

During the application and eligibility determination processes, Nevada also disseminates the following information to parents:

- information about the availability of the full diversity of child care services that will promote informed child care choices
- Availability of child care assistance, Quality of child care providers (if available), Other programs (specifically Temporary Assistance for Needy Families (TANF), Head Start and Early Head Start, Low-Income Home Energy Assistance Program (LIHEAP), Supplemental Nutrition Assistance Program (SNAP), Women, Infants and Children (WIC) program, Child and Adult Care Food Program (CACFP), Medicaid and State Children's Health Insurance Program (SCHIP) for which families may also qualify
- Individuals with Disabilities Education Act (IDEA) programs and services, research and best practices in child development, including social and emotional development, early childhood development, meaningful parent and family engagement, and physical health and development (particularly healthy eating and physical activity),
- State policies regarding the social-emotional behavioral health of young children, which may include positive behavioral intervention and support models, and policies on

expulsion of preschool-aged children, in early childhood programs receiving child care assistance (CCDF).

Note: This information is also available to the inquiring general public without application for services.

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

On the web, the Consumer Statement reads as follows:

The Child Care and Development Program is designed to promote equal access to families for child care services. All families, regardless of income or location, should have the opportunity to enroll their child in a setting that provides them with a safe, loving, and stimulating environment.

- You can find important information about how to select a provider that meets licensing and quality standards by visiting our [What is Quality](#) page.
- To find licensed child care in your area, visit our [Search for Licensed Child Care](#) page, and
- To identify providers that have a substantiated complaint against them, please go to our [Steps for Finding Licensed Child Care](#) page.

During the application and eligibility determination processes, Nevada also disseminates the following information to parents:

- information about the availability of the full diversity of child care services that will promote informed child care choices
- Availability of child care assistance, Quality of child care providers (if available), Other programs (specifically Temporary Assistance for Needy Families (TANF), Head Start and Early Head Start, Low-Income Home Energy Assistance Program (LIHEAP), Supplemental Nutrition Assistance Program (SNAP), Women, Infants and Children (WIC) program, Child and Adult Care Food Program (CACFP), Medicaid and State Children's Health Insurance Program (SCHIP) for which families may also qualify
- Individuals with Disabilities Education Act (IDEA) programs and services, research and best practices in child development, including social and emotional development, early childhood development, meaningful parent and family engagement, and physical health and development (particularly healthy eating and physical activity),

- State policies regarding the social-emotional behavioral health of young children, which may include positive behavioral intervention and support models, and policies on expulsion of preschool-aged children, in early childhood programs receiving child care assistance (CCDF).

Note: This information is also available to the inquiring general public without application for services.

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

The Consumer Statement is located here: <http://www.childrencabinet.org/child-care-resources/for-parents/help-paying-for-child-care/>

This brochure explains what quality is, how to identify it, and how to access it. The brochure give families the information they need to allow for equal access to quality. <http://www.childrencabinet.org/wp-content/uploads/Quality-Brochure.pdf>

### 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 12

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: A special need is defined as a physical or mental condition, which severely limits the child's ability to care for himself/herself, or an emotional condition that places the child or others at risk.

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

(may not equal or exceed age 19)

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

"residing with":

Living with a custodial parent or guardian in the domicile of the custodial parent or guardian who provides primary care and support of the child.

"in loco parentis":

Adult(s) standing in as parent(s) for children who are in need of supervision or protective services such as a blood relative with custody or a person with court ordered custody, and for families who are in transition.

### 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":

An activity in which the parent(s) receive monetary compensation for their services and there is no minimum number of hours required; or a participant in the State TANF NEON work program. There is no minimum hour requirement.

"Job training":

Parent(s) attending vocational school, GED preparation, or an employment preparation program.

"Education":

Parent(s) attending an accredited community college, college, or university program. Enrollment and attendance of six or more credit semester hours is required.

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

"Job Training" eligibility requires 20 or more hours per week, and the client must not receive compensation for their services. If the individual receives compensation, they must be served under the "Employed" eligibility category. Travel time is allowed for clients to commute to and from the training sessions; however, it must not exceed 60 minutes each way.

### 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:

- When funding allows, clients can be eligible for subsidy benefits while attending vocational school, GED preparation, or an employment preparation program. To be eligible for subsidy benefits, the client must attend:
  - 20 hours or more per week.
  - A post-secondary institution that offers vocational educational programs;
  - or
  - A program which provides for the completion of the equivalent to a secondary school diploma (such as a GED); or
  - A program that offers defined and verifiable employment preparation training.

### 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):

Child Care Program Manual Section 430 - Job Search states: "Job search is defined as an activity that demonstrates an individual is actively seeking potential employment. Job search purpose of care is subject to available funding and may not be offered. The CCDP Chief makes this determination and notifies the Child Care offices." Nevada has not had "Job Search" as an available Purpose of Care category at neither the initial eligibility determination, nor at the 12-month redetermination for several years.

### 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":

Services for children who have been abused or neglected or who are at risk of abuse or neglect as determined by a professional in the field, or by a court.

*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?

Any type of payment which is a gain or benefit to the household.

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 SMI(\$/Month)	85% of SMI (\$/Month) [Multiply (a) by 0.85]	(IF APPLICABLE) (\$/Month) Maximum Initial or First Tier Income Limit (or Threshold) if Lower Than 85% of Current SMI	IF APPLICABLE) (% of SMI) [Divide (c) by (a), multiply by 100] Income Level if Lower Than 85% of Current SMI
1	3,005.64	2,554.80	1,307.00	43%
2	3,930.46	3,340.89	1,759.00	45%
3	4,855.27	4,126.98	2,212.00	46%

	(a)	(b)	(c)	(d)
4	5,780.08	4,913.07	2,665.00	46%
5	6,704.90	5,699.16	3,118.00	47%

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)).

NA

*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. Liheap 2017

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

Clark County

f) What was the date (mm/dd/yyyy) that these eligibility limits in column (c) became effective? 10//0/1/2017

g) Provide the citation or link, if available, for the income eligibility limits. CCDP Manual Section 170 -

**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).

Question #9 on the Nevada Application for Child Care Assistance states: "Does your household have assets with a value over one million dollars (\$1,000,000)?" The applicant checks the box for Yes or No, and also identifies who is claiming the assets and what the type of asset is.

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:

Child Care Program Manual Section 104 - Special Consideration Requests

<https://dwss.nv.gov/uploadedFiles/dwssnv.gov/content/Care/Child%20Care%20Manual%20Mar%202018.pdf>

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

Per Child Care Program Manual Section 103, in the event event of identified program funding shortfalls, otherwise eligible households will be prioritized in the following order: NEON, CPS/Foster, Special Needs At-Risk, Homeless At-Risk, Special Needs Discretionary, Homeless Discretionary, and Discretionary.

Families who are experiencing homelessness, and families with a valid referral from CPS agencies who are participating in a “Voluntary Plan” to avoid formal CPS intervention, as well as those participating in a “Reunification Plan”, are given priority when a wait list is in effect. Additionally, these households are given extended time to provide verifications required for final eligibility determinations.

Children with special needs are given first priority when a wait list is in effect. Child care can take place within the child's home, under special consideration.

Families at the lowest income levels on the State's income sliding fee scale are given priority when funding is limited. Waiting lists are imposed at higher income levels first.

Families in the TANF/NEON program are served with reduced eligibility verification requirements and within a seven day application processing standard. Co-payments are waived for TANF/NEON households. When TANF/NEON households terminate from TANF assistance (e.g. loss of employment), they are given 90 days to successfully become eligible

under another Purpose of Care. If no qualifying POC is obtained within this timeframe, these households' certificates are then terminated.

**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.**

- 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.

At initial eligibility, families must be under 130% FPL to qualify. After initial eligibility, the income limit is 85% of the SMI.

Provide the citation for this policy or procedure.

- 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.

Describe how the second eligibility threshold:

- i. Takes into account the typical household budget of a low-income family:
- 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:
- iii. Reasonably allows a family to continue accessing child care services without unnecessary disruption:
- iv. Provide the citation for this policy or procedure:

- 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.

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.

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:

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

Describe:

When calculating a household's income, factors such as irregular and unpredictable income should be considered, and a best estimate of the household's annual income

should be used to determine eligibility. Using a 30-day history of actual income to determine a best estimate of future income is the most common budgeting method; however, other methods should be used when they provide a better representation of the household's income.

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

Describe:

When calculating a household's income, factors such as irregular and unpredictable income should be considered, and a best estimate of the household's annual income should be used to determine eligibility. Using a 30-day history of actual income to determine a best estimate of future income is the most common budgeting method; however, other methods should be used when they provide a better representation of the household's income.

- 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:

Verification of identification is required at initial application. Once identification has been verified, it no longer needs to be requested for subsequent applications. Possible sources of verification are as follows (not all inclusive): • Birth Certificate • Driver's License • State Identification Card • Hospital or public health birth record • Military ID (active, retired, reserve, dependent, etc.) • U.S. Passport or citizen ID card • Baptismal record • Adoption papers or records • Work or school ID card • Voter Registration card • Child Welfare records • Consular identification card • Printout of NOMADS MEMB

screen • Any other document providing identifying data such as physical description, photograph or signature

Note: Although the program requires identification verification from program participants in the form of birth certificate, State ID, etc., these are for identification purposes only. Citizenship is only verified for the child in need of care.

CCDP Manual Section 214 CITIZENSHIP To receive subsidy benefits, the *child* must either be a citizen of the United States, or a non-citizen lawfully admitted to the United States. The parent/caretaker's citizenship is not required for the household to be eligible for subsidy benefits.

Applicant's relationship to the child.

Describe:

Relationship must be established for all members of the child care household to determine the appropriate household size and countable income.

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

Describe:

Verification of birth date, age, identification, citizenship, SSN (barring exception)

Work.

Describe:

Pay stubs, Letter from employer on company letterhead indicating days and hours of employment, the effective/hire date and signed/dated by the employer. The individual signing the document should be knowledgeable about the employee's wages, schedule, etc., Employment Verification - Form 2186-WA.

Job training or educational program.

Describe:

Official class schedule, Other documentation from the school which indicates the start and end date of the course(s).

[Family income.](#)

**Describe:**

Income is any type of payment which is a gain or benefit to a household. The household's income is used to determine eligibility and subsidy percentage. Consider the income of any person who is a required member of the household. Current verification of countable income is required at initial application, reapplication, and any time a change in income requires an action to the ongoing case.

[Household composition.](#)

**Describe:**

The client's statement of household composition is accepted unless the case manager has reason to question it, whereby verification would then be required. Possible sources of verification of household composition are as follows (not all inclusive): Copy of the lease listing all household members; Statement from non-relative landlord/manager listing all household members; Statement from non-relative friend/neighbor listing all household members; NOMADS printout which lists all household members living in the client's residence and verifies all household members are currently receiving TANF, SNAP and/or Medicaid.

[Applicant residence.](#)

**Describe:**

Applicants and eligible household members must be living in Nevada to be eligible for benefits. Verification of current residency is required at each application and any time a change in residence occurs. Possible sources of verification are as follows (not all inclusive): Rent/Mortgage receipt listing the client's name and current physical address, Current utility statements/receipts (electric, gas, telephone, cable, etc.) as long as the client's name and current physical address are listed on the document, Current statement from non-relative landlord not living in the home, Valid Nevada Driver's License or Department of Motor Vehicles ID Card with current physical address. Current employer's statement or records (e.g. client's physical address listed on pay stub or Employment Verification form).

Valid foster parent license. Current CPS placement letter as long as the placed children are still in the home. NOMADS printout which lists the current physical address and verifies household members are currently receiving TANF, SNAP, and/or

Medicaid.

**Exception:** For *timely reapplications*, if the household has not moved since the previous application, the verification of residency used with the previous application may be used as verification for the current application, with the exception of NOMADS verification. For timely reapplications, a new NOMADS printout verifying the client's address has been verified and is currently receiving a benefit is required.

Other.

Describe:

Purpose of Care: To be eligible for a child care subsidy, the client and all other required adult household members and minor parents must be in an approved activity or the parent/caretaker is disabled/ incapacitated and unable to care for the child(ren). Custody: Children must be living with the person(s) applying for child care subsidy benefits. If the caretaker is not a parent then the caretaker must be either a legal guardian, a relative of specified degree or a person standing *in loco parentis*.

### 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:

Policy requires an eligibility decision to be made within thirty (30) calendar days after a completed and signed application is received in the program office. The day after the date the application is received in the program office is the first day of the 30-day period.

Track and monitor the eligibility determination process

Other.

Describe:

Management Evaluations are completed by DWSS program staff to ensure adherence to timeliness policy. Subgrantees and DWSS Quality Control perform internal audits on individual case files.

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: Division of Welfare and Supportive Services

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

"Appropriate child care":

"Child care chosen by the parent which offers developmentally-appropriate practices meeting the needs of that parent and child."

"Reasonable distance":

"A parent should not be required to travel more than 60 minutes dropping the child off at the care provider's location, and 60 minutes picking up their child."

"Unsuitability of informal child care":

"Informal child care is 'unsuitable' if it is not being provided legally or it does not meet basic health and safety standards as outlined in the state child care plan." "Informal

child care is unsuitable if circumstances exist that cause possible abuse, neglect, or harm as outlined in county or state statutes." "Informal child care is unsuitable if the arrangements do not support the working schedule of a parent, are not affordable, not easily-accessible, or do not meet quality standards as defined by the parent."

"Affordable child care arrangements":

"Child care not exceeding 10-15% of the parent's gross income."

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:

Section A-816.2.

<https://dwss.nv.gov/uploadedFiles/dwssnv.gov/content/TANF/EP%20Man%20Complete.pdf>

### 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 special need is defined as a physical or mental condition, which severely limits the child's ability to care for himself/herself, or an emotional condition that places the child or others at risk. Supervisory/Managerial Child Care staff will determine if a child meets the definition as stated above. Special consideration must be requested to the CCDP DWSS Child Care Chief for those cases where the child's special needs status is questionable.

#### b) "Families with very low incomes":

" **At-Risk** - Subsidy benefits provided to households that have income below 130% of the Federal Poverty Level for their household size." Families at the lowest income levels on the State's income sliding fee scale are given priority when funding is limited. Waiting lists are imposed at higher income levels first.

### 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:

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:

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:

Allow 90 days to provide post-approval verifications.

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:

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

CPS/Foster (including Voluntary Plan and Reunification Plan participants)

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

Prioritize for enrollment, service without placing these populations on waiting lists, extended timeframes for providing verifications, and waive co-payments.

### **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.

Households who meet the definition of "homeless" will be allowed up to 90 days to provide verifications that are not readily available or easily obtainable.

218.1 Verifications - Households who meet the definition of "homeless" will be allowed up to 90 days to provide verifications that are not readily available or easily obtainable.

218.3 Homeless The CCDF recognizes the definition of a homeless household according to section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C.

11434a(2)), A homeless household includes children and youths who: (A) Lack a fixed, regular, and adequate nighttime residence • Fixed nighttime residence: Stationary, permanent, and not subject to change. • Regular nighttime residence: Used on a predictable, routine, or consistent basis. • Adequate nighttime residence: Sufficient for

meeting both the physical and psychological needs typically met in home environments. AND (B) Includes (1) Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; (2) Having a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; (3) Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and (4) Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (1) through (3). Households are considered homeless if they fit both part A and any one of the subparts of part B of the definition above.

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)

Immunization requirements for CCDF can be waived for 90 days and additionally through special consideration to the Child Care Chief. Verifications are allowed a 90 day grace period for families experiencing homelessness or families working with protective services. Health and Safety requirements other than immunizations are not given a grace period.

Provide the citation for this policy and procedure.

CCDF Policy Manual - Section 131 Verification

Children who are in foster care.

Requests for consideration to waive specific criteria of the CCDF policy may be submitted in writing to the CCDF Chief for review.

Provide the citation for this policy and procedure.

CCDF Policy Manual - Section 104 Special Consideration Requests

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 CCRR staff will give the provider a copy of the immunization records from WebIZ if they do not have it, and will check that they have records at the home visit. They have not enforced the immunizations being up-to-date on those visits. At the initial home visit they do check that other safety standards are in place (smoke detector, fire extinguisher, safety locks, etc.) and will do a 30-day follow up visit if they are missing any of those requirements to allow the provider to make the needed corrections. If they do not make the corrections timely, they can be subject to termination until compliance is achieved.

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

No.

Yes.

Describe:

CPS/Foster (including Voluntary Plan and Reunification Plan participants)

### 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.

All changes must be reported within 10 days; however, negative action is only taken during the 12 month period under the following circumstances: if the family is over 85% SMI, if they no longer need services (e.g. moved out of state), or if they have an intentional program violation.

For a "non-temporary" change: TANF NEON participants that terminate from NEON and are unemployed will be given an additional 90 days instead of the full 12 months. If a family experiences a change that will positively impact their subsidy, the change will be acted upon to increase subsidy.

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

The Lead Agency defines "temporary change" as less than 90 days.

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

CCDP Policy Manual - Section 165 Length of Certification and Section 521 Updating Changes

### **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:

Subsidy assistance is discontinued during the 12-month certification period when TANF/NEON households terminate from TANF assistance and are not employed. They are then given 90 days to successfully become eligible under another Purpose of Care. If no qualifying POC is obtained within this timeframe, these households' certificates are then terminated.

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

TANF NEON clients involved in job search activities will be given 90 days under Job Search.

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

90 Days

iv. Provide the citation for this policy or procedure.

Policy Transmittal ESS 01-2016 / CCPT 03-2016

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:

CCDP Policy Manual - Section 521 Updating Changes

- 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.

An intentional program violation (IPV) is an action by the accused for the purpose of establishing or maintaining program eligibility, or increasing or preventing a reduction in the benefit amount when they: Made a false or misleading oral or written statement, or misrepresent, conceal or withhold information; Committed any act that violates NRS 422A.700 or intentionally violated any rule or regulation established by the DWSS; Made an attempt to obtain, increase or continue child care benefits for themselves or others to which they would otherwise not be entitled; Received child care benefits to which they would otherwise not be entitled; Failed to comply with reporting requirements as set forth in manual sections 100 and 500; Submitted a false document to the Child Care and Development Program Staff and/or DWSS; Altered a Child Care Certificate to receive benefits to which they would not otherwise be entitled to. CCDP Policy Manual - Section 521 Updating Changes.

### **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:

The family's income exceeds 85% of the SMI or if a change will positively impact their case.

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

Describe:

A family moves out of the state.

- 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 required to report changes within 10 days; however, no negative action is taken aside from the changes listed above. If a change will have a positive impact on the case, action is taken.

Households are advised of their responsibility to report the changes listed below:

- Household composition; **Examples:** required household member moves in or out, marital status changes, etc.

- Residence and/or mailing address;
- Child care provider;
- Schedule changes;
- A new or increased source of income.

ii. Provide the citation for this policy or procedure.

CCDP Policy Manual - Section 511 What to Report

### 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:

Child Care Manual Section 540. Applications and other required documentation may be submitted in person, by mail, email, or fax. Reapplications for TANF/NEON clients are submitted by DWSS workers directly to child care eligibility workers without requiring additional verification from parents. Eligibility for families participating in wraparound services for Early Head Start and Head Start is only redetermined when the child transitions from Early Head Start to Head Start or when the child ages out of Head Start.

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	\$1005/mo	126.50/mo	13%	\$2555/mo	2024/mo	79%
2	\$1353/mo	126.50/mo	9%	\$3341/mo	2024/mo	61%
3	\$1702/mo	126.50/mo	7%	\$4127/mo	2024/mo	49%
4	\$2050/mo	126.50/mo	6%	\$4913/mo	2024/mo	41%
5	\$2398/mo	126.50/mo	5%	\$5699/mo	2024/mo	36%

b) What is the effective date of the sliding-fee scale(s)? 10/01/2017

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

Clark County

d) Provide the link to the sliding-fee scale:

[https://dwss.nv.gov/uploadedFiles/dwssnvgov/content/Care/Child%20Care%20Manual%](https://dwss.nv.gov/uploadedFiles/dwssnvgov/content/Care/Child%20Care%20Manual%202024.pdf)

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

NA

### 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:**

The copay is determined based on income, age, county, and income. As an example, an infant in clark county is based a flat fee and income determines the percentage of that fee that will be the copay.

Infant in Clark County = 31 flat fee

Income determines the copay to be 10%

Copay = 10% of 31

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:**

The copay percentage is based on income; however, when the actual monthly copay is calculated, it is always the determined percentage calculated against a set amount, regardless of the actual reimbursement rate or cost of care; meaning, as the cost of care increases, the copay the family is responsible for does not increase.

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.

Families are not required to provide a copayment if they are Foster Care or CPS (including voluntary plans and reunification plans).

- 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 are not required to provide a copayment if they are Wraparound, Homeless, TANF NEON, CPS, or Foster Care.

## 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)).**

A provider must be selected prior to the issuance of the certificate. Information included on the certificate includes: the provider name, location, telephone number, and provider id; program information, including applicant name, UPI, dates for which care is authorized (12 months), case manager name and contact information; child information, such as name, DOB, UPI, approved subsidy percentage, the daily rate, the reimbursement rate per day for full-time and part time, as well as the authorized schedule.

**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:

The CCR&R staff ensure the parent is provided with and understands all available

options for the type of care they are seeking.

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

Contracted Slots are provided for "Delegate Agencies" including Before and After School Programs, Wraparound, and providers who exclusively serve Homeless families or families involved with Protective Services.

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

OST/OSR providers (e.g. Boys and Girls Club, Latchkey, Safekey, etc.); Head Start providers, Washoe County Human Services, or Child Care Providers.

**iv. The process for accessing grants or contracts:**

Contracted Slot applications are submitted and evaluated at the provider level; applications are then evaluated by the Subsidy Eligibility Workers (at the Children's Cabinet and the Urban League).

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

For OST/OSR, the rates were initially set through a funding formula that included geographical area, their average daily program attendance, and the free and reduced lunch rates of the schools in their service delivery area. This was multiplied by the working population and the result was the number of children that could be funded for each agency. Contract amounts were calculated by using the daily reimbursement rate for the geographical area, type of care, and age of child multiplied by the number of children to be served and then multiplied by the number of days in the year care was provided. This amount was dependent upon the total amount available per geographical area, which was determined based on percentage of overall need. Now, funding is based on this historical precedent, and will be reevaluated as funding comes available in the future.

For Wraparound, the rates are set based on the 2004 reimbursement rate.

For Homeless, CPS, and Foster, the rates are set by capacity and available funds.

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

New contracts are evaluated on a case-by-case basis. For example, the vast

majority of school-age care in Nevada is offered by license exempt before and after school programs. These are recreational or non-recreational, operate more than 10 hours per week, are offered on a continuous basis, provide supervision of children who are school age, and provide regularly scheduled, structured and supervised activities (i.e, Boys & Girls Clubs, City/County Parks and Recreation Safe Key and Latch Key programs). These programs may be offered before and after school, on the weekend, during summer, holiday, and track breaks in the school calendar. Supporting these programs to maintain and build the supply of school-age care is critical in Nevada.

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

Statewide

#### 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
  - CPS/Foster Care

#### 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
  - CPS/Foster

**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)).**

This requirement is in the provider service agreement. The Service Agreement (IX.B.3) states, "As with all enrolled families, providers will allow unlimited access to parents during normal hours of operation and when children are in the care of the provider."

**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:

In-home providers must care for at least two children on the subsidy program to meet this requirement. Providers caring for only one child must care for the child in the provider's own home to meet the FLSA.

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:

Providers must be 18-years of age to become a family, friend or neighbor provider, regardless of where the care is provided. A government-issued ID is required to verify age.

Restricted based on the hours of care (i.e., certain number of hours, non-traditional work hours).

Describe:

Restricted to care by relatives.

Describe:

An exemption is allowed that the provider may live in the home of a child with special needs (Manual Section 601 and 211 special needs requirements).

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

Describe:

An exemption is allowed that the provider may live in the home of a child with special needs (Manual Section 601 and 211 special needs requirements).

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

Describe:

All Family, Friend, and Neighbor providers must meet the same Health & Safety

requirements, regardless of where the care is provided. There are no exemptions for in-home care. All FFN providers are subject to a health and safety inspection of the care setting within 45 days of enrollment and must meet all mandatory pre-service training requirements within 90 days: Prevention and control of infectious diseases, Prevention of sudden infant death syndrome and use of safe sleeping practices The administration of medication, consistent with standards for parental consent, The prevention of and response to emergencies due to food and allergic reactions, Building and physical premise safety, Prevention of shaken baby syndrome and abusive head trauma, Emergency preparedness and response planning for emergencies resulting from a natural disaster, or a man-caused event (such as violence at a child care facility), the handling and storage of hazardous materials and the appropriate disposal of biocontaminants, appropriate precautions in transporting children (for providers that offer transportation), First aid and cardiopulmonary resuscitation, Nutrition and physical activity (optional), After the first year, FFN providers are required to take a minimum of 24 hours of early education and child care training annually.

