



# Child Care Services Division South Dakota Department of Social Services

Topical Webinar  
Subsidy Changes  
and Provider  
Updates  
July 2016

# Child Care and Development Block Grant Reauthorization

The Child Care and Development Block Grant Act was signed into law on November 19, 2014. The major provisions of this law are listed below:

1. Protect the health and safety of children in child care;
2. Help parents make informed child care choices and access information to support child development;
3. Provide equal access to stable, high quality child care for low-income children; and
4. Enhance the quality of child care and the early childhood workforce changes for states in the months ahead.



## Webinar Series

This webinar is the second in a series covering various topics related to the new law.

Today we will be covering changes for child care providers including:

- Annual inspections for family child care
- Emergency preparedness requirements
- Updates on orientation training
- Child Care subsidy changes

This information is similar to the July letter you recently received outlining the requirements and deadlines.



# Annual Inspections

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**The new Federal law requires an annual inspection of all child care programs.**

## **Licensed Programs**

- **Currently receive an annual inspection, no change.**

## **Family Child Care Homes**

- **Currently receive an inspection once every two years.**
- **An annual inspection will be conducted by the Department of Public Safety inspector or the Child Care Services licensing specialist.**

# Emergency Preparedness Planning

**By October 1, 2016, all child care programs are required to have a written Emergency Preparedness and Response Plan. The Plan is to contain procedures to be carried out before, during, and after an emergency that include:**

1. Procedures for evacuating children from the building;
2. Procedures for relocating the children to a different building;
3. Procedures for sheltering-in-place;
4. Procedures for lock-down;



# Emergency Preparedness Planning, Continued

5. Plans for communicating these procedures with others;
6. Plan for reunifying families after the emergency;
7. Procedures for accommodating infants and toddlers, children and staff with disabilities, and children or staff with chronic medical conditions; and
8. Plans to conduct practice drills.



An optional Child Care Emergency Preparedness Plan template can be found on the Child Care website at <http://dss.sd.gov/childcare/blockgrant.aspx>.

# Orientation Training Update

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All current child care providers, staff, and helpers:

- Orientation training, in all required categories, is to be completed by July 1, 2017.
- Documentation of training completion is to be kept on file for review by the licensing specialists.

New providers, staff and helpers starting after July 1, 2017:

- Will have 90 days to complete orientation training.

## Orientation Training Update, Continued

Early Childhood Enrichment State-Specific Training is now available through your regional Early Childhood Enrichment programs.

This free 4.5-hour on-demand training will be specific to South Dakota standards including all topics except the following:

1. First Aid;
2. CPR; and
3. Recognizing & Reporting Child Abuse and Neglect

The link to access this training can be found at:

<http://dss.sd.gov/childcare/blockgrant.aspx>

## Orientation Training Update, Continued

Better Kid Care's On-Demand Training is now available. The Better Kid Care free, 6-hour on-demand training includes all required topics except the following:

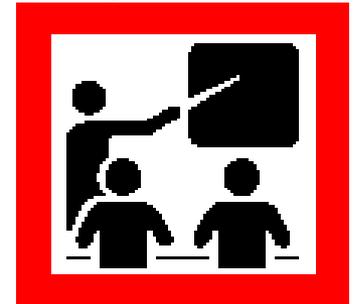
1. First aid,
2. CPR, and
3. Recognizing and Reporting Child Abuse and Neglect.

*Call Child Care Services at 1-800-227-3020 to obtain the link and the pre-payment code to access this training.*

# Orientation Training Update, Continued

## In-Person Group Training

The Early Childhood Enrichment (ECE) Program nearest you will also have opportunities available for larger group trainings covering the required topics later this summer and fall.



Watch for schedules and announcements by checking the ECE web pages listed in the April 29<sup>th</sup> letter or the Division of Child Care web site at <http://dss.sd.gov/childcare/educationalopportunities/trainingcalendar.aspx>

## Other Training Categories

### Recognizing and Reporting Child Abuse and Neglect

- This on-line and on-demand training is under development and is scheduled to be available August 1, 2016. This training is free of charge, and provides a certificate of completion after the training is complete.
- The web link and instructions on how to access this training will be placed on the CCS website at <http://dss.sd.gov/childcare/blockgrant.aspx>, and sent or emailed to providers as soon as it is available.

## Other Training Categories, Continued

### First Aid Orientation Training



Two possible options are listed below:

1) Free on-line classes are offered at various times through the Early Childhood Enrichment programs in your area.

2) Online at: <http://www.firstaidforfree.com/free-first-aid-course>. A certificate is provided after completion of this free training. Providers should print the certificate and retain for verification.

## Other Training Categories, Continued

CPR Training - is provided at various locations. Refer to the April 29<sup>th</sup> letter or contact your local Early Childhood Enrichment program.

**Note:** If providers have a valid CPR certification, there is no need to take CPR again as part of the orientation. The valid certification card can be presented as documentation of completion. Licensing regulation requires CPR to include hands-on skill testing.



# Early Childhood Enrichment Programs

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**Region 1:**      **Early Childhood Connections** - Rapid City  
605-342-6464 or 888-999-7759

**Region 2:**      **The Right Turn** – Pierre  
605-773-4755 or 866-206-8206

**Region 3:**      **Sanford Children’s CHILD Services** – Aberdeen  
605-262-8505 or 800-982-6404

**Region 4:**      **Family Resource Network** – Brookings  
605-688-5730 or 800-354-8238

**Region 5:**      **Sanford Children’s CHILD Services** – Sioux Falls  
605-333-0698 Ext. 4 or 800-235-5923 Ext. 4

## Previous training

Previous training may count toward meeting the orientation topics if the training hours were received in calendar years 2015, 2016, or 2017.

