

Child Care and Development Fund (CCDF) Plan For Kansas FFY 2022-2024

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. Respondents are asked to identify how match and maintenance-of-effort (MOE) funds are used. Lead Agencies explain their coordination with child care resource and referral (CCR&R) systems and describe their efforts on their disaster preparedness and response plans to support continuity of operations in response to emergencies.

1.1 CCDF Leadership

The Governor of a state or territory must designate an agency (which may be an appropriate collaborative agency) or establish a joint interagency 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) and 98.16 (a)). 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) and 98.16(a)).

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a) Lead Agency or Joint Interagency Office Information:

Name of Lead Agency: Kansas Department for Children and Families

Street Address: 555 S. Kansas Avenue, 4th Floor

City: Topeka

State: Kansas

ZIP Code: 66603-3444

Web Address for Lead Agency: <http://www.dcf.ks.gov>

b) Lead Agency or Joint Interagency Official Contact Information:

Lead Agency Official First Name: Laura

Lead Agency Official Last Name: Howard

Title: Secretary

Phone Number: 785-296-3274

Email Address: Laura.Howard@ks.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.

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a) CCDF Administrator Contact Information:

CCDF Administrator First Name: Carla

CCDF Administrator Last Name: Whiteside-Hicks

Title of the CCDF Administrator: Director of TANF and Early Childhood Programs

Phone Number: 785-296-4717

Email Address: Carla.WhitesideHicks@ks.gov

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:

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 the Lead Agency retains overall responsibility for the administration of the program (658D(b) and 98.16 (d)(1)). 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.

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

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

A. State or territory

Identify the entity:

B. Local entity (e.g., counties, workforce boards, early learning coalitions).

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

C. Other.

Describe:

ii. Sliding-fee scale is set by the:

A. State or territory

Identify the entity:

B. Local entity (e.g., counties, workforce boards, early learning coalitions).

If checked, identify the entity and describe the sliding fee scale policies the local entity(ies) can set.

C. Other.

Describe:

iii. Payment rates and payment policies are set by the:

A. State or territory

Identify the entity:

B. Local entity (e.g., counties, workforce boards, early learning coalitions).

If checked, identify the entity and describe the payment rates and payment policies the local entity(ies) can set.

C. Other.

Describe:

iv. Licensing standards and processes are set by the:

A. State or territory

Identify the entity:

B. Local entity (e.g., counties, workforce boards, early learning coalitions).

If checked, identify the entity and describe the type of licensing standards and processes the local entity(ies) can set.

C. Other.

Describe:

v. Standards and monitoring processes for license-exempt providers are set by the:

A. State or territory

Identify the entity:

B. Local entity (e.g., counties, workforce boards, early learning coalitions).

If checked, identify the entity and describe the type of standards and monitoring processes for license-exempt providers the local entity(ies) can set.

C. Other.

Describe:

vi. Quality improvement activities, including QRIS are set by the:

A. State or territory

Identify the entity:

B. Local entity (e.g., counties, workforce boards, early learning coalitions).

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

C. Other.

Describe:

vii. Other. List and describe any other program rules and policies that are set at a level other than the state or territory level:

1.2.2 The Lead Agency has broad authority to operate (i.e., implement activities) through other agencies, as long as it retains overall responsibility. Complete the table below to identify which entity(ies) implements or performs CCDF services.

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a. Check the box(es) to indicate which entity(ies) implement or perform CCDF services. Who conducts eligibility determinations?

CCDF Lead Agency

TANF agency

Local government agencies

CCR&R

Community-based organizations

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

- CCDF Lead Agency
- TANF agency
- Local government agencies
- CCR&R
- Community-based organizations

Who issues payments?

- CCDF Lead Agency
- TANF agency
- Local government agencies
- CCR&R
- Community-based organizations

Who monitors licensed providers?

- CCDF Lead Agency
- TANF agency
- Local government agencies
- CCR&R
- Community-based organizations

Who monitors license-exempt providers?

- CCDF Lead Agency
- TANF agency
- Local government agencies
- CCR&R
- Community-based organizations

Who operates the quality improvement activities?

- CCDF Lead Agency
- TANF agency
- Local government agencies
- CCR&R
- Community-based organizations

b. Other. List and describe any other state or territory agencies or partners that implement or perform CCDF services and identify their responsibilities.

CCDF Lead Agency issues child care benefits to eligible parents. Parents pay child care providers through an Electronic Benefit Transfer (EBT) system, so parents issue payments.

1.2.3 Describe the processes the Lead Agency uses to oversee and monitor CCDF administration and implementation responsibilities performed by other agencies as reported above in 1.2.1 and 1.2.2 (98.16(b)). In the description include:

Written agreements. 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 the elements below (98.11(a)(3)).

--Tasks to be performed

--Schedule for completing tasks

--Budget which itemizes categorical expenditures in accordance with CCDF requirements

--Monitoring and auditing procedures

--Indicators or measures to assess performance of those agencies

Any other processes to oversee and monitor other agencies.

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DCF's Office of Grants and Contracts describes the award processes and reporting requirements on the DCF Contractor resources website at:

<http://www.dcf.ks.gov/Agency/Operations/Pages/Grantee-Resources.aspx> and

<http://www.dcf.ks.gov/Agency/Operations/Pages/Contractor--Resources.aspx>. The

Grantee's/Sub-Grantee's responsibilities regarding obtaining an independent audit of any grant or sub-grant awarded by DCF are found in DCF's Recipient Monitoring Policy, which can be found on DCF's Audit Services webpage at

<http://www.dcf.ks.gov/Agency/Operations/Audits/Pages/Policies.aspx> . Detail on the level of

monitoring required is included in each specific Notice of Grant Awards (NOGA). The specific work required by the grant must be completed in accordance with the Scope of Work specified in the NOGA, or as requested by DCF. All Grantee and Sub-Grantee awards issued by DCF are also subject to federal and state audit. The Grantee Agency must submit required reports to the DCF Program Manager designated in their NOGA. Failure to submit the required reporting, regardless of the level of progress or expenditures during the reporting period, could lead to non-payment of the Budget Transaction Report requested funds, suspension of the grant, and/or termination of the grant, at the discretion of DCF. The specific work required by a contract must also be completed in accordance with the Scope of Work specified in the Contracting Agency's Agreement, or as requested by DCF. Program staff provide additional monitoring through site visits, conference calls, and program desk audits. DCF has a contract with Kansas Association of Child Care Resources to provide child care consumer education services in the state of Kansas. This contract contains the scope of work and services to be provided, contract period, compensation details and details about the funding source requirements, performance measures to be met and reported quarterly, written timelines for specific tasks and an agreed upon specific detailed work plan, deliverables which include detailed financial reports submitted monthly, details of the payment process, details regarding the audit responsibilities and requirements, and many other essential items. DCF has an interagency agreement with KDHE for Health, Safety and increased quality in Child Care. Within this agreement there is an agreed upon KDHE scope of work, deliverables with set schedules, duties and responsibilities, terms of the agreement, funding compensation and agreement, reporting expectations, audit expectations and requirements, cost principles, and retention of records information. There are also details about the expectations that DCF has for KDHE with regards to their contracts with the County Health Departments (which is indicated in 1.2.2 as the local government agency) and/or KDHE's contractors. The TANF and CCDF Lead Agency are the same agency, Kansas Department for Children and Services. These eligibility determinations for TANF related child care assistance and non-TANF child care assistance are done through the Economic and Employment Services program area. The determinations are done in the same system, use the same policy manuals, have the same oversight and auditing requirements and expectations and the cases are combined for any case reviews as part of internal or external audits.

1.2.4 Upon request, and to the extent practicable and appropriate, Lead Agencies must ensure 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 to other public agencies. This includes public agencies in other states, for their use in administering child care or related programs (98.15(a)(11)).

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Assure by describing how the Lead Agency makes child care information systems systems (e.g., subsidy, registry, and QRIS systems) available to public agencies in other states.

Systems developed using CCDF funds will be made available to other public agencies upon request to the extent practicable and appropriate. The requesting agency should forward the specific request to the CCDF State Administrator for further information. Current systems include: Kansas Eligibility Enforcement System (KEES) and Childcare Licensing and Regulation Information System (CLARIS). To the extent practicable and appropriate, any additional or new code or software for child care information systems or information technology that a Lead Agency or other agency expends CCDF funds to develop will be made available upon request to other public agencies.

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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)).

Effective Date: 10/01/2021

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

Kansas Statutes Annotated 39-709b describes the confidentiality requirements regarding information concerning applicants for and recipients of assistance, including child care. This information shall be confidential and only available to the secretary and officers and employees of the secretary except as described in the statute. The statute allows for disclosure for post audits, to the applicant, recipient or outside source in limited situations.

Those limited outside source situations require written consent, direct connection to administration of the program, direct connection to investigation, prosecution or criminal or civil proceedings, pursuant to the federal social security act, or concern of intent to commit a crime. The Kansas Economic and Employment Services Manual (KEESM) is the policy manual that incorporates policies and procedures affecting Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), CCDF programs. KEESM details for staff the expectations regarding the use and disclosure of confidential and personally identifiable information related to DCF's cash assistance, food assistance and child care assistance programs. These policies are found in KEESM 1221-1229. Information concerning applicants or recipients (present and past) is confidential and may not be disclosed to another DCF employee, the client, or any other nonagency personnel except as specifically detailed in the manual. Disclosure of confidential information is allowed when the purpose is directly related to the administration of the DCF program; an investigation, prosecution, or criminal or civil proceeding conducted in connection with the administration of the DCF program or the Supplemental Security Income (SSI) program; or the administration of any federal or federally assisted program which provides assistance (in cash or in kind) or services directly to individuals on the basis of need. Information contained in applications, reports of investigations, reports of medical examinations, correspondence, and other records concerning the condition or circumstances of any person for whom or about whom information is obtained, and including all such information whether or not it is recorded must be safeguarded and kept confidential. Information entered in the case record is to be made available to the client upon request, for inspection at a time mutually agreeable to the agency and the client, except information provided by other DCF program, medical and psychiatric records, names and addresses of complainants, and investigative reports. Information is not to be disclosed to another DCF employee unless the employee has a need for the information in the performance of his official duties. The client's signature on the application

form authorizes the disclosure of information concerning a TANF, Child Care, and/or Food Assistance client if the purpose of such disclosure is connected with the administration of any of the aforementioned programs, the Child Welfare or Child Support programs (under titles IV-B, IV-D, and XX), or any other federal or federally assisted program which provide assistance, in cash or in kind, or services directly to individuals on the basis of need. Examples of these programs include SSI and Low Income Energy Assistance Program (LIEAP). Information is not to be disclosed to nonagency personnel such as courts, school boards, legislators, prosecuting attorneys, policemen, FBI agents, doctors, social service agencies, state employment offices, public housing authorities, landlords, creditors, relatives, etc., except as set forth below. Information not otherwise authorized to be disclosed by this provision may only be disclosed if the client has the authority to disclose such information and the agency has a signed, written consent on file authorizing the agency to disclose the information to the specific person requesting such information, excepting that such information may be disclosed without signed, written consent in an emergency situation such as death or other serious crises to an appropriate person if the agency deems such unauthorized disclosure to be in the best interest of the client. If such information is disclosed without signed, written consent, the client shall be notified of such disclosure as soon thereafter as possible. Since all information relative to a client is by law confidential and since clients are advised that any information they reveal is held confidential, any information received by the worker or other person connected with the agency, is by statute, in the nature of a privileged communication just as is the information received by an attorney or physician from his client, or received by a minister in the performance of his function as a spiritual advisor. When there is some question as to the disclosure of information to another DCF employee, the client or other nonagency personnel, the question is to be referred to the legal division for clearance. An DCF employee who discloses confidential information concerning an applicant or recipient (present and past) shall be subject to appropriate disciplinary action. Further, any individual who discloses confidential information concerning an applicant or recipient (present, past) shall be subject to criminal prosecution, and if convicted, may be fined up to \$1,000 and/or sentenced to the county jail for a period not to exceed six months. Child Care Providers records such as health assessments are not retained. Licensing surveyors review facility files to determine records are on file. The information available on the portal only provides the address of the provider if the provider chooses to opt in to having this information displayed. Both staff and surveyors are trained that information cannot be shared. Kansas statute K.S.A. 38-2212 and K.S.A. 38-2213 give authority for the exchange of information to be shared, only as appropriate and necessary

access; exchange of information; court ordered disclosure; and limited public information.