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:

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:

The methodology was created before the Nevada ECAC was established. The instrument was shared with the ECAC approximately 5 years ago. Methodology has not changed since it was developed over 10 years ago. Instrument has not changed for the last 3 surveys. The ECAC was informed that the MRS was taking place and the results were shared with the ECAC but they did not participate in developing or conducting the MRS.

b) Local child care program administrators:

All child care providers in Nevada were contacted to participate in the survey.

c) Local child care resource and referral agencies:

The State CCR&R agencies (The Children's Cabinet and Las Vegas Urban League) are the entities that collaborate to conduct the market rate survey on behalf of the State.

d) Organizations representing caregivers, teachers, and directors:

Nevada Early Childhood Advisory Council was consulted.

e) Other. Describe:

The instrument was shared with the Children's Advocacy Alliance in 2016 for their feedback. The following technical report is used as guidance in designing and implementing the market price research to ensure the price findings are accurate: Grobe, D., Weber, R. B., Davis, E. E., Kreader, J. L., Pratt, C. C. (2008, September). Study of market prices: Validating child care market rate surveys. Corvallis, OR: Oregon State University Family Policy Program, Oregon Child Care Research Partnership.

**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.**

2018 MRS Responses: Centers - total response 72.74%

Use Research Base for Conducting the Market Price Survey. The following technical report is used as guidance in designing and implementing our market price research to ensure that the price findings are accurate. Grobe, D., Weber, R. B., Davis, E. E., Kreader, J. L., Pratt, C. C. (2008, September). Study of market prices: Validating child care market rate surveys. Corvallis, OR: Oregon State University Family Policy Program, Oregon Child Care Research Partnership. Set Frequency & Timeline. The survey is sent every three (3) years. Providers are asked to report rates for one point in time (e.g., as of April 1, 2018). September and January rates are purposefully avoided as these are the months that providers are most likely to change their prices. A timeline of approximately 3-4 weeks is given to return the survey. Determine Survey Size. We use 100% of the Licensed Population and Tribally-Regulated Child Care Centers. Current licensing lists are obtained from the State of Nevada Child Care Licensing Bureau and Washoe County Social Services. Lists are also obtained from Administration for Child and Families (ACF) Region IX Tribal Child Care Technical Assistance Center (Tri-TAC), and the ACF Tribal Head Start locator. We only include the

Priced Child Care Market in our market price analysis. Grobe, et.al. (2008) defines this market as providers who charge parents a price and the price is established through an arm's length transaction. In an arm's length transaction, the buyer and seller do not have a prior relationship or shared membership that is likely to affect the price charged. If a child care provider does have child care prices that they charge the open market, they are not included in the market price portion of the survey. Only their program attribute information is updated in our Referral Database. Follow Data Collection Methodology. Nevada Child Care System (NCCS, Subsidy Database) and NACCRRAware (Resource & Referral Database) are used to guide the survey instrument design to capture all characteristics of the child care program with an extra focus on formatting to improve the capturing of providers' rates across various age levels, schedules offered, and frequency of price charged (e.g., hourly, weekly, monthly). A cover letter is sent with the survey explaining that the information will be used to: Update provider information in our referral database to ensure that child care referrals are accurate. Gather current rates by provider type, geographical area, and care level to assist the Nevada Division of Welfare and Supportive Services (DWSS) in reviewing the current State Subsidy Reimbursement Rate. Provide the source data for the Child Care Demographics and Economic Development reports. Providers are offered a thank you gift of their choice (e.g., children's scissors, clay, glue sticks) and/or raffle entry (e.g., \$150, \$250 or \$350 gift certificate to an early learning vendor) for completing the survey. A multi-contact method is utilized to increase the response rate of our survey: A post card is mailed as well as an announcement in our E-newsletter one month prior to the survey release. Initial survey is mailed with postage-paid, self-addressed, return envelope. One week after the initial survey is mailed, a follow-up postcard is sent to thank the provider if they have already responded to the survey or encourage them to complete the survey. Three weeks after initial mailing, reminder post card sent with contact to obtain additional survey. Three weeks after initial mailing, telephone calls are made using the phone survey narrative and instrument. Providers are encouraged to complete the survey over the phone or return the survey that was mailed to them. Five weeks after the initial survey, second survey sent. Six weeks after survey calls resume - An attempt to gather at least the market rates is made over the phone. A third mailing using Priority Mail might be considered if the response rate is below 65%. A 65% response rate of the total population or higher ensures that non-responses are randomly distributed. Data is collected within a 3 month timeframe to ensure information is captured in one period of time. The average, range and 75th percentile price are identified by geographical area, type of care, and age level. The unit of analysis is by facility and prices are not weighted by the number of slots in each age level. The results are promptly

reported to DWSS (within one month of the survey closing).

#### **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:**

Rate results are aggregated by geographical area: Washoe County (Urban), Carson/Douglas County (Capital Area), Clark (Urban), Rural (the balance of all other counties in Nevada).

**b) Type of provider. Describe:**

Rates are analyzed separately within each geographical area for centers, family child care, and group family child care.

**c) Age of child. Describe:**

Rates are analyzed separately within each geographical area and provider type for infants (0-11 months), toddlers (1 year through 2 years), PreK (3 years through 5 years), and School-Age (6 years through 12 years)

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

The Nevada MRS also enables the Lead Agency to request analytics of the QRIS star level rating for our participating providers.

#### **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). 05/01/2018

b) Date the report containing results was made widely available - no later than 30 days after the completion of the report. 05/11/2018

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

This information will be available to the public within the NV Child Care State Plan.

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

The MRS was presented at the ECAC meeting on 06/06/18, where no comments were received. A Public Hearing was held by DWSS to discuss the MRS as part of the agenda. No comments were received during this meeting.

### 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 \$ 31 per day unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 1.09%

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

Rate \$ 30 per day unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 20.93%

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

Rate \$ 28 per day unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 4.37%

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

Rate \$ 27 per day unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 6.91%

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

Rate \$ 23 per day unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 6.43%

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

Rate \$ 26 per day unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 16.98%

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

Rate \$ 19 per day unit of time (e.g., daily, weekly, monthly, etc.)

Percentile of most recent MRS: 13.37%

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

Rate \$ 23 per day unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 13.28%

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

Infant, toddler, and preschool children -part time is 15 minutes to 4 hours 29 minutes and full time is 4 hours 30 minutes and greater. For school age children -part time is 15 minutes to 2 hours and 59 minutes and full time is 3 hours or more.

NOTE: The CCDP will be raising reimbursement rates for Stars 1-4 effective December 2018. The rates are based on the 2015 MRS (as this is what the NV Legislature has approved) with Star 1 being the 55th percentile, Star 2 being the 60th percentile, Star 3 being the 65th percentile, Star 4 being the 70th percentile (and Star 5 will remain the 75th as it has been since 2016).

j) Provide the effective date of the current payment rates (i.e., date of last update based on most recent MRS). 10/01/2016

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

Clark County

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

<https://dwss.nv.gov/uploadedFiles/dwssnvgov/content/Care/Child%20Care%20Manual%20Mar%202018.pdf>

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)).

NA

**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:

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

Describe:

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:

Currently, all licensed centers who receive CCDF dollars are required to participate in the NV QRIS. For each star level attained by the provider, their reimbursement rate increases, with the 5th (highest) star level being set equal to the 75th percentile of the 2015 MRS.

Other differential rates or tiered rates.

Describe:

Tiered Reimbursements are granted to providers based on their various accreditation achievements.

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.

In Nevada, all licensed child care providers are required to participate in QRIS in which they receive intensive coaching and resources to improve the quality of care. The goal is that as providers move up through the star ladder based on quality, their reimbursement rate will increase, and more families will have access to higher quality centers. Our Head Start centers, which are developed in high poverty areas, have some of the higher star

ratings so this provides some access to families in poverty to higher quality child care. As we enroll child care providers in cohorts and they start to reach their various Star allocations, the overall quality of child care in Nevada will improve allowing for equal access for all families. Also, a provider can be reassessed as they continue to improve quality and as a result, continue to move up the star ladder. We also try to remove barriers to participation for certain priority populations including TANF, CPS, Foster Care and Wraparound for Head Start by removing the required copay. 80% of Licensed providers in the State participate in CCDF.

**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.**

Reimbursement rates are not set at the 2018 market rate. The top tier is set at the 75th percentile of the 2015 market rate while the lowest tier is set at the 75th percentile of the 2004 market rate. Reimbursement rates start at the One Star Level of QRIS which is set at the 2004 Market Rate; however, as centers move up the star ladder in QRIS, they receive a higher reimbursement rate with the top level, Five Stars, being set at the 75th percentile of the 2015 Market Rate. Although we changed the rates effective 10/01/2016 based on the 2015 Market Rate, the bulk of this change will only begin to be reflected in summer/fall of 2018 due to the way our QRIS is set up. Most of the initial cohort was set up to receive their first star rating after 24 months, and the 2nd cohort which was enrolled in early 2018, was given their first star rating after 6 months. DWSS would like to see the results of the first rate reimbursement increase before we implement another increase to the rate. The goal of the QRIS program being tied with rates is to ensure that centers "earn" a rate increase through quality with the result being improved quality care in Nevada for children. Until the State next increases the reimbursement rate, the program is focusing on ensuring QRIS is adequately staffed with Assessors and Coaches and any materials needed to be sure all eligible providers are enrolling into QRIS and moving up the star ladder to increase their rates based on quality.

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

All providers who are licensed are required to participate in QRIS. The intention is that as these child care providers receive coaching through QRIS, they will be able to meet

health, safety, quality, and staffing requirements under CCDF, even if they start out at the base rate. They will improve in these areas and move up from that base rate via QRIS.

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).

In Nevada, all licensed child care providers are required to participate in QRIS in which they receive intensive coaching and resources to improve the quality of care. The reimbursement rate is tied to the Star level that a provider achieves. A provider can be reassessed as they continue to improve in terms of quality over time and gain additional stars. The goal is that as providers move up through the star ladder based on quality, their reimbursement rate will increase, and more families will have access to higher quality centers. As we enroll child care providers in cohorts and they start to reach their various Star allocations, the overall quality of child care in Nevada will improve allowing for equal access for all families.

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

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.

If at the 12-month eligibility redetermination, the new income projection reduces the household to a subsidy percentage that is not currently being served because of funding shortages, but remains under 85% of SMI, eligibility will continue for an additional 365 days at the new subsidy percentage.

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.

Due to limited child care capacity in the state of Nevada, if we were to stop allowing this practice, we would not have enough providers available to serve our families. We are in the process of enrolling all of our child care providers into the QRIS, which we are hoping will remedy this issue. Additionally, Nevada is looking at increasing our reimbursement rates.

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 CCDP is aware that the majority of providers who receive CCDF dollars do charge rates that are in excess of their reimbursement rate; however, as more providers enroll in QRIS, we anticipate the amount of centers charging in excess of the current reimbursement rate will significantly decrease.

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.

As CCDP enrolls each of our licensed providers into Nevada's mandatory QRIS, we have determined that due to the significant increase in the reimbursement rate based on star levels, we will see a significant decrease in providers charging families an additional fee.

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

Nevada pays providers based on established part-time or full-time rates rather than paying for hours of service or smaller increments of time. The majority of our highest rated centers are located in areas of high poverty. Nevada pays based on a child's enrollment rather than attendance.

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

Geographic area.

Describe:

By county

Type of provider.

Describe:

Licensed center, licensed family child care, licensed group center, license exempt family, friend, & neighbor care, and delegate agencies (contracted slot providers).

Age of child.

Describe:

Infant, Toddler, Pre-School, & School Age

Quality level.

Describe:

QRIS Star Ratings 1-5

Other.

Describe:

NA

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:

NA

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

Describe:

NA

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

Describe:

NA

- Other.

Describe:

Payment rates top out at the 75th percentile of the 2015 MRS (when the 5th star is reached). The base rate is set at the 2005 Market Rate Survey. Stars 2-4 fall in between.

## 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.

The goal is to pay within 21 days; however, at this time, **we are paying providers within 30 days** rather than 21. CCDF plans to try and address this issue. To address we would need to make several programmatic changes:

- 1) Additional staffing in the North and the South. CCDF has already allocated funds for new staff in the South; however, we would still need additional staff in the North; and
- 2) Changes to NCCS (our child care database and eligibility engine) to speed up the data entry process (such as moving from time in and out times to FT/PT check boxes,

or pay by schedule weekly check boxes, etc. that reduce data input time per child);  
3) Possible reduction in amount of time to receive payment from state. 5 of the 21 days are currently used for DWSS Accounting to receive the request (Mondays) and then issue the funds (Fridays).

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.

Child care payments are made based on a child's enrollment rather than attendance except for particular circumstances, in which they're based on actual schedule.

Approximately 20% of child care cases in Nevada are paid by actual schedule. The circumstances in which actual schedule is used are as follows:

- The parent uses multiple providers with varying schedules (example: uses a licensed center on some days and a FFN provider on others but the days can't be determined in advance); or
- The Provider is prohibited from receiving payments that are not based on actual attendance (this must be determined during the provider registration process)

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.

In the event that payments are made based on actual attendance (due to the specific circumstances listed above), policy allows 21 absence days per year to ensure payments to providers and stability for families.

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.

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).

Rates are paid on a full-time or part-time basis. Because school-age children have schedules that include public school hours, the hours that constitute full-time and part-time are different: Infant, Toddler, and Preschool Children Part-time = 15 minutes to 4 hours and 29 minutes Full-time = 4 hours, 30 minutes and greater School Age Children Part-time = 15 minutes to 2 hours and 59 minutes Full-time = 3 hours or more.

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

Describe the policy or procedure.

Currently, the CCDP pays up to \$40 for registration fees. The program has assessed the current rate and intends to increase our limit on mandatory registration fees to match the current rate; however, we must get legislative approval prior to taking this action. In Nevada, the 2018 Market Rate Survey reflected the average registration fee for a licensed child care center as \$95.66.

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:

The following is included on the Provider Service Agreement:

- **Certificates**

1. Once you accept/receive a Child Care Certificate, CCDP participants are not

- required to pay the full cost of tuition up-front and in full prior to attendance.
2. The approved reimbursement rate is documented on the Child Care Certificate for each eligible child.
  3. It is your responsibility to ensure that the Child Care Certificate received is current, covers the schedule utilized by the client, and is valid for the site where services are being provided. CCDP participants are required to obtain a new Child Care Certificate when circumstances change and when they transfer providers, even within the same child care chain.
  4. Reimbursement for child care services is based on either actual attendance or approved schedule as specified on the Child Care Certificate.
  5. CCDP is not responsible for payment of days and hours not covered on the Child Care Certificate; this is the responsibility of the parent.

#### **- Payments**

1. Reimbursements will be issued within 30 business days after timely timesheet submittal in accordance with Section I.E.
2. Child Care Attendance and Provider Timesheet submitted after the last day of the month following the service period (e.g., timesheets submitted August 1 or later for the month of June) are subject to non-payment.
3. Payment issues and discrepancies are your responsibility and must be resolved within 60 days of receiving payment for services. Submittals outside this timeline are subject to non-payment.
4. CCDP will not deduct taxes, insurance, or other coverage for providers from their CCDP reimbursements (also see Employment in section IX.C).
5. CCDP participants are responsible for maintaining current co-payments with providers.
6. All providers are responsible for keeping records of copayments and overages received from the client and providing the client a receipt for payment.

#### **- Reimbursable Fees**

1. All or part of the cost of child care, not to exceed the current DWSS maximum rates, for the days, times and time period authorized by the CCDP per the Child Care Certificate.
2. All or part of the Enrollment/Registration fee not to exceed the DWSS maximum amount.
3. Clients with actual attendance billing are allowed 21 discretionary days to use for holidays, sick, or vacation.

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:

CCDP contractors have 10 days to update cases due to any changes to the family's eligibility and issue a new certificate to the child care provider or notify the provider that the case is terminated.

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

Providers have 60 calendar days from the issuance of payment to request an adjustment if they disagree with the amount of their payment. All payment adjustment requests must be resolved and responded to in writing by the Child Care office within 30 calendar days of the request. Child Care contractors must resolve all provider underpayments in the next available reimbursement period from the date the underpayment is validated. If an underpayment is discovered through a Management Evaluation (ME) or Quality Control (QC) review, the underpayment must be validated by the contracting agency. If the underpayment was due to a mistake of the contracting agency, the supplemental payment must be issued with the next available reimbursement period after validations. If an overpayment is found by a contractor or through a ME or QC review, the overpayment must be validated by the contractor within 60 calendar days from the date the overpayment is discovered. Child Care contractors are primarily responsible for the collection of all provider overpayments. Recovery is accomplished through retention of future provider payments until the debt is retired in whole. If the provider suggests that repayment of the debt will cause a hardship they may seek special consideration from the DWSS Child Care Chief. To do so, the provider must submit a written request to the DWSS Child Care Chief fully disclosing the circumstances which warrant special consideration. If the provider's contract is terminated prior to full repayment of the overpayment, the Child Care contractor must refer the debt to the appropriate DWSS Investigations & Recovery (I&R) office for continuation of the recovery action. If the provider initiates a new contract with Child Care contractor prior to full recovery of the debt by DWSS I&R the Child Care office must suspend approval of the contract until the remaining overpayment balance is paid. The provider retains the right to seek hardship consideration using the process. If a hardship is granted, the Child Care contractor must submit a written request to DWSS I&R seeking to reclaim the debt and assume responsibility for collection of the outstanding balance through reimbursement reduction.

**g) Other. Describe:**

We are paying providers within 30 days rather than 21. CCDP plans to try and address this issue. To address we would need to make several programmatic changes:

- 1) Additional staffing in the North and the South. CCDP has already allocated funds for new staff in the South; however, we would still need additional staff in the North; and
- 2) Changes to NCCS (our child care database and eligibility engine) to speed up the data entry process (such as moving from time in and out times to FT/PT check boxes, or pay by schedule weekly check boxes, etc. that reduce data input time per child);
- 3) Possible reduction in amount of time to receive payment from state. 5 of the 21 days are currently used for DWSS Accounting to receive the request (Mondays) and then issue the funds (Fridays).

**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.](#)

Child Care need is defined as children under the age of 13 with all available parents in the workforce. These data are obtained from the U.S. Census American Community Survey, Table B09001-Population under 18 years by age which are multiplied by the percentage of children living in households with all available parents in the workforce from Table B23008-Age of own children under 18 years in families and subfamilies by living arrangements by employment status of parents. Need is identified at the zip code level. The need is compared to the licensed capacity by county and zip code. Licensed capacity data are collected from child care licensing. Quality of programs by zip code is collected from Nevada Silver State Stars, Nevada's QRIS program. Out of 175 zip codes in Nevada, 104 zip codes have licensed child care, 82 zip codes have licensed providers participating in QRIS, and 20 of these zip codes have 4 or 5 star centers. This analysis shows zip codes with high need with no or minimal licensed capacity as well. Overall, Nevada's licensed capacity currently meets 35% of the need for children ages 0-6 with all available parents in the workforce.

[In licensed child care centers.](#)

Child Care need is defined as children under the age of 13 with all available parents in the workforce. These data are obtained from the U.S. Census American Community Survey, Table B09001-Population under 18 years by age which are multiplied by the percentage of children living in households with all available parents in the workforce from Table B23008-Age of own children under 18 years in families and subfamilies by living arrangements by employment status of parents. Need is identified at the zip code level. The need is compared to the licensed capacity by county and zip code. Licensed capacity data are collected from child care licensing. Quality of programs by zip code is collected from Nevada Silver State Stars, Nevada's QRIS program. Out of 175 zip codes in Nevada, 104 zip codes have licensed child care, 82 zip codes have licensed providers participating in QRIS, and 20 of these zip codes have 4 or 5 star centers. This analysis shows zip codes with high need with no or minimal licensed capacity as well. Overall, Nevada's licensed capacity currently meets 35% of the need for children ages 0-6 with all available parents in the workforce.

[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:

Emergency grants to fund child care facilities which have health and safety complaints or identified issues/safety concerns to assist them in correcting them. Contracted Slot agreements with Head Start facilities that are established in low income areas; boys and girls clubs that serve children in underserved areas; homeless shelter child care facility in underserved areas.

Family child care networks.

Describe:

Start-up funding.

Describe:

Technical assistance support.

Describe:

QRIS staff/coaches

Recruitment of providers.

Describe:

Tiered payment rates (as discussed in 4.3.2).

Describe:

Reimbursement rates attached to QRIS star ratings.

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

Describe:

- Accreditation supports.

Describe:

Tiered Reimbursements provided based on obtained accreditations and QRIS star rating effected by accreditation.

- Child Care Health Consultation.

Describe:

- 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:

Contracted Slots for Early Head Start.

- 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:

Child Care Health Consultation.

Describe:

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:

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 Health Consultation.

Describe:

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.

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:

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 Health Consultation.

Describe:

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.

e) Other. Check and describe all that apply:

Grants and contracts (as discussed in 4.1.3).

Describe:

NA

Family child care networks.

Describe:

NA

Start-up funding.

Describe:

NA

Technical assistance support.

Describe:

NA

Recruitment of providers.

Describe:

NA

Tiered payment rates (as discussed in 4.3.2).

Describe:

NA

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

Describe:

NA

Accreditation supports.

Describe:

NA

Child Care Health Consultation.

Describe:

NA

Mental Health Consultation.

Describe:

NA

Other.

Describe:

NA

**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?

The Lead Agency identifies the number of families living under the FPL by zip code or county to define high concentrations of poverty. Tools used include US Census Bureau and American Community Survey 5-year Estimates. Available from the Census website: <http://factfinder.census.gov>

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

CCDP is currently targeting these populations through Head Start programs, One Stop Shops, and QRIS implementation.

## 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:

Licensed Child Care are mandated as to be licensed by the Nevada Revised Statute:

NRS 432A.024 "Child care facility" defined.

1. "Child care facility" means:

- (a) An establishment operated and maintained for the purpose of furnishing care on a temporary or permanent basis, during the day or overnight, to five or more children under 18 years of age, if compensation is received for the care of any of those children;
- (b) An on-site child care facility;
- (c) A child care institution; or
- (d) An outdoor youth program.

2. "Child care facility" does not include:

- (a) The home of a natural parent or guardian, foster home as defined in [NRS 424.014](#) or

maternity home;

- (b) A home in which the only children received, cared for and maintained are related within the third degree of consanguinity or affinity by blood, adoption or marriage to the person operating the facility;
- (c) A home in which a person provides care for the children of a friend or neighbor for not more than 4 weeks if the person who provides the care does not regularly engage in that activity;
- (d) A location at which an out-of-school-time program is operated;
- (e) A seasonal or temporary recreation program; or
- (f) An out-of-school recreation program.

Types of facilities are described within the Nevada Administrative Code and Nevada Revised Statutes as the following:

**NAC 432A.050 "Child care center" defined.** ( [NRS 432A.077](#) ) "Child care center" means any facility in which the licensee regularly provides day or night care for more than 12 children and which is developmentally appropriate for those children.

**NAC 432A.100 "Family home" defined.** ( [NRS 432A.077](#) ) "Family home" means any facility in which the licensee regularly provides care without the presence of parents, for at least five and not more than six children.

**NAC 432A.110 "Group home" defined.** ( [NRS 432A.077](#) ) "Group home" means any facility in which the licensee regularly provides care for no less than seven and no more than twelve children.

**NRS 432A.0205 "Accommodation facility" defined.** "Accommodation facility" means a child care facility which is operated:

1. By a business that is licensed to conduct a business other than the provision of care to children; and
2. As an auxiliary service provided for the customers of the primary business.

**NRS 432A.0245 "Child care institution" defined.**

1. "Child care institution" means a facility which provides care and shelter during the day and night and provides developmental guidance to 16 or more children who do not

routinely return to the homes of their parents or guardians. Such an institution may also provide, without limitation:

- (a) Education to the children according to a curriculum approved by the Department of Education;
- (b) Services to children who have been diagnosed as severely emotionally disturbed as defined in [NRS 433B.045](#), including, without limitation, services relating to mental health and education; or
- (c) Emergency shelter to children who have been placed in protective custody pursuant to [chapter 432B](#) of NRS.

2. As used in this section, "child" includes a person who is less than 18 years of age or who remains under the jurisdiction of a court pursuant to [NRS 432B.594](#).

#### Family child care.

[Describe and Provide the citation:](#)

For our Licensed Family Child Care (not FFN)

Licensed Child Care are mandated as to be licensed by the Nevada Revised Statute:

NRS 432A.024 "Child care facility" defined.

1. "Child care facility" means:

- (a) An establishment operated and maintained for the purpose of furnishing care on a temporary or permanent basis, during the day or overnight, to five or more children under 18 years of age, if compensation is received for the care of any of those children;
- (b) An on-site child care facility;
- (c) A child care institution; or
- (d) An outdoor youth program.

2. "Child care facility" does not include:

- (a) The home of a natural parent or guardian, foster home as defined in [NRS 424.014](#) or maternity home;
- (b) A home in which the only children received, cared for and maintained are related within the third degree of consanguinity or affinity by blood, adoption or marriage to the person operating the facility;
- (c) A home in which a person provides care for the children of a friend or neighbor for not more than 4 weeks if the person who provides the care does not regularly engage in that activity;

- (d) A location at which an out-of-school-time program is operated;
- (e) A seasonal or temporary recreation program; or
- (f) An out-of-school recreation program.

Types of facilities are described within the Nevada Administrative Code and Nevada Revised Statutes as the following:

**NAC 432A.050 "Child care center" defined.** ( [NRS 432A.077](#) ) "Child care center" means any facility in which the licensee regularly provides day or night care for more than 12 children and which is developmentally appropriate for those children.

**NAC 432A.100 "Family home" defined.** ( [NRS 432A.077](#) ) "Family home" means any facility in which the licensee regularly provides care without the presence of parents, for at least five and not more than six children.

**NAC 432A.110 "Group home" defined.** ( [NRS 432A.077](#) ) "Group home" means any facility in which the licensee regularly provides care for no less than seven and no more than twelve children.