Recognizing that many staff may have recently completed training in some of the required topics, or may be planning to receive training in the near future. If using previous training, the following verifications must be on file at your program:

- Date of training,
- training content/training name,
- employee/provider signature, etc.

Training that does not have documentation of completion will *not* be counted.

## Orientation Training From Other Entities

- Orientation training may also be accessed from other entities as long as there is written documentation that all orientation training topics were addressed.
- For your convenience, an Orientation Training Verification form was included in the April 29<sup>th</sup> letter and is available on the CCS website at <http://dss.sd.gov/childcare/blockgrant.aspx>.
- This form will help organize your documentation when using previous training or training from other entities so it is available during your next licensing inspection.

# Licensing Specialist Contact Information

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**Rapid City:** 605-394-2525 or 800-644-2914

Lori Janssen (Ext. 610) or Tina Uecker (Ext. 611)

**Pierre:** 605-773-3612 or 800-226-1033

Christina Lusk (Ext. 225)

**Aberdeen:** 605-626-3160 or 866-239-8855

Julie Hermansen (Ext. 238)

**Brookings:** 605-688-4330 or 866-267-5228

Rachel Busmann (Ext. 208)

**Mitchell:** 605-995-8000 or 800-231-8346

Debra Bigge (Ext. 213)

**Sioux Falls:** 605-367-5444 or 866-801-5421

Denise Ferguson (Ext. 221); Shannon Terhark (Ext. 422)

Rita Trager (Ext. 423); Stacie Ugofsky (Ext. 424)

# Subsidy Program Updates

## Family-Friendly Eligibility Policies

- **Establish a 12-month eligibility re-determination period for subsidy families.**
- **Requires 3-month job search.**
- **Provide for a graduated phase-out at the time of reapplication if assistance is below federal threshold.**
- **Requires procedures for the homeless and foster families.**



## **12-Month Certificates**

**Each child who receives assistance will be considered to meet all eligibility requirements and will receive assistance for a minimum of 12 months regardless of changes in income (as long as is income does not exceed the federal threshold of 85% of SMI) or temporary change in participation in work, training, or education activities.**

**Temporary changes are defined as:**

- Absence from employment due to maternity leave or extended medical leave**
- Changes in seasonal work schedule**
- Parent is enrolled in training or educational program is temporarily not attending classes between semesters**

**Six-month check-In will be required to determine if there is a child care need.**

## **3-Month Job Search**

**Minimal Reporting Requirements (only required to report permanent changes) and if income exceeds 85% of the SMI.**

**Permanent changes are defined as:**

- **A permanent change is employment or school status to include: job quit or termination, a job ending due to the closing of a business, graduating from or discontinuing an educational program;**
- **No longer participating in a TANF approved activity.**

**If a family experiences a permanent change in employment or school status, states must allow 3 months for child care for the family to meet program requirements. If at the end of the three months, they are not meeting program requirements, the case will close.**

## **Provide For a Graduated Phase-Out at Time of Reapplication**

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**States must provide for a graduated phase-out of assistance for families whose income has increased at the time of redetermination but remains below 85% of SMI.**

- **SD will allow two additional months of child care.**
- **Co-payment is capped not to exceed 15% of the household gross monthly income.**

# **Procedures for the Homeless and Foster Families**

**Under the new law, states must allow homeless children to receive assistance after an initial eligibility determination but before providing required documentation.**

- Implemented 10-1-15**
- When an application is received and the individual indicates they are homeless, the application is given priority and processed immediately.**
- If the application is missing any of the required verifiable documentation, the caseworker will make contact with employer or school to obtain the information. If the applicant is eligible, a certificate can be issued for 6 months.**
- If the information cannot be obtained by the caseworker, eligibility will be determined based on information provided on the application and the recipient will be given 30 days to provide verification.**

# Topical Webinars

To ensure all providers are informed of the upcoming changes, a series of webinars are being scheduled to address the various topics.

Topics will include:

**Orientation Training Requirements – May series**

**Subsidy Changes and Provider Updates – July series**

**Emergency Preparedness – TBA**

**Early Learning Guidelines - TBA**

**Background Check Requirements – TBA**

**On-line Inspection & Complaint Requirements – TBA**

**Continuous Quality Improvement Initiatives – TBA**

**Other - TBA**

# Administrative Rule Updates

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Because of the changes associated with Reauthorization, South Dakota administrative rules that govern the program will need to be modified for child care programs and subsidy.

**Date of Public Hearing - August 1, at 10 a.m. CDT**

**Location – 700 Governors Drive, Pierre, SD**

**For more information – <http://rules.sd.gov>**

## Reminder of Effective Dates Specified in the Act

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- 9.30.16 - All other requirements without a specific date
- 11.19.16 - Monitoring of Licensing and Regulatory Requirements
- 9.30.17 - Criminal Background Checks
- 11.19.17 - Results of Monitoring and Inspection Reports to be posted on website

# Child Care & Development Block Grant Act of 2014

The Federal Office of Child Care has several resources on their website that includes a timeline for effective dates, frequently asked questions, and a copy of the law in full. The link to the Office of Child Care website is:

<http://www.acf.hhs.gov/programs/occ/ccdf-reauthorization>

Email to submit comments or questions regarding the implementation of proposed changes:

[Carroll.Forsch@state.sd.us](mailto:Carroll.Forsch@state.sd.us) or [Patricia.Monson@state.sd.us](mailto:Patricia.Monson@state.sd.us)

The power point presentation for the May webinar is located on the CCS website for reference at

<http://dss.sd.gov/childcare/blockgrant.aspx>. This July presentation will also be posted for your reference.