When child care providers enroll with DCF and provide the information necessary for the completion of the Adult Abuse, Neglect, Exploitation Central Registry check, the signed agreement assures providers that the information will be kept confidential by the DCF Child Care Provider Enrollment Unit. KEESM 1223 discusses the nature of information that must be safeguarded by DCF employees and indicates that this includes information of any person for whom or about whom information is obtained. This would include information obtained for the enrollment of providers with DCF.

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1.3 Consultation in the Development of the CCDF Plan

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

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

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

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

Consultation

involves meeting with or otherwise obtaining input from an appropriate agency in the

development of the state or territory CCDF Plan. Describe the partners engaged to provide services under the CCDF program in question 1.4.1.

1.3.1 Describe the Lead Agency's consultation efforts in the development of the CCDF Plan. Note: Lead Agencies must describe in a. - c. consultation efforts with required partners listed in Rule and Statute. ACF recognizes that there is great value in consulting with other entities and has provided element d. for Lead Agencies to identify consultation efforts with other agencies or organizations.

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

Lead Agency coordinated efforts with the Kansas Children's Cabinet and Trust Fund, the Early Childhood State Directors' Team and University of Kansas-Center for Public Partnerships and Research (KU-CPPR) staff to facilitate opportunities to share CCDF requirements and activities. The purpose of these meetings was to generate discussion and gather input from a wide variety of stakeholders, which includes key early childhood representatives of other state agencies including Kansas Department of Health and Environment Child Care Licensing, Kansas Department of Education, the Kansas Children's Cabinet and Trust Fund and members of the Early Childhood Recommendations Panel, which include representatives of local government like employees of the county level health departments.

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

The lead agency regularly consults with the State Advisory Council as the CCDF Administrator serves on the Early Childhood State Directors' Team with the State Advisory Council Executive Director, which is an integral part of the Kansas Early Childhood Governance Structure. This structure also includes many stakeholder groups and the Early Childhood Recommendations Panel, which are key to a coordinated, comprehensive service delivery system. The State Advisory Council, The Kansas Children's Cabinet and Trust Fund, not only provided feedback on the state plan directly, the information obtained through their extensive needs assessment and the statewide All In For Kansas Kids Strategic Plan, helped inform the plan due to the extensive alignment between the plan and the CCDF State Plan. The key contributors in the strategic plan

work include state agencies, local individuals or small group champions, statewide and/or community-level organizations, businesses, school systems, philanthropy, and elected officials. Kansas Children's Cabinet and Trust Fund, the State Advisory Council, also helped the lead agency to facilitate a large number of inputs gathering sessions and online opportunities. With help from the PDG funded support of University of Kansas-Center for Public Partnerships and Research (KU-CPPR), input sessions were held on February 10, 2021 through a webinar with many early childhood stakeholders through the state, on February 19, 2021 with the Early Childhood Recommendations Panel, again on the February 19, 2021 with the State Interagency Coordinating Council Team, on February 24, 2021 with a public input session held at night to allow child care provider participation, on February 26, 2021 with the Child Care Workforce Development Advisory Group team, and on February 27, 2021 with another input session on the weekend to allow child care providers to participate. The online opportunities were shared through numerous existing early childhood related mechanisms.

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.

On February 10, 2021, the CCDF administrator received requested contact information from ACF for tribal administrators. Tribal members participated in the February 19, 2021 CCDF state plan input session hosted by the Early Childhood Recommendations Panel. On March 9, 2021, the CCDF administrator emailed tribal administrators for Prairie Band Potawatomi Nation, Kickapoo Tribe, Iowa Tribe, and Sac and Fox Nation. The email served as an introduction from the new CCDF administrator, and invited input on the working draft of the state plan via a provided link to the online input system. The email also offered the agency's support, and expressed DCF's commitment to collaborate and coordinate on this and other child care matters.

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

The lead agency is very active in Early Childhood State Directors' Team, the Early Childhood Recommendations panel, and many of the stakeholder groups doing work to improve the overall early childhood system in Kansas through specific goals called out both in the All In For Kansas Kids strategic plan and also the areas that connect to the

work that is reflected on this state plan and this ongoing input helps inform the work as we move forward. For the development of this plan initially, consultation was also done through input sessions and an online input system, the lead agency was able to involve members of Kansas Department of Health and Environment, the Kansas Head Start Association, the Kansas State Department of Education Early Childhood and State Preschool Program Consultant, the Part C State Coordinator, the State Interagency Coordinating Council Team, TARC representatives (provides services to children, adults and families with developmental, intellectual and related disabilities), Early Childhood Special Education Consultant, Kansas Department of Health and Environment representative for public health, Kansas Child Care Training Opportunities (KCCTO) Director, KCCTO Workforce Professional Development staff, KCCTO Infant Toddler Specialist Network representatives, Kansas State Department of Education Early Childhood Director, DCCCA (Family Preservation Provider) representative, Child Care Aware of Kansas Director and Deputy Director, and a Kansas Enrichment Network (afterschool network) representative.

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:

Effective Date: 10/01/2021

a) Date of the public hearing. 06/02/2021

Reminder: Must be no earlier than January 1, 2021, which is 9 months prior to the October 1, 2021, 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.

05/06/2021

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.

Electronic notice was published in the Kansas Register, provided to local resource and referral agencies, provided to local licensing surveyors, child care professional organizations, other state agencies, through the All in For Kansas Kids newsletter, and the Lead Agency local offices. Kansas Registry Link:

<https://www.sos.ks.gov/publications/register/volume-40/issues/issue%2018/05-06-21-49115.html>

Electronic notices were sent to other partners and stakeholders. Notification of the public hearing were given at multiple stakeholder and partner meetings in which the Lead Agency participated and posted on by the KQN and DCF Websites. DCF

Website:

http://www.dcf.ks.gov/services/ees/Pages/Child_Care/ChildCareDevelopmentFundPlan.aspx

d) Hearing site or method, including how geographic regions of the state or territory were addressed. Hearing was held virtually via TEAMS with telephone option.

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.)

The draft CCDF state plan was posted on the DCF website at http://www.dcf.ks.gov/services/ees/Pages/Child_Care/Child-care-and-early-education.aspx on May 6, 2021, the Kansas Quality Network (KQN) at <http://ksqualitynetwork.org/> and the DCF Facebook page. The information was shared within the All in For Kansas Kids Newsletter.

f) How was the information provided by the public taken into consideration regarding the provision of child care services under this Plan? All comments provided were recorded and reviewed for consideration. Each individual comment was looked at by the lead agency to determine if it was something already happening and included in the state plan, if it was something that needed added or included, if it was something that required additional action before it could be included, or if the suggestion wasn't possible due to fiscal restraints, other agencies providing the services, or outside of the funding requirements. Those suggestions that were deemed not possible were still captured and stored for the statewide early childhood system building work and some of that

information was also used to help address the early childhood system needs for the recovery funds

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>)

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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.

Links to the plan, amendments and/or waivers are available via links on the agency website http://www.dcf.ks.gov/services/ees/Pages/Child_Care/Child-care-and-early-education.aspx and a link to this direct site can also be found at the Kansas Quality Network at <https://ksqualitynetwork.org/laws-regulations/>.

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 public hearing notice and state plan were shared via the All in For Kansas Kids newsletter.

Working with child care resource and referral agencies.

Describe:

The public hearing notice and state plan were shared via Child Care Aware of Kansas' website and Facebook. <https://ks.childcareaware.org/>

Providing translation in other languages.

Describe:

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

Describe:

Hearing notice and state plan link were shared via DCF's agency website, Facebook, Twitter and Email, in addition to sharing via the Kansas Quality Network website.

http://www.dcf.ks.gov/services/ees/Pages/Child_Care/Child-care-and-early-education.aspx

- Providing notification to stakeholders (e.g., parent and family groups, provider groups, advocacy groups). Describe:

Describe:

The Lead agency shared the public hearing notice and posting of the CCDF state plan draft notice with multiple early childhood stakeholders across Kansas, including but not limited to: Kansas Dept. for Health and Environment - Child Care licensing, Child Care Provider Coalition, Kansas Head Start Association, MIECHV, Part C- Infant Toddler Services, Part C 619, Parents As Teachers, Healthy Families of America, Families Together, Kansas Parent Information Resource Center (KPRIC), the Children's Cabinet, Kansas Action for Children, Kansas Association for Infant Mental Health, Kansas Child Care Training Opportunities (KCCTO), Kansas Inservice Training (KITS), the State Interagency Coordinating Council (SICC) Links to Quality(L2Q) Advisory Group and participants, and Child & Adult Care Food Program(CACFP).

- Working with statewide afterschool networks or similar coordinating entities for out-of-school time.

Other.

Describe:

1.4 Coordination with Partners to Expand Accessibility and Continuity of Care

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.

a. The Lead Agency is required to coordinate with the following agencies. Provide a description for how coordination occurred.

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i. Appropriate representatives of the general purpose local government, which can include counties, municipalities, or townships/towns. Describe the coordination goals, processes, and results:

The lead agency participates in the Child Care Systems Improvement Team. The Systems Improvement Team serves in an advisory capacity to the Kansas Department of Health and Environment Child Care Licensing Program. The team is a diverse group including parents, child care providers, business and community partners, child care

partners and agency partners, including staff from the county health departments. The priorities for this work include efforts to increase availability of licensed child care for working families and to support the regulatory community. There are working groups focused on starting and maximizing child care businesses, promoting the benefits of licensed care and evaluating the regulatory practices and standards for possible improvements. The goals and expected results are to increase the effectiveness of the Child Care Licensing Program and increase the availability of quality child care. The Child Care Systems Improvement team is part of the Kansas Early Childhood Governance Structure. Recommendations from this team can be filtered to the Early childhood Recommendations Panel or to the State Directors team to help develop and implement coordinated services when the recommendations need elevated, challenges are encountered, or major decisions are needed. The work and recommendations are filtered up to the Kansas Children's Cabinet and Trust Fund and the Governor when appropriate as part of the governance structure. The lead agency has representation on the Child Care Systems Improvement Team, the Early Childhood Recommendations Panel, the State Director's team and an ex-officio member of the Kansas Children's Cabinet and Trust Fund.