**NRS 432A.0205 "Accommodation facility" defined.** "Accommodation facility" means a child care facility which is operated:

1. By a business that is licensed to conduct a business other than the provision of care to children; and
2. As an auxiliary service provided for the customers of the primary business.

**NRS 432A.0245 "Child care institution" defined.**

1. "Child care institution" means a facility which provides care and shelter during the day and night and provides developmental guidance to 16 or more children who do not routinely return to the homes of their parents or guardians. Such an institution may also provide, without limitation:

- (a) Education to the children according to a curriculum approved by the Department of Education;
- (b) Services to children who have been diagnosed as severely emotionally disturbed as defined in [NRS 433B.045](#), including, without limitation, services relating to mental health and education; or

(c) Emergency shelter to children who have been placed in protective custody pursuant to [chapter 432B](#) of NRS.

2. As used in this section, "child" includes a person who is less than 18 years of age or who remains under the jurisdiction of a court pursuant to [NRS 432B.594](#).

In-home care (care in the child's own home).

Describe and provide the citation (if applicable):

**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. Before and after school programs and Family, Friend, & Neighbor (FFN) programs: Although license-exempt, if a program serves children who are receiving subsidy assistance, providers are subject to the health and safety 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.

Family child care.

If checked, describe the exemptions.

If a Family, Friend, or Neighbor (FFN) provider does not provide care for the number of children requiring a license, they are exempt from licensure:

- Washoe County requires that more than one child must be licensed.
- All counties outside of Washoe County require a license with more than 4 children in

care.

- All FFN providers must: Provide proof that they are at least 18 years of age; and Be a U.S. citizen or Lawful Permanent Residence; and Provide a picture ID; and Provide a Social Security Card; and Have a working telephone for emergency situations at the location where care is being provided; and Provide verification of home address (see MS 216.3 for acceptable verifications); and Complete a Background Disclosure Form; and Report any public assistance received from any state, city or county agency using the Notice to Report Form; and Complete the Employers Responsibility Form; and Complete the Parent/Provider Agreement; and Complete Health & Safety training (see MS 622.3)

#### In-home care.

If checked, describe the exemptions.

FFN providers who offer in-home services must care for a minimum of two (2) subsidy children to be eligible as an inhome provider. In addition to requirements in MS 611 - 614, all FFN providers must: Provide proof that they are at least 18 years of age; and Be a U.S. citizen or Lawful Permanent Residence; and Provide a picture ID; and Provide a Social Security Card; and Have a working telephone for emergency situations at the location where care is being provided; and Provide verification of home address (see MS 216.3 for acceptable verifications); and Complete a Background Disclosure Form; and Report any public assistance received from any state, city or county agency using the Notice to Report Form; and Complete the Employers Responsibility Form; and Complete the Parent/Provider Agreement; and Complete Health & Safety training (see MS 622.3)

## 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):

0 - 11 months

-- Ratio:

0-8 months: Ratio 1:4

9-11 months: Ratio 1:6

-- Group size:

0-8 months: Group Size 8

9-11 months: Group Size 12

-- Teacher/caregiver qualifications:

Teacher/caregiver qualifications are based on Provider Type, not age, aside from some trainings (e.g. SIDS).

The following are the requirements for Licensed providers (center based and family child care based): **NRS 432A.1773 Licensee or person responsible for daily operation, administration or management of child care facility: Registration required; qualifications.**

1. A licensee of a child care facility, or a person appointed by the licensee, who is responsible for the daily operation, administration or management of a child care facility must: (a) Be at least 21 years of age and:

(1) Hold an associate's degree or a higher degree in early childhood education and have at least 1,000 hours of verifiable experience in a child care facility;

(2) Hold an associate's degree or a higher degree in any field other than early childhood education, have completed at least 15 semester hours in early childhood education or related courses and have at least 2,000 hours of verifiable experience in a child care facility;

(3) Hold a high school diploma or, if approved by the Administrator of the Division of Public and Behavioral Health, a general educational development certificate, have completed at least 15 semester hours in early childhood education or related

- courses and have at least 3,000 hours of experience in a child care facility;
- (4) Hold a current credential as a "Child Development Associate" with an endorsement for preschool age children or infants or toddlers, as appropriate, which has been issued by the Council for Professional Recognition, or its successor organization, and have at least 2,000 hours of verifiable experience in a child care facility; or
- (5) Have a combination of education and experience which, in the judgment of the Administrator of the Division of Public and Behavioral Health, is equivalent to that required by subparagraph (1), (2), (3) or (4);
- (b) Have at least 1,000 verifiable hours in an administrative position or have completed a course or other training in business administration; and
- (c) Within 90 days after the licensee or person appointed by the licensee commences service as the director of a child care facility, apply to the Nevada Registry or its successor organization, and annually renew his or her registration before the date on which it expires.

2. As used in this section, "Nevada Registry" means the organization that operates the statewide system of career development and recognition created to:

- (a) Acknowledge and encourage professional achievement in the early childhood care and education workforce in this State;
- (b) Establish a professional development system in this State for the field of early childhood care and education;
- (c) Approve and track all informal training in the field of early childhood care and education in this State; and
- (d) Act as a statewide clearinghouse of information concerning the field of early childhood care and education. (Added to NRS by [2013, 736](#))

**NAC 432A.326 Continuing training in child care. ( [NRS 432A.077](#) )**

1. During each 12-month licensing period immediately succeeding the completion of the initial training required pursuant to [NAC 432A.323](#)

**NAC 432A.306 Requirements for caregivers. ( [NRS 432A.077](#) )**

1. Every caregiver in a child care facility must:
- (a) Be at least 16 years of age;
- (b) Be able to summon help in an emergency;
- (c) Be emotionally and physically qualified to carry out a program which places emphasis on the development of children; and
- (d) Except as otherwise provided in subsection 5, within 90 days after the caregiver

commences employment in the child care facility, apply with The Nevada Registry or its successor organization, and annually renew his or her registration before the date on which it expires.

2. Not more than 50 percent of the caregivers in a child care center, a child care institution or an early care and education program may be under 18 years of age. Any caregiver who is under 18 years of age and is employed in such a facility must:

(a) Have completed a course in the development of children which is approved by:

(1) The Nevada Registry or its successor organization, or any other agency designated by the Director of the Department to approve such courses; or

(2) If the course has not been approved by The Nevada Registry or its successor organization, and the Director of the Department has not designated another agency to approve such courses, the Division or the local licensing agency; or

(b) Be currently enrolled in such a course.

3. A child care facility may not be operated unless a person who is 18 years of age or older is on the premises of the facility.

4. A volunteer for a child care facility, regardless of his or her age, and a member of the staff of the facility who is under 18 years of age may not provide direct care to a child at the facility unless the care is provided under the supervision of an employee of the facility who is 18 years of age or older.

5. A caregiver in a child care institution is not required to initially apply with or annually renew his or her registration with The Nevada Registry or its successor organization.

## 2. Toddler

-- How does the State/territory define toddler (age range):

12 months - 35 months

-- Ratio:

12 - 23 months: Ratio 1:6

24 - 35 months: Ratio 1:9

-- Group size:

12 - 23 months: Group Size 12

24 - 35 months: Group Size 18

-- **Teacher/caregiver qualifications:**

Teacher/caregiver qualifications are based on Provider Type, not age, aside from some trainings (e.g. SIDS).

The following are the requirements for Licensed providers (center based and family child care based): **NRS 432A.1773 Licensee or person responsible for daily operation, administration or management of child care facility: Registration required; qualifications.**

1. A licensee of a child care facility, or a person appointed by the licensee, who is responsible for the daily operation, administration or management of a child care facility must: (a) Be at least 21 years of age and:
  - (1) Hold an associate's degree or a higher degree in early childhood education and have at least 1,000 hours of verifiable experience in a child care facility;
  - (2) Hold an associate's degree or a higher degree in any field other than early childhood education, have completed at least 15 semester hours in early childhood education or related courses and have at least 2,000 hours of verifiable experience in a child care facility;
  - (3) Hold a high school diploma or, if approved by the Administrator of the Division of Public and Behavioral Health, a general educational development certificate, have completed at least 15 semester hours in early childhood education or related courses and have at least 3,000 hours of experience in a child care facility;
  - (4) Hold a current credential as a "Child Development Associate" with an endorsement for preschool age children or infants or toddlers, as appropriate, which has been issued by the Council for Professional Recognition, or its successor organization, and have at least 2,000 hours of verifiable experience in a child care facility; or
  - (5) Have a combination of education and experience which, in the judgment of the Administrator of the Division of Public and Behavioral Health, is equivalent to that required by subparagraph (1), (2), (3) or (4);
- (b) Have at least 1,000 verifiable hours in an administrative position or have completed a course or other training in business administration; and
- (c) Within 90 days after the licensee or person appointed by the licensee commences service as the director of a child care facility, apply to the Nevada Registry or its successor organization, and annually renew his or her registration

before the date on which it expires.

2. As used in this section, "Nevada Registry" means the organization that operates the statewide system of career development and recognition created to:

(a) Acknowledge and encourage professional achievement in the early childhood care and education workforce in this State;

(b) Establish a professional development system in this State for the field of early childhood care and education;

(c) Approve and track all informal training in the field of early childhood care and education in this State; and

(d) Act as a statewide clearinghouse of information concerning the field of early childhood care and education. (Added to NRS by [2013, 736](#))

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(a) Be at least 16 years of age;

(b) Be able to summon help in an emergency;

(c) Be emotionally and physically qualified to carry out a program which places emphasis on the development of children; and

(d) Except as otherwise provided in subsection 5, within 90 days after the caregiver commences employment in the child care facility, apply with The Nevada Registry or its successor organization, and annually renew his or her registration before the date on which it expires.

2. Not more than 50 percent of the caregivers in a child care center, a child care institution or an early care and education program may be under 18 years of age.

Any caregiver who is under 18 years of age and is employed in such a facility must:

(a) Have completed a course in the development of children which is approved by:

(1) The Nevada Registry or its successor organization, or any other agency designated by the Director of the Department to approve such courses; or

(2) If the course has not been approved by The Nevada Registry or its successor organization, and the Director of the Department has not designated another agency to approve such courses, the Division or the local licensing agency; or

(b) Be currently enrolled in such a course.

3. A child care facility may not be operated unless a person who is 18 years of age or older is on the premises of the facility.
4. A volunteer for a child care facility, regardless of his or her age, and a member of the staff of the facility who is under 18 years of age may not provide direct care to a child at the facility unless the care is provided under the supervision of an employee of the facility who is 18 years of age or older.
5. A caregiver in a child care institution is not required to initially apply with or annually renew his or her registration with The Nevada Registry or its successor organization.

### 3. Preschool

-- How does the State/territory define preschool (age range):

3 years to 5 years and 11 months

-- Ratio:

3 years to 3 years and 11 months: Ratio 1:12

4 years to 4 years and 11 months: Ratio 1:13

5 years to 5 years and 11 months: Ratio 1:18

-- Group size:

3 years to 3 years and 11 months: Group Size 24

4 years to 4 years and 11 months: Group Size 26

5 years to 5 years and 11 months: Group Size 36

-- Teacher/caregiver qualifications:

Teacher/caregiver qualifications are based on Provider Type, not age, aside from some trainings (e.g. SIDS).

The following are the requirements for Licensed providers (center based and family child care based): **NRS 432A.1773 Licensee or person responsible for daily operation, administration or management of child care facility: Registration required; qualifications.**

1. A licensee of a child care facility, or a person appointed by the licensee, who is responsible for the daily operation, administration or management of a child care facility must: (a) Be at least 21 years of age and:

- (1) Hold an associate's degree or a higher degree in early childhood education and have at least 1,000 hours of verifiable experience in a child care facility;
  - (2) Hold an associate's degree or a higher degree in any field other than early childhood education, have completed at least 15 semester hours in early childhood education or related courses and have at least 2,000 hours of verifiable experience in a child care facility;
  - (3) Hold a high school diploma or, if approved by the Administrator of the Division of Public and Behavioral Health, a general educational development certificate, have completed at least 15 semester hours in early childhood education or related courses and have at least 3,000 hours of experience in a child care facility;
  - (4) Hold a current credential as a "Child Development Associate" with an endorsement for preschool age children or infants or toddlers, as appropriate, which has been issued by the Council for Professional Recognition, or its successor organization, and have at least 2,000 hours of verifiable experience in a child care facility; or
  - (5) Have a combination of education and experience which, in the judgment of the Administrator of the Division of Public and Behavioral Health, is equivalent to that required by subparagraph (1), (2), (3) or (4);
- (b) Have at least 1,000 verifiable hours in an administrative position or have completed a course or other training in business administration; and
  - (c) Within 90 days after the licensee or person appointed by the licensee commences service as the director of a child care facility, apply to the Nevada Registry or its successor organization, and annually renew his or her registration before the date on which it expires.

2. As used in this section, "Nevada Registry" means the organization that operates the statewide system of career development and recognition created to:

- (a) Acknowledge and encourage professional achievement in the early childhood care and education workforce in this State;
- (b) Establish a professional development system in this State for the field of early childhood care and education;
- (c) Approve and track all informal training in the field of early childhood care and education in this State; and
- (d) Act as a statewide clearinghouse of information concerning the field of early childhood care and education. (Added to NRS by [2013, 736](#))

**NAC 432A.326 Continuing training in child care. ( [NRS 432A.077](#) )**

1. During each 12-month licensing period immediately succeeding the completion of the initial training required pursuant to [NAC 432A.323](#)

**NAC 432A.306 Requirements for caregivers. ( [NRS 432A.077](#) )**

1. Every caregiver in a child care facility must:

- (a) Be at least 16 years of age;
- (b) Be able to summon help in an emergency;
- (c) Be emotionally and physically qualified to carry out a program which places emphasis on the development of children; and
- (d) Except as otherwise provided in subsection 5, within 90 days after the caregiver commences employment in the child care facility, apply with The Nevada Registry or its successor organization, and annually renew his or her registration before the date on which it expires.

2. Not more than 50 percent of the caregivers in a child care center, a child care institution or an early care and education program may be under 18 years of age. Any caregiver who is under 18 years of age and is employed in such a facility must:

- (a) Have completed a course in the development of children which is approved by:
  - (1) The Nevada Registry or its successor organization, or any other agency designated by the Director of the Department to approve such courses; or
  - (2) If the course has not been approved by The Nevada Registry or its successor organization, and the Director of the Department has not designated another agency to approve such courses, the Division or the local licensing agency; or
- (b) Be currently enrolled in such a course.

3. A child care facility may not be operated unless a person who is 18 years of age or older is on the premises of the facility.

4. A volunteer for a child care facility, regardless of his or her age, and a member of the staff of the facility who is under 18 years of age may not provide direct care to a child at the facility unless the care is provided under the supervision of an employee of the facility who is 18 years of age or older.

5. A caregiver in a child care institution is not required to initially apply with or annually renew his or her registration with The Nevada Registry or its successor organization.

#### 4. [School-age](#)

-- How does the State/territory define school-age (age range):

6 years to 12 years

-- Ratio:

1:18

-- Group size:

36

-- Teacher/caregiver qualifications:

Teacher/caregiver qualifications are based on Provider Type, not age, aside from some trainings (e.g. SIDS).

The following are the requirements for Licensed providers (center based and family child care based): **NRS 432A.1773 Licensee or person responsible for daily operation, administration or management of child care facility: Registration required; qualifications.**

1. A licensee of a child care facility, or a person appointed by the licensee, who is responsible for the daily operation, administration or management of a child care facility must: (a) Be at least 21 years of age and:

(1) Hold an associate's degree or a higher degree in early childhood education and have at least 1,000 hours of verifiable experience in a child care facility;

(2) Hold an associate's degree or a higher degree in any field other than early childhood education, have completed at least 15 semester hours in early childhood education or related courses and have at least 2,000 hours of verifiable experience in a child care facility;

(3) Hold a high school diploma or, if approved by the Administrator of the Division of Public and Behavioral Health, a general educational development certificate, have completed at least 15 semester hours in early childhood education or related courses and have at least 3,000 hours of experience in a child care facility;

(4) Hold a current credential as a "Child Development Associate" with an endorsement for preschool age children or infants or toddlers, as appropriate, which has been issued by the Council for Professional Recognition, or its successor organization, and have at least 2,000 hours of verifiable experience in a child care facility; or

(5) Have a combination of education and experience which, in the judgment of the

Administrator of the Division of Public and Behavioral Health, is equivalent to that required by subparagraph (1), (2), (3) or (4);

(b) Have at least 1,000 verifiable hours in an administrative position or have completed a course or other training in business administration; and

(c) Within 90 days after the licensee or person appointed by the licensee commences service as the director of a child care facility, apply to the Nevada Registry or its successor organization, and annually renew his or her registration before the date on which it expires.

2. As used in this section, "Nevada Registry" means the organization that operates the statewide system of career development and recognition created to:

(a) Acknowledge and encourage professional achievement in the early childhood care and education workforce in this State;

(b) Establish a professional development system in this State for the field of early childhood care and education;

(c) Approve and track all informal training in the field of early childhood care and education in this State; and

(d) Act as a statewide clearinghouse of information concerning the field of early childhood care and education. (Added to NRS by [2013, 736](#))

**NAC 432A.326 Continuing training in child care. ( [NRS 432A.077](#) )**

1. During each 12-month licensing period immediately succeeding the completion of the initial training required pursuant to [NAC 432A.323](#)

**NAC 432A.306 Requirements for caregivers. ( [NRS 432A.077](#) )**

1. Every caregiver in a child care facility must:

(a) Be at least 16 years of age;

(b) Be able to summon help in an emergency;

(c) Be emotionally and physically qualified to carry out a program which places emphasis on the development of children; and

(d) Except as otherwise provided in subsection 5, within 90 days after the caregiver commences employment in the child care facility, apply with The Nevada Registry or its successor organization, and annually renew his or her registration before the date on which it expires.

2. Not more than 50 percent of the caregivers in a child care center, a child care institution or an early care and education program may be under 18 years of age.

Any caregiver who is under 18 years of age and is employed in such a facility must:

- (a) Have completed a course in the development of children which is approved by:
- (1) The Nevada Registry or its successor organization, or any other agency designated by the Director of the Department to approve such courses; or
  - (2) If the course has not been approved by The Nevada Registry or its successor organization, and the Director of the Department has not designated another agency to approve such courses, the Division or the local licensing agency; or
- (b) Be currently enrolled in such a course.

3. A child care facility may not be operated unless a person who is 18 years of age or older is on the premises of the facility.

4. A volunteer for a child care facility, regardless of his or her age, and a member of the staff of the facility who is under 18 years of age may not provide direct care to a child at the facility unless the care is provided under the supervision of an employee of the facility who is 18 years of age or older.

5. A caregiver in a child care institution is not required to initially apply with or annually renew his or her registration with The Nevada Registry or its successor organization.

5. If any of the responses above are different for exempt child care centers, describe which requirements apply to exempt centers

For our License Exempt OST and OSR Before and After School programs, the Ratio is 1:20 and the Group Size is 40.

For our Exempt FFN population, the child threshold for licensure results in a 1:1 ratio in Washoe with a group size of 1 and other counties, the ratio is 1:4 and group size of 4.

6. Describe, if applicable, ratios, group sizes, and qualifications for classrooms with mixed age groups.

NA

7. Describe the director qualifications for licensed CCDF center-based care, including any variations based on the ages of children in care.

Teacher/caregiver qualifications are based on Provider Type, not age, aside from some trainings (e.g. SIDS).

The following are the requirements for Licensed providers (center based and family child care based): **NRS 432A.1773 Licensee or person responsible for daily**

**operation, administration or management of child care facility: Registration required; qualifications.**

1. A licensee of a child care facility, or a person appointed by the licensee, who is responsible for the daily operation, administration or management of a child care facility must: (a) Be at least 21 years of age and:

(1) Hold an associate's degree or a higher degree in early childhood education and have at least 1,000 hours of verifiable experience in a child care facility;

(2) Hold an associate's degree or a higher degree in any field other than early childhood education, have completed at least 15 semester hours in early childhood education or related courses and have at least 2,000 hours of verifiable experience in a child care facility;

(3) Hold a high school diploma or, if approved by the Administrator of the Division of Public and Behavioral Health, a general educational development certificate, have completed at least 15 semester hours in early childhood education or related courses and have at least 3,000 hours of experience in a child care facility;

(4) Hold a current credential as a "Child Development Associate" with an endorsement for preschool age children or infants or toddlers, as appropriate, which has been issued by the Council for Professional Recognition, or its successor organization, and have at least 2,000 hours of verifiable experience in a child care facility; or

(5) Have a combination of education and experience which, in the judgment of the Administrator of the Division of Public and Behavioral Health, is equivalent to that required by subparagraph (1), (2), (3) or (4);

(b) Have at least 1,000 verifiable hours in an administrative position or have completed a course or other training in business administration; and

(c) Within 90 days after the licensee or person appointed by the licensee commences service as the director of a child care facility, apply to the Nevada Registry or its successor organization, and annually renew his or her registration before the date on which it expires.

2. As used in this section, "Nevada Registry" means the organization that operates the statewide system of career development and recognition created to:

(a) Acknowledge and encourage professional achievement in the early childhood care and education workforce in this State;

(b) Establish a professional development system in this State for the field of early childhood care and education;

(c) Approve and track all informal training in the field of early childhood care and

education in this State; and

(d) Act as a statewide clearinghouse of information concerning the field of early childhood care and education. (Added to NRS by [2013, 736](#))

**NAC 432A.326 Continuing training in child care. ( [NRS 432A.077](#) )**

1. During each 12-month licensing period immediately succeeding the completion of the initial training required pursuant to [NAC 432A.323](#)

**NAC 432A.306 Requirements for caregivers. ( [NRS 432A.077](#) )**

1. Every caregiver in a child care facility must:

(a) Be at least 16 years of age;

(b) Be able to summon help in an emergency;

(c) Be emotionally and physically qualified to carry out a program which places emphasis on the development of children; and

(d) Except as otherwise provided in subsection 5, within 90 days after the caregiver commences employment in the child care facility, apply with The Nevada Registry or its successor organization, and annually renew his or her registration before the date on which it expires.

2. Not more than 50 percent of the caregivers in a child care center, a child care institution or an early care and education program may be under 18 years of age. Any caregiver who is under 18 years of age and is employed in such a facility must:

(a) Have completed a course in the development of children which is approved by:

(1) The Nevada Registry or its successor organization, or any other agency designated by the Director of the Department to approve such courses; or

(2) If the course has not been approved by The Nevada Registry or its successor organization, and the Director of the Department has not designated another agency to approve such courses, the Division or the local licensing agency; or

(b) Be currently enrolled in such a course.

3. A child care facility may not be operated unless a person who is 18 years of age or older is on the premises of the facility.

4. A volunteer for a child care facility, regardless of his or her age, and a member of the staff of the facility who is under 18 years of age may not provide direct care to a child at the facility unless the care is provided under the supervision of an employee of the facility who is 18 years of age or older.

5. A caregiver in a child care institution is not required to initially apply with or annually renew his or her registration with The Nevada Registry or its successor organization.

## b) Licensed CCDF family child care provider

### 1. Infant

-- How does the State/territory define infant (age range):

0 - 11 months

-- Ratio:

0-8 months: Ratio 1:4

9-11 months: Ratio 1:6

-- Group size:

0-8 months: Group Size 8

9-11 months: Group Size 12

-- Teacher/caregiver qualifications:

Teacher/caregiver qualifications are based on Provider Type, not age, aside from some trainings (e.g. SIDS).

The following are the requirements for Licensed providers (center based and family child care based): **NRS 432A.1773 Licensee or person responsible for daily operation, administration or management of child care facility: Registration required; qualifications.**

1. A licensee of a child care facility, or a person appointed by the licensee, who is responsible for the daily operation, administration or management of a child care facility must: (a) Be at least 21 years of age and:

(1) Hold an associate's degree or a higher degree in early childhood education and have at least 1,000 hours of verifiable experience in a child care facility;

(2) Hold an associate's degree or a higher degree in any field other than early childhood education, have completed at least 15 semester hours in early childhood education or related courses and have at least 2,000 hours of verifiable experience in a child care facility;

(3) Hold a high school diploma or, if approved by the Administrator of the Division of Public and Behavioral Health, a general educational development certificate, have completed at least 15 semester hours in early childhood education or related courses and have at least 3,000 hours of experience in a child care facility;

(4) Hold a current credential as a Child Development Associate with an endorsement for preschool age children or infants or toddlers, as appropriate, which has been issued by the Council for Professional Recognition, or its successor organization, and have at least 2,000 hours of verifiable experience in a child care facility; or

(5) Have a combination of education and experience which, in the judgment of the Administrator of the Division of Public and Behavioral Health, is equivalent to that required by subparagraph (1), (2), (3) or (4);

(b) Have at least 1,000 verifiable hours in an administrative position or have completed a course or other training in business administration; and

(c) Within 90 days after the licensee or person appointed by the licensee commences service as the director of a child care facility, apply to the Nevada Registry or its successor organization, and annually renew his or her registration before the date on which it expires.

