

STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF WELFARE AND SUPPORTIVE SERVICES
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OVERVIEW

The Child Care Development Fund (CCDF) is the primary Federal program devoted to providing families with child care subsidies. The CCDF enables low-income parents and parents receiving Temporary Assistance for Needy Families (TANF) subsidies to work or participate in education or training programs.

The CCDF is jointly financed by Federal and State governments and consists of three component funding streams designated by the Federal Department of Health and Human Services (DHHS), Administration for Children and Families (ACF):

- **Discretionary Funds**

CCDF Discretionary funds are provided under section 658B of the Child Care and Development Block Grant (CCDBG) act of 1990 as amended (42 U.S.C. 9858, et seq.) and appropriated annually.

- **Mandatory Funds**

CCDF Mandatory funds were enacted by the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, Pub. Law 104-193, and are appropriated under Section 418 of the Social Security Act (SSA) (42 U.S.C. 618).

- **Matching Funds**

CCDF Matching funds were enacted by the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, Pub. Law 104-193, and are appropriated under Section 418 of the Social Security Act (SSA) (42 U.S.C. 618).

The three component funding streams of the CCDF signify the unification of the CCDBG and child care subsidy funding under the Social Security Act.

CCDF Activities in Nevada

In Nevada, The Department of Health and Human Services, Division of Welfare and Supportive Services (DWSS) acts as the Lead Agency for the CCDF. Program activities are accomplished through the Child Care and Development Program (CCDP) staff and sub-recipient that are responsible for administration, management, and daily operations for the program which include:

Washoe County Human Services is responsible for licensing and monitoring child care facilities in the Washoe County area. Washoe County follows the same code as State Child Care Licensing, under the provisions granted in Nevada Revised Statutes (NRS) 432A, Services and facilities for Care of Children, and Nevada Administrative Code (NAC) 432A, Regulations and Standards for Child Care Facilities; however, they may adopt standards that are not less restrictive than those adopted under the standards required for State Child Care Licensing per NRS 432A.131. Under NRS 432A, the Washoe County, Child Care Licensing has responsibility to reduce the risk of harm to children placed in care outside of their home, through initial licensing, continued monitoring, and providing technical assistance to child care facilities caring for five or more children not licensed by local entities.

Facilities include child care center, on-site centers, facilities that provide care for ill children, special needs centers, pre-schools, nurseries for infants and toddlers, accommodation facilities, family care homes, group care homes, institutions, and outdoor youth programs. These functions are within

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the Washoe County area, and designated federal, state, and county operated programs for children. All areas of responsibility are also monitored for illegal, unlicensed child care operations with complaints investigated to bring facilities into compliance with state laws by licensing or reducing the number of children in care. In addition, the Washoe County, Child Care Licensing is required to provide criminal background checks on all licensed child care providers and their staff members, including child care staff members who don't care directly for children but have unsupervised access to children.

The Washoe County Human Services, Child Care Licensing, hereinafter referred to as Sub-recipient, agrees to provide services and reports according to the identified timeframes as described in the Scope of Work.

GOAL 1: The sub-recipient must provide Child Care Licensing activities in accordance with the Child Care and Development Block Grant Act (CCDBG) of 2014.

Objective	Activities	Due Date	Documentation Needed
Establish and Maintain Child Care Licensing activities in accordance with NRS 432A and CCDBG.	1. Provide initial licensing, as well as ongoing monitoring and inspections for all providers in in the Washoe County area.	Throughout the term of the sub-award	Sub-recipient's website and any other requested documentation.
	2. Provide technical assistance and consultation to child care providers related to applicable regulations and standards.	As needed	Requested documentation
	3. Gather statistics in the field of child care which other federal and state agencies are not collecting.	Throughout the term of the Sub-award	Requested documentation
	4. Maintain a registry of complaints related to child care providers.	Throughout the term of the Sub-award	Sub-recipient's website and any additional documentation requested.

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GOAL 1: The sub-recipient must provide Child Care Licensing activities in accordance with the Child Care and Development Block Grant Act (CCDBG) of 2014.

Objective	Activities	Due Date	Documentation Needed
	<p>5. Provide monitoring of licensing and regulatory requirements:</p> <ul style="list-style-type: none"> • The Washoe County, Child Care Licensing must have policies in place relating to licensing and regulating child care providers that serve children receiving CCDF subsidies and the facilities of those providers, that: <ul style="list-style-type: none"> ○ Ensure individuals who are hired as licensing inspector are qualified and received training. ○ Maintain the ratio of licensing inspectors to providers and facilities at a level sufficient to perform inspections on a timely basis. • For licensed providers: <ul style="list-style-type: none"> ○ At least conduct 1 pre-licensure visit for compliance with fire, health, and safety standards; and ○ At least conduct annual, unannounced inspections for compliance with licensing, health, safety and fire standards. • Provide the results of monitoring and inspections that must be posted to the public by electronic means, in a consumer-friendly and easily accessible format, organized by provider, the results of monitoring and inspection reports, including those due to major substantiated complaints about failure to comply with CCDF requirements and State child care policies. 	Throughout the term of the Sub-award	Review of NRS/NAC and subrecipient's website for verification of compliance and any other requested documentation.