[ii. 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, processes, and results:](#)

The Kansas Children's Cabinet and Trust Fund plays the statutory role to assist the Governor in developing and implementing a coordinated, comprehensive service delivery system to the children and families of Kansas and meets every other month. The Secretary of DCF serves as an ex-officio member on the Kansas Children's Cabinet and Trust Fund. There is a state Directors' team that meets every two weeks and is composed of designees from the Children's Cabinet. The lead agency has representation at these meetings. There is a recommendations panel who provide an advisory role to the Cabinet and the lead agency has required membership on the panel and has current members serving a one-year term. The recommendations panel meets monthly. DCF and KDHE consult with many different groups within the state on plan content throughout the year. These groups include but are not limited to: the Child Care Licensing Systems Improvement Team, Home Visiting Leadership group, workforce development committee, State Interagency Coordinating Council, Kansas Enrichment Network (KEN) Executive Committee, ongoing coordination with tribal representatives and Links to

Quality (QRIS) Advisory Group and implementation workgroups. The Lead Agency also coordinates internally with the monthly policy planning team, monthly implementation planning team, and at the quarterly Economic and Employment Services Program Administrator's meeting. The Lead Agency's goal is to coordinate with relevant groups regarding CCDF reauthorization and topic areas impacted by the CCDBG Act of 2014. Groups address goals for children ages infancy through school age. Policy, licensing regulations, and quality initiatives are all addressed within these groups. The final draft of the CCDF State Plan was made available for review and comment to these entities also. The main coordination with the Kansas Children's Cabinet and Trust Fund and the lead agency is done through the overlapping requirements of CCDF and the goals in the All in For Kansas Kids Early Childhood Strategic Plan and the work efforts involved to meet the goals of this plan. Some of the efforts include the creation of a governance structure for data integration and a data sharing agreement between agencies. The goal and expected outcome would be that Kansas will develop and operate an early childhood integrated data system. As part of the strategic plan goals around increasing family knowledge and the CCDF related outreach and consumer education goals, work is being done to combine early childhood related consumer education websites and coordinate information so that accessing the information is easier and less confusing for families. The expected results would be increased knowledge of where to access the information, improved access and increased usage. There are shared goals of increasing access to quality early education, which is being worked on through a combination of efforts including the work accomplished through grants, contracts, and agreements. Much of the work is helping to support the start-up and expansion of child care facilities and increase enrollment in the DCF Child Care Assistance Program. The expected results would include increased child care capacity for all Kansans and more providers enrolled in the Child Care Assistance program. The shared vision of improving the quality of child care services has resulted in the support of the continued expansion of Links to Quality to promote continuous quality improvements and peer support for child care providers. The expected result is that Kansas will have a statewide Quality Recognition and Improvement System, Links to Quality through this continued statewide rollout. These are just some of the shared goals and visions between the Kansas Children's Cabinet and Trust Fund and the lead agency. The existing Kansas Early Childhood Governance Structure ensures that the state can be responsible to the changing needs.

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

iii. Indian tribe(s) and/or tribal organization(s), at the option of individual tribes. Describe the coordination goals, processes, and results, including which tribe(s) was (were) consulted:

As items warrant, ongoing coordination occurs between tribal representatives and DCF representatives. DCF shared the draft state plan for comment and input with the Iowa Tribe of Kansas and Nebraska, the Kickapoo Tribe and the Prairie Band of Pottawatomie Nation. Goals included increased input and coordination with Tribes around the topic areas of professional development opportunities, the Links to Quality and other areas depending on the needs. The expected results for this coordination would be a stronger partnership that will allow the lead agency to be more fully informed about the needs of the tribe and to address any barriers or challenges in the partnership.

- N/A-Check here if there are no Indian tribes and/or tribal organizations in the state.

iv. 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 Part B, Section 619 for preschool). Describe the coordination goals, processes, and results:

On-going planning and consultation occurs between DCF and KDHE staff and representatives of this agency through the Early Childhood Recommendations Panel monthly meetings and work. The Early Childhood Recommendations Panel has a group focused on state level alignment around family engagement practices and emphasizing the importance of development screenings and subsequent referrals for appropriate services, which the lead agency has incorporated into their QRIS system and is essential for their consumer education work. The lead agency supports the training of providers on how to use the Ages and Stages Questionnaire screening through the workforce development contract. Shared goals are alignment of state level family engagement practices and increased developmental screenings and services when needed. The lead agency has created a system of resource supports throughout the DCF offices in the state where the eligibility workers and resource navigators can assist families in resources they may need, including when they have concerns or need information about

their child's development or where to obtain screenings or possible services. Expected results include the increase in families knowing where to obtain screenings or access needed services. Lead agency staff participate on the State Interagency Coordinating Council. . The goals in the partnership with the State Interagency Coordinating Council is to support and help inform their efforts to ensure that a comprehensive service delivery system of integrated services is available in Kansas to all children with, or at risk of, developmental delays from birth through age five and their families. Expected results are increased knowledge of various support systems for children with or at risk of developmental delays from birth through age five and their families, increased coordination, and an increase in children reaching developmentally appropriate milestones.

v. State/territory office/director for Head Start state collaboration. Describe the coordination goals, processes, and results:

On-going planning and coordination occurs with the Head Start State Collaboration office located within the Economic Employment Services/ TANF and Early Childhood Programs Section of DCF. The Director actively participates in the development and completion of the CCDF state plan. Goal is for HSSCO to continue to support and facilitate coordination between agency, Federal Head Start grantees, and the Kansas Head Start Association. The lead agency and the Head Start State Collaboration Director have the shared goals of ensuring that Head Start is represented through the Director or with direct representation on the Early Childhood Recommendations Panel, the Early Childhood Workforce Advisory Committee, and to help advise Links to Quality (the QRIS system) when expansion includes Head Start programs. The Head Start State Collaboration Director assists the lead agency in the administration of the Kansas Early Head Start program through supporting the program manager and facilitating information sharing and dialog with the statewide Head Start programs. Expected results include increased Head Start representation in decisions impacting the Kansas early childhood system and greater consistency between state and federally funded head start programs.

vi. State/territory agency responsible for public health, including the agency responsible for immunizations. Describe the coordination goals, processes, and results:

This office is located within the child care licensing agency KDHE. Goal is continuing the ongoing coordination with KDHE, and provide resources regarding immunizations thru

individual consultations with child care providers as requested during licensing surveys, technical assistance visits and the KQN website. The lead agency and KDHE have staff involved in various levels of the Kansas Early Childhood Governance Structure on the Kansas Children's Cabinet as ex-officio members, on the State Directors Team, and on the Early Childhood Recommendations Panel. The shared efforts to assist connecting families to the supports they need is spelled out in the All in For Kansas Kids Strategic Plan. As defined in the strategic plan, the lead agency and KDHE both have the goal to promote the 1-800-CHILDREN hotline for families who need information on where to go for immunizations or connect to telehealth or health opportunities. The expected results would be that more families are aware of where to seek medical health or immunizations.

[vii. State/territory agency responsible for employment services/workforce development. Describe the coordination goals, processes, and results:](#)

The CCDF Administrator is the TANF and Early Childhood Programs Director. Employment services are provided for TANF recipients and Food Assistant recipients. These programs are within the Economic Employment Services. Regular meetings discussing policy occur with the staff actively involved in providing services and regarding the state plan. Resource sharing for families is a key concern for both employment services and the CCDF related consumer education requirements, so these efforts have been combined and meeting occur to ensure families have access to the resources they need through things like the resource navigation work that exists throughout the DCF offices in the state. Goal is to continue on-going coordination and resource sharing with the employment services staff, resource coordinators, and resource navigators located within DCF. The expected results are that there will be continued support for families engaged in employment services through the Child Care Assistance program and continued resource sharing with families about many available services.

[viii. State/territory agency responsible for public education, including Prekindergarten \(PreK\). Describe the coordination goals, processes, and results:](#)

On-going planning and consultation occurs between DCF and KDHE staff and representatives of KSDE through Early Childhood Directors meetings, the Early Childhood Recommendations Panel monthly meetings, and many other early childhood stakeholder meetings where KSDE and the lead agency staff are present. Staff within the lead agency work with other agencies to put on a Kindergarten Transition Summit each

year .The main goals for this collaboration is to ensure that children are Kindergarten ready with a focus on the role that high quality child care plays and work on transition toolkits to build partnerships between elementary schools and early childhood care and education providers. The expected results would be that more children entering kindergarten at age five are socially, emotionally, and academically prepared and more partnerships are established between early childhood care and education programs and elementary schools.

[ix. State/territory agency responsible for child care licensing. Describe the coordination goals, processes, and results:](#)

On-going planning and consultation occurs between DCF and KDHE staff and representatives of this agency through Early Childhood Directors meetings, the Early Childhood Recommendations Panel monthly meetings, weekly CCDF Early Childhood Program meetings, and through the development and completion of the CCDF state plan work. DCF is coordinating with Child Care Licensing within KDHE in the development of a statewide Quality Rating Improvement System (QRIS). Links to KDHE child care resources, including regulations, are accessible on DCF's Kansas Quality Network (KQN). Goal is to continue the coordination and the agreement between the state agencies to provide child care licensing across the state. The lead agency has staff on the KDHE Child Care Systems Improvement Team and the work of the team is to lead to outcomes that will increase the effectiveness of the Child Care Licensing Program and increase the availability of quality child care. The Child Care Work Group on the Early Childhood Recommendations Panel contains both KDHE and the lead agency staff. They are using the findings from the Child Care Provider experience mapping and the Child Care Systems Improvement Team to make recommendations to improve the recruitment and retention efforts in Kansas. Expected results would be increased numbers of licensed providers.

[x. State/territory agency responsible for the Child and Adult Care Food Program \(CACFP\) and other relevant nutrition programs. Describe the coordination goals, processes, and results:](#)

CACFP Assistant Director is actively involved in the L2Q (QRIS) system advisory group. Goal is for on-going communication, to continue to provide CACFP links on the KQN website and promote participation in CACFP with child care providers. The expected results would be that more providers are aware of CACFP.

xi. 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, processes, and results:

The office was consulted with specific plans for services to homeless families, training for child care providers and providing consumer education on the KQN website. Goal to increase consumer education regarding homeless thru child care professional development opportunities. DCF met with Kansas Department of Education's (KSDE) McKinney Vento Homeless Act Liaison regarding the development of online training coursework for child care providers. Serving homeless families is included within the Kansas Early Learning Standards toolkits, created thru a collaborative effort with members of the Kansas State Agencies Early Childhood team and the Kansas Inservice Training Service (KITS) project. The expected results would be that more child care providers are better positioned to assist homeless families with meeting their needs or identifying resources.

xii. State/territory agency responsible for the Temporary Assistance for Needy Families (TANF) program. Describe the coordination goals, processes, and results:

The CCDF Administrator is the TANF and Early Childhood Programs Director. These programs are within the Economic Employment Services. Regular meetings discussing policy occur with the staff actively involved in providing services and regarding the state plan. Goal is to continue on-going coordination and resource sharing with the TANF staff located within DCF. The expected results would be that program staff for TANF and Child Care Assistance are able to support each others programs through coordinated efforts and consistency in policy.

xiii. Agency responsible for Medicaid and the state Children's Health Insurance Program. Describe the coordination goals, processes, and results:

KDHE is the agency responsible for Medicaid and SCHIP in Kansas. The lead agency and KDHE have staff involved in various levels of the Kansas Early Childhood Governance Structure on the Kansas Children's Cabinet as ex-officio members, on the State Directors Team, the Early Childhood Recommendations Panel. The Kansas Maternal Child Health Council is part of the Kansas Early Childhood Governance Structure and recommendations from this group filter to the Early Childhood Recommendations Panel or State Directors Team when needed. Shared goals are to

provide consumer resources on agency's Kansas Quality Network (KQN) regarding Medicaid, SCHIP program, and immunization resources and the agencies share an eligibility system for Medicaid, SCHIP, Child Care Assistance, Food Assistance, and TANF to simplify the eligibility process. Expected results are that more families are aware of these resources through the coordinated efforts.