2. As used in this section, Nevada Registry means the organization that operates the statewide system of career development and recognition created to:

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(b) Establish a professional development system in this State for the field of early childhood care and education;

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**NAC 432A.326 Continuing training in child care. ( [NRS 432A.077](#) )**

1. During each 12-month licensing period immediately succeeding the completion of the initial training required pursuant to [NAC 432A.323](#)

**NAC 432A.306 Requirements for caregivers. ( [NRS 432A.077](#) )**

1. Every caregiver in a child care facility must:

(a) Be at least 16 years of age;

(b) Be able to summon help in an emergency;

(c) Be emotionally and physically qualified to carry out a program which places emphasis on the development of children; and

(d) Except as otherwise provided in subsection 5, within 90 days after the caregiver commences employment in the child care facility, apply with The Nevada Registry

or its successor organization, and annually renew his or her registration before the date on which it expires.

2. Not more than 50 percent of the caregivers in a child care center, a child care institution or an early care and education program may be under 18 years of age. Any caregiver who is under 18 years of age and is employed in such a facility must:

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(1) The Nevada Registry or its successor organization, or any other agency designated by the Director of the Department to approve such courses; or

(2) If the course has not been approved by The Nevada Registry or its successor organization, and the Director of the Department has not designated another agency to approve such courses, the Division or the local licensing agency; or

(b) Be currently enrolled in such a course.

3. A child care facility may not be operated unless a person who is 18 years of age or older is on the premises of the facility.

4. A volunteer for a child care facility, regardless of his or her age, and a member of the staff of the facility who is under 18 years of age may not provide direct care to a child at the facility unless the care is provided under the supervision of an employee of the facility who is 18 years of age or older.

5. A caregiver in a child care institution is not required to initially apply with or annually renew his or her registration with The Nevada Registry or its successor organization.

## 2. Toddler

-- How does the State/territory define toddler (age range):

12 months - 35 months

-- Ratio:

12 - 23 months: Ratio 1:6

24 - 35 months: Ratio 1:9

-- Group size:

12 - 23 months: Group Size 12

24 - 35 months: Group Size 18

-- **Teacher/caregiver qualifications:**

Teacher/caregiver qualifications are based on Provider Type, not age, aside from some trainings (e.g. SIDS).

The following are the requirements for Licensed providers (center based and family child care based): **NRS 432A.1773 Licensee or person responsible for daily operation, administration or management of child care facility: Registration required; qualifications.**

1. A licensee of a child care facility, or a person appointed by the licensee, who is responsible for the daily operation, administration or management of a child care facility must: (a) Be at least 21 years of age and:

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(5) Have a combination of education and experience which, in the judgment of the Administrator of the Division of Public and Behavioral Health, is equivalent to that required by subparagraph (1), (2), (3) or (4);

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(a) Have completed a course in the development of children which is approved by:

(1) The Nevada Registry or its successor organization, or any other agency designated by the Director of the Department to approve such courses; or

(2) If the course has not been approved by The Nevada Registry or its successor organization, and the Director of the Department has not designated another agency to approve such courses, the Division or the local licensing agency; or

(b) Be currently enrolled in such a course.

3. A child care facility may not be operated unless a person who is 18 years of age

or older is on the premises of the facility.

4. A volunteer for a child care facility, regardless of his or her age, and a member of the staff of the facility who is under 18 years of age may not provide direct care to a child at the facility unless the care is provided under the supervision of an employee of the facility who is 18 years of age or older.

5. A caregiver in a child care institution is not required to initially apply with or annually renew his or her registration with The Nevada Registry or its successor organization.

### 3. Preschool

-- How does the State/territory define preschool (age range):

3 years to 5 years and 11 months

-- Ratio:

3 years to 3 years and 11 months: Ratio 1:12

4 years to 4 years and 11 months: Ratio 1:13

5 years to 5 years and 11 months: Ratio 1:18

-- Group size:

3 years to 3 years and 11 months: Group Size 24

4 years to 4 years and 11 months: Group Size 26

5 years to 5 years and 11 months: Group Size 36

-- Teacher/caregiver qualifications:

Teacher/caregiver qualifications are based on Provider Type, not age, aside from some trainings (e.g. SIDS).

The following are the requirements for Licensed providers (center based and family child care based): **NRS 432A.1773 Licensee or person responsible for daily operation, administration or management of child care facility: Registration required; qualifications.**

1. A licensee of a child care facility, or a person appointed by the licensee, who is responsible for the daily operation, administration or management of a child care facility must: (a) Be at least 21 years of age and:

(1) Hold an associate's degree or a higher degree in early childhood education and

- have at least 1,000 hours of verifiable experience in a child care facility;
- (2) Hold an associate's degree or a higher degree in any field other than early childhood education, have completed at least 15 semester hours in early childhood education or related courses and have at least 2,000 hours of verifiable experience in a child care facility;
- (3) Hold a high school diploma or, if approved by the Administrator of the Division of Public and Behavioral Health, a general educational development certificate, have completed at least 15 semester hours in early childhood education or related courses and have at least 3,000 hours of experience in a child care facility;
- (4) Hold a current credential as a Child Development Associate with an endorsement for preschool age children or infants or toddlers, as appropriate, which has been issued by the Council for Professional Recognition, or its successor organization, and have at least 2,000 hours of verifiable experience in a child care facility; or
- (5) Have a combination of education and experience which, in the judgment of the Administrator of the Division of Public and Behavioral Health, is equivalent to that required by subparagraph (1), (2), (3) or (4);
- (b) Have at least 1,000 verifiable hours in an administrative position or have completed a course or other training in business administration; and
- (c) Within 90 days after the licensee or person appointed by the licensee commences service as the director of a child care facility, apply to the Nevada Registry or its successor organization, and annually renew his or her registration before the date on which it expires.

2. As used in this section, Nevada Registry means the organization that operates the statewide system of career development and recognition created to:

- (a) Acknowledge and encourage professional achievement in the early childhood care and education workforce in this State;
- (b) Establish a professional development system in this State for the field of early childhood care and education;
- (c) Approve and track all informal training in the field of early childhood care and education in this State; and
- (d) Act as a statewide clearinghouse of information concerning the field of early childhood care and education. (Added to NRS by [2013, 736](#))

**NAC 432A.326 Continuing training in child care. ( [NRS 432A.077](#) )**

1. During each 12-month licensing period immediately succeeding the completion

of the initial training required pursuant to [NAC 432A.323](#)

**NAC 432A.306 Requirements for caregivers. ( [NRS 432A.077](#) )**

1. Every caregiver in a child care facility must:

- (a) Be at least 16 years of age;
- (b) Be able to summon help in an emergency;
- (c) Be emotionally and physically qualified to carry out a program which places emphasis on the development of children; and
- (d) Except as otherwise provided in subsection 5, within 90 days after the caregiver commences employment in the child care facility, apply with The Nevada Registry or its successor organization, and annually renew his or her registration before the date on which it expires.

2. Not more than 50 percent of the caregivers in a child care center, a child care institution or an early care and education program may be under 18 years of age. Any caregiver who is under 18 years of age and is employed in such a facility must:

- (a) Have completed a course in the development of children which is approved by:
  - (1) The Nevada Registry or its successor organization, or any other agency designated by the Director of the Department to approve such courses; or
  - (2) If the course has not been approved by The Nevada Registry or its successor organization, and the Director of the Department has not designated another agency to approve such courses, the Division or the local licensing agency; or
- (b) Be currently enrolled in such a course.

3. A child care facility may not be operated unless a person who is 18 years of age or older is on the premises of the facility.

4. A volunteer for a child care facility, regardless of his or her age, and a member of the staff of the facility who is under 18 years of age may not provide direct care to a child at the facility unless the care is provided under the supervision of an employee of the facility who is 18 years of age or older.

5. A caregiver in a child care institution is not required to initially apply with or annually renew his or her registration with The Nevada Registry or its successor organization.

#### [4. School-age](#)

-- How does the State/territory define school-age (age range):

6 years to 12 years

-- Ratio:

1:18

-- Group size:

36

-- Teacher/caregiver qualifications:

Teacher/caregiver qualifications are based on Provider Type, not age, aside from some trainings (e.g. SIDS).

The following are the requirements for Licensed providers (center based and family child care based): **NRS 432A.1773 Licensee or person responsible for daily operation, administration or management of child care facility: Registration required; qualifications.**

1. A licensee of a child care facility, or a person appointed by the licensee, who is responsible for the daily operation, administration or management of a child care facility must: (a) Be at least 21 years of age and:

(1) Hold an associate's degree or a higher degree in early childhood education and have at least 1,000 hours of verifiable experience in a child care facility;

(2) Hold an associate's degree or a higher degree in any field other than early childhood education, have completed at least 15 semester hours in early childhood education or related courses and have at least 2,000 hours of verifiable experience in a child care facility;

(3) Hold a high school diploma or, if approved by the Administrator of the Division of Public and Behavioral Health, a general educational development certificate, have completed at least 15 semester hours in early childhood education or related courses and have at least 3,000 hours of experience in a child care facility;

(4) Hold a current credential as a Child Development Associate with an endorsement for preschool age children or infants or toddlers, as appropriate, which has been issued by the Council for Professional Recognition, or its successor organization, and have at least 2,000 hours of verifiable experience in a child care facility; or

(5) Have a combination of education and experience which, in the judgment of the

Administrator of the Division of Public and Behavioral Health, is equivalent to that required by subparagraph (1), (2), (3) or (4);

(b) Have at least 1,000 verifiable hours in an administrative position or have completed a course or other training in business administration; and

(c) Within 90 days after the licensee or person appointed by the licensee commences service as the director of a child care facility, apply to the Nevada Registry or its successor organization, and annually renew his or her registration before the date on which it expires.

2. As used in this section, Nevada Registry means the organization that operates the statewide system of career development and recognition created to:

(a) Acknowledge and encourage professional achievement in the early childhood care and education workforce in this State;

(b) Establish a professional development system in this State for the field of early childhood care and education;

(c) Approve and track all informal training in the field of early childhood care and education in this State; and

(d) Act as a statewide clearinghouse of information concerning the field of early childhood care and education. (Added to NRS by [2013, 736](#))

**NAC 432A.326 Continuing training in child care. ( [NRS 432A.077](#) )**

1. During each 12-month licensing period immediately succeeding the completion of the initial training required pursuant to [NAC 432A.323](#)

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1. Every caregiver in a child care facility must:

(a) Be at least 16 years of age;

(b) Be able to summon help in an emergency;

(c) Be emotionally and physically qualified to carry out a program which places emphasis on the development of children; and

(d) Except as otherwise provided in subsection 5, within 90 days after the caregiver commences employment in the child care facility, apply with The Nevada Registry or its successor organization, and annually renew his or her registration before the date on which it expires.

2. Not more than 50 percent of the caregivers in a child care center, a child care institution or an early care and education program may be under 18 years of age.

Any caregiver who is under 18 years of age and is employed in such a facility must:

- (a) Have completed a course in the development of children which is approved by:
- (1) The Nevada Registry or its successor organization, or any other agency designated by the Director of the Department to approve such courses; or
  - (2) If the course has not been approved by The Nevada Registry or its successor organization, and the Director of the Department has not designated another agency to approve such courses, the Division or the local licensing agency; or
- (b) Be currently enrolled in such a course.

3. A child care facility may not be operated unless a person who is 18 years of age or older is on the premises of the facility.

4. A volunteer for a child care facility, regardless of his or her age, and a member of the staff of the facility who is under 18 years of age may not provide direct care to a child at the facility unless the care is provided under the supervision of an employee of the facility who is 18 years of age or older.

5. A caregiver in a child care institution is not required to initially apply with or annually renew his or her registration with The Nevada Registry or its successor organization.

5. If any of the responses above are different for exempt family child care homes, please describe which requirements apply to exempt homes

For our License Exempt OST and OSR Before and After School programs, the Ratio is 1:20 and the Group Size is 40.

For our Exempt FFN population, the child threshold for licensure results in a 1:1 ratio in Washoe with a group size of 1 and other counties, the ratio is 1:4 and group size of 4.

c) In-home CCDF providers:

1. Describe the ratios

Washoe County, 2:1

State 4:1

2. Describe the group size

Washoe County, 2; State 4

3. Describe the maximum number of children that are allowed in the home at any one time.

Inside Washoe County, more than 2 children requires licensure. Outside of Washoe County, more than 4 children requires licensure.

4. Describe if the state/territory requires related children to be included in the child-to-provider ratio or group size

Yes. All children are counted.

5. Describe any limits on infants and toddlers or additional school-age children that are allowed for part of the day

Enrollment can never exceed 4 children, regardless of age.

## 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.)

The content covered must include the identification and recognition of the signs and symptoms of illness, how they are transmitted, measures to prevent illness in the childcare environment and the prevention of exposure to bloodborne pathogens. Basic exclusion policies are also generally included.

-- List all citations for these requirements, including those for licensed and license-exempt programs

NRS 432A.230, 432A.235, 432A.260, and 432A.270 and Caring for Our Children Basics

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

NA

-- Describe any variations based on the age of the children in care

NA

-- Describe if relatives are exempt from this requirement

NA

## 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.)

The content covered must include the use of safe sleep practices.

-- List all citations for these requirements, including those for licensed and license-exempt providers

NRS 432A177 and NAC 432A.416 and Caring for Our Children Basics

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

This training is not required for OST/OSR providers due to age-appropriateness.

-- Describe any variations based on the age of the children in care

School age children only are in care with our license-exempt OST providers; therefore, this training topic area is not required for this provider type.

-- Describe if relatives are exempt from this requirement

NA

### 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.)

The content covered must include how to safely and appropriately administer medication. Staff must be able to:

- Demonstrate an understanding of the roles and responsibilities of adults involved in a child's health and treatment plan
- Recognize rules and recommendations for administration of over-the-counter and prescription medications in the child care environment
- Demonstrate an understanding of training and authorization levels required for administration of various types of medication
- Identify key information to include in a program's medication administration policy
- Identify safe medication receipt, storage and handling practices
- Demonstrate an understanding of the Seven Rights of Medication Administration
- Identify and demonstrate an understanding of recommended strategies and best practices for administering medication to children of various ages and abilities

-- List all citations for these requirements, including those for licensed and license-exempt providers

NRS 432A.1757 and Caring for Our Children Basics

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

For OST/OSR Before and After School programs, CCDP requires the "Administration of Medication, Consistent with the Standards for Parental Consent" training to be an optional topic for programs to cover *if* they have it in their program policy or procedures that program staff are not permitted to administer medication.

-- Describe any variations based on the age of the children in care

NA

-- Describe if relatives are exempt from this requirement

NA

#### 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.)

The content covered must include how to identify allergic reactions based on different possible causes, including food reactions. Staff must be able to:

- Identify recommended procedures for ensuring safety and efficacy
- Identify recommended information to include in a child's medical file
- Identify the Eight Major Food Allergens
- Define contact sensitive and airborne sensitive as they related to food allergies

-- List all citations for these requirements, including those for licensed and license-exempt providers

NAC 432A.385 and Caring for Our Children Basics

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

NA

-- Describe any variations based on the age of the children in care

NA

-- Describe if relatives are exempt from this requirement

NA

#### 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.)

The content includes identifying common hazards throughout the facility, procedures for ensuring toy safety, safe and age appropriate toys for children of various age groups and developmental levels, defining safety standards and practices in the infant/toddler environment.

-- List all citations for these requirements, including those for licensed and license-exempt providers

NRS 432A.078 and NAC 432A.250 and Caring for our Children Basics

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

NA

-- Describe any variations based on the age of the children in care

NA

-- Describe if relatives are exempt from this requirement

NA

## 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.)

The content covered must cover the following:

- How to define shaken baby syndrome and abusive head trauma
- How to identify the causes of shaken baby syndrome and abusive head trauma
- How to identify the symptoms of shaken baby syndrome and abusive head trauma
- How to identify long-term effects of shaken baby syndrome and abusive head trauma
- How to identify strategies and practices for preventing shaken baby syndrome and abusive head trauma in the child care setting
- Identify tips for educating parents about shaken baby syndrome and abusive head trauma

-- List all citations for these requirements, including those for licensed and license-exempt providers

NRS 432A.190 and Caring for our Children Basics

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

This training is not required for OST/OSR providers due to age-appropriateness.

-- Describe any variations based on the age of the children in care

This training is not required for OST/OSR providers due to age-appropriateness.

-- Describe if relatives are exempt from this requirement

NA

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.)

The content covered must include emergency preparedness and response planning for emergencies resulting from a natural or man-made event such as violence at a child care facility. Staff must be able to:

- Differentiate between an emergency and a disaster
- Identify recommendations for storage of emergency food, water and other basic supplies
- Identify recommendations for continuity of business following a disaster
- Identify basic requirements regarding disaster planning and preparedness
- Identify and differentiate between responsibilities of administrators and staff members during and after disasters
- Define mitigation as it relates to emergency management
- Identify the importance of promoting resilience in children

- Define and demonstrate understanding of impact and relief
- Identify typical responses to disaster from children in various age groups
- Identify recommended strategies and practices for helping children and adults cope in the aftermath of disaster
- Identify recommended safe practices and policies for responding to various types of disasters and security threats, including tornadoes, storms, earthquakes and terrorist attacks

-- List all citations for these requirements, including those for licensed and license-exempt providers

NRS 432A.077 and 432A.530 and NAC 432A.280;432A.610; 432A.615; 432A.720; 432A.770 and Caring for our Children Basics

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

NA

-- Describe any variations based on the age of the children in care

NA

-- Describe if relatives are exempt from this requirement

NA

## 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.)

Staff must be able to:

- Identify safe practices for preventing poisoning from plants, chemicals, and other materials
- Identify safe storage of bio-contaminants and hazardous materials
- Identify common causes of outdoor injuries
- Identify effective practices for preventing outdoor injuries
- Identify major factors in playground safety, including surfacing, overall design, maintenance, and supervision
- Identify potentially hazardous environmental factors, including plants, insects and toxic fumes

- Identify important water safety practices
- Identify basic preventative strategies, including transitions, setting limits, avoiding distractions while supervising and preparing for the unexpected

-- List all citations for these requirements, including those for licensed and license-exempt providers

NAC 432A.250 and Caring for our Children Basics

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

NA

-- Describe any variations based on the age of the children in care

NA

-- Describe if relatives are exempt from this requirement

NA

## 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.)

The content covered must include safe practices for transporting children. Staff must be able to:

- Identify key recommendations from the National Transportation Safety Board regarding child passenger safety
- Identify responsibilities of a center's transportation supervisor, drivers and other staff with relation to transporting young children
- Identify recommended practices for maintaining a center's bus or other transport vehicle
- Demonstrate understanding of recommended practices for the use of child restraint systems according to the National Transportation Safety Board and the National Highway Traffic Safety Administration
- Identify safe vehicle operating procedures
- Identify recommended procedures for loading and unloading buses and other transport vehicles as well as safe riding practices
- Identify recommended practices for conducting evacuation drills and emergency management

- Demonstrate understanding of safe practices for planning and managing field trips

-- List all citations for these requirements, including those for licensed and license-exempt providers

NAC 432A.290, 432A.745 and 432A.750 and Caring for our Children Basics

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

OST providers are required to train on this topic *if* they transport children at their facility.

-- Describe any variations based on the age of the children in care

NA

-- Describe if relatives are exempt from this requirement

NA

#### 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.)

The content covered must include pediatric cardiopulmonary resuscitation techniques and pediatric first aid techniques. Additionally, each swimming pool more than 6 feet in width, length or diameter should be provided with a ring buoy and rope, a rescue tube, or a throwing line and a shepherd's hook that will not conduct electricity.

-- List all citations for these requirements, including those for licensed and license-exempt providers

NAC 432A.580 and Caring for our Children Basics

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

NA

-- Describe any variations based on the age of the children in care

NA

-- Describe if relatives are exempt from this requirement

NA

#### 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.)

The content covered must include how to identify child abuse and/or neglect and/or exploitation and steps to take in addressing the issue, including how to report the issue.

Caregivers/teachers should be educated on child abuse and neglect to establish child abuse and neglect prevention and recognition strategies for children, caregivers/teachers, and parents/guardians. The education should address physical, sexual, and psychological or 10 emotional abuse and neglect. Caregivers/teachers are mandatory reporters of child abuse or neglect. Caregivers/teachers should be trained in compliance with their state's child abuse reporting laws.

-- List all citations for these requirements, including those for licensed and license-exempt providers

NAC 432A.410 and Caring for Our Children Basics

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

NA

-- Describe any variations based on the age of the children in care

NA

-- Describe if relatives are exempt from this requirement

NA

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.)

The content of our Nutrition and Physical Activity training includes how to achieve life long wellness, health and safety of children, training relating to childhood obesity, nutrition, and moderate or vigorous physical activity.

-- List all citations for these requirements, including those for licensed and license-exempt providers

NAC 432A.380and Caring for Our Children Basics

--Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

This is optional for FFN and OST providers. It is only mandatory for licensed providers.

-- Describe any variations based on the age of the children in care.

NA

--Describe if relatives are exempt from this requirement

NA

### 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.)

The content includes how to achieve life long wellness, health and safety of children, training relating to childhood obesity, nutrition, and moderate or vigorous physical activity.

-- List all citations for these requirements, including those for licensed and license-exempt providers

NRS 432A.1771, NAC 732A.390 and Caring for Our Children Basics

-Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

This is optional for FFN and OST providers. It is only mandatory for licensed providers.

-- Describe any variations based on the age of the children in care.

NA

--Describe if relatives are exempt from this requirement

NA

### 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.)

NAC 432A.165 "Special needs facility" defined. ( [NRS 432A.077](#) ) "Special needs facility" means a child care facility providing care to children with special needs in which those children comprise 40 percent or more of the total number of children for whom the facility is licensed to provide care.

The following are in a additional requirements as pertains to Child Care Facilities as a whole:

**NAC 432A.470 Special needs facilities: Meeting required before admission of child.** ( [NRS 432A.077](#) ) Before a child may be admitted to a special needs facility, the child's parents, the appropriate members of the staff of the facility and any appropriate specialists shall meet to determine whether the needs of the child can be adequately met by the facility and to ascertain the information and training which must be obtained from the child's parents and other persons who provide services to the child. (Added to NAC by Bd. for Child Care, eff. 5-14-90)

**NAC 432A.475 Special needs facilities: Training of staff; plan of services.** ( [NRS](#)

[432A.077](#) ) A special needs facility shall provide the members of its staff with appropriate training and prepare a written plan of services for each child with special needs it accepts. The plan of services must contain:

1. The name, age and date of birth of the child;
2. The name, address and telephone number of the parents of the child;
3. Any information needed to contact the parents of the child;
4. Any information needed to contact an appropriate person in an emergency;
5. The name and telephone number of any physician or specialist who is treating the child;
6. The name and telephone number of any special consultants who are available to the facility to assist in the care or treatment of the child;
7. The signatures of all persons participating in and agreeing to abide by the plan;
8. If relevant to the plan, a diagnosis of the child's special condition;
9. Any special needs of the child, precautions or arrangements concerning:
  - (a) Diet and feeding;
  - (b) Devices and equipment;
  - (c) Positioning;
  - (d) Body wastes;
  - (e) Communication;
  - (f) Management of behavior; and
  - (g) Modification of the building or other aspects of the environment;
10. Any specific plans for training the members of the staff of the facility regarding any needs, precautions or arrangements identified pursuant to subsection 9; and
11. A date for review of the plan by the parents of the child, the appropriate members of the staff of the facility, and the physician of the child, if appropriate.

(Added to NAC by Bd. for Child Care, eff. 5-14-90)

**NAC 432A.485 Special needs facilities: Qualifications of director. ( [NRS](#)**

[432A.077](#) ) In addition to satisfying the requirements of [NRS 432A.1773](#), the director of a special needs facility must:

1. Have earned a bachelor's or associate's degree, and have completed at least:
  - (a) Twelve semester hours of education, of which:
    - (1) Three semester hours are in child development;
    - (2) Six semester hours are in the education of children with special needs; and
    - (3) Three semester hours are in child psychology, education related to the health of children, the education of children with special needs or courses directly related to

those subjects; and

(b) Six months of verifiable experience, satisfactory to the Division, in a program related to the education of children, early childhood development, child care or the education of children with special needs;

2. Have earned a high school diploma or a certificate based on general educational development approved by the Administrator of the Division, and have completed at least:

(a) Twelve semester hours of education, of which:

(1) Three semester hours are in child development;

(2) Six semester hours are in the education of children with special needs; and

(3) Three semester hours are in child development, child psychology, education related to the health of children, the education of children with special needs or courses directly related to those subjects; and

(b) Two years of verifiable experience satisfactory to the Division, in a program related to child education, early childhood development, child care or the education of children with special needs; or

3. Have a combination of education and experience which, in the judgment of the Administrator of the Division, is equivalent to the requirements of subsection 1 or 2.

(Added to NAC by Bd. for Child Care, eff. 5-14-90; A by R203-97, 4-1-98; A by Bd. of Health by R013-14, 6-23-2014)

NAC 432A.165 "Special needs facility" defined. ( [NRS 432A.077](#) ) "Special needs facility" means a child care facility providing care to children with special needs in which those children comprise 40 percent or more of the total number of children for whom the facility is licensed to provide care.