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GOAL 1: Ensure accurate and thorough programmatic record keeping and compliance with all levels of governmental oversight.			
Objective	Activities	Due Date	Documentation Needed
	6. Provide comprehensive criminal background checks on all <u>licensed</u> child care staff members and all <u>licensed</u> child care providers.	Throughout the term of the Sub-award	Requested documentation
	7. Provide pre-service and ongoing training for all CCDF child care providers in 10 basic health and safety areas: <ul style="list-style-type: none"> • Signs of illness (Bloodborne Pathogens), Prevention and control of infectious diseases, including immunizations; • Prevention and of sudden infant death syndrome and safe sleeping practice; • Administration of medication; • Prevention and response to food and other allergic reactions in the Child Care environment; • Building and physical premises safety, including the handling and storage of biocontaminants and hazardous materials; • Prevention of shaken baby syndrome and abusive head trauma; • Emergency preparedness and response planning for emergencies, resulting from a natural or man-made event; • First aid and CPR, including pediatric; and • Recognizing and reporting child abuse and neglect. • Precautions in transporting children (applicable staff only) 	Throughout the term of the Sub-award	Review of NRS/NAC for verification of compliance and any other requested documentation.

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GOAL 2: Ensure accurate and thorough programmatic record keeping and compliance with all levels of governmental oversight.			
Objective	Activities	Due Date	Documentation Needed
Maintain Child Care Licensing Program Integrity	1. Permit authorized State and Federal personnel full access to business records and provider files to monitor and/or audit the activities, procedures, cases, and accounting records that are subject to this agreement.	Throughout the term of the sub-award	Requested documentation
	2. All reports of expenditures and requests for reimbursement processed by the DWSS CCDP staff are subject to audit. Provide all requested information during audit processes.	Throughout the term of the sub-award	Requested documentation
	3. Within required timeframes, develop corrective action plans to rectify any exceptions noted in monitoring and/or audit reports that place any office out of compliance with this agreement, Federal/State statutes, or regulations.	Upon request	Corrective action plan and appropriate backup documentation.
	4. All books, records, reports, and statements relevant to this sub-award must be retained for a minimum of five (5) years after the Federal award period ends. Retention time shall be extended when an audit is scheduled or in progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.	Throughout the term of the sub-award	Requested documentation

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GOAL 3: As the lead agency, DWSS will administer program funds, interpret and properly implement federal and state regulations, and provide oversight, guidance, and technical assistance to sub-recipients.

Objective	Activities	Due Date	Documentation Needed
Provide Programmatic Oversight	1. DWSS will maintain overall administrative responsibility as Lead Agency and serve as liaison between the US Department of Health and Human Services (USDHHS), Administration for Children and Families (ACF), CCDF, and the sub-recipient, pursuant to 45 CFR 98.10 et seq.	On a triennial basis	Publication and submission of the Child Care and Development State Plan.
	2. DWSS will maintain eligibility for the maximum allotment of the CCDF, the Lead Agency will complete and submit the Child Care and Development State Plan in accordance with all current State and Federal regulations.	On a triennial basis	Publication and submission of the Child Care and Development State Plan.
	3. Draw down Federal funds to reimburse the sub-recipient for operation of CCDF, up to the sub-award allotment.	Within the first 3 business days of the week after CCDF submits a bill to Accounting	Requested documentation
	4. DWSS will provide answers to questions related to Federal and State statutes and regulations covering program policies and appropriate expenditures.	As needed	Policy and Procedure (P&P) documents, Informational Memos (IMs), email, telephone, phone conferences, and in person meetings.

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GOAL 3: As the lead agency, DWSS will administer program funds, interpret and properly implement federal and state regulations, and provide oversight, guidance, and technical assistance to sub-recipients.

Objective	Activities	Due Date	Documentation Needed
	5. DWSS will monitor implementation of the CCDF as required.	Throughout the term of the sub-award	CCDP policy manual, state plan, and any other reports or documentation required by the Administration for Children and Families (ACF) or any other interested parties.
	6. DWSS will prepare and submit all required federal program and financial reports.	As required	Various formats including but not limited to online reporting mechanisms, surveys, fillable documents provided by the feds, and the triennial State Plan.
	7. DWSS will process invoices for payment.	Within 30 working days of the receipt of the invoice	Requested documentation
	8. DWSS will provide technical assistance, upon request from the Sub-recipient.	As needed	Policy and Procedure (P&P) documents, Informational Memos (IMs), email, telephone, phone conferences, and in person meetings.
	9. Reserve the right to hold reimbursement under this sub-award until any delinquent forms, reports or expenditure documentation are submitted and accepted by the Division.	As needed	Requested documentation

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GOAL 4: As the sub-recipient, the entity will maintain controls for program funds, facilitate the interpretation and proper implementation of state policies, and provide oversight of the daily operations for the Child Care and Development Program regarding Child Care Licensing Activities.