[xiv. State/territory agency responsible for mental health. Describe the coordination goals, processes, and results:](#)

Goal is to continue planning and coordination between DCF and statewide entities involved in direct mental health services, which include EHS/HS, KDHE- MIECHV, Part C Infant Toddler Services; KSDE- Part B 619, Parents As Teachers, through the Early Childhood Recommendation Panel work to support children and their families. Lead Agency staff also participate on Family First Kansas Strong Statewide Interagency Advisory Boards at a state and local level with the goal to establish a collaborative and effective initiative that develops, implements, and evaluates strategies that will improve safety, permanency, and well-being outcomes, by enhancing agency and court/legal practices and reducing systemic barriers. The Early Childhood Recommendation Panel, which the lead agency has representatives on, has mutual representatives on the Governor's Behavioral Health Services Planning Council's Children's Subcommittee which makes recommendations to improve the Kansas public mental health system and ensure the needs of children and families are met. Our shared goals are to ensure that the child care providers have access to professional development that will ensure competency in trauma-informed care and early childhood mental health. The lead agency ensures these are addressed in the workforce development contract and Infant-toddler specialist contract. Expected results are increased provider competencies in the area of early childhood mental health.

[xv. 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, processes, and results:](#)

The Workforce Development Advisory group is part of the Kansas Early Childhood Governance Structure. Recommendations from this team can be filtered to the Early childhood Recommendations Panel or to the State Directors team to help develop and implement coordinated services when the recommendations need elevated, challenges are encountered, or major decisions are needed. The work and recommendations are

filtered up to the Kansas Children's Cabinet and Trust Fund and the Governor when appropriate as part of the governance structure. The lead agency has representation on the Workforce Development Advisory Group and staff is actively involved in the current subgroups concerning a workforce registry, career pathways, and diversity, equity and inclusion, the Early Childhood Recommendations Panel, the State Director's team and an ex-officio member of the Kansas Children's Cabinet and Trust Fund. A primary coordination goal is the development of a workforce registry for early childhood care and education professionals to access, track, and guide career advancement. The expected results would be that the supports tied to the registry expand the number of professionals that enter and remain in the workforce and build the quality of the workforce.

xvi. Statewide afterschool network or other coordinating entity for out-of-school time care (if applicable). Describe the coordination goals, processes, and results:

Goal is to continue planning and coordinating with the Kansas Enrichment Network, as they build and expand school-based programs with the expected result to enhance learning opportunities for students and provide technical assistance to new and established programs. The lead agency has staff that serves on the Kansas Enrichment Network Executive Committee.

xvii. Agency responsible for emergency management and response. Describe the coordination goals, processes, and results:

Staff with Kansas Division of Emergency Management share the goal with the Lead Agency and other agencies to address preparedness, response, and recovery efforts specific to child care services and programs through several processes. The main process used to reach this goal is the development and updating of the Kansas Response Plan, which is the framework for the coordination of emergency management plans at all levels and provides the pre-assigned responsibilities to State agencies and organizations to support local agencies. Kansas Division of Emergency Management develops this plan in coordination with representatives from various agency and organizations, including Kansas Department for Children and Families, the Lead Agency and the child care licensing agency, Kansas Department of Health and Environment. Staff with the Kansas Division of Emergency Management have agreed to aid in the development and updating of the Statewide Child Care Disaster Plan to ensure that the plan accurately reflects the division of responsibility and coordination efforts that have been agreed on throughout the state of Kansas. DCF works with KDEM staff regarding

continuity of operations planning and feeding and mass care in response to emergencies and disasters that occur in Kansas. DCF is a member of the Kansas Continuation of Operation Plan Committee which is comprised of representatives of state cabinet level agencies. The committee sets standards for state agency Continuation of Operation Plan plans and provides guidance and assistance to state agencies regarding their Continuation of Operation Plan efforts. DCF is also the state agency lead for feeding and mass care during disasters. DCF representatives travel to the State Emergency Operations Center during State Emergency Operations Center trainings, exercises and activations. In response to a disaster, DCF coordinates with volunteer organizations such as the Red Cross and Salvation Army, as well as KDEM and county emergency management staff. This coordination helps ensure adequate shelters and other necessities such as food, water and clothing are available to all Kansas citizens impacted by a disaster. The citizens assisted include vulnerable populations such as children and those with functional needs. The goals of this coordination are to ensure that specific emergency actions and responsibilities are clear in the event of an emergency. The expected results better preparation, responses and recovery efforts for emergencies in Kansas.

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)).

b. The following are examples of optional partners a state might coordinate with to provide services. Check which optional partners the Lead Agency coordinates with and describe the coordination goals, processes and results.

i. State/territory/local agencies with Early Head Start - Child Care Partnership grants.

Describe

Agency has a Memorandum of Agreement with The Family Conservancy (TFC), the only federal EHS-CCP grantee in Kansas. Per the MOA a DCF CCDF team member is a community member on the TFC policy council, and participates in EHS/CC partnership calls, webinars and meetings. Agency CCDF staff regularly coordinate and consult with TFC regarding child care subsidy eligibility. The DCF TANF and Early Childhood Programs team meets regularly with TFC project management team, with

the goal to meet at a minimum quarterly. The coordination goals are to simplify the child care assistance related application process for families in the program. The expected results are faster child care assistance application determinations and increased participation for EHS-CCP children.

- ii. [State/territory institutions for higher education, including community colleges](#)

[Describe](#)

The lead agency staff participate in the Early Childhood Higher education Options consortium (ECHO) which has the goal to support and enhance development and delivery of programs to meet the standards for the Kansas early childhood unified license. This group consist mainly of four-year university faculty. The lead agency also has staff that participate in Early Childhood Quality Instructional Partners (EQIP), which is a consortium of community college faculty collaboratively supporting articulation and the development of early childhood programs that lead to endorsement or certification. Members of these groups are also on the Early Childhood Recommendation Panel. The expected results would be the development of increased articulation agreements throughout the state to create additional degree advancement opportunities for early childhood care and education professional.

- iii. [Other federal, state, local, and/or private agencies providing early childhood and school-age/youth-serving developmental services.](#)

[Describe](#)

Lead agency staff are members of the State Interagency Coordinating Council (SICC) and agency provides funding to support SICC staffing. This council is responsible for advising and assisting the KS Governor and legislature on matters that impact Kansas families with children, ages birth to five who have, or are at risk for, developmental delays. SICC members include state and local level early childhood special education staff, agencies, community members, governor appointments, elected officials and parents of children with special needs. The goals in the partnership with the State Interagency Coordinating Council is to support and help inform their efforts to ensure that a comprehensive service delivery system of integrated services is available in Kansas to all children with, or at risk of, developmental delays from birth through age five and their families. Expected results are increased knowledge of various support systems for children with or at risk of developmental delays from birth through age five

and their families, increased coordination, and an increase in children reaching developmentally appropriate milestones.

iv. [State/territory agency responsible for implementing the Maternal and Child Home Visitation programs grant.](#)

[Describe](#)

Lead agency staff are members of the Home Visiting State Workgroup (MIECHV Advisory Group) with the mission goal to develop and advance a unified statewide system of home visiting services to improve outcomes for families and children, prenatal to five years of age. Expected results would be the lead agency continuing to support home visiting service options that meet the needs of families either through direct financial support from TANF funds for various home visitation models or through assistance in the efforts to expand the registry and the coordinated work on the Kansas Early Childhood Integrated Data Systems to assist in the analysis of the impact of the services.

v. [Agency responsible for Early and Periodic Screening, Diagnostic, and Treatment.](#)

[Describe](#)

The lead agency staff are members of the Kansas State Interagency Coordinating Council with KSDE-Part B 619 and KDHE-Part C staff during monthly meetings and thru the development and completion of the CCDF state plan work. Lead agency staff are members of the State Interagency Coordinating Council (SICC) and agency provides funding to support SICC staffing. This council is responsible for advising and assisting the KS Governor and legislature on matters that impact Kansas families with children, ages birth to five who have, or are at risk for, developmental delays. SICC members include state and local level early childhood special education staff, agencies, community members, governor appointments, elected officials and parents of children with special needs. The goals in the partnership with the State Interagency Coordinating Council is to support and help inform their efforts to ensure that a comprehensive service delivery system of integrated services is available in Kansas to all children with, or at risk of, developmental delays from birth through age five and their families. Expected results are increased knowledge of various support systems for children with or at risk of developmental delays from birth through age five and their families, increased coordination, and an increase in children reaching

developmentally appropriate milestones.

vi. [State/territory agency responsible for child welfare.](#)

[Describe](#)

The final draft of the CCDF state plan was posted and made available for review and comment. The Kansas Department for Children and Families Protection and Prevention Services (PPS) division and the Economic and Employment Services (EES) division has partnered together to offer child care benefits to foster families who have at least one eligible child who is in the custody of the State. A specialized team of eligibility staff in EES works with PPS staff and by extension the Case Management Providers (CMP's) and Child Placing Agencies (CPA's) to coordinate benefits for foster families that have an eligible child(ren) and demonstrate an allowable need. The goal is to serve foster care families as quickly as possible since this population is typically more transient by comparison and their needs can shift rapidly. An internal goal of the FCCC unit is to fully process any correspondence received to the unit within three business days. There are no significant changes planned to the program and its functionality. The only planned changes are to the eligibility system used by FCCC staff and this will only impact efficiency to process applications or changes to deliver benefits. The expected results are increased utilization of Child Care Assistance for foster care families.

vii. [Provider groups or associations.](#)

[Describe](#)

The final draft of the CCDF state plan was posted and made available for review and comment to multiple early childhood stakeholders across the state, including yet not limited to: Kansas Head Start Association, Kansas Parents as Teachers Association, Families Together, the Child Care Provider Coalition, the Kansas State Home Visitation Work Group, the Early Childhood Recommendations Panel, Child Care Aware of Kansas, the Children's Cabinet and Kansas Parent Information Resource Center. Groups and associations were notified of the posting via email, Facebook, twitter and/or in person during DCF participation/attendance in group and association meetings. The lead agency participates in many provider groups across the state and have the goal of engaging with the providers to strengthen their voices in the early childhood systems work. Purposeful engagement of these groups is being done to

ensure their voice is present and heard and a part of the Kansas Early Childhood Governance Structure. The expected results are a stronger support system for providers to develop and find necessary supports.

[viii. Parent groups or organizations.](#)

[Describe](#)

The final draft of the CCDF state plan was posted and made available for review and comment. Members of the lead agency coordinate with staff from the Kansas Parent Information Resource Center (KPIRC) . KPIRC promotes meaningful family engagement at all levels of education and resources to help parents, educators and other organizations promote the educational of every Kansas child. Members of the lead agency also participate on the Family Advisory Council through KDHE, the Family First/Kansas Strong Statewide Interagency Advisory Board on a state and local level, Local Interagency Coordinating Councils, and Community and Family Engagement Coalition. The Kansas Family Leadership Team is represented on the Early Childhood Recommendations Panel, which is part of the Kansas Early Childhood Governance Structure and the voices of the families are critical in the decision-making processes. The expected results would be improved programs that better serve family's needs.