The following are in a additional requirements as pertains to Child Care Facilities as a whole:

**NAC 432A.470 Special needs facilities: Meeting required before admission of child.** ( [NRS 432A.077](#) ) Before a child may be admitted to a special needs facility, the child's parents, the appropriate members of the staff of the facility and any appropriate specialists shall meet to determine whether the needs of the child can be adequately met by the facility and to ascertain the information and training which must be obtained from the child's parents and other persons who provide services to the child. (Added to NAC by Bd. for Child Care, eff. 5-14-90)

**NAC 432A.475 Special needs facilities: Training of staff; plan of services.** ( [NRS 432A.077](#) )

A special needs facility shall provide the members of its staff with appropriate training and prepare a written plan of services for each child with special needs it accepts. The plan of services must contain:

1. The name, age and date of birth of the child;
2. The name, address and telephone number of the parents of the child;
3. Any information needed to contact the parents of the child;
4. Any information needed to contact an appropriate person in an emergency;
5. The name and telephone number of any physician or specialist who is treating the child;
6. The name and telephone number of any special consultants who are available to the facility to assist in the care or treatment of the child;
7. The signatures of all persons participating in and agreeing to abide by the plan;
8. If relevant to the plan, a diagnosis of the child's special condition;
9. Any special needs of the child, precautions or arrangements concerning:
  - (a) Diet and feeding;
  - (b) Devices and equipment;
  - (c) Positioning;
  - (d) Body wastes;
  - (e) Communication;
  - (f) Management of behavior; and
  - (g) Modification of the building or other aspects of the environment;
10. Any specific plans for training the members of the staff of the facility regarding any needs, precautions or arrangements identified pursuant to subsection 9; and
11. A date for review of the plan by the parents of the child, the appropriate members of the staff of the facility, and the physician of the child, if appropriate.

(Added to NAC by Bd. for Child Care, eff. 5-14-90)

**NAC 432A.485 Special needs facilities: Qualifications of director.** ( [NRS 432A.077](#) )

In addition to satisfying the requirements of [NRS 432A.1773](#), the director of a special needs facility must:

1. Have earned a bachelor's or associate's degree, and have completed at least:
  - (a) Twelve semester hours of education, of which:
    - (1) Three semester hours are in child development;
    - (2) Six semester hours are in the education of children with special needs; and
    - (3) Three semester hours are in child psychology, education related to the health of

children, the education of children with special needs or courses directly related to those subjects; and

(b) Six months of verifiable experience, satisfactory to the Division, in a program related to the education of children, early childhood development, child care or the education of children with special needs;

2. Have earned a high school diploma or a certificate based on general educational development approved by the Administrator of the Division, and have completed at least:

(a) Twelve semester hours of education, of which:

(1) Three semester hours are in child development;

(2) Six semester hours are in the education of children with special needs; and

(3) Three semester hours are in child development, child psychology, education related to the health of children, the education of children with special needs or courses directly related to those subjects; and

(b) Two years of verifiable experience satisfactory to the Division, in a program related to child education, early childhood development, child care or the education of children with special needs; or

3. Have a combination of education and experience which, in the judgment of the Administrator of the Division, is equivalent to the requirements of subsection 1 or 2.

(Added to NAC by Bd. for Child Care, eff. 5-14-90; A by R203-97, 4-1-98; A by Bd. of Health by R013-14, 6-23-2014)

-- List all citations for these requirements, including those for licensed and license-exempt providers

NRS 432A.1771

--Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

This training is not required for OST providers due to program/environmental-appropriateness.

-- Describe any variations based on the age of the children in care.

NA

--Describe if relatives are exempt from this requirement

NA

4. Any other areas determined necessary to promote child development or to protect children's health and safety (98.44(b)(1)(iii)).

Describe:

NA

--Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

NA

-- List all citations for these requirements, including those for licensed and license-exempt providers

NA

--Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

NA

-- Describe any variations based on the age of the children in care.

NA

--Describe if relatives are exempt from this requirement

NA

### **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:

24

2. Licensed FCC homes:

24

3. In-home care:

24

4. Variations for exempt provider settings:

OST/OSR license-exempt programs for school-age children will not be held to an hourly training requirement due to the circumstances surrounding this provider type.

b) Provide the length of time that providers have to complete trainings subsequent to being hired (must be 3 months or fewer)

120 days for Licensed providers for all trainings other than Child Abuse and Neglect; however, Licensing is working to correct this issue.

90 days for FFN providers

90 days for OST/OSR providers

c) Explain any differences in pre-service or orientation training requirements based on the ages of the children served

NA

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

Trainings are offered online and in person to help with access. Online is to help with scheduling and time management for access. In person are for those who prefer to have hands on training to help with retaining information. Also, trainings from various entities have been NV Registry approved to ensure that Providers have an array choices of trainings to take.

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

NAC 432A.323 (1)(d); CCDP Policy Manual Section 622.2 & 622.3 & 623

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.

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

NAC 432A.323 (1)(f)(1); CCDP Policy Manual Section 622.3 3

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.

### 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

NAC 432A.323 (1)(g); CCDP Policy Manual Section 622.3& 623

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.

#### 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

NAC 432A.323 (1)(g); CCDP Policy Manual Section 622.3& 623

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.

#### 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

NAC 432A.323 (1)(g); CCDP Policy Manual Section 622.3& 623

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.

#### 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

NAC 432A.323 (1)(g); CCDF Policy Manual Section 622.3

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.

#### 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

NAC 432A.323 (1)(g); CCDP Policy Manual Section 622.3& 623

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.

#### 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

NAC 432A.323 (1)(g); CCDP Policy Manual Section 622.3& 623

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.

#### 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

NAC 432A.323 (1)(g); CCDP Policy Manual Section 622.3& 623

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.

#### 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

NAC 432A.323 (1)(g); CCDP Policy Manual Section 622.3& 623

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.

#### 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

NAC 432A.323 (1)(g); CCDP Policy Manual Section 622.3& 623

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.

#### 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

Child Care Training: NAC 432A.323 (1)(k); CCDP Policy Manual 622.2 & 622.3

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

Family, Friend, and Neighbor providers are exempt; however, if they need to accumulate more hours of training, the training is available to them.

#### 5.2.3e 13.

Describe other training requirements, such as nutrition, physical activities, caring for children with special needs, etc..

Nutrition and Physical Activity: NAC 432A.323 (1)(k); CCDF Policy Manual 622.2 & 622.3

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

NAC 432A.323 (1)(k); CCDF Policy Manual 622.2 & 622.3

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 exempts.

## 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:

24

b) Licensed FCC homes:

24

c) In-home care:

24

d) Variations for exempt provider settings:

OST/OSR, license-exempt programs for school-age children will not be held to an hourly training requirement due to the circumstances surrounding this provider type.

### **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

CDP Policy Manual 622.3 NAC 432A.323d

-- 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:

Required trainings must be completed annually by caregivers, teachers, and directors accross all age groups and provider types.

-- 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:

Required trainings must be completed annually by caregivers, teachers, and directors accross all age groups and provider types.

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

CDP Policy Manual 622.3 NAC 432A.323d

-- 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:

Required trainings must be completed annually by caregivers, teachers, and directors accross all age groups and provider types.

-- 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:

Required trainings must be completed annually by caregivers, teachers, and directors across all age groups and provider types.

### 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

CDP Policy Manual 622.3 NAC 432A.323d

-- 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:

Required trainings must be completed annually by caregivers, teachers, and directors across all age groups and provider types.

-- 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:

Required trainings must be completed annually by caregivers, teachers, and directors across all age groups and provider types.

### 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

CDP Policy Manual 622.3 NAC 432A.323d

-- 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:

Required trainings must be completed annually by caregivers, teachers, and directors accross all age groups and provider types.

-- 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:

Required trainings must be completed annually by caregivers, teachers, and directors accross all age groups and provider types.

## 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

CDP Policy Manual 622.3 NAC 432A.323d

-- 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:

Required trainings must be completed annually by caregivers, teachers, and

directors accross all age groups and provider types.

-- 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:

Required trainings must be completed annually by caregivers, teachers, and directors accross all age groups and provider types.

#### 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

CDP Policy Manual 622.3 NAC 432A.323d

-- 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:

Required trainings must be completed annually by caregivers, teachers, and directors accross all age groups and provider types.

-- 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:

Required trainings must be completed annually by caregivers, teachers, and directors accross all age groups and provider types.

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

CDP Policy Manual 622.3 NAC 432A.323d

-- 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:

Required trainings must be completed annually by caregivers, teachers, and directors across all age groups and provider types.

-- 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:

Required trainings must be completed annually by caregivers, teachers, and directors across all age groups and provider types.

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

CDP Policy Manual 622.3 NAC 432A.323d

-- 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:

Required trainings must be completed annually by caregivers, teachers, and directors across all age groups and provider types.

-- 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:

Required trainings must be completed annually by caregivers, teachers, and directors across all age groups and provider types.

9. Appropriate precautions in transporting children (if applicable)

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

CDP Policy Manual 622.3 NAC 432A.323d

-- 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:

Required trainings must be completed annually by caregivers, teachers, and directors across all age groups and provider types.

-- 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:

Required trainings must be completed annually by caregivers, teachers, and

directors accross all age groups and provider types.

#### 10. Pediatric first aid and CPR certification

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

CDP Policy Manual 622.3 NAC 432A.323d

-- 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:

Required trainings must be completed annually by caregivers, teachers, and directors accross all age groups and provider types.

-- 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:

Required trainings must be completed annually by caregivers, teachers, and directors accross all age groups and provider types.

#### 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

CDP Policy Manual 622.3 NAC 432A.323d

-- 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:

Required trainings must be completed annually by caregivers, teachers, and directors across all age groups and provider types.

-- 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:

Required trainings must be completed annually by caregivers, teachers, and directors across all age groups and provider types.

## 12. Child development (98.44(b)(1)(iii))

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

CDP Policy Manual 622.3 NAC 432A.323d

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:

Required trainings must be completed annually by caregivers, teachers, and directors across all age groups and provider types.

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:

Required trainings must be completed annually by caregivers, teachers, and directors accross all age groups and provider types.

13. Describe other requirements such as nutrition, physical activities, caring for children with special needs, etc..

These training topics are optional, but obtaining training in these areas will assist the individual in meeting their required 24 hours of annual training.

Provide the citation for other training requirements, including citations for both licensed and license-exempt providers

Nutrition and Physical Activity: NAC 432A.323 (1)(k); CCDF Policy Manual 622.2 & 622.3

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:

Required trainings must be completed annually by caregivers, teachers, and directors accross all age groups and provider types.

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:

Required trainings must be completed annually by caregivers, teachers, and directors accross all age groups and provider types.

## 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

Monitoring of Health and Safety requirements is broken into four pieces.

The State of Nevada has two child care licensing entities. The Division of Public and Behavioral Health (DPBH) administers State Child Care Licensing which oversees providers in all counties aside from Washoe County, while Washoe County administers their Child Care Licensing within Washoe. Washoe County Child Care Licensing must follow the same rules and regulations as State Licensing unless they choose to be more restrictive. State Licensing, DPBH, oversees Washoe in terms of State and Federal regulations; however, CCDF is responsible for overseeing both in terms of CCDF rules. Subsidy and CCR&R are split with the Children's Cabinet being responsible for the North and the Urban League being responsible for the South.

For monitoring purposes:

- State Licensing, DPBH, monitors licensed providers in all counties aside from Washoe County and also monitors all Out of School Recreation programs (city or county run before and after school programs such as Latchkey) that serve CCDF families, Statewide.
- Washoe County Licensing monitors licensed providers in Washoe County. Washoe County is not responsible for monitoring and OST or OSR programs.
- Children's Cabinet monitors FFN providers and Out of School Time programs (private before and after school programs such as Boys and Girls Club) that serve CCDF families in the North.
- Urban League monitors FFN providers and Out of School Time programs (private before and after school programs such as Boys and Girls Club) that serve CCDF families in the South.

### 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

II prospective providers are subject to an initial on-site inspection once they have completed the required Licensed Application Process (LAP) training, New Facility Training (NFT), Backgrounds training. Prospective providers must also have a completed background check, health inspection, fire inspection, liability insurance and early childhood education initial trainings.

2. Describe your state/territory's requirements for annual, unannounced inspections of licensed CCDF child care center providers

State of Nevada Licensed facilities are subject to unannounced visits to ensure maintenance of compliance throughout a licensing year.

3. Identify the frequency of unannounced inspections:

- Once a year  
 More than once a year

Describe:

Facilities are subject a minimum of 2 unannounced visits a year: a semi-annual and an annual, within a facilities licensing year.

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.

1. Inspections of any building or premises of a facility pursuant to [NRS 432A.180](#) may be unannounced and must be made at least two times during the 12-month licensing period or once every 6 months. Any authorized member or employee of the Division may enter and inspect any building or premises of a facility at any time pursuant to [NRS 432A.180](#) to secure compliance with or prevent a violation of any provision of this chapter or [chapter 432A](#) of NRS. 2. In conducting inspections and investigations, the Division may call upon political subdivisions and governmental agencies for assistance. The licensee or applicant shall cooperate with the person conducting the investigation by providing access to the buildings, records required to be maintained pursuant to this chapter and staff of the facility. Failure to provide such access is a ground for revocation of a license or denial of an application for a license. 3. The Division may charge any licensee subject to a substantiated complaint for the reasonable cost of the investigation conducted as a result of the complaint. As used in this subsection, "substantiated complaint" means a complaint that results in the finding of a violation of any provision of this chapter or [chapter 432A](#) of NRS by an authorized member or employee of the Division.

5. List the citation(s) for your state/territory's policies regarding inspections for licensed CCDF center providers

NAC 432A.190, NAC 432A.260

b) Licensed CCDF family child care home

1. Describe your state/territory's requirements for *pre-licensure inspections* of licensed family child care providers for compliance with health, safety, and fire standards

All prospective providers are subject to an initial on-site inspection once they have completed the required Licensed Application Process (LAP) training, New Facility Training (NFT), Backgrounds training. Prospective providers must also have a completed background check, health inspection, fire inspection, liability insurance and early childhood education initial trainings.

2. Describe your state/territory's requirements for annual, unannounced inspections of licensed CCDF family child care providers

State of Nevada Licensed facilities are subject to unannounced visits to ensure maintenance of compliance throughout a licensing year.

3. Identify the frequency of unannounced inspections:

- Once a year
- More than once a year

Describe:

Facilities are subject a minimum of 2 unannounced visits a year: a semi-annual and an annual, within a facilities licensing year.

4. Describe the monitoring procedures (including differential monitoring, if applicable) and how the inspections ensure that CCDF family child care providers comply with the applicable licensing standards, including health, safety, and fire standards.

Inspections of any building or premises of a facility pursuant to [NRS 432A.180](#) may be unannounced and must be made at least two times during the 12-month licensing period or once every 6 months. Any authorized member or employee of the Division may enter and inspect any building or premises of a facility at any time pursuant to [NRS 432A.180](#) to secure compliance with or prevent a violation of any provision of this chapter or [chapter 432A](#) of NRS. 2. In conducting inspections and investigations, the Division may call upon political subdivisions and governmental agencies for assistance. The licensee or applicant shall cooperate with the person conducting the investigation by providing access to the buildings, records required to be maintained pursuant to this chapter and staff of the facility. Failure to provide such access is a ground for revocation of a license or denial of an application for a license. 3. The

Division may charge any licensee subject to a substantiated complaint for the reasonable cost of the investigation conducted as a result of the complaint. As used in this subsection, "substantiated complaint" means a complaint that results in the finding of a violation of any provision of this chapter or [chapter 432A](#) of NRS by an authorized member or employee of the Division.

5. List the citation(s) for your state/territory's policies regarding inspections for licensed CCDF family child care providers

NAC 432A.190, NAC 432A.260

c) Licensed in-home CCDF child care

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 in-home child care providers for compliance with health, safety, and fire standards

2. Describe your state/territory's requirements for annual, unannounced inspections of licensed CCDF in-home child 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 in-home CCDF child care 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 in-home CCDF providers

d) List the entity(ies) in your state/territory that are responsible for conducting pre-licensure inspections and unannounced inspections of licensed CCDF 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

Our before and after school programs (Out of School Time and Out of School Rec) are subject to annual announced visits. State Child Care Licensing monitors license exempt OSR providers, Statewide. The Children's Cabinet conducts annual monitoring, announced, for OST providers in the North, while the Urban League conducts annual monitoring, announced, for OST providers in the South.

Provide the citation(s) for this policy or procedure

CCDP Manual Section 623.4

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

All FFN providers are subject to a home visit within 45 calendar days of enrollment and a minimum of once a year thereafter to verify compliance with all requirements of the program, including health and safety standards. All home visits can either be scheduled or unannounced. If the provider is found to be in non-compliance at the Health and Safety Visit (or follow-up visit), they must be given-up to

**30** calendar days to make the noted corrections indicated on the H&S Checklist.

Recommendations for improvement must be made and a follow-up visit must be scheduled. If improvements are not made within the required time period, the provider must be terminated from the Child Care and Development Program giving the client **10** days to find a new provider.

**Exception: In Clients home. Recommendations for improvements must be made. However, termination must not occur if recommendations for improvement are not pursued.** If at any time R&R staff believe the health and/or safety of the child is at risk, regardless of the type of care, Child Care staff must assess the situation to validate if a report with the Department of Child Protection Services should be made. If there is validation for a report, the CPS & Child Care Licensing form will be completed, the original copy sent to the applicable licensing agency and a copy of the form kept in the provider file.

Provide the citation(s) for this policy or procedure

CCDP Policy Manual 622.2

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

Provide the citation(s) for this policy or procedure

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,

decside:

e) List the entity(ies) in your state/territory that are responsible for conducting inspections of license-exempt CCDF providers

State Child Care Licensing, The Children's Cabinet, and The Las Vegas Urban League

### 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)).

State licensed inspectors are hired based on experience and qualifications as specified within the Division of Human Resources job classification. The procedure to evaluate inspector qualifications can be found within the State of Nevada, Department of Administration, Division of Human Resource Management states: "Bachelor's degree from an accredited college or university in early childhood development, education, social work, or closely related field and one year of professional experience providing developmental or educational services to children in an early childhood program which must have included program administration responsibilities; **OR** Bachelor's degree from an accredited college or university in early childhood development, education, social work, or closely related field and one year of professional experience evaluating child development or early childhood education programs; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Child Care Facilities Surveyor Trainee in Nevada State service."

b) Provide the citation(s) for this policy or procedure

[http://hr.nv.gov/uploadedFiles/hrnvgov/Content/Resources/ClassSpecs/10/10-520spc\(1\).pdf](http://hr.nv.gov/uploadedFiles/hrnvgov/Content/Resources/ClassSpecs/10/10-520spc(1).pdf)

**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.

State of Nevada practice works to ensure that each inspector has a set number of facilities that are randomly assigned through a rotation schedule. These assignments are closely monitored by Managers and Supervisors to determine productivity to ensure that work is balanced and completed with the required thoroughness for each facility.

b) Provide the policy citation and state/territory ratio of licensing inspectors

The DPBH does not have a policy to cite for this ratio; however, caseloads are closely monitored to ensure that 2 visits are able to be accomplished annually, and caseloads are altered in order to maintain this schedule. The current ratio in Southern Nevada averages 46 facilities per inspector, and 23 facilities per inspector for Northern Nevada. Washoe County Licensing maintains an average ratio of 1 inspector to every 84 facilities at the present time.

**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.

Per the Nevada Revised Statute (NRS): NRS 432A.024 "Child care facility" defined. 1. "Child care facility" means: (a) An establishment operated and maintained for the purpose of furnishing care on a temporary or permanent basis, during the day or overnight, to five or more children under 18 years of age, if compensation is received for the care of any of those children; (b) An on-site child care facility; (c) A child care institution; or (d) An outdoor youth program. 2. "Child care facility" does not include: (a) The home of a natural parent or guardian, foster home as defined in [NRS 424.014](#) or maternity home; (b) A home in which the only children received, cared for and maintained are related within the third degree of consanguinity or affinity by blood, adoption or marriage to the person operating the facility; (c) A home in which a person provides care for the children of a friend or neighbor for not more than 4 weeks if the person who provides the care does not regularly engage in that activity; (d) A location at which an out-of-school-time program is operated; (e) A seasonal or temporary recreation program; or (f) An out-of-school recreation program.

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.

<b>Components</b>	<b>New (Prospective) Staff</b>	<b>Existing Staff</b>
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 Licensed Child Care Centers and Licensed Family Child Care Providers are in compliance with the In-State Criminal Repository check. All civil applicant fingerprinting requests received from fingerprinting agencies throughout the state are processed within the Nevada Department of Public Safety, and includes a check of the Nevada Criminal History Repository. The State of Nevada Child Care Licensing ensures that all employees/providers of licensed, regulated, and registered centers have fingerprinting completed by a local law enforcement agency. These prints are then forwarded to NV DPS for the check of the Nevada Criminal History Repository. Licensed providers in Washoe County have this check completed by DPS as well, upon receipt of the individual's fingerprints.

Nevada Administrative Code (NAC) and Nevada Revised Statutes (NRS) citations are as follows:

NAC 432A.200

NRS 432A.170

NRS 432A.175

NRS 432A.1755

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

In Nevada, our Licensed Exempt providers include Family, Friend, and Neighbor (FFN) providers and Before and After School (OST/OSR) providers. Our FFN providers are in compliance with the In-State Criminal Repository check. CCDF has been working closely with our OST/OSR providers to determine where to provide technical assistance in order to assist them with coming into compliance. New OST/OSR child care staff will be in full compliance effective 10/01/2018.

**Per CCDF FFN Process Guide:**

Providers in FFN scenarios are directed by The Children's Cabinet or The Las Vegas Urban League to complete the appropriate release forms and obtain fingerprints from their local law enforcement agency. These prints are then forwarded to NV DPS for the check of the Nevada Criminal History Repository.

**OST/OSR Policy Transmittal 05-2018:**

Effective 10/01/2018, upon hire, prior to being permitted to care for children on an unsupervised basis, and every five years thereafter, all OST/OSR providers who receive CCDF funding must ensure that all program staff successfully complete, and have on record the completion of the following comprehensive background checks:

1. Federal Bureau of Investigation (FBI) Fingerprint Check using Next Generation Identification
2. State of Nevada (individual's current state of residency) Criminal Registry/Repository Check
3. State of Nevada (individual's current state of residency) Sex Offender Registry/Repository Check
4. State of Nevada (individual's current state of residency) Child Abuse and Neglect Registry Check

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:

Nevada does require a waiver for the In-State Criminal Registry while the backlog of existing child care staff is addressed **for OST/OSR providers only**. OST/OSR providers will have existing staff in compliance by December 31st, 2018.

#### 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 Licensed Child Care Centers and Licensed Family Child Care Providers are in compliance with the In-State Sex Offender Registry check. All civil applicant fingerprinting requests received from fingerprinting agencies throughout the state are

processed within the Nevada Department of Public Safety, and includes a check of the Nevada Sex Offender Registry. The State of Nevada Child Care Licensing ensures that all employees/providers of licensed, regulated, and registered centers have fingerprinting completed by a local law enforcement agency. These prints are then forwarded to NV DPS for the check of the Nevada Sex Offender Registry. Licensed providers in Washoe County have this check completed by DPS as well, upon receipt of the individual's fingerprints.

Nevada Administrative Code (NAC) and Nevada Revised Statutes (NRS) citations are as follows:

NAC 432A.200

NRS 432A.170

NRS 432A.175

NRS 432A.1755

[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](#)

In Nevada, our Licensed Exempt providers include Family, Friend, and Neighbor (FFN) providers and Before and After School (OST/OSR) providers. Our FFN providers are in compliance with the In-State Sex Offender Registry check. CCDP has been working closely with our OST/OSR providers to determine where to provide technical assistance in order to assist them with coming into compliance. New OST/OSR child care staff will be in full compliance effective 10/01/2018.

**Per CCDP FFN Process Guide:**

Providers in FFN scenarios are directed by The Children's Cabinet or The Las Vegas Urban League to complete the appropriate release forms and obtain fingerprints from their local law enforcement agency. These prints are then forwarded to NV DPS for the check of the Nevada Sex Offender Registry.

**OST/OSR Policy Transmittal 05-2018:**

Effective 10/01/2018, upon hire, prior to being permitted to care for children on an unsupervised basis, and every five years thereafter, all OST/OSR providers who receive CCDF funding must ensure that all program staff successfully complete, and have on record the completion of the following comprehensive background checks:

1. Federal Bureau of Investigation (FBI) Fingerprint Check using Next Generation Identification
2. State of Nevada (individual's current state of residency) Criminal Registry/Repository Check
3. State of Nevada (individual's current state of residency) Sex Offender Registry/Repository Check
4. State of Nevada (individual's current state of residency) Child Abuse and Neglect Registry Check

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:

Nevada does require a waiver for the In-State Sex Offender Registry check while the backlog of existing child care staff is addressed **for OST/OSR providers only**.

OST/OSR providers will have existing staff in compliance by December 31st, 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 licensed providers and their employees complete the DPBH Consent and Release Form and have a check of the Nevada Child Abuse and Neglect Registry completed by the DPBH Child Care Licensing staff. Licensed providers in Washoe County have this check completed by the staff at Washoe County Child Care Licensing. **NRS432A.170.**

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

In Nevada, our Licensed Exempt providers include Family, Friend, and Neighbor (FFN) providers and Before and After School (OST/OSR) providers. Our FFN providers are in compliance with the In-State Child Abuse and Neglect Registry check. All FFN providers and their employees complete the DPBH Consent and Release Form and have a check of the Nevada Child Abuse and Neglect Registry completed by the DPBH Child Care Licensing staff. CCDF has been working closely with our OST/OSR providers to determine where to provide technical assistance in order to assist them with coming into compliance. OST/OSR providers will be in full compliance effective 10/01/2018.