Objective	Activities	Due Date	Documentation Needed
Provide Programmatic Oversight	1. Implement the 2014 CCDF program in Nevada as approved by USDHHS-Administration for Children and Families in accordance with the Office of Early Child Care and Education Guidance located at http://www.acf.hhs.gov .	Throughout the term of the sub-award	Review of NRS/NAC for verification of compliance and any other requested documentation.
	2. Comply with all the applicable sections in the Child Care and Development Block Grant Act of 2014 (P.L. 113-186).	Throughout the term of the sub-award	Review of NRS/NAC for verification of compliance and any other requested documentation.
	3. Provide management and oversight of the daily operations for the Washoe County, Child Care Licensing Program.	Throughout the term of the sub-award	Review of NRS/NAC for verification of compliance and any other requested documentation.
	4. Build and improve the supply and quality of licensed child care businesses in the Washoe County area.	Throughout the term of the sub-award	Requested documentation
	5. Maintain adequate controls and documentation of expenditures in accordance with Federal and State regulations and provide additional expenditure detail upon request from the Division.	Throughout the term of the sub-award	Review of NRS/NAC for verification of compliance and any other requested documentation.
	6. Request reimbursement for the actual expenses incurred related to the Scope of Work during the sub-award period. Request for reimbursement will be accompanied by supporting documentation, including a line item description of expenses incurred.	Monthly, no later than the 10 th calendar day of the month following the month service was provided	Request for Reimbursement using the authorized form(s) with required backup documentation.

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GOAL 4: As the sub-recipient, the entity will maintain controls for program funds, facilitate the interpretation and proper implementation of state policies, and provide oversight of the daily operations for the Child Care and Development Program regarding Child Care Licensing Activities.

Objective	Activities	Due Date	Documentation Needed
	7. Submit invoices to the Division of Welfare and Supportive Services, Child Care Unit, 1470 College Parkway, Carson City, Nevada, 89706, for reimbursement of expenses for all Washoe County, child care licensing activities.	Throughout the term of the sub-award	Request for Reimbursement using the authorized form(s) with required backup documentation.
	8. All invoices for dates of services prior to July 1 must be submitted to the State. Any costs that cannot be substantiated by source documents or any costs which are not allowable costs as defined in CCDF Plan will be disallowed.	Annually, no later than the third week of July	Request for Reimbursement using the authorized form(s) with required backup documentation; and final annual reconciliation report; reimbursement of any overpayment.
	9. Work with DWSS CCDP staff to resolve any identified billing discrepancies.	Within one business day from notification of discrepancy	Requested documentation
	10. Provide a complete financial accounting of all expenditures to DWSS. Any un-expended funds shall be returned, or if not already requested, shall be deducted from the final award.	On the third week of each month by 10am on the last business day	Request for Reimbursement using the authorized form(s) with required backup documentation.
	11. Submit any proposed program or budget changes to the Division for review of compliance with federal program requirements. This includes significant changes in program goals and objectives, scope of work, text or content of materials and messages developed with CCDP funds.	As needed	Requested documentation

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GOAL 5: Together, the lead agency and the sub-recipient will cooperate to continually identify and implement various activities and program policies that are essential to the ongoing development and success of the Child Care and Development Program.

Objective	Activities	Due Date	Documentation Needed
Foster an Environment of Teamwork for the Overall Success of the CCDP	1. Plan together and have open lines of communication regarding all Washoe County, child care licensing activities.	Throughout the term of the sub-award	Requested documentation
	2. Share communication materials regarding all Washoe County, child care licensing activities as necessary.	Throughout the term of the sub-award	Requested documentation
	3. All reports for expenditures and requests for reimbursement processed by the Division are subject to audit.	Throughout the term of the sub-award	Requested documentation
	4. This sub-award agreement may be terminated by either party prior to the date set forth on the Notice of Sub-award, provided the termination shall not be effective until <u>30 calendar days</u> after a party has served written notice upon the other party. This agreement may be terminated by mutual consent of both parties to unilaterally by either party without cause. The parties expressly agree that this Agreement shall be terminated immediately if for any reason the Division of Welfare and Supportive Services, State of Nevada, and/or federal funding ability to satisfy this Agreement is withdrawn, limited, or impaired.	Throughout the term of the sub-award	Requested documentation