[ix. Other.](#)

[Describe](#)

The lead agency coordinates within the agency with the DCF employment services program, currently serving families receiving TANF and SNAP assistance. Child Care services are coordinated to ensure supports are available to families working toward the goal of self-sufficiency. The expected results are the reduction of child care as a barrier to families who are working on their employment or training goals.

Optional Use of Combined Funds:

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

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

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

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

Effective Date: 10/01/2021

- No (If no, skip to question 1.5.2)
- Yes. If yes, describe at a minimum:
 - a) How you define "combine"

Child Care Subsidy is available to wrap around both state and federal funded early

childhood programs and is provided to serve as the basic child care rate for both state and federal Early Head Start Child Care Partnerships Grantees.

b) Which funds you will combine

Child Care Subsidy (CCDF) and Early Head Start, Head Start Federal Funds and the Kansas Preschool Programs funding.

c. What is 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? Note: Responses should align with the goals, processes and results describe in 1.4.1.

Outcomes of combining funding includes: extending the day for services available to children in Head Start and Preschool Programs; increase services to families experiencing homelessness, increase high supply and quality services to infants and toddlers in high need areas (high unemployment, high poverty and high out of home placements); and increasing comprehensive services to children in child care

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

Funds are combined at the program level.

e) How are the funds tracked and method of oversight

Subsidy funds utilized for Kansas Early Head Start Child Care Partnership and Federal Early Head Start Child Care Partnership Grantees are tracked by DCF. Wraparound funds for Head Start and Preschool Programs are not tracked separately from other subsidy cases by the lead agency.

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:

Lead Agencies that use Prekindergarten funds to meet matching requirements must check Prekindergarten funds and public and/or private funds.

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)).

Effective Date: 10/01/2021

- a. N/A - The territory is not required to meet CCDF matching and MOE requirements
- b. 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.
 - i. If checked, identify the source of funds:
Matching: State General Funds; MOE: Children's Initiative Funds (tobacco settlement funds)/State General Funds.
- c. 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)).
 - i. If checked, are those funds:
 - A. Donated directly to the State?
 - B. Donated to a separate entity(ies) designated to receive private donated funds?
 - ii. If checked, identify the name, address, contact, and type of entities designated to receive private donated funds:

- d. 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 Prekindergarten expenditures (not to exceed 30 percent):

i. 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:

ii. Describe the Lead Agency efforts to ensure that Prekindergarten programs meet the needs of working parents:

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

i. Assure by describing how the Lead Agency did not reduce its level of effort in full-day/full-year child care services, pursuant to 98.55(h)(1) and 98.15(a)(6).

ii. Describe the Lead Agency efforts to ensure that Prekindergarten programs meet the needs of working parents:

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

iv. If the percentage is more than 10 percent of the MOE requirement, describe how the state will coordinate its Prekindergarten and child care services to expand the availability of child care:

- f. The same funds are used to meet at least some of the CCDF MOE and TANF MOE requirements.

i. If known, what percent of funds used to meet CCDF MOE also is used to meet TANF MOE requirements?

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 any public-private partnerships encouraged by the Lead Agency to leverage public and private resources to further the goals of the CCDBG Act. Include in the response any public-private partnerships that have emerged from the response to the COVID-19 pandemic (98.16(d)(2)) and if applicable, how those partnerships will be continued post-pandemic.

Kansas Quality Network, a website offered by DCF, the lead agency, provides child care providers tools and shared resources to support their continuous quality improvement efforts, supporting their licensing applications and DCF enrollment requirements, help them find a wide range of resources to support their staff and families, provide child development information, regulations, and professional development information all in one location. Kansas Quality Network has received feedback from providers indicating that the website has “valuable information in an organized and easy to understand” way. The Kansas Quality Network provides links to each partner organization so that they control and edit the content delivered. Kansas Quality Network serves as an entry point to connect people to the services provided by partner organizations with a shared purpose of strengthen families and improving children’s lives.

The lead agency, DCF, continues to coordinate with many partners on the development and implementation of a statewide Quality Rating Improvement System (QRIS) known as Links to Quality. As the advisory group is reinstated after the pilot, this group will consist of

representatives from the Kansas Child Care Training Opportunities (KCCTO), Child Care Aware of Kansas, KDHE-Part C, Head Start, Children's Cabinet, Center for Public Partnerships & Research - KU, KSDE-Early Childhood, Special Education and Title Services, Mid-America Regional Council (MARC), Local Tribe, a Child Care Center, a Family Child Care Provider, a parent, KDHE Licensing, business leaders, community and family advocacy groups, and the Preschool Development Grant along with DCF to provide critical input in the QRIS design. These representatives have a wide range of knowledge and expertise, as well as, specific agency goals and interests that strengthen the quality of the QRIS system. Currently, Links to Quality, is in transition from pilot to limited expansion of state rollout which is planned for July 2021.

Links to Quality also partners closely with other state quality focused projects and programs including the Mid-America Regional Council (MARC), Child Care Provider Coalition (CCPC), and Kansas Association for the Education of Young Children (KSAEYC). Links to Quality Staff are actively attending meetings, workgroups and functions to support quality early education including but not limited to All in for Kansas Kids Recommendation Panel, Child Care System Improvement Team (CC SIT), and Community and Family Engagement Coalition (CAFÉ). Involvement in these groups and many more support the trust and relationship building necessary for current and future partnership opportunities.

The lead agency, DCF, partners with Early Head Start programs within our state funded Kansas Early Head Start Child Care Partnership Program. This allows subsidy dollars to be utilized for basic child care cost and additional funds to be used to increase quality. It also allows subsidy payments to be made by parents in a timely manner. These partnerships increase the supply of high-quality child care services. DCF also has a memorandum of agreement with The Family Conservancy, an Early Head Start-Child Care Partnership Federal grantee, to improve coordination of child care services for participating children and reduce duplication of application processes. Kansas Early Head Start Child Care Partnerships work with their child care partners to complete their Child Development Associate Credential, as this is required for their teachers due to the Head Start Performance Standards.

The lead agency, DCF, has staff serving on a wide range of committees and groups. DCF staff coordinate with representatives of higher education and community colleges on the

state career ladder, early learning guidelines, and professional development opportunities on the . DCF staff serves on, Early Childhood Higher Education Options, Early Childhood Quality Instructional Partners, Kansas Head Start Association Health Literacy, Kansas Association of Infant Mental Health, Kansas Early Head Start Director's meetings, Child Care Licensing System Improvement Team, The Children's Cabinet and Trust Fund, Early Childhood State Directors Team, Early Childhood Recommendations Panel, Kansas Quality Improvement Advisory Council, Kansas Head Start Association Affiliate Program Member meetings, Kansas Head Start Association Board, Kansas Family Leadership Team, Safe Kids Kansas, State Interagency Coordinating Council, Local Interagency Coordinating Council, Kansas Department of Health and Environment and Child and Adult Care Food Program coordination, DCF child care provider enrollment staff meetings, State Home Visitation Team, Early Child Care and Education Workforce Development Committee, and Region VII Head Start Association Meetings.

Effective Date: 10/01/2021

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 or network 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 Part B, 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, describe what services are provided and how it is structured. Use subsection 7.5 to address the services provided by the local or regional child care resource and referral agencies and 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?

Effective Date: 10/01/2021

- 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 organization(s) with all the responsibilities outlined above. If yes, describe the following:

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

There is a coordinated network of partner Child Care Resource and referral agencies.

There are four agencies divided by regions. Child Care Resource and Referral

Services are coordinated statewide through the Lead Agency's (DCF) contract with Child Care Aware of Kansas. Child Care Aware of Kansas subcontracts with three other regional resource and referral agencies offices (CCR&Rs) to form a statewide network that serves all 105 counties of Kansas. These services include consumer resources and services to families searching for child care, child care providers, and regional communities. Services to parents, guardians and families include an overall assessment of the family's needs and includes the provision of a customized list of child care referrals based on those unique needs. Consumer education on what to look for and how to select a quality child care environment is provided at the time of the referral. Additionally, information on other state and community resources for which the family may be eligible may also be provided based on the initial assessment of family needs. Services to providers include a system for collecting and updating provider vacancies for parents and consumer education resources that will encourage quality improvement and assist families in meeting their needs. Community services include providing resources and education about child care issues to community and business leaders, support early care and education initiatives throughout the regional service area. Statewide data collected through their web-based system is shared annually in the supply and demand report. Provider profile data is also collected and provided to Lead Agency for the market rate analysis. CCR&Rs provides information to both parents and providers about services under Section 619 and Part C of the Individuals with Disabilities Education Act.

1.8 Disaster Preparedness and Response Plan

In past disasters, and in response to the COVID-19 pandemic, the provision of emergency child care services and rebuilding and restoring of child care infrastructure has emerged as an essential service. 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. The effective date for the establishment of this Statewide Disaster Plan was October 1, 2018.

1.8.1 Did you make any updates to the Statewide Disaster Plan since the FY 2019-2021 CCDF Plan was submitted? Please consider any updates that were made as a result of the Lead Agency's experiences in responding to the COVID-19 pandemic. (Note: It is a Lead Agency decision on how often a plan should be updated and which entities, if any, should be collaborated with in the updating process.)

Effective Date: 10/01/2021

- No
- Yes

If yes, describe the elements of the plan that were updated: Click or tap here to enter text.

1.8.2 To demonstrate continued compliance with the required elements in the Statewide Disaster Plan, certify by checking the required elements included in the current State Disaster Preparedness and Response Plan.

Effective Date: 10/01/2021

- a. The plan was developed in collaboration with the following required entities:
 - i. State human services agency
 - ii. State emergency management agency
 - iii. State licensing agency
 - iv. State health department or public health department
 - v. Local and state child care resource and referral agencies
 - vi. State Advisory Council on Early Childhood Education and Care or similar coordinating body
- b. The plan includes guidelines for the continuation of child care subsidies.
- c. The plan includes guidelines for the continuation of child care services.
- d. The plan includes procedures for the coordination of post-disaster recovery of child care services.
- e. The plan contains requirements for all CCDF providers (both licensed and license-exempt) to have in place:
 - i. Procedures for evacuation

- ii. Procedures for relocation
- iii. Procedures for shelter-in-place
- iv. Procedures for communication and reunification with families
- v. Procedures for continuity of operations
- vi. Procedures for accommodations of infants and toddlers
- vii. Procedures for accommodations of children with disabilities
- viii. Procedures for accommodations of children with chronic medical conditions
- f. The plan contains procedures for staff and volunteer emergency preparedness training.
- g. The plan contains procedures for staff and volunteer practice drills.

1.8.3 If available, provide the direct URL/website link to the website where the statewide child care disaster plan is posted:

http://www.dcf.ks.gov/services/ees/Documents/Child_Care/StatewideCC-DisasterPlanCurrent.pdf

Effective Date: 10/01/2021

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. OCC expects that Lead Agencies are using targeted strategies for each group to ensure tailored consumer education information. In this section, Lead Agencies will address how

information is made available to families, the general public and child care providers 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.

This section also covers the parental complaint process and the consumer education website that has been developed by the Lead Agency. Finally, this section addresses the consumer statement that is provided to parents supported with CCDF funds.

Note: When asked for citations, responses can include state statute, regulations, administrative rules, policy manuals, or policy issuances. See the Introduction on page 4 for more detail.

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 child care providers with 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.