**Policy/Process Guidance for FFN providers and OST/OSR providers are as follows:**

**FFN Process Guide:**

**Comprehensive Background Checks**

- All FFN providers must complete a Comprehensive background Check within the first 10 RFI days of the FFN provider registration. Comprehensive Background Check must be completed for Household Members 18 years of age or older within 10 RFI days of the FFN provider registration.
- Under the new law, a comprehensive background check must be completed through the following entities:

1. Federal Bureau of Investigation (FBI);

2. Nevada Criminal History Repository;
3. Child Abuse and Neglect System (CANS);
4. National Sex Offender Repository;
5. Other local/national law enforcement agencies; and
6. Child Protective Services agencies.

**OST/OSR Policy Transmittal 05-2018:**

Effective 10/01/2018, upon hire, prior to being permitted to care for children on an unsupervised basis, and every five years thereafter, all OST/OSR providers who receive CCDF funding must ensure that all program staff successfully complete, and have on record the completion of the following comprehensive background checks:

1. Federal Bureau of Investigation (FBI) Fingerprint Check using Next Generation Identification
2. State of Nevada (individual's current state of residency) Criminal Registry/Repository Check
3. State of Nevada (individual's current state of residency) Sex Offender Registry/Repository Check
4. State of Nevada (individual's current state of residency) Child Abuse and Neglect Registry Check

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:

Nevada does require a waiver for the In-State Child Abuse and Neglect Registry check

while the backlog of existing child care staff is addressed **for OST/OSR providers only**. OST/OSR providers will have existing staff in compliance by December 31st, 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 Licensed Child Care Centers and Licensed Family Child Care Providers are in compliance with the National FBI Criminal Fingerprint check. All civil applicant fingerprinting requests received from fingerprinting agencies throughout the state are processed within the Nevada Department of Public Safety. The State of Nevada Child Care Licensing ensures that all employees/providers of licensed, regulated, and registered centers have fingerprinting completed by a local law enforcement agency. These prints are then forwarded to NV DPS for the check of the National FBI Fingerprint Search. Licensed providers in Washoe County have this check completed by DPS as well, upon receipt of the individual's fingerprints.

Nevada Administrative Code (NAC) and Nevada Revised Statutes (NRS) citations are as follows:

NAC 432A.200

NRS 432A.170

NRS 432A.175

NRS 432A.1755

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

In Nevada, our Licensed Exempt providers include Family, Friend, and Neighbor (FFN) providers and Before and After School (OST/OSR) providers. Our FFN providers are in compliance with the National FBI Fingerprint check. CCDF has been working closely with our OST/OSR providers to determine where to provide technical assistance in order to assist them with coming into compliance. New OST/OSR child care staff will be in full compliance effective 10/01/2018.

**Per CCDF FFN Process Guide:**

Providers in FFN scenarios are directed by The Children's Cabinet or The Las Vegas Urban League to complete the appropriate release forms and obtain fingerprints from their local law enforcement agency. These prints are then forwarded to NV DPS for the check of the National FBI Fingerprint check.

**OST/OSR Policy Transmittal 05-2018:**

Effective 10/01/2018, upon hire, prior to being permitted to care for children on an unsupervised basis, and every five years thereafter, all OST/OSR providers who receive CCDF funding must ensure that all program staff successfully complete, and have on record the completion of the following comprehensive background checks:

1. Federal Bureau of Investigation (FBI) Fingerprint Check using Next Generation Identification
2. State of Nevada (individual's current state of residency) Criminal Registry/Repository Check
3. State of Nevada (individual's current state of residency) Sex Offender Registry/Repository Check
4. State of Nevada (individual's current state of residency) Child Abuse and Neglect Registry Check

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:

Nevada does require a waiver for the National FBI Fingerprint check while the backlog of existing child care staff is addressed **for OST/OSR providers only**. OST/OSR providers will have existing staff in compliance by December 31st, 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:

Currently, the Nevada Department of Public Safety is the agency who completes the check of the NCIC's Criminal History Repository, and they do not have access to run this specific check. The Lead Agency is working with DPS directly to learn more about their processes, and identify if and when we might be able to begin conducting this check as a standard during our fingerprinting/background check procdures. There are additional restrictions and legal requirements that must be navigated carefully by DPS in order to maintain their various compliance levels.

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:

Currently, the Nevada Department of Public Safety is the agency who completes the check of the NCIC's Criminal History Repository, and they do not have access to run this specific check. The Lead Agency is working with DPS directly to learn more about their processes, and identify if and when we might be able to begin conducting this check as a standard during our fingerprinting/background check procedures. There are additional restrictions and legal requirements that must be navigated carefully by DPS in order to maintain their various compliance levels.

## 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:

Currently, all licensed providers in Nevada (at the State level). Providers and staff of licensed centers and license-exempt (FFN) providers complete the Consent and Release Form, as well as the Out of State Verification Form. These enable the staff at DPBH Child Care Licensing to conduct these checks. The majority of our additional provider types are not in compliance with this component. The main struggle we experience, with all provider types, is the inability for other states to openly share this information with Nevada. We understand this as, to our knowledge, Nevada does not share information either. There is a major gap between the CCDF Requirement's expectations and the

reality of information sharing, or lack thereof, that exists between states. We are attempting to understand other states' efforts in this area and will be continuing to seek TA and eventually be able to come into compliance in this area. Additionally, we are aware that some of our license-exempt, out of school time and out of school recreation programs have processes in place (a private company who conducts background checks) that actually do meet this requirement and are conducting this check. The CCDP is currently conducting outreach efforts to identify current procedures within each program, as well as what barriers to compliance they may be facing.

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:

Currently, all licensed providers in Nevada (at the State level). Providers and staff of licensed centers and license-exempt (FFN) providers complete the Consent and Release Form, as well as the Out of State Verification Form. These enable the staff at DPBH Child Care Licensing to conduct these checks. The majority of our additional provider types are not in compliance with this component. The main struggle we experience, with all provider types, is the inability for other states to openly share this information with Nevada. We understand this as, to our knowledge, Nevada does not share information either. There is a major gap between the CCDF Requirement's expectations and the

reality of information sharing, or lack thereof, that exists between states. We are attempting to understand other states' efforts in this area and will be continuing to seek TA and eventually be able to come into compliance in this area. Additionally, we are aware that some of our license-exempt, out of school time and out of school recreation programs have processes in place (a private company who conducts background checks) that actually do meet this requirement and are conducting this check. The CCDP is currently conducting outreach efforts to identify current procedures within each program, as well as what barriers to compliance they may be facing.

#### **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

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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

Â

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:**

Currently, all licensed providers in Nevada (at the State level) are in compliance with this requirement. Providers and staff of licensed centers and license-exempt (FFN) providers complete the Consent and Release Form, as well as the Out of State Verification Form. These enable the staff at DPBH Child Care Licensing to conduct these checks. The majority of our additional provider types are not in compliance with this component. The main struggle we experience, with all provider types, is the inability for other states to openly share this information with Nevada. We understand this as, to our knowledge, Nevada does not share information either. There is a major gap between the CCDF Requirement's expectations and the reality of information sharing, or lack thereof, that exists between states. We are attempting to understand other states' efforts in this area and will be continuing to seek TA and eventually be able to come into compliance in this area. Additionally, we are aware that some of our license-exempt, out of school time and out of school recreation programs have processes in place (a private company who conducts background checks) that actually do meet this requirement and are conducting this check. The CCDF is currently conducting outreach efforts to identify current procedures within each program, as well as what barriers to compliance they may be facing

**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:

Currently, all licensed providers in Nevada (at the State level) are in compliance with this requirement. Providers and staff of licensed centers and license-exempt (FFN) providers complete the Consent and Release Form, as well as the Out of State Verification Form. These enable the staff at DPBH Child Care Licensing to conduct these checks. The majority of our additional provider types are not in compliance with this component. The main struggle we experience, with all provider types, is the inability for other states to openly share this information with Nevada. We understand this as, to our knowledge, Nevada does not share information either. There is a major gap between the CCDF Requirement's expectations and the reality of information sharing, or lack thereof, that exists between states. We are attempting to understand other states' efforts in this area and will be continuing to seek TA and eventually be able to come into compliance in this area. Additionally, we are aware that some of our license-exempt, out of school time and out of school recreation programs have processes in place (a private company who conducts background checks) that actually do meet this requirement and are conducting this check. The CCDF is currently conducting outreach efforts to identify current procedures within each program, as well as what barriers to compliance they may be facing

#### **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

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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

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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:

Currently, all licensed providers in Nevada (at the State level, and in Washoe County) are in compliance with this requirement. Providers and staff of licensed centers and license-exempt (FFN) providers complete the Consent and Release Form, as well as the Out of State Verification Form. These enable the staff at DPBH Child Care Licensing to conduct these checks. The staff at Washoe County Child Care Licensing also conduct these checks for providers and staff at licensed centers within Washoe County. The majority of our additional provider types are not in compliance with this component. The main struggle we experience, with all provider types, is the inability for other states to openly share this information with Nevada. We understand this as, to our knowledge, Nevada does not share information either. There is a major gap between the CCDF Requirement expectations and the reality of information sharing, or lack thereof, that exists between states. We are attempting to understand other states' efforts in this

area and will be continuing to seek TA and eventually be able to come into compliance in this area. Additionally, we are aware that some of our license-exempt, out of school time and out of school recreation programs have processes in place (a private company who conducts background checks) that actually do meet this requirement and are conducting this check. The CCDF is currently conducting outreach efforts to identify current procedures within each program, as well as what barriers to compliance they may be facing.

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.

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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:

Currently, all licensed providers in Nevada (at the State level, and in Washoe County) are in compliance with this requirement. Providers and staff of licensed centers and license-exempt (FFN) providers complete the Consent and Release Form, as well as the Out of State Verification Form. These enable the staff at DPBH Child Care Licensing to conduct these checks. The staff at Washoe County Child Care Licensing also conduct these checks for providers and staff at licensed centers within Washoe County. The majority of our additional provider types are not in compliance with this component. The main struggle we experience, with all provider types, is the inability for other states to

openly share this information with Nevada. We understand this as, to our knowledge, Nevada does not share information either. There is a major gap between the CCDF Requirement expectations and the reality of information sharing, or lack thereof, that exists between states. We are attempting to understand other states' efforts in this area and will be continuing to seek TA and eventually be able to come into compliance in this area. Additionally, we are aware that some of our license-exempt, out of school time and out of school recreation programs have processes in place (a private company who conducts background checks) that actually do meet this requirement and are conducting this check. The CCDF is currently conducting outreach efforts to identify current procedures within each program, as well as what barriers to compliance they may be facing.

### **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:

All providers in Nevada are given the option to allow staff to begin working as soon as they have initiated the background check process; however, staff is supervised at all times by an individual who has completed the background check.

- 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 State of Nevada does not reciprocate or make available to other states, any criminal history information.

**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:

**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)).

Privacy is ensured by the communication process that is in place for DPS and its account holders (DPBH, Washoe County Sheriff's Office, Las Vegas Metropolitan Police Dept, etc.). The request result of the background checks completed at DPS are returned to the account holder, who then notifies the individual/provider. This is provided as either a clearance or a denial - with no additional information. Within DPBH, background checks are handled through secure email, fax (faxes come through on a line that is secured to the division and in an area for approved personnel only) and regular mail. All Files are locked in a secured filing cabinets within a locked file room. Applicants information is handled as sensitive information for "authorized eyes only". There are only certain persons within CCL allowed to handle background information within the Division and then information can only be shared with certain Division personnel. No information is allowed to be disseminated outside the Division period. Within Washoe County, The confidentiality of background requests, information taken to conduct them and the results themselves remain confidential by a number of required steps through our access to information through DPS - we are required to take numerous steps to ensure this when we make the background checks ourselves and so is the Washoe County Sheriff's Department when they do. This includes not sharing results with any other person or agency except for the purpose requested, not allowing access to anyone who has not been trained in the requirement to handle, possess and evaluate the results or the information provided to retrieve the information, not allowing secondary dissemination except to an authorized user and to not duplicate the information or store it in the case files after they have been closed. The individual may appeal the results of their background check with the appropriate agency (DPBH Child Care Licensing, Washoe County Child Care Licensing, Dept of Public Safety, etc.). Within DPBH, If an Applicant

would like to appeal or challenge a finding they are allowed to do so. Applicants are required to contact the backgrounds department to inform of their want to challenge a finding in writing. Applicants are given various routes to help clear their background. It is allowed for an applicant to work to get their record expunged or work their program of charges towards dismissal (depending on the crime) as required by the courts. An applicant wanting to challenge a Substantiated CANS can appeal through the CPS agency and the Division will allow that process to proceed and the Division will honor the findings of said appeal. The ability to challenge is allowed for felony drug offense too. Also, it has been written into Statue that if a drug charge is more than 5 years old it will not be used against an applicant unless it is an offense dealing with distribution and/or manufacturing, however, if it is for distribution and/or manufacturing, then the applicant would still be able to get their record expunged or work their program towards dismissal as deemed by the courts and the Division will uphold that decision and process. Within Washoe County, applicants are provided a three tier appeal process to provide new information, explain the circumstance and to have people independent of the issuing agency present to make decisions. The steps are first through the Sheriff's Independent Review Board, next is to the Board of County Commissioners in private chambers (not a public meeting) and then through district court. The first step of an appeal by the Department is included in our regulations and consists of an internal appeal to the unit supervisor and program coordinator. Any category of denial is eligible for appeal - including a felony drug offense.

#### **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)).

There are no additional fees for providers outside of the cost of fingerprints, which the provider is responsible for. CCDF will cover the cost of fingerprints for FFN providers effective 07/01/2018.

**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:

The Nevada Registry published Nevada's Core Knowledge Areas (CKA) and Core Competencies for Early Care and Education Professionals in 2007. The CKA are a set of content areas that define what caregivers should know and understand in order to provide quality experiences for children while the Core Competencies are a set of observable skills that reflect a caregiver's knowledge of the Core Knowledge Areas. All community-based training approved by The Nevada Registry is linked to specific CKA. The CKA support the framework of the Nevada Early Care and Education Career Ladder and provide the foundation for the professional development system. They CKA are also aligned with Nevada's Pre-K Standards.

-- Career pathways. Describe:

THE NEVADA EARLY CARE AND EDUCATION PROFESSIONAL CAREER LADDER is tailored specifically to the field of Early Care and Education (ECE) with 7 levels representing various combinations of formal education, training and direct experience (up to 4000 hours). Through the T.E.A.C.H. Early Childhood® Nevada Scholarship Program, early childhood professionals pursue Early Childhood Education (ECE) Certificates and Associate and Bachelor Degrees at participating Institutes of Higher Education within Nevada. The following pathways are available: Early Childhood Education Certificate;

Associate of Applied Science: ECE, ECE Director/Administration, Infant/Toddler, Preschool; Associate of Arts: ECE; Bachelor of Science: ECE Administration/Non-License, ECE Pre-K-2nd Grade/License, Human Development and Family Studies.

-- [Advisory structure. Describe:](#)

In addition to the State Early Childhood Advisory Council, each quality initiative in the State of Nevada has developed an advisory board or committee that serves as a sounding board and helps to guide the development of the various projects (i.e. TEACH, QRIS, The Nevada Registry, and State and County Child Care Licensing)

-- [Articulation. Describe:](#)

Course titles and number are consistent between the Institutes of Higher Education. Articulation exists between ECE Associate of Arts degree pathways at community colleges and Bachelor of Science degree pathways at the universities T.E.A.C.H. Early Childhood® Nevada facilitates a workgroup of ECE Higher Education professionals to discuss topics related to the ECE higher education pathways.

-- [Workforce information. Describe:](#)

The Nevada Registry publishes a biennial membership and training approval system report highlighting the demographics of the Registry membership. This report includes general demographics, wage information, educational attainment, career ladder information as well as training and trainer statistics. With over 7000 active members, this is currently the primary source of data specific to the ECE workforce. The Registry's data is also referenced in The Children's Cabinet's biennial fact sheets that provide county-level data on the supply, demand, quality and availability of child care in Nevada.

-- [Financing. Describe:](#)

The T.E.A.C.H. Early Childhood® Nevada Scholarship Program provides financial assistance for ECE professionals to attain ECE credentials and degrees. Eighty percent (80%) of the cost of tuition and books are supported by the scholarship.

The T.E.A.C.H. Early Childhood® Nevada Scholarship Program provides the following financial incentives for educational attainment and retention: 1) \$50 incentive per semester to assist with costs related to tuition, travel and Internet; 2) a bonus for successfully completing a minimum of nine credits per year while receiving the college scholarship: \$300 bonus for Associate degree scholarships and \$400 bonus for Bachelor

degree scholarships. Additionally, employers, sponsoring staff on the T.E.A.C.H. Early Childhood® Nevada Scholarship Program, provide \$300 bonuses or 2% raises per year for successfully completed scholarships.

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:

- Engagement of training and professional development providers, including higher education, in aligning training and educational opportunities with the state/territory's framework

Describe:

- 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.**

The Nevada Registry's training approval system launched in 2004 prior to the establishment of the SAC. As a result, the training and professional development requirements were not initially developed in direct consultation with the SAC. However, since that time, both the Registry Advisory Committee and the newly established Training Approval System Advisory Workgroup include representation from the SAC. Both committees help to guide, advise and support the ongoing development of the training and professional development system in Nevada.

### **6.1.3 Describe how the framework improves the quality, diversity, stability, and retention of caregivers, teachers, and directors (98.44(a)(7)).**

The T.E.A.C.H. Early Childhood® Nevada Scholarship Program provides financial assistance for ECE professionals to attain ECE credentials and degrees. Eighty percent (80%) of the cost of tuition and books are supported by the scholarship.

The T.E.A.C.H. Early Childhood® Nevada Scholarship Program provides the following financial incentives for educational attainment and retention: 1) \$50 incentive per semester to assist with costs related to tuition, travel and Internet; 2) a bonus for successfully completing a minimum of nine credits per year while receiving the college scholarship: \$300 bonus for Associate degree scholarships and \$400 bonus for Bachelor degree scholarships. Additionally, employers, sponsoring staff on the T.E.A.C.H. Early Childhood® Nevada Scholarship Program, provide \$300 bonuses or 2% raises per year for successfully completed scholarships.

T.E.A.C.H. Early Childhood® Nevada conducts outreach at high schools with ECE programs to inform high school students of the scholarship program and its eligibility criteria.

At the annual Nevada Association for the Education of Young Children (NevAEYC) Early Childhood Conference sessions are offered that address providers' mental health including yoga and relaxation techniques to reduce stress, self-regulation and calming, and to improve sleep.

To assist with retention, recipients of T.E.A.C.H. Early Childhood® Nevada scholarships remain employed with their sponsoring child care programs while receiving the scholarships; as well as commit to remaining employed for one year after the conclusion of the scholarships.

## 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)).**

- Health and Safety standards are at the core of training requirements for Family Friend and Neighbor providers. FFN providers must complete 30 hours of training within the first 90 days after registration on the Subsidy program. Training must include:
- Administration of Medication
- Building and physical premises safety
- Emergency preparedness and response planning
- Precautions in transporting children Prevention/response to food allergies
- Handling & storage of biocontaminants Identification of child abuse & neglect
- Nutrition and physical activity
- First-aid and CPR Prevention and control of infectious diseases
- Prevention of shaken baby syndrome
- SIDS and use of safe sleep practices.

**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)).**

All trainings are open to any provider in Nevada. There is tribal representation on The Nevada Registry Advisory Committee to help guide, advise and make recommendations concerning issues related to Nevada's professional development and training approval system. T.E.A.C.H. Early Childhood® Nevada scholarships are accessible to early childhood professionals associated with Indian tribes and tribal organizations with state licensed or tribally regulated child care programs. Currently, T.E.A.C.H. Early Childhood® Nevada collaborates with the Inter-Tribal Council of Nevada and a representative from the Inter-Tribal Council participates on the T.E.A.C.H. Early Childhood® Nevada Advisory Committee

**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**

FFN registration and training materials are available in Spanish. R&R staff have Spanish-speaking staff members to register FFN providers who speak Spanish. All registration materials are available in Spanish. All information on training requirements is available in Spanish including the R&R FFN training catalog which has trainings offered in Spanish. Caring for Our Children Basics was also translated in Spanish and given to providers to prepare to their health & safety visit which is conducted by a Spanish-speaking staff member. For languages other than Spanish, Telelanguage service can be used to communicate with providers. This service is offered 24/7/365 and provides professional translation services for over 200 languages

**b) who have disabilities**

All R&R offices are ADA compliant and staff have training on the use of Relay Nevada (7-1-

1) which is a free service that provides full telephone accessibility to people who are deaf, hard-of-hearing, deaf-blind and speech disabled. This service allows relay users to communicate with standard telephone users through specially trained relay operators. The call can be made to anywhere in Nevada 24/7/365 with no restrictions on the number, length, or type of calls. All calls are strictly confidential and no records of any conversations are maintained.

**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)).**

With the exception of requiring specific training for caregivers working with infants under one year of age (Sudden Infant Death Syndrome and Shaken Baby Syndrome), Nevada's Child Care Licensing training regulations apply to all licensed facilities, regardless of the type of setting (Child Care, Family Child Care, etc.) or the ages served. Family, Friend, and Neighbor (FFN) provider training options are available in Spanish and support is given to Spanish-speaking providers to access and complete web-based trainings. Additionally, if training requirements are specifically for infants and toddlers (i.e., SIDS and Shaken Baby Syndrome), these requirements are not enforced if the provider does not care for children in this care level. Caring for Children with Disabilities would count toward the mandatory initial training hours for FFN providers. We do not have training options specifically for Native Americans or Native Hawaiians

**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).

The CCDP subgrants CCDF funds to the Nevada Department of Education, who developed a survey to evaluate providers' understanding of the McKinney-Vento Homeless Assistance Act's definition of homeless, the effects of homelessness on children and families, the effects of homelessness on child behavior and learning, identifying the barriers of providing service to homeless children, as well as ascertain information on what additional resources would be helpful for them to better serve this population. The Las Vegas Urban League partners with Homeless Youth Alliance and participates in their Project Homeless Connect and other events in order to find and assist homeless families. Information, training and webinars are shared with staff. CCR&R staff attended Child Care for Families Experiencing Homelessness: Lessons Learned and the Road Ahead on May 2, 2018 and Serving Young Children Experiencing Homelessness: Practical Strategies for McKinney-Vento Liaisons and School-based Staff on May 8, 2018. Both webinars are from School House Connection.

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).

Information, training and webinars are shared with staff. R&R staff attended Child Care for Families Experiencing Homelessness: Lessons Learned and the Road Ahead on May 2, 2018 and Serving Young Children Experiencing Homelessness: Practical Strategies for McKinney-Vento Liaisons and School-based Staff on May 8, 2018. Both webinars are from School House Connection. A survey was distributed at the 2018 Nevada Association for the Education of Young Children Early Childhood Conference to understand the topics of training and support is needed by child care providers. In addition, meetings have been held with the Nevada Department of Education McKinney-Vento liaison to discuss possible shared resources and training opportunities. We are in the process to determine if Initial online trainings offered by the Office of Head Start and Child Care can be approved by The Nevada Registry for child care training hours.

**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.

License-Exempt FFN Providers must pass a Home Safety Inspection within the first 45 days of active care and annually thereafter, FFN files are kept and reviewed to ensure that Providers remain in compliance, CCR&R staff maintain regular contact with FFNs

- Other

Describe:

All program requirements are outlined in the provider service agreement. Providers are also given the *How to Be Successful on The Subsidy Program* guide. This guide is also available in Spanish.

**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.

There are two business series trainings available through a blended online training and cohort meetings training format. A Basic Center Management Certificate and a Budgeting and Risk Management Certificate are available. Providers who complete the series are reimbursed th cost of the training (\$69)

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:

Time management, developing a philosophy & mission, developing organizational structure and organizational culture, achieving a culture of improvement, assessment tools, civil right & labor laws, developing a fee structure, conducting cost-benefit analysis.

## 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 Nevada Pre-K Content Standards are research based and aligned to the Nevada Academic Content Standards. The developmentally appropriate standards include the aligned K-12 standard to help support the Pre-K to K transition. The content standards are used for planning curriculum, assessing growth and development, and for sharing important information with families about their child's growth and development.

b) Describe how the state/territory's early learning and developmental guidelines are appropriate for all children from birth to kindergarten entry.

The Early Learning Guidelines provide a framework of developmental milestones to guide and support ECE Practitioners and professionals in their teaching practices. The guidelines are developmentally appropriate and help teachers to implement curriculum and improve child outcomes. The guidelines are aligned and the support the developmental growth from birth to kindergarten.

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 Early Learning Guidelines and the Nevada Pre-K Standards are written into the State Advisory Council's Strategic plan that is currently going through the final edits and revisions. Aligning programs, resources and quality indicators supports best practices and better outcomes for Nevada's children

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 Nevada Pre-K Content Standards were originally established in 2004 and updated in 2010. The companion crosswalk to the Nevada Academic Content Standards was completed in 2014 and provides guidance for aligning Math and Language and Literacy standards. The Early Learning Guidelines were established in 2013 and revised in 2014. Work groups are currently being developed to review and align the B-third grade standards to better support the State of Nevada's B-3 plan.

f) If applicable, discuss the state process for the adoption, implementation and continued improvement of state out-of-school time standards

The State has adopted OST health and safety standards, but has not implemented or revised the standards to include the CCDF reauthorization requirements. In addition Nevada has developed a OST Self-Assessment tool.

g) Provide the Web link to the state/territory's early learning and developmental guidelines.

[http://www.nevadaregistry.org/fb\\_files/PreKStandards-FINAL.pdf](http://www.nevadaregistry.org/fb_files/PreKStandards-FINAL.pdf) and  
[http://www.nevadaregistry.org/fb\\_files/InfantToddlerGuidelines.pdf](http://www.nevadaregistry.org/fb_files/InfantToddlerGuidelines.pdf)

### **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 Early Learning Guidelines and Pre-K Standards provide the guidance for the ECE workforce to establish appropriate outcomes for the children that they serve. The QRIS and licensing provide guidance to programs regarding the implementation of the guidelines and standards. Early Learning Guidelines were used as the basis for Nevada's I'm Ready for K! What I know about Nevada's Pre-K Standards and more: A booklet for my parents and teachers. This booklet contains all Nevada's early learning and developmental guidelines written from a child's voice. The booklet contains very specific skills that children will exhibit when they have mastered the standard area. This booklet is shared with all families on the Subsidy program, all early learning providers (including FFN providers), school district Pre-k programs, and all libraries across Nevada.

## 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)).**

A needs assessment was completed in order to develop the Nevada Early Childhood Advisory Council's (NECAC) strategic plan. As part of the assessment the following steps were completed: extensive interviewing of public and private leaders throughout Nevada, formation and facilitation of strategic planning working groups, and discussions with potential partners for each area of focus to determine interest and opportunities of involvement. The assessment established three overarching goals to strengthen Nevada's early childhood system. Next steps include the formation of work groups who are determining action steps for each goal. In addition, quality activities will be reviewed to ensure alignment with these goals. A needs assessment will be completed every four years to inform the revision of the strategic plan.

### **7.1.2 Describe the findings of the assessment and if any overarching goals for quality improvement were identified.**

The goals identified: 1. Strengthen the complex system of early learning to provide every child and family with high quality education and development, 2) Ensure families have the support they want and need to nurture their children's early learning and development, and 3) Promote and support increased access to and the delivery of high quality, evidence-based health services for families with young children.

## 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:

(Centers for Disease Control; Part B; Part C; Maternal and Child Health; Newmont Foundation (Elko only); Provider revenue generated from training classes is reinvested in training and professional development opportunities).

- 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:

(Preschool Development Grant; W.K. Kellogg Foundation; TANF)

- 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:

(W.K. Kellogg Foundation)

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:

(W.K. Kellogg Foundation; BUILD Initiative - Project HOPE)

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:

(Washoe County funds their own)

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:

(Department of Defense via Child Care Aware of America - dollars support the training of providers to care for children with special needs)

## 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:**

The Children's Cabinet receives funding to provide training across Nevada's 8 Core Knowledge Areas including Human Growth & Development; Positive Interactions and Guidance; Observation and Assessment; Environment and Curriculum; Health, Safety and Nutrition; Family and Community Relationships; Leadership and Professional Development; and Management and Administration. In addition to CCDF funds, The Children's Cabinet receives Centers for Disease Control through the Department of Public and Behavioral Health to address nutrition and physical activities. All trainings offered by The Children's Cabinet are developed using the latest research in each specific area. All content includes age-specific strategies and is developmentally appropriate for each age.

- 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:**

Nevada Technical Assistance Center for Social Emotional Interventions (TACSEI) is funded by CCDF, Maternal and Child Health, IDEA Part B, IDEA Part C, United Way of Northern Nevada and the Sierras (Elko Co.), and provider revenue funds. The Pyramid Model is the framework used by Nevada TACSEI. This tiered prevention and early intervention framework uses evidence-based practices to support children positive social emotional development. This program has resulted in a reduction of challenging behaviors as well as preschool expulsions. Nevada TACSEI services are provided through a collaborative effort of the University of Nevada, Reno; The Children's Cabinet; and Nevada PEP. A statewide 14-member cross-sector leadership team provides Nevada TACSEI guidance.

- 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:**

The Children's Cabinet receives CCDF funds to provide parent engagement trainings to providers. The Children's Cabinet provides both community-based and on-site

parent engagement trainings. The majority of on-site trainings also have parent attendees and are joint parent/provider trainings.

- 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:

The Children's Cabinet receives CCDF funding to provide training in selecting and implementing curricula and how to adapt curriculum to children's learning styles. All classes use cross reference to Nevada's Early Learning Guidelines and PreK Standards. Environmental design classes are grounded in the Environment Rating Scales (ERS) and training content is aligned with Nevada's QRIS.

- 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:

The Children's Cabinet receives CCDF funding to provide training to providers. Classes on how to use program evaluation data to ensure continuous improvement are taught by QRIS coaches and sites' quality improvement plans are based on ERS data. Additionally, classes on how to use child assessment data (individual and aggregate) to inform classroom practices are taught by The Children's Cabinet's Nevada TACSEI coaches.

- 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:**

The Children's Cabinet receives CCDF funding to provide training to providers and all trainings include strategies for children with disabilities. The Children's Cabinet's classes use examples of children of all abilities using Universal Design concepts. Specific trainings for children with behavioral disabilities are included with The Children's Cabinet's TACSEI training modules and onsite coaching for TACSEI implementation sites and model demonstration sites. Intensive individualized training for severe behavior challenges is provided by Nevada Early Childhood Mental Health and is funded through the Division of Public and Behavioral Health.

**Supporting the positive development of school-age children**

**Describe:**

The Children's Cabinet receives CCDF funding to training specifically for providers caring for school-age children. Trainings are offered across Nevada's 8 Core Knowledge Areas: Human Growth & Development; Positive Interactions and Guidance; Observation and Assessment; Environment and Curriculum; Health, Safety and Nutrition; Family and Community Relationships; Leadership and Professional Development; and Management and Administration. Examples of specific training topics include STEM/STEAM trainings; Literacy; how to develop staff to care for school-age children; bullying prevention; anger management; after school program management.

**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:

In addition to providing scholarships for post-secondary education, T.E.A.C.H. Early Childhood® Nevada requires scholarship applicants to complete a Free Application for Federal Student Aid (FAFSA) each academic year. <http://nvteach.org/college-information-2/>

### **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**

QRIS Ratings; Increase in provider's higher education and movement on career ladder for T.E.A.C.H. Early Childhood® Nevada: 1) Number of Scholarship Recipients; 2) Number of Recipients Earning ECE Credentials and Degrees; 3) Number of credits attempted; 4) Number of credits successfully completed.

### **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.

<http://www.nvsilverstatestars.org/> - Nevada's QRIS is administered through the Nevada Department of Education, Office of Early Learning and Development. Nevada's QRIS works with multiple partners, including: Statewide CCR&R for coaching, University of Nevada, Cooperative Extension for Assessments, and Nevada Institute for Children's Research & Policy for evaluation.

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.

Two assessment tools are used to determine a program's QRIS rating - the Environment Rating Scales (center and family home provider model) and the CLASS (district pre-k QRIS model.) An outside evaluator, UNLV Nevada Institute for Children's Research and Policy (NICRP), has been contracted to evaluate the impact of the star ratings on outcomes for children.

## 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 in Nevada QRIS is mandatory for all *licensed* providers - centers, family, and group facilities receiving subsidy. Nevada's QRIS is a 5-level (stars) rating system. Providers on subsidy with one star receive the state rate for reimbursement. Providers at 5-stars receive the 75th percentile rate. Providers at 2-stars receive the state rate plus an additional 25% of the difference between the state rate and the 75th percentile rate. Providers at 3-stars receive the state rate plus an additional 50% of the difference between the state rate and the 75th percentile rate. Providers at 4-stars receive the state rate plus an additional 75% of the difference between the state rate and the 75th percentile rate. All tiered reimbursements are then rounded up to the nearest dollar. Nevada is phasing in mandatory participation for providers serving children receiving subsidy. Priority has been given to programs with the highest number of children receiving subsidy. We have currently enrolled the top 50 subsidy providers. There are currently no minimum rating requirements for programs, however if they are not meeting QRIS goals they will no longer be allowed to provide services to children receiving subsidy. All participating QRIS programs are required to sign an MOA with required timelines and participation requirements.

- 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 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**

Subsidy reimbursement rates are dependent upon star rating live. Grant amounts for materials and equipment are determined by license capacity. All other credits/benefits are available to all QRIS participating programs.

#### **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:

Nevada is currently working with ZERO TO THREE to build a cadre of certified infant toddler trainers with intensive training in critical competencies in caring for infants and toddlers. Additionally in fiscal year 18, these certified trainers will train 165 early childhood professionals in the critical competencies for infant and toddlers. In fiscal year 19, ZERO TO THREE will provide two critical competencies trainings (one in Reno and one in Las Vegas) for early childhood educators. Again in fiscal year 2020, ZERO TO THREE will provide 2 more trainings (one in Reno and one in Las Vegas) for early childhood educators. Through T.E.A.C.H. Early Childhood® Nevada, ECE professionals providing services to infants and toddlers can pursue Associate of Applied Science degrees in Early Childhood Education with an emphasis on Infants and Toddlers. Coursework includes, but is not limited to: Role Play for Infants and Toddlers; Infancy; Understanding Human Growth and Development; Guiding Infants and Toddlers; Literacy and the Young Child; Teaching the Two-Year Old; Principles of Child Guidance; Social/Emotional Development for Infants and Toddlers; Diversity in Children; Self Help Skills for Infants and Toddlers; and Infant and Toddler Curriculum. A training program has been implemented statewide for participants to earn an Infant Toddler CDA.

The coursework is offered online or in-person and the program pays for all materials and fees for the participants. This is offered at no cost to the providers.

- 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:

As part of the statewide CDA program offered through the University of Nevada Reno Cooperative Extension, infant toddler specialist work with CDA participants and provide focused classroom observations and coaching.

- 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:

Through Nevada Early Intervention Services a Partners Program has been implemented statewide. Through this program child care providers increase their competencies to include children with disabilities in child care programs and collaborate with other early interventions staff to provide opportunities during daily routines to support the child in achieving the outcomes on their Individualized Family Service Plan.

- Developing infant and toddler components within the state/territory's QRIS, including classroom inventories and assessments

Describe:

Infant toddler environment rating scale is used in all infant/toddler classrooms.

- 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:

- 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**

Progress will be measured by the number of participants that complete the Zero to Three Critical Competencies train the trainer requirements, students earning an Associate's Degree or CDA with an emphasis on infants and toddlers, and improved Infant Toddler Environment Rating Scale scores from the QRIS.

## 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 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**

CCR&R agencies distribute a satisfaction card after services are provided. Outputs tracked include: number of referrals, number of consumer ed packets distributed, number of clients contacted for follow-up, number of survey cards distributed and returned, and percentage of families who found care that meets their needs.

## 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:**

CCDF quality - funds The Nevada Registry which is an online clearinghouse of information for providers including locating training in their community to meet CCDF requirements, substitute teachers to maintain classroom ratios, and as part of the QRIS, coaches first address licensing issues if applicable.

**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:

Family, friend, and neighbor providers are reimbursed for the cost of fingerprinting with CCDF direct service dollars.

**7.7.3 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**

Allotment of funds for fingerprint reimbursement is based on SFY 2017 expenditures and approximate provider count. Measurement of progress: % of FFN providers who successfully pass the background check and are reimbursed for fingerprinting costs.

**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**

The Nevada Institute for Children’s Research and Policy has been contracted to evaluate Nevada’s QRIS. This includes interviews of coaches, assessors, online participant survey, analysis of ERS scores and ratings, and child outcomes. Tools used include Peabody Picture Vocabulary Test-IV, Woodcock Johnson Applied Problems subtest, Woodcock Johnson Letter Identification subtest, Woodcock Johnson Passage Comprehension subtest, and Devereux Early Childhood Assessment.

**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**

Nevada is working to align all outcomes as part of program evaluation and moving towards evidence based planning. Outcomes will be aligned with the Department of Education’s goals and CCDF state plan.

**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

CCDF funds are used to support programs pursuing national accreditation including payment of application and annual report fees, providing technical assistance, and grants for materials.

- 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**

Accreditation support is offered to child care centers and family home providers who have achieved a four-star QRIS rating. Measurement of progress: # of centers and family home providers who achieve national accreditation (new) and # of centers and family home providers maintain national accreditation (renewal).

**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**

Mental Health: Nevada uses the Pyramid Model through Nevada TACSEI to set standards for social emotional practices. CCDF funds are used to support TACSEI activities. Nutrition: Nevada has nutrition standards that are taught through the Chronic Disease Prevention grant and is leveraged with CCDF funding. Standards used are based in Caring for Our Children 3rd Edition and CACFP standards. Physical Activity: Nevada has physical activity standards that are taught through the Chronic Disease Prevention grant and is leveraged with CCDF funding. Standards used are based in Caring for Our Children 3rd Edition.

**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**

TACSEI - reduce number of challenging behaviors, # of providers who have improved their

program policies that address childhood obesity, physical activity, nutrition, and breastfeeding, number of providers who enroll in CACFP training and technical assistance.

## 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)).**

Outputs include: number of trainings provided, number of materials distributed, number of site visits provided, training satisfaction surveys.

**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:**

Nevada has implemented statewide use of the Brigance Early Childhood Screen III as the kindergarten entry assessment (KEA). To align with the KEA, the Brigance is also required for children receiving subsidy services in family, friend, and neighbor care as well as a requirement of the QRIS. Results of the Brigance are being collected in the Curriculum Associates Online Management System. In addition, children receiving subsidy will be entered into Infinite Campus which is Nevada's student information system. They will be receiving their student unique identifier that will be used through grade 12.

## Consumer Education Materials:

- ***“I’m Ready for K!”*** booklet distributed statewide at all libraries, subsidy families, FFN, licensed child care providers, school district Pre-K programs, and parent engagement classes. Booklet has all Nevada PreK standards written in the child’s voice. This workbook can be used as an assessment tool for Kindergarten readiness. Also used to engage parents in their children’s learning and assist with transition to Kindergarten. Measure: Kindergarten Entry Assessment
- ***QRIS New Staff Orientation Workbook***-Booklet assists child care directors in orientating new staff on best practices. Booklet aims to ease the impact of turnover on program quality which adversely impacts QRIS ratings. Measure: QRIS Star Level
- ***Caring for our Children Basics*** – booklet is given at registration and serves as the curriculum to prepare FFN providers for their Health and Safety visit. Measure: Successful FFN Health & Safety Visit
- ***How to Be Successful on the Subsidy Program Guide*** – Guide is given to all new providers on the Subsidy program. Guide walks providers through all the requirements and how to successfully complete and submit timesheets, report changes, calculate co-pays, etc. Measure: Compliance and satisfaction with Subsidy program.
- ***Milestone Moments & ASQ Developmental Screener*** for parents – Milestone moments booklet is given to all parents on the subsidy program. Information on the ASQ and ASQ-SE is given to parents as well. Parents are given appropriate developmental screener tool and encouraged to return screener to CCR&R staff for scoring. CCR&R staff refer parents with children who have developmental concerns to Early Intervention or Child Find for definitive diagnosis. Measure: ASQ Screening Results and Referrals / KEA.
- ***How to Find Quality Child Care in Nevada*** booklet. Booklet is used in all R&R consultations. Assists parents in understanding why early childhood is important, what quality child care looks like, steps to find quality child care, considerations for children by age, and a quality check list. Measure: Follow-up parent survey in whether or not parent located child care that meets their needs.
- ***Demographics Report*** – A county-by-county look at the availability, affordability, need, and quality of child care in Nevada. This report is produced in conjunction with the state’s market rate survey. Reports have been produced since 2006 and Nevada can now report trends in this data. Report is distributed to all licensed child care providers as well as community stakeholders (elected officials, community leaders, state and local agencies). Measure: Survey on the usefulness of the report.

## 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:

Upon hire, all staff conducting eligibility determinations are trained by senior staff on the

CCDP policy manual, as well as the practical application of policy within their case work.

Train on policy change notices

Describe:

The Las Vegas Urban League and The Children's Cabinet community entities provide training to their staff directly based on all current policies and procedures in place by the CCDP. When significant changes are made, CCDP program staff may also conduct trainings for the eligibility staff.

Ongoing monitoring and assessment of policy implementation

Describe:

Contractors have been notified of changes and meetings with staff have been conducted to review the new policies and redefine red flags. In addition, CCDP uses policy manual reviews, audit process, Quality Control reviews, Management Evaluation reviews, and Nevada Page 192 of 199 DWSS Investigations and Recovery staff are included when necessary.

Other

Describe:

**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:

Our Scope of Work within the contracts we have with our Subsidy/Eligibility and CCR&R partners requires that provider bills must be processed timely.

Fiscal oversight of grants and contracts

**Describe:**

CCDP staff conducts annual sub-award monitoring of fiscal and program. Additionally, CCDP works closely with our partners to carefully review and qualify/quantify all pieces of the budget narrative/justification for each FY sub-award. DWSS will be implementing additional fiscal monitoring effective 09/2018.

**Tracking systems to ensure reasonable and allowable costs**

**Describe:**

CCDP staff conducts annual sub-award monitoring of fiscal and program. Additionally, CCDP works closely with our partners to carefully review and qualify/quantify all pieces of the budget narrative/justification for each FY sub-award. DWSS will be implementing additional fiscal monitoring effective 09/2018.

**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:**

The QC child care team meets as a group to discuss areas of concern related to policy that are discovered from case review findings or determined trends. Issues are communicated to E&P Child Care and are shared with stakeholders during monthly Process Improvement Calls (PIC). The PIC calls are held monthly to identify errors and to determine the root cause, trends, system changes, staff training needs, and any other improvements required to prevent future discrepancies.

We utilize an excel spreadsheet and manually track the "State Improper Payment Report" for each FFY. The spreadsheet is broken down by the below categories and a portion of the information is what is shared during the monthly Process Improvement Calls.

1. Percentage of cases with improper payment
2. Percentage of cases with improper payment due to missing/insufficient documents
3. Percentage of the total amount of payments for the sampled cases that are improper payments
4. Average amount of improper payments
5. Estimated annual amount of improper payments

We also manually track monthly totals for:

1. Total reviews
2. Total reviews with an error
3. Total reviews with improper payment
4. Overpayment Error Dollar Amount
5. Underpayment Error Dollar Amount
6. Non- Payment errors
7. Total amount of payment error for review period (over/under payments)
8. Client Error
9. Provider Errors
10. DWSS Error

[Establish checks and balances to ensure program integrity](#)

[Describe:](#)

Subsidy eligibility has their own QC, CCDP also has QC, CCDP also conducts annual monitoring on-site of Subsidy/Elig and CCR&R partners.

[Use supervisory reviews to ensure accuracy in eligibility determination](#)

[Describe:](#)

In addition to supervisory case reviews of eligibility determinations, CCDP conduct on site reviews of contractors through programmatic review processes, internal audits, Management Evaluation Processes and Quality Control processes. These reviews are based on scopes of work outlined in contracts/subgrants, and the Child Care Policy Manual.

[Other](#)

[Describe:](#)

The QC child care team meets as a group to discuss areas of concern related to policy that are discovered from case review findings or determined trends. Issues are communicated to E&P Child Care and are shared with stakeholders during monthly Process Improvement Calls (PIC). The PIC calls are held monthly to identify errors and

to determine the root cause, trends, system changes, staff training needs, and any other improvements required to prevent future discrepancies.

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1. Total reviews
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4. Overpayment Error Dollar Amount
5. Underpayment Error Dollar Amount
6. Non- Payment errors
7. Total amount of payment error for review period (over/under payments)
8. Client Error
9. Provider Errors
10. DWSS Error

**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**

Subsidy/Eligibility staff has access to TANF eligibility information through our NOMADS system. Additionally, CCDP will be allowing access to DWSS's interface with ANSRS (Department of Employment and Training's database that shows employment), DIS (virtual case file documentation), and AMPS (the system that is replacing NOMADS:

1. ANSRS / AMPS / DIS Training -

- Access to the ANSRS/AMPS and DIS Applications will allow for our staff to complete case processing in the same manner as the DWSS field staff - also, giving our staff the opportunity to start to become familiar with the presentation of information as it exists in AMPS, as they are still relying on NOMADS at this time. the result should be a reduced rate of duplicating of efforts with verifications. Also, ANSRS will provide a more reliable verification of employment.
- All of Children's Cabinet staff being trained by the Lead Worker staff at the Reno DO on 09/13/18
- Urban League staff will take part in a Train the Trainer training in Vegas on the 20th of September, 2018

- Run system reports that flag errors (include types).

**Describe:**

- Review enrollment documents and attendance or billing records

**Describe:**

The Subsidy/Eligibility Reimbursement Specialists carefully review timesheets against the certificates for accuracy. The Subsidy/Eligibility internal QC also reviews the timesheets before sending to their Fiscal Unit. The Fiscal Unit also reviews and then requests reimbursement from CCDP.

CCDP staff carefully reviews all billing claims and backup documentation and

reconciles against the NCCS system. Subsequently, DWSS Accounting Unit then reviews and reconciles the billing claims before sending to the Controller's Office for payment.

DWSS QC does eligibility quality control by pulling random files and reviewing for programmatic and fiscal accuracy.

[Conduct supervisory staff reviews or quality assurance reviews.](#)

[Describe:](#)

The Subsidy/Eligibility Reimbursement Specialists carefully review timesheets against the certificates for accuracy. The Subsidy/Eligibility internal QC also reviews the timesheets before sending to their Fiscal Unit. The Fiscal Unit also reviews and then requests reimbursement from CCDP.

CCDP staff carefully reviews all billing claims and backup documentation and reconciles against the NCCS system. Subsequently, DWSS Accounting Unit then reviews and reconciles the billing claims before sending to the Controller's Office for payment.

DWSS QC does eligibility quality control by pulling random files and reviewing for programmatic and fiscal accuracy.

[Audit provider records.](#)

[Describe:](#)

The QC child care team meets as a group to discuss areas of concern related to policy that are discovered from case review findings or determined trends. Issues are communicated to E&P Child Care and are shared with stakeholders during monthly Process Improvement Calls (PIC). The PIC calls are held monthly to identify errors and to determine the root cause, trends, system changes, staff training needs, and any other improvements required to prevent future discrepancies.

We don't have a systemic report to flag errors. We utilize an excel spreadsheet and manually track the "State Improper Payment Report" for each FFY. The spreadsheet is broken down by the below categories and a portion of the information is what is shared during the monthly Process Improvement Calls.

1. Percentage of cases with improper payment
2. Percentage of cases with improper payment due to missing/insufficient documents

3. Percentage of the total amount of payments for the sampled cases that are improper payments
4. Average amount of improper payments
5. Estimated annual amount of improper payments

We also manually track monthly totals for:

1. Total reviews
2. Total reviews with an error
3. Total reviews with improper payment
4. Overpayment Error Dollar Amount
5. Underpayment Error Dollar Amount
6. Non- Payment errors
7. Total amount of payment error for review period (over/under payments)
8. Client Error
9. Provider Errors
10. DWSS Error

[Train staff on policy and/or audits.](#)

[Describe:](#)

[Other](#)

[Describe:](#)

The I&R Unit is principally responsible for activities associated with Child Care and Development Program penalties of an accused individual suspected of program rule violations. However, any employee of the Division or the Child Care Staff may initiate penalty/disqualification action against an accused individual by completing Form 6021-AF, Administrative Disqualification/ Penalty Waiver. Staff initiating a penalty action must complete all required administrative penalty paperwork and be prepared to act in the capacity of a witness in front of the hearings officer. The Division's Central Office Investigations & Recovery (I&R) Unit maintains a central repository for all Nevada Child Care and Development Program IPV's. Before completion or submittal of Form 6021-AF, the worker must check for prior disqualifications by sending an email to [welfinvest@dwss.nv.gov](mailto:welfinvest@dwss.nv.gov) (Welfare Investigations) to ensure the appropriate penalty period is requested. The email must specify the program type (e.g., Child Care), last name, first name, date of birth, Social Security Number, and any alias of the accused individual. If past IPV penalties are identified, the I&R worker shall obtain a copy of the previous IPV waiver, hearing decision or criminal court disposition. These documents

must be attached to the new IPV paperwork (Form 6021-AF) to substantiate pursuit of enhanced penalties. The IPV waiver may be used to address an accused individual's program violations without prior submittal of the 6021-AF to the Hearing Unit. This permits accused individual acceptance of IPV penalty without the formality of the actual hearing. If this method is used, the accused individual must also sign the "Rights of the Accused and Waiver of Right to Administrative Disqualification Hearing/Acceptance of Penalty" section of Form 6021-AF acknowledging their understanding of their rights under program laws, regulation and rules. Note: If a signed IPV waiver is obtained, penalties must not be imposed until the case manager has forwarded the signed waiver, via referral to IRIS, and received notification from I&R staff. No further administrative appeal procedure exists after an accused individual waives his/her right to an administrative disqualification hearing and a disqualification penalty has been imposed. The accused individual however, is entitled to seek relief in a court having appropriate jurisdiction. To eliminate confusion and duplication of effort, all administrative penalty/disqualification requests and signed IPV waivers must be sent to the I&R Unit assigned responsibility for the submitting office. The approval of the I&R supervisor or their designee is mandatory to ensure prior penalty occurrences have been checked and case manager actions are not duplicating the actions of I&R staff. If a signed IPV Waiver or judgment of conviction is obtained, penalties shall not be imposed until the case manager has received notification from I&R staff. For open cases, penalties are imposed against current benefits as soon as administratively possible after the signed Waiver is approved by the designated I&R staff or receipt of the hearing officer's penalty order or criminal court JOC and notification is received from I&R staff. Penalties will continue for the ordered or applicable period of time. Worker inability to affect benefits because of computer programming restriction does not negate the case manager's ability to impose the full penalty period. For closed cases, the penalties will be imposed immediately after the signed waiver is approved by the designated I&R staff or, receipt of the hearing officer's penalty order or a criminal court JOC and notification is received from I&R staff. Penalties will continue for the ordered period of time.