Effective Date: 10/01/2021

- a. Application in other languages (application document, brochures, provider notices)
- b. Informational materials in non-English languages
- c. Website in non-English languages

- d. Lead Agency accepts applications at local community-based locations
- e. Bilingual caseworkers or translators available
- f. Bilingual outreach workers
- g. Partnerships with community-based organizations
- h. Collaboration with Head Start, Early Head Start, and Migrant Head Start
- i. Home visiting programs
- j. Other.

Describe:

The agency's workforce development contractor, Kansas Child Care Training Opportunities (KCCTO) provides coursework in Spanish, taught by a bi-lingual instructor. The agency's Kansas Early Head Start - Child Care Partnership grantees have translation services available and most have bilingual staff available. The KEHS grantees work with the Lead Agency to identify families in their service area that qualify for assistance.

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.

Effective Date: 10/01/2021

- a. Applications and public informational materials available in Braille and other communication formats for access by individuals with disabilities
- b. Websites that are accessible (e.g. Section 508 of the Rehabilitation Act)
- c. Caseworkers with specialized training/experience in working with individuals with disabilities
- d. Ensuring accessibility of environments and activities for all children
- e. Partnerships with state and local programs and associations focused on disability-related topics and issues
- f. 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
- g. Partnerships with state and local IDEA Part B, Section 619 and Part C providers and agencies

- h. Availability and/or access to specialized services (e.g. mental health, behavioral specialists, therapists) to address the needs of all children
- i. Other.

Describe:

The Lead Agency's Kansas Early Head Start program works with the agency to identify and recruit families in their service areas that qualify for assistance. KEHS makes 10% of their funded enrollment opportunities available for children with disabilities.

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 (s); 98.32(d)).

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

Complaints about licensed child care providers can be submitted to the local licensing surveyor. Contact information can be found at https://www.kdheks.gov/bcclr/download/county_contacts.pdf. Complaints can also be reported by calling 785-296-1270 or by completing a complaint form on line at <http://www.kdheks.gov/bcclr/parents.htm>. The Lead Agency provides a hotline that is available 24 hours a day, 7 days a week for individuals to report concerns related to child abuse and neglect. The Protection and Reporting Center (PRC) located within DCF can be contacted at 1-800-922-5330 or online at <http://www.dcf.ks.gov/services/PPS/Pages/KIPS/KIPSWebIntake.aspx>.

2.2.2 For complaints regarding all providers, including CCDF providers and non-CCDF providers, describe the Lead Agency's process and timeline for screening, substantiating, and responding to complaints. Describe whether the process includes monitoring, and highlight any differences in processes for CCDF and non-CCDF providers and licensed and license-exempt providers:

Complaints about licensed child care providers can be submitted to the local licensing surveyor. Contact information can be found at https://www.kdheks.gov/bcclr/download/county_contacts.pdf. Complaints can also be reported by calling (785) 296-1270 or by completing a complaint form on line at <http://www.kdheks.gov/bcclr/parents.htm>. Child care licensing surveyors investigate all complaints related to regulatory noncompliance. Complaint investigations must be initiated within 5 days of receipt unless the seriousness requires immediate investigation and possible emergency order of suspension of the license. A complaint with substantiated results may result in enforcement action including a notice of noncompliance, request for an emergency suspension of the licensee, civil penalty, suspension of the license or revocation of the license. The total time it takes the licensing surveyor to complete a complaint investigation may vary based on several factors, including the request from DCF or law enforcement to hold the child care licensing investigation pending the completion of an ongoing investigation. However, it is expected that complaint investigations are prioritized, completed and submitted to the department within 30 days. The findings of the investigation are available on the public portal after a review of the complaint has been completed by the department. Investigations involving allegations of abuse/neglect may be conducted jointly with DCF/Law Enforcement. However, the focus of the child care investigation is regulatory compliance. KDHE documentation is to be shared with DCF or other state or local agency officials. K.S.A. 38-2212 allows for the exchange of information between KDHE and DCF. K.S.A. 38-2213 allows for the exchange of information between KDHE and local law enforcement. An unannounced inspection is conducted and a walk through of the facility completed. Child and adult records for compliance as it pertains to the complaint allegations are reviewed. If video is available specific to the allegations it is viewed. It is most frequently necessary to interview staff and parents as part of your complaint investigation, including those no longer employed or parents of children no longer enrolled. Neighbors or other

outside parties may also be interviewed as determined necessary. Individuals interviewed are referred to as collateral contacts and they can provide very relevant and helpful information in most cases. Collateral contacts may provide information that substantiates or unsubstantiated the original allegations and or leads to citing other noncompliance found during the course of the investigation. A substantiated complaint or a complaint that was unsubstantiated but where other noncompliance was found may require ongoing compliance/monitoring visits or other enforcement action.

Complaints involving license exempt providers can be submitted to the DCF Child Care Provider Enrollment Unit by calling Customer Service at 1-833-765-2003. The caller will be connected to the provider enrollment specialist who is responsible for that county. The customer service number can be found on the Department for Children and Families website at <http://www.dcf.ks.gov/services/ees/Pages/EEScontacts.aspx>.

DCF follows the same procedures for investigating complaints related to the health and safety of children and violations of regulations that would involve noncompliance as KDHE. The difference is that DCF would terminate the DCF Provider Agreement giving a 30-day notice of termination. If the violation resulted in a substantiated complaint of child abuse/or neglect by the provider or anyone living or working in the facility, the provider agreement would be terminated immediately. (KEESM:10022 #5)

Substantiated Complaints about license exempt child care providers for the last 3 years can be found on the Kansas Quality Network website at <https://ksqualitynetwork.org/families/child-care-monitoring/>

Effective Date: 10/01/2021

2.2.3 Certify by describing how the Lead Agency maintains a record of substantiated parental complaints. Highlight any differences in processes for CCDF and non-CCDF providers and licensed and license-exempt providers:

Through a Memorandum of Agreement (MOA) with KDHE, DCF has access to all complaint inspections and findings through the KDHE web-based system of record (CLARIS). It is expected that KDHE will maintain a record of substantiated facility complaints, including

parental complaints. For license exempt child care providers all substantiated facility complaints including parental complaints and findings are stored in Image Now under the license exempt provider file. All substantiated complaints for license exempt child care providers can be found website for a period of 3 years from the date of substantiation on the Kansas Quality Network Consumer Website at <https://ksqualitynetwork.org/families/child-care-monitoring/>.

Effective Date: 10/01/2021

2.2.4 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:

The information is made available to the public on written request, and is made available in accordance with the Kansas Open Records Act. Complaint findings are accessible to the public on the state agency website through the Online Information Dissemination System (OIDS). Complaint findings are kept on OIDS for three years, after those three years the information would need to be obtained through the Kansas Open Records Act. The Provider Management System OIDS gives the public the ability to search Kansas Child Care Provider information for compliance data. This information can be found on the KDHE website at <http://www.kdheks.gov/bcclr/capp.htm> and a link to this direct site can be found on the Kansas Quality Network site at <https://ksqualitynetwork.org/families/child-care-monitoring/>.

For licensed exempt child care providers this information is made available to the public upon written request and in accordance with the Kansas Open Records Act located on the DCF public website at <http://www.dcf.ks.gov/Records/Pages/KORA.aspx>. The Kansas Quality Network provides this information to the public for three years at <https://ksqualitynetwork.org/families/child-care-monitoring/>.

Effective Date: 10/01/2021

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

<http://www.kdheks.gov/bcclr/parents.htm> (See The Complaint Inspection Process section)

The process is provided in <https://ksqualitynetwork.org/families/child-care-monitoring/>.

Effective Date: 10/01/2021

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) and 98.33 (a)). The website must include information to assist families in understanding the Lead Agency's policies and procedures, including licensing child care providers. The website information must also include monitoring and inspection reports for each provider, and the quality of each provider (if such information is available for the provider) (658E(c)(2)(D); 98.33(a)). The website should also provide access to a yearly statewide report on the aggregate number of deaths, serious injuries, and the number of cases of substantiated child abuse that have occurred in child care settings. To help families access additional information on finding child care, the website must include contact information for local child care and resource referral organizations. It must also include information on how parents can contact the Lead Agency and other organizations to better understand 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 direct URL/website link to the consumer education website in 2.3.11.

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. (Note: While there is no Federal CCDF definition for easily accessible, Lead Agencies may consider easily accessible websites to be searchable, simple to navigate, written in plain language, and easy to understand.):

DCF staff continue to partner with University of Kansas-Center for Public Partnerships and Research (KU-CPPR) to maintain the Kansas Quality Network (KQN) website. The website utilizes a website platform that allows for effective navigation, using hover-overs and drop-down menus, limiting site clutter and off-site navigation. The websites color scheme is bright primary colors with a good contrast between background and text, which is legible and easy to read. KQN is a mobile optimized website, allowing consumers to access information with mobile and desktop devices. It is a user-friendly website that is accessible to everyone including those with disabilities and families that speak languages other than English. The team has worked to collect and identify resources appropriate for the major populations targeted by the Kansas Quality Network website – Families, Child Care Providers, and the Community – in response to the COVID-19 pandemic. Staff utilized stories from the “Our Tomorrows” story bank to identify circumstances that families were facing and create solutions to common challenges. Staff will continue to monitor and update this page as appropriate until the disaster declaration is over. Staff continue to monitor links on the website to ensure accessibility for all materials and work with partners to ensure all resources are the most current. Additionally, staff work to ensure English and Spanish resources are available.

Effective Date: 10/01/2021

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)):

A Google Translate plugin has been added to the KQN website, which is the industry standard for language translation. With over 100 languages, Google Translate makes the website available to a wide variety of consumers. The Google Translate plugin will detect the default browser language and translate it automatically, or it will allow consumers to select their preferred language from a drop-down menu. Additionally, staff add resources in English

and Spanish when possible.

Effective Date: 10/01/2021

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

In compliance with the State of Kansas established accessibility standards (incorporating both federal Section 508 and World Wide Web consortium guidelines adopted by industry), the KQN website has been evaluated by the Accessibility Management Platform (AMP). This tool analyzes the accessibility of web services and content using state standards, identifying potential accessibility issues, which are then incorporated into a plan to ensure ongoing efforts to improve accessibility. The information has been designed to be converted to Braille, enlarged, or for synthetic speech via assistive technologies. This includes taglines for all photos for synthetic speech and the captioning of audio for the hearing impaired.

Effective Date: 10/01/2021

2.3.4 Provide the specific website links to the descriptions of the Lead Agency's 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.

Effective Date: 10/01/2021

- a. Provide the direct URL/website link to how the Lead Agency licenses child care providers, including the rationale for exempting certain providers from licensing requirements, as described in subsection 5.2

Licensing information may be found at: <https://ksqualitynetwork.org/provider/new->

[provider/](#) DCF maintains an MOU with License Exempt child care providers. Within the MOU, DCF specifies that there must be at least one unannounced inspection annually and must provide a copy of the full inspection for posting. Out of state licensed providers contracting with DCF must meet the requirements as specified by their state licensing entity and must be a CCDF provider in that state. Licensed child care provider guidance documents for initial and annual inspections and complaint inspections are available on the KDHE Child Care Licensing webpage in English and Spanish. Self-audit survey tools are available on the KDHE webpage by program type: licensed and group day care home, preschool and child care center, school age program, and drop-in program. Background check procedures and guidance documents are available on the KDHE webpage. License exempt child care provider background check procedures and guidance documents can be located on the Kansas Quality Network Consumer Website at <https://ksqualitynetwork.org/background-check/>. License exempt child care provider background check procedures and guidance documents can be located on the Kansas Quality Network Consumer Website at <https://ksqualitynetwork.org/background-check/>.

[b. Provide the direct URL/website link to the processes for conducting monitoring and inspections of child care providers, as described in subsection 5.4:](#)

This information can be at <https://www.kdheks.gov/bcclr/regs.html> in the Day Care Homes and Group Day Care book on pages 2 and 8; Licensing Preschools and Child Care Centers book on pages 2 and 8; and Child Care Licensing Law book on pages 2 and 8. There is also a link to this same direct page at <https://ksqualitynetwork.org/laws-regulations/>. License exempt child care providers monitoring and inspection results are posted on the Kansas Quality Network Consumer Website at <https://ksqualitynetwork.org/families/child-care-monitoring/>

[c. Provide the direct URL/website link to the policies and procedures related to criminal background checks for staff members of child care providers, as described in 5.5.2.](#)

A short list of common prohibiting offenses is available on the KDHE CCL webpage. https://www.kdheks.gov/bcclr/background_checkinfo.html

[d. Provide the direct URL/website link to the offenses that prevent individuals from being employed by a child care provider or receiving CCDF funds, as described in questions 5.5.4:](#)

This information can be at <http://www.kdheks.gov/bcclr/regs.html> in the Day Care Homes and Group Day Care book on pages 10-14; Licensing Preschools and Child Care Centers book on pages 10-14; and School Age Program book on pages 10-14. There is also a link to this same direct page to the licensing regulations at <http://ksqualitynetwork.org/laws-regulations/>

2.3.5 How does the Lead Agency post a localized list of providers searchable by zip code on its website?

The consumer education website must include a list of all licensed providers (98.33 (a)(2)). At the discretion of the Lead Agency, all providers eligible to deliver CCDF services, identified as either licensed or license-exempt, can be included. 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.

Effective Date: 10/01/2021

a. Provide the website link to the list of child care providers searchable by ZIP code:

<https://ksqualitynetwork.org/families/> Child Care Aware of Kansas the Child Care Resource and Referral agency provides the public the ability to search Kansas Child Care Provider by zip code. This information can be found on the Child Care Aware of Kansas website at <https://stage.worklivesystems.com/parent/16> and a link to this direct site can be found on the Kansas Quality Network site at

<https://ksqualitynetwork.org/families/> . To assist us in following up with families who utilize these services and encouraging access for only those with a true need for child care, we ask families to create an account and log-in to search for child care. As part of consumer education with the understanding that not everyone has consistent internet access or an email address, we have included a toll-free phone number to allow for consumer friendly and easy access to this same information, without the requirement to set up an account or have an email.

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):

- i. License-exempt center-based CCDF providers
- ii. License-exempt family child care (FCC) CCDF providers
- iii. License-exempt non-CCDF providers
- iv. Relative CCDF child care providers
- v. Other.

Describe

On the Kansas Quality Network website, there is a section where parents may find out more information about child care program inspections. Within that section, there is an explanation that some child care programs in Kansas operate under the jurisdiction of the federal government of Native American tribes and the programs have an established memorandum of agreement with DCF that assures they meet licensing requirements. The parents may search the inspection reports for these license-exempt providers. Kansas currently has only one provider listed, but all license-exempt center-based or family child care providers that enroll with DCF will have their inspection reports listed and available to the public at <http://ksqualitynetwork.org/provider/child-care-monitoring/>

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.

All Licensed Providers

- Contact Information
- Enrollment capacity
- Hours, days and months of operation
- Provider education and training
- Languages spoken by the caregiver
- Quality Information
- Monitoring reports
- Willingness to accept CCDF certificates
- Ages of children served

License-Exempt CCDF Center-based Providers

- Contact Information

- Enrollment capacity
- Hours, days and months of operation
- Provider education and training
- Languages spoken by the caregiver
- Quality Information
- Monitoring reports
- Willingness to accept CCDF certificates
- Ages of children served

License-Exempt CCDF Family Child Care Home Providers

- Contact Information
- Enrollment capacity
- Hours, days and months of operation
- Provider education and training
- Languages spoken by the caregiver
- Quality Information
- Monitoring reports
- Willingness to accept CCDF certificates
- Ages of children served

License-Exempt Non-CCDF Providers

- Contact Information
- Enrollment capacity
- Hours, days and months of operation
- Provider education and training
- Languages spoken by the caregiver
- Quality Information
- Monitoring reports
- Willingness to accept CCDF certificates
- Ages of children served

Relative CCDF Providers

- Contact Information

- Enrollment capacity
- Hours, days and months of operation
- Provider education and training
- Languages spoken by the caregiver
- Quality Information
- Monitoring reports
- Willingness to accept CCDF certificates
- Ages of children served

2.3.5 How does the Lead Agency post a localized list of providers searchable by zip code on its website?

The consumer education website must include a list of all licensed providers (98.33 (a)(2)). At the discretion of the Lead Agency, all providers eligible to deliver CCDF services, identified as either licensed or license-exempt, can be included. 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.

d. Other information included for:

- i. All Licensed providers.

Describe

Whether or not they have a DCF agreement, days and times care is available.

Additional information may be provided at the discretion of the program, such as a message to families, websites, email addressed, opening information, additional program information, credentials and education, rates, year schedule, and special needs experience.

- ii. License-exempt CCDF center-based providers.

Describe

- iii. License-exempt CCDF family child care providers.

Describe

- iv. License-exempt, non-CCDF providers.

Describe

- v. Relative CCDF providers.

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.

Effective Date: 10/01/2021

a. What information does the Lead Agency provide on the website to determine quality ratings or other quality information?

- i. Quality rating and improvement system
- ii. National accreditation
- iii. Enhanced licensing system
- iv. Meeting Head Start/Early Head Start Program Performance Standards
- v. Meeting Prekindergarten quality requirements
- vi. School-age standards, where applicable
- vii. Other.

Describe

Providers have the option to put their credentials on the website.

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

- i. Licensed CCDF providers.

Describe the quality information:

Providers have the option to put their credentials on the website.

- ii. Licensed non-CCDF providers.

Describe the quality information:

Providers have the option to put their credentials on the website.

iii. License-exempt center-based CCDF providers.

Describe the quality information:

iv. License-exempt FCC CCDF providers.

Describe the quality information:

v. License-exempt non-CCDF providers.

Describe the quality information:

vi. Relative child care providers.

Describe the quality information:

vii. Other.

Describe

2.3.7 Lead Agencies must 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. These reports must include the 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. A full report covers everything in the monitoring visit, including areas of compliance and non-compliance. If the state does not produce any reports that include areas of compliance, the website must include information about all areas covered by a monitoring visit (e.g., by posting a blank checklist used by monitors).

The reports must be in plain language or provide a plain language summary, as defined by the state or territory, 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.

Certify by responding to the questions below:

Effective Date: 10/01/2021

a. Does the Lead Agency post? (check one):

- i. Full monitoring reports that include areas of compliance and non-compliance.
- ii. Monitoring reports that include areas of non-compliance only, with information about all areas covered by a monitoring visit posted separately on the website (e.g., a blank checklist used by monitors). Note: This option is only allowable if the state/territory does not produce monitoring reports that include both areas of compliance and non-compliance.

If checked, provide a direct URL/website link to the website where a blank checklist is posted.

<https://www.kdheks.gov/bcclr/capp.htm>

b. Check to certify that the monitoring and inspection reports and, if necessary, their plain language summaries include:

- Date of inspection
- Health and safety violations, including those violations that resulted in fatalities or serious injuries occurring at the provider.

Describe how these health and safety violations are prominently displayed:

The notice of the survey findings from the complaint that was initiated from the death or serious injury of a child in care is available to view on the public portal when the complaint is completed and closed by KDHE. The regulation violation that resulted in a death or serious injury would be described on the notice and may reference the death or injury but will not give disclose the child information. If the facility is permanently closed through a revocation the records must be obtained through KS Open Records. Inspection reports indicate the statute and/or regulation requirement and a description of the violation cited. The health and safety violations are contained within the survey instrument. Child care providers are required to correct the non-compliance that was cited during an inspection within 5 days of the inspection date.

The licensed exempt providers with DCF agreements inspection reports clearly

show the date of the inspection and required action if warranted. The inspection report clearly indicates any health or safety violations. All critical items that are found to have issues on the inspection report require an immediate corrective action plan by the provider. When there is a death or serious injury, this is posted on the Kansas Quality Network Consumer Website after the investigation is completed by DCF and local law enforcement when warranted.

<https://ksqualitynetwork.org/families/child-care-monitoring/>

<https://ksqualitynetwork.org/wp-content/uploads/2020/01/Flint-Hills-Job-Corps-Inspection-Report-2019.19.12.pdf> (License-Exempt)

<https://claris.kdhe.state.ks.us:8443/claris/public/fillSurveyInstrumentPublicFull.3mv?surveyTemplateOid=1228&surveyTemplateInstrumentOid=956> (Centers and Preschools)

<https://claris.kdhe.state.ks.us:8443/claris/public/fillSurveyInstrumentPublicFull.3mv?surveyTemplateOid=1224&surveyTemplateInstrumentOid=950> (Homes and Group Homes)

<https://claris.kdhe.state.ks.us:8443/claris/public/fillSurveyInstrumentPublicFull.3mv?surveyTemplateOid=1208&surveyTemplateInstrumentOid=920> (School Age Programs)

- [Corrective action plans taken by the state and/or child care provider.](#)

[Describe:](#)

Child care providers are required to correct the non-compliance that was cited during an inspection within 5 days of the inspection date. Noncompliance cited during an onsite survey that is deemed low or mid-level risk to children may require a statement of Notice of Survey Findings Corrections, which is an external means to document steps taken by the licensee to obtain and maintain compliance. A Corrective Action Plan (CAP) procedure was implemented on September 30th, 2019 and is a provider's statement of correction to noncompliance deemed significant and adverse. A CAP may be requested for any survey type; initial, annual, compliance or complaint, and is requested during the exit review. The provider is instructed to return the CAP to KDHE within 15 days. When the CAP is received at KDHE it is uploaded to the system of record, CLARIS, and will post on the public portal when the survey closes, and the notice of survey findings can be viewed. The public portal view will indicate that a CAP was not required, not received or will display a view link if the CAP has been uploaded. This is a

provider's statement and is not considered verification of compliance.

Failure to obtain and/or maintain compliance may result in a request for a KDHE legal enforcement of a civil penalty, modification, suspension or revocation of the license. Administrative Orders issued and effective are viewable on the public portal within the facility page. Administrative Orders that have been appealed do not show on the portal until the appeal is resolved. A closed facility's information is not made available on the public portal but may be requested through open records.

A health and safety violation by the licensed exempt provider will result in a corrective action plan with DCF and could lead to a discontinuation of the agreement with the provider. The provider is instructed to provide verification of the corrections in writing within 15 days of the notice of violation. The providers statement of the correction is accepted as verification. Failure to obtain or maintain compliance may result in the termination of the DCF Provider Agreement.

A minimum of 3 years of results, where available.

c. How and where are reports posted in a timely manner? Specifically, provide the Lead Agency's definition of "timely" and describe how it ensures that reports and/or summaries are posted within its timeframe. Note: While Lead Agencies may 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.

i. Provide the direct URL/website link to where the reports are posted.

http://www.kdheks.gov/bcclr/download/Child_Care_Facility_Report.pdf and the licensed exempt providers with DCF agreements are located at <https://ksqualitynetwork.org/families/child-care-monitoring/>

ii. Describe how the Lead Agency defines timely posting of monitoring reports.

Reports are posted after the survey has been reviewed and closed out by KDHE staff. Surveys with substantial compliance are closed within 30 business days of completion and post automatically through the Online Information Dissemination System (OIDS). Surveys with substantial non-compliance are reviewed by a program consultant within 45 days of survey completion and post automatically when review has been completed.

Licensed exempt providers with a DCF agreement must agree to provide their yearly inspection at the time of each annual renewal of the DCF agreement with any corrective action plans the resulted from the inspection. The yearly inspection reports are available to the public at <https://ksqualitynetwork.org/families/child-care-monitoring/> Any non-compliance inspections are reviewed by the provider enrollment unit at DCF and posted within 45 days of the completed inspection.

d. [Monitoring and inspection reports or the summaries must be in plain language to meet the CCDF regulatory requirements \(98.33 \(a\)\(4\)\).](#)

i. [Provide the Lead Agency's definition of plain language.](#)

The documents are written in a way where the ideas are conveyed with the greatest possible clarity and the information is easily understood. There is a clear description of the violation.

ii. [Describe how the monitoring and inspection reports or the summaries are in plain language.](#)

The documents are written in a way where the ideas are conveyed with the greatest possible clarity and the information is easily understood. There is a clear description of the violation. We consider this plain language. On the page where a person would search for the inspection results, contact information is available where they can provide feedback on the inspection report. KDHE has never received any public feedback indicating that these inspection reports are not understandable despite the large number of people who access and use the reports. Inspection reports provided on the Kansas Quality Network (KQN) website for licensed exempt providers with agreements with the Department for Children and Families to receive child care subsidy are also written in a way that is easy to understand. Questions and concerns on materials presented on the KQN website may be submitted by email through the KQN home page.

e. [Describe the process for correcting inaccuracies in reports \(98.33 \(a\)\(4\)\).](#)

The request for an administrative review is required if a provider is requesting a correction or a removal of a noncompliance cited. Licensed providers may request an administrative review of the inspection results within 15 days of the completed inspection,

however the department has the liberty to use discretion to extend this request timeframe. The initial survey results in question are removed from the website until the review has been completed by KDHE and, if necessary, corrections have been made. The review is conducted by enforcement staff, which includes the provider statements and submitted evidence of compliance, surveyor statements and evidence of noncompliance and any additional documentation submitted for review. The enforcement staff will request additional clarification if needed before making a determination to remove or leave a violation cited on the record. Upon completion of the review a response describing the justification for the outcome is mailed to the provider with an updated survey finding if correction was needed. The results are republished to the public portal. Only the updated findings are viewable if corrections were made.

f. Describe the process for providers to appeal the findings in reports. Description of the process should include the time requirements and timeframes for:

-- filing the appeal

-- conducting the investigation

-- removal of any violations from the website determined on appeal to be unfounded.

A child care provider may request an administrative review of the findings within 15 days of the survey. When a request for review has been received, the findings are pulled off the website until the review is completed. An administrative review must be completed by KDHE within 30 days. Licensed exempt providers who have an agreement with DCF review the content of the inspection report and sign off that they agree with the contents and understand it at the time of the inspection. Inaccuracies and a provider's right to appeal any findings are between the licensed exempt provider and their governing body completing the inspection. A copy of the document is provided for posting as agreed upon per their Memorandum of Understanding with DCF.

g. Describe the process for maintaining monitoring and inspection 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)).

Three years of inspection results are available on the provider search page through the Online Information System Dissemination portal. Reports not available through the portal may be obtained through KDHE Open Records. Records are at no time removed from the electronic system of records used by KDHE Child Care Licensing. Licensed exempt providers with DCF agreements will have reports available on the website for five years

beginning with the first year of the agreement.

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 by Lead Agencies on the consumer education website (98.33(a)(5)). The serious incident aggregate data should include information about any child in the care of a provider eligible to receive CCDF, not just children receiving subsidies.

This aggregate information on serious injuries and deaths must be separated by category of care (e.g. centers, family child care homes, and in-home care) and licensing status (i.e. licensed or license-exempt) for all eligible CCDF providers in the state. The information on instances of substantiated child abuse does not have to be organized by category of care or licensing status. Information should also include the total number of children regulated to be cared for by provider type and licensing status (81 FR, p. 67477), so that families can view the serious injuries, deaths, and substantiated cases of abuse data in context. The aggregate report should not include individual provider-specific information or names.

Effective Date: 10/01/2021

a. Certify by providing:

i. 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.

Child Care Providers shall report any injury or illness which results in the death of a child in care by the next working day to the county health department or the Kansas Department of Health and Environment. KDHE CCL reports to DCF the number of deaths and serious injuries by provider type. Substantiated abuse determinations are made by DCF Prevention and Protection Services (PPS). A "substantiated" finding means a reasonable person weighing the facts and circumstances would decide it is more likely than not (preponderance of the evidence) the alleged perpetrator's actions or inactions meet the abuse/ neglect definition per Kansas Statutes Annotated (K.S.A.) and Kansas Administrative Regulations (K.A.R.), and meet criteria indicating the alleged perpetrator should not be permitted to reside, work, or regularly volunteer in a child care facility regulated by KDHE or DCF Foster Care and Residential Facility

Licensing. Licensed exempt providers with a DCF agreement are required to follow the state's licensing standards based upon the MOA with DCF that requires Kansas licensing regulations and standards to be adhered to. This includes the reporting of serious injuries or deaths; therefore, their numbers will be reflected with the aggregate data.

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

Substantiated abuse determinations are made by DCF PPS. A "substantiated" finding means a reasonable person weighing the facts and circumstances would decide it is more likely than not (preponderance of the evidence) the alleged perpetrator's actions or inactions meet the abuse/ neglect definition per Kansas Statutes Annotated (K.S.A.) and Kansas Administrative Regulations (K.A.R.), and meet criteria indicating the alleged perpetrator should not be permitted to reside, work, or regularly volunteer in a child care facility regulated by KDHE or DCF Foster Care and Residential Facility Licensing.

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

A serious injury is defined as an injury requiring medical attention.

b. Certify by checking below that the required elements are included in the Aggregate Data Report on serious incident data that have occurred in child care settings each year.

- i. the total number of serious injuries of children in care by provider category/licensing status
- ii. the total number of deaths of children in care by provider category/licensing status
- iii. the total number of substantiated instances of child abuse in child care settings
- iv. the total number of children in care by provider category/licensing status

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

<https://ksqualitynetwork.org/community/>

2.3.9 The consumer education website must include contact information on referrals to local child care resource and referral organizations (98.33 (a)(6)). 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:

All applicants for child care assistance are provided with a link or a paper copy of the Parent-Provider Partnership Handbook. As of October 1, 2018, the handbook will include the web address for the Kansas Quality Network (KQN), our consumer education website. On the website, there is a section for families that directs them to the Child Care Aware of Kansas website for help in locating a child care provider. <http://ksqualitynetwork.org/resources/find-provider/#find-provider> (the Child Care Aware of Kansas Link).

Effective Date: 10/01/2021

2.3.10 The consumer education website must 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 (98.33 (a)(7)). Describe and include a website link to this information:

<http://ksqualitynetwork.org/> (at bottom of page “for questions about KQN”)

Effective Date: 10/01/2021

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

<http://ksqualitynetwork.org/>

Effective Date: 10/01/2021

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 Prekindergarten, 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.

DCF provides information to the public in a variety of ways. DCF has a public website with services offered through the state, agency information and contact information. A wide range of early education programs are listed under the child care service page. The childcare subsidy page provides information about the program, basic eligibility guidelines, types of providers available for the program, and contact information. A self-assessment is available in both English and Spanish to help families determine if they are eligible for services. The phone number for the local resource and referral agency is shared with eligible families when they need assistance selecting a provider. Applications for services are made available through the 38 DCF office locations across the state. DCF also has a Facebook page, Twitter page, and shares videos on Vimeo. The Kansas Quality Network website also provides links to this information. It is the main tool DCF uses to provide child care related consumer and provider education information to parents, providers and the public. The Kansas Quality Network is designed to be user friendly and easy to follow. There are

separate sections designed for families where they can find child care and support, for providers with resources to enhance care, and for the community in general. The KDHE Child Care Licensing Parent Page provides a consumer-friendly approach to answering parent's questions regarding child care. This includes a spot for search for child care that takes them to the child care resource and referral website. Consumers can search by zip code or connect to child care connection. Kansas Quality Network (KQN) links directly to the child care resource and referral search tool. Further assistance to parents looking for resources to assist with child care is offered through the local Child Care Resource and Referral Agencies and Early Head Start programs across the state. The lead agency contracts with Child Care Aware of Kansas to promote informed child care choices by providing consumer education materials that describe the full range of child care providers, including child care centers, day care homes, group day care homes, preschools, school-age programs, and drop-in programs for school age children and youth. As of October 1, 2018, the Kansas Quality Network web address is shared with eligible parents on their approval notices. The Parent Provider Partnership Handbook is shared with all parents applying for child care assistance. The handbook is available in both English and Spanish. The phone number for the local resource and referral agency is shared with eligible families when the need assistance selecting a provider.

Effective Date: 10/01/2021

2.4.2 How does the Lead Agency provide the required information about the following programs and benefits to the parents of eligible children, the general public, and where applicable, providers? Certify by describing for each program listed below, at a minimum, what information is provided, how the information is provided, and how the information is tailored to a variety of audiences. Include any partners who assist in providing this information.

Effective Date: 10/01/2021

a. Temporary Assistance for Needy Families program:

Lead Agency developed the Kansas Quality Network (KQN) website <https://ksqualitynetwork.org/> to link and organize resources available to families,

childcare providers and the public across the State of Kansas. The KQN includes resource links for families under the Family Support Resources at <https://ksqualitynetwork.org/resources/family-support/#emergency> , the KQN provides a link to the Lead Agency's website <http://www.dcf.ks.gov/services/ees/Pages/Cash/TANF.aspx> . The TANF webpage includes information regarding program overview, cash assistance payments, in addition to employment services and employment. The Lead Agency contracts with Child Care Aware of Kansas (CCAK) for Resource and Referral and Consumer Education services. CCAK provides resources and helpful links to TANF information at <https://ks.childcareaware.org/helpful-links-family/>

b. Head Start and Early Head Start programs:

Lead Agency developed the Kansas Quality Network (KQN) website <http://ksqualitynetwork.org/> to link and organize resources available to families, child care providers and the public across the State of Kansas. The KQN includes resource links to Head Start and Early Head Start programs <https://ksqualitynetwork.org/resources/family-support/#cc-assistance> . KQN provides a link the Kansas Head Start Associations searchable map for EHS/HS service providers in individual counties <http://www.ksheadstart.org/locations/> . The Lead Agency contracts with Child Care Aware of Kansas (CCAK) for Resource and Referral and Consumer Education services. CCAK connects with Head Start <http://www.ksheadstart.org/> information via their webpage <https://ks.childcareaware.org/helpful-links-family/>.

c. Low Income Home Energy Assistance Program (LIHEAP):

Agency developed the Kansas Quality Network (KQN) website <https://ksqualitynetwork.org/> to link and organize resources available to families, childcare providers and the public across the State of Kansas. The