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:

Subsidy/Eligibility staff has access to TANF eligibility information through our NOMADS system. Additionally, CCDP will be allowing access to DWSS's interface with ANSRS (Department of Employment and Training's database that shows employment), DIS (virtual case file documentation), and AMPS (the system that is replacing NOMADS:

1. ANSRS / AMPS / DIS Training -

- Access to the ANSRS/AMPS and DIS Applications will allow for our staff to complete case processing in the same manner as the DWSS field staff - also, giving our staff the opportunity to start to become familiar with the presentation of information as it exists in AMPS, as they are still relying on NOMADS at this time. the result should be a reduced rate of duplicating of efforts with verifications. Also, ANSRS will provide a more reliable verification of employment.
- All of Children's Cabinet staff being trained by the Lead Worker staff at the Reno DO on 09/13/18
- Urban League staff will take part in a Train the Trainer training in Vegas on the 20th of September, 2018

- Run system reports that flag errors (include types).

Describe:

- Review enrollment documents and attendance or billing records

Describe:

The Subsidy/Eligibility Reimbursement Specialists carefully review timesheets against the certificates for accuracy. The Subsidy/Eligibility internal QC also reviews the timesheets before sending to their Fiscal Unit. The Fiscal Unit also reviews and then requests reimbursement from CCDP.

CCDP staff carefully reviews all billing claims and backup documentation and reconciles against the NCCS system. Subsequently, DWSS Accounting Unit then reviews and reconciles the billing claims before sending to the Controller's Office for payment.

DWSS QC does eligibility quality control by pulling random files and reviewing for

programmatic and fiscal accuracy.

[Conduct supervisory staff reviews or quality assurance reviews.](#)

[Describe:](#)

The Subsidy/Eligibility Reimbursement Specialists carefully review timesheets against the certificates for accuracy. The Subsidy/Eligibility internal QC also reviews the timesheets before sending to their Fiscal Unit. The Fiscal Unit also reviews and then requests reimbursement from CCDP.

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DWSS QC does eligibility quality control by pulling random files and reviewing for programmatic and fiscal accuracy.

[Audit provider records.](#)

[Describe:](#)

DWSS QC includes review of provider records.

[Train staff on policy and/or audits.](#)

[Describe:](#)

[Other](#)

[Describe:](#)

The I&R Unit is principally responsible for activities associated with Child Care and Development Program penalties of an accused individual suspected of program rule violations. However, any employee of the Division or the Child Care Staff may initiate penalty/disqualification action against an accused individual by completing Form 6021-AF, Administrative Disqualification/ Penalty Waiver. Staff initiating a penalty action must complete all required administrative penalty paperwork and be prepared to act in the capacity of a witness in front of the hearings officer. The Division's Central Office Investigations & Recovery (I&R) Unit maintains a central repository for all Nevada Child Care and Development Program IPVs. Before completion or submittal of Form 6021-AF, the worker must check for prior disqualifications by sending an email to

welfinvest@dwss.nv.gov (Welfare Investigations) to ensure the appropriate penalty period is requested. The email must specify the program type (e.g., Child Care), last name, first name, date of birth, Social Security Number, and any alias of the accused individual. If past IPV penalties are identified, the I&R worker shall obtain a copy of the previous IPV waiver, hearing decision or criminal court disposition. These documents must be attached to the new IPV paperwork (Form 6021-AF) to substantiate pursuit of enhanced penalties. The IPV waiver may be used to address an accused individual's program violations without prior submittal of the 6021-AF to the Hearing Unit. This permits accused individual acceptance of IPV penalty without the formality of the actual hearing. If this method is used, the accused individual must also sign the "Rights of the Accused and Waiver of Right to Administrative Disqualification Hearing/Acceptance of Penalty" section of Form 6021-AF acknowledging their understanding of their rights under program laws, regulation and rules. Note: If a signed IPV waiver is obtained, penalties must not be imposed until the case manager has forwarded the signed waiver, via referral to IRIS, and received notification from I&R staff. No further administrative appeal procedure exists after an accused individual waives his/her right to an administrative disqualification hearing and a disqualification penalty has been imposed. The accused individual however, is entitled to seek relief in a court having appropriate jurisdiction. To eliminate confusion and duplication of effort, all administrative penalty/disqualification requests and signed IPV waivers must be sent to the I&R Unit assigned responsibility for the submitting office. The approval of the I&R supervisor or their designee is mandatory to ensure prior penalty occurrences have been checked and case manager actions are not duplicating the actions of I&R staff. If a signed IPV Waiver or judgment of conviction is obtained, penalties shall not be imposed until the case manager has received notification from I&R staff. For open cases, penalties are imposed against current benefits as soon as administratively possible after the signed Waiver is approved by the designated I&R staff or receipt of the hearing officer's penalty order or criminal court JOC and notification is received from I&R staff. Penalties will continue for the ordered or applicable period of time. Worker inability to affect benefits because of computer programming restriction does not negate the case manager's ability to impose the full penalty period. For closed cases, the penalties will be imposed immediately after the signed waiver is approved by the designated I&R staff or, receipt of the hearing officer's penalty order or a criminal court JOC and notification is received from I&R staff. Penalties will continue for the ordered period of time.

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:

Subsidy/Eligibility staff has access to TANF eligibility information through our NOMADS system. Additionally, CCDP will be allowing access to DWSS's interface with ANSRS (Department of Employment and Training's database that shows employment), DIS (virtual case file documentation), and AMPS (the system that is replacing NOMADS:

1. ANSRS / AMPS / DIS Training -

- Access to the ANSRS/AMPS and DIS Applications will allow for our staff to complete case processing in the same manner as the DWSS field staff - also, giving our staff the opportunity to start to become familiar with the presentation of information as it exists in AMPS, as they are still relying on NOMADS at this time. the result should be a reduced rate of duplicating of efforts with verifications. Also, ANSRS will provide a more reliable verification of employment.
- All of Children's Cabinet staff being trained by the Lead Worker staff at the Reno DO on 09/13/18
- Urban League staff will take part in a Train the Trainer training in Vegas on the 20th of September, 2018

- Run system reports that flag errors (include types).

Describe:

- Review enrollment documents and attendance or billing records

Describe:

The Subsidy/Eligibility Reimbursement Specialists carefully review timesheets against the certificates for accuracy. The Subsidy/Eligibility internal QC also reviews the timesheets before sending to their Fiscal Unit. The Fiscal Unit also reviews and then requests reimbursement from CCDP.

CCDP staff carefully reviews all billing claims and backup documentation and reconciles against the NCCS system. Subsequently, DWSS Accounting Unit then

reviews and reconciles the billing claims before sending to the Controller's Office for payment.

DWSS QC does eligibility quality control by pulling random files and reviewing for programmatic and fiscal accuracy.

[Conduct supervisory staff reviews or quality assurance reviews.](#)

[Describe:](#)

The Subsidy/Eligibility Reimbursement Specialists carefully review timesheets against the certificates for accuracy. The Subsidy/Eligibility internal QC also reviews the timesheets before sending to their Fiscal Unit. The Fiscal Unit also reviews and then requests reimbursement from CCDP.

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DWSS QC does eligibility quality control by pulling random files and reviewing for programmatic and fiscal accuracy.

[Audit provider records.](#)

[Describe:](#)

DWSS QC includes review of provider records.

[Train staff on policy and/or audits.](#)

[Describe:](#)

[Other](#)

[Describe:](#)

The I&R Unit is principally responsible for activities associated with Child Care and Development Program penalties of an accused individual suspected of program rule violations. However, any employee of the Division or the Child Care Staff may initiate penalty/disqualification action against an accused individual by completing Form 6021-AF, Administrative Disqualification/ Penalty Waiver. Staff initiating a penalty action must complete all required administrative penalty paperwork and be prepared to act in the capacity of a witness in front of the hearings officer. The Division's Central Office

Investigations & Recovery (I&R) Unit maintains a central repository for all Nevada Child Care and Development Program IPV's. Before completion or submittal of Form 6021-AF, the worker must check for prior disqualifications by sending an email to [welfinvest@dwss.nv.gov](mailto:welfinvest@dwss.nv.gov) (Welfare Investigations) to ensure the appropriate penalty period is requested. The email must specify the program type (e.g., Child Care), last name, first name, date of birth, Social Security Number, and any alias of the accused individual. If past IPV penalties are identified, the I&R worker shall obtain a copy of the previous IPV waiver, hearing decision or criminal court disposition. These documents must be attached to the new IPV paperwork (Form 6021-AF) to substantiate pursuit of enhanced penalties. The IPV waiver may be used to address an accused individual's program violations without prior submittal of the 6021-AF to the Hearing Unit. This permits accused individual acceptance of IPV penalty without the formality of the actual hearing. If this method is used, the accused individual must also sign the "Rights of the Accused and Waiver of Right to Administrative Disqualification Hearing/Acceptance of Penalty" section of Form 6021-AF acknowledging their understanding of their rights under program laws, regulation and rules. Note: If a signed IPV waiver is obtained, penalties must not be imposed until the case manager has forwarded the signed waiver, via referral to IRIS, and received notification from I&R staff. No further administrative appeal procedure exists after an accused individual waives his/her right to an administrative disqualification hearing and a disqualification penalty has been imposed. The accused individual however, is entitled to seek relief in a court having appropriate jurisdiction. To eliminate confusion and duplication of effort, all administrative penalty/disqualification requests and signed IPV waivers must be sent to the I&R Unit assigned responsibility for the submitting office. The approval of the I&R supervisor or their designee is mandatory to ensure prior penalty occurrences have been checked and case manager actions are not duplicating the actions of I&R staff. If a signed IPV Waiver or judgment of conviction is obtained, penalties shall not be imposed until the case manager has received notification from I&R staff. For open cases, penalties are imposed against current benefits as soon as administratively possible after the signed Waiver is approved by the designated I&R staff or receipt of the hearing officer's penalty order or criminal court JOC and notification is received from I&R staff. Penalties will continue for the ordered or applicable period of time. Worker inability to affect benefits because of computer programming restriction does not negate the case manager's ability to impose the full penalty period. For closed cases, the penalties will be imposed

immediately after the signed waiver is approved by the designated I&R staff or, receipt of the hearing officer's penalty order or a criminal court JOC and notification is received from I&R staff. Penalties will continue for the ordered period of time.

**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:

CCDP requires a \$150 threshold for establishing a claim. For QC findings, we send establish a claim regardless of the amount.

- Coordinate with and refer to the other state/territory agencies (e.g., state/territory collection agency, law enforcement agency).

Describe:

The I&R Unit is principally responsible for activities associated with Child Care and Development Program penalties of an accused individual suspected of program rule violations. However, any employee of the Division or the Child Care Staff may initiate penalty/disqualification action against an accused individual by completing Form 6021-AF, Administrative Disqualification/ Penalty Waiver. Staff initiating a penalty action must complete all required administrative penalty paperwork and be prepared to act in the capacity of a witness in front of the hearings officer. The Division's Central Office Investigations & Recovery (I&R) Unit maintains a central repository for all Nevada Child Care and Development Program IPVs. Before completion or submittal of Form 6021-AF, the worker must check for prior disqualifications by sending an email to [welfinvest@dwss.nv.gov](mailto:welfinvest@dwss.nv.gov) (Welfare Investigations) to ensure the appropriate penalty period is requested. The email must specify the program type (e.g., Child Care), last

name, first name, date of birth, Social Security Number, and any alias of the accused individual. If past IPV penalties are identified, the I&R worker shall obtain a copy of the previous IPV waiver, hearing decision or criminal court disposition. These documents must be attached to the new IPV paperwork (Form 6021-AF) to substantiate pursuit of enhanced penalties. The IPV waiver may be used to address an accused individual's program violations without prior submittal of the 6021-AF to the Hearing Unit. This permits accused individual acceptance of IPV penalty without the formality of the actual hearing. If this method is used, the accused individual must also sign the "Rights of the Accused and Waiver of Right to Administrative Disqualification Hearing/Acceptance of Penalty" section of Form 6021-AF acknowledging their understanding of their rights under program laws, regulation and rules. Note: If a signed IPV waiver is obtained, penalties must not be imposed until the case manager has forwarded the signed waiver, via referral to IRIS, and received notification from I&R staff. No further administrative appeal procedure exists after an accused individual waives his/her right to an administrative disqualification hearing and a disqualification penalty has been imposed. The accused individual however, is entitled to seek relief in a court having appropriate jurisdiction. To eliminate confusion and duplication of effort, all administrative penalty/disqualification requests and signed IPV waivers must be sent to the I&R Unit assigned responsibility for the submitting office. The approval of the I&R supervisor or their designee is mandatory to ensure prior penalty occurrences have been checked and case manager actions are not duplicating the actions of I&R staff. If a signed IPV Waiver or judgment of conviction is obtained, penalties shall not be imposed until the case manager has received notification from I&R staff. For open cases, penalties are imposed against current benefits as soon as administratively possible after the signed Waiver is approved by the designated I&R staff or receipt of the hearing officer's penalty order or criminal court JOC and notification is received from I&R staff. Penalties will continue for the ordered or applicable period of time. Worker inability to affect benefits because of computer programming restriction does not negate the case manager's ability to impose the full penalty period. For closed cases, the penalties will be imposed immediately after the signed waiver is approved by the designated I&R staff or, receipt of the hearing officer's penalty order or a criminal court JOC and notification is received from I&R staff. Penalties will continue for the ordered period of time.

Recover through repayment plans.

Describe:

The debt from the improper payment is divided by 36 months to establish a payment plan. If this needs to be renegotiated based on their circumstances, this is allowable. If they refuse to assist with setting up a payment plan, then a small claims can be filed. A judgement will allow garnishment of wages.

Reduce payments in subsequent months.

Describe:

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 Las Vegas Urban League and The Children's Cabinet work directly with the Lead Agency and the DWSS internal Investigations and Recovery Unit to establish debts and repayment of incorrect payments. Investigations & Recovery staff (I&R) use collateral sources to secure factual information and/or evidence to determine violator intent and program consequence. The UL and CC establish the over-payment and I&R does the recovery (collection).

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:

CCDP requires a \$150 threshold for establishing a claim. For QC findings, we send establish a claim regardless of the amount.

- Coordinate with and refer to the other state/territory agencies (e.g., state/territory collection agency, law enforcement agency).

Describe:

The I&R Unit is principally responsible for activities associated with Child Care and Development Program penalties of an accused individual suspected of program rule violations. However, any employee of the Division or the Child Care Staff may initiate penalty/disqualification action against an accused individual by completing Form 6021-AF, Administrative Disqualification/ Penalty Waiver. Staff initiating a penalty action must complete all required administrative penalty paperwork and be prepared to act in the capacity of a witness in front of the hearings officer. The Division's Central Office Investigations & Recovery (I&R) Unit maintains a central repository for all Nevada Child Care and Development Program IPV's. Before completion or submittal of Form 6021-AF, the worker must check for prior disqualifications by sending an email to [welfinvest@dwss.nv.gov](mailto:welfinvest@dwss.nv.gov) (Welfare Investigations) to ensure the appropriate penalty period is requested. The email must specify the program type (e.g., Child Care), last name, first name, date of birth, Social Security Number, and any alias of the accused individual. If past IPV penalties are identified, the I&R worker shall obtain a copy of the previous IPV waiver, hearing decision or criminal court disposition. These documents must be attached to the new IPV paperwork (Form 6021-AF) to substantiate pursuit of enhanced penalties. The IPV waiver may be used to address an accused individual's program violations without prior submittal of the 6021-AF to the Hearing Unit. This permits accused individual acceptance of IPV penalty without the formality of the actual hearing. If this method is used, the accused individual must also sign the "Rights of the Accused and Waiver of Right to Administrative Disqualification Hearing/Acceptance of Penalty" section of Form 6021-AF acknowledging their understanding of their rights under program laws, regulation and rules. Note: If a signed IPV waiver is obtained, penalties must not be imposed until the case manager has forwarded the signed waiver, via referral to IRIS, and received notification from I&R staff. No further administrative appeal procedure exists after an accused

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[Recover through repayment plans.](#)

Describe:

The debt from the improper payment is divided by 36 months to establish a payment plan. If this needs to be renegotiated based on their circumstances, this is allowable. If they refuse to assist with setting up a payment plan, then a small claims can be filed. A judgement will allow garnishment of wages.

[Reduce payments in subsequent months.](#)

Describe:

[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:

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:

Coordinate with and refer to the other state/territory agencies (e.g., state/territory collection agency, law enforcement agency).

Describe:

Recover through repayment plans.

Establish a unit to investigate and collect improper payments.

Reduce payments in subsequent months.

Describe:

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:

- Other

Describe:

CCDP does not collect overpayments from Agency errors.

**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:

Individuals found to have committed an intentional program violation are penalized as follows: NEON TANF clients are ineligible for benefits for a period of twelve months for the first violation, twenty four months for the second violation, and permanently for the third violation. During the ineligible period, the individuals required to participate in NEON work activities unless otherwise exempt; therefore, the individual is entitled to NEON support services, such as child care benefits. Non- TANF clients are decreased by two subsidy percentage steps for a period of six months for the first occurrence, three subsidy percentage steps for twelve months for the second occurrence.

- Disqualify the provider. If checked, describe this process, including a description of the appeal process for providers who are disqualified.

Describe:

If an intentional program violation has been validated by DWSS Investigations and Recovery Unit, the Chief of the Child Care and Development Program will render a decision on the appropriate action to be taken against the provider. The penalty can be either suspension for an appropriate amount of time, or termination from the program.

Prosecute criminally.

Describe:

Intentional Program Violations can result in criminal prosecution.

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.

Nevada seeks relief from the in-state criminal registry or repository check requirement.

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

This waiver will improve child care services by helping the provider to maintain necessary program staffing ratios and removes the burden and stress of being understaffed, as well as resulting in improved staff retention by allowing staff to continue to work while the backlog is addressed.

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 health, safety, and well-being of children will not be compromised as a result of this waiver because Nevada has already implemented the four milestone background checks across all provider types and only our OST/OSR providers will need until December 31st, 2018 to complete the process for existing staff.

- 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.

Nevada seeks relief from the in-state sex offender registry check requirement.

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

This waiver will improve child care services by helping the provider to maintain necessary program staffing ratios and removes the burden and stress of being understaffed, as well as resulting in improved staff retention by allowing staff to continue to work while the backlog is addressed.

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 health, safety, and well-being of children will not be compromised as a result of this waiver because Nevada has already implemented the four milestone background checks across all provider types and only our OST/OSR providers will need until December 31st, 2018 to complete the process for existing staff.

 **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.

Nevada seeks relief from the in-state Child Abuse and Neglect registry check.

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

This waiver will improve child care services by helping the provider to maintain necessary program staffing ratios and removes the burden and stress of being understaffed, as well as resulting in improved staff retention by allowing staff to continue to work while the backlog is addressed.

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 health, safety, and well-being of children will not be compromised as a result of this waiver because Nevada has already implemented the four milestone background checks across all provider types and only our OST/OSR providers will need until December 31st, 2018 to complete the process for existing staff.

 **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.

Nevada seeks relief from the National FBI Fingerprint check.

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

This waiver will improve child care services by helping the provider to maintain necessary program staffing ratios and removes the burden and stress of being understaffed, as well as resulting in improved staff retention by allowing staff to continue to work while the backlog is addressed.

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 health, safety, and well-being of children will not be compromised as a result of this waiver because Nevada has already implemented the four milestone background checks across all provider types and only our OST/OSR providers will need until December 31st, 2018 to complete the process for existing staff.

 **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.

Nevada seeks relief from the implementation of the NCIC NSOR check for new and prospective staff until this can be made available to our program. Currently, the Nevada Department of Public Safety is the agency who completes the check of the NCIC's Criminal History Repository, and they do not have access to run this specific check. The Lead Agency is working with DPS directly to learn more about their processes, and identify if and when we might be able to begin conducting this check as a standard during our fingerprinting/background check procedures. There are additional restrictions and legal requirements that must be navigated carefully by DPS in order to maintain their various compliance levels.

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

The waiver will allow us time to develop and implement the provision in such a way that safety of children will not be compromised. The Department of Public Safety is working

with CCDP to develop and implement; however, as an example, if DPS is required to hire additional staff to maintain timely and quality background checks with the addition of this new requirement, time must be allotted for development and implementation.

[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 health, safety, and well-being of children will not be compromised as a result of this waiver because Nevada has already implemented the four milestone background checks across all provider types and is diligently working on developing and implementing this provision.

 **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.](#)

Nevada seeks relief from the implementation of the NCIC NSOR check for new and prospective staff until this can be made available to our program. Currently, the Nevada Department of Public Safety is the agency who completes the check of the NCIC's Criminal History Repository, and they do not have access to run this specific check. The Lead Agency is working with DPS directly to learn more about their processes, and identify if and when we might be able to begin conducting this check as a standard during our fingerprinting/background check procedures. There are additional restrictions and legal requirements that must be navigated carefully by DPS in order to maintain their various compliance levels.

[Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children](#)

The waiver will allow us time to develop and implement the provision in such a way that safety of children will not be compromised. The Department of Public Safety is working with CCDP to develop and implement; however, as an example, if DPS is required to hire additional staff to maintain timely and quality background checks with the addition of this new requirement, time must be allotted for development and implementation.

[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 health, safety, and well-being of children will not be compromised as a result of this waiver because Nevada has already implemented the four milestone background checks across all provider types and is diligently working on developing and implementing this provision.

 **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.

Nevada seeks relief from the interstate criminal registry or repository check requirement.

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

Due to the lack of transparency and sharing of information amongst most states and territories, this waiver will improve the delivery of child care services by giving Nevada time to establish a reliable and valid process of information sharing that includes all states and territories and their affiliated agencies.

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 health and safety of children will not be compromised as a result of this waiver because Nevada has already implemented the four milestone background checks across all provider types and is diligently working on developing and implementing this provision.

 **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.

Nevada seeks relief from the interstate criminal registry or repository check requirement.

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

Due to the lack of transparency and sharing of information amongst most states and territories, this waiver will improve the delivery of child care services by giving Nevada time to establish a reliable and valid process of information sharing that includes all states and territories and their affiliated agencies.

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 health, safety, and well-being of children will not be compromised as a result of this waiver because Nevada has already implemented the four milestone background checks across all provider types and is diligently working on developing and implementing this provision.

**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.

Nevada seeks relief from the interstate sex offender registry or repository check requirement.

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

Due to the lack of transparency and sharing of information amongst most states and territories, this waiver will improve the delivery of child care services by giving Nevada time to establish a reliable and valid process of information sharing that includes all states and territories and their affiliated agencies.

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 health, safety, and well-being of children will not be compromised as a result of this waiver because Nevada has already implemented the four milestone background checks across all provider types and is diligently working on developing and implementing this provision.

**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.

Nevada seeks relief from the interstate sex offender registry or repository check requirement.

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

Due to the lack of transparency and sharing of information amongst most states and territories, this waiver will improve the delivery of child care services by giving Nevada time to establish a reliable and valid process of information sharing that includes all states and territories and their affiliated agencies.

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 health, safety, and well-being of children will not be compromised as a result of this waiver because Nevada has already implemented the four milestone background checks across all provider types and is diligently working on developing and implementing this provision.

 **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.

Nevada seeks relief from the child abuse and neglect registry check requirement.

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

Due to the lack of transparency and sharing of information amongst most states and territories, this waiver will improve the delivery of child care services by giving Nevada time to establish a reliable and valid process of information sharing that includes all states and territories and their affiliated agencies.

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 health, safety, and well-being of children will not be compromised as a result of this waiver because Nevada has already implemented the four milestone background checks across all provider types and is diligently working on developing and implementing this provision.

 **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.

Nevada seeks relief from the child abuse and neglect registry check requirement.

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

Due to the lack of transparency and sharing of information amongst most states and territories, this waiver will improve the delivery of child care services by giving Nevada time to establish a reliable and valid process of information sharing that includes all states and territories and their affiliated agencies.

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 health, safety, and well-being of children will not be compromised as a result of this waiver because Nevada has already implemented the four milestone background checks across all provider types and is diligently working on developing and implementing this provision.

 **Appendix A. 13: New staff hired to work provisionally until background checks are completed. (See related question at 5.4.9)**

Describe the provision from which the state/territory seeks relief.

Nevada seeks relief from the requirement that child care staff who have not yet passed their background checks cannot work while under the supervision of staff that have passed all of the required background checks.

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

This waiver will improve child care services in that allowing newly-hired staff to begin working upon initiation of the required background checks (and under the supervision of staff that have passed all required checks) helps the provider maintain necessary program staffing ratios and removes the burden and stress of being understaffed, as well as resulting in improved staff retention. Additionally, allowing employees to begin working will remove the burden of continued unemployment (technically), no pay, and other stress factors caused by requiring a period of continued unemployment after being hired. Again, staff are more likely not to look for other employment if they can begin working and receiving an income as immediately as possible. These pieces play a major role in

improved delivery of child care services for children in Nevada.

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 health, safety, and well-being of children will not be compromised as a result of this waiver because all staff hired to work provisionally will be supervised by staff that has passed all required background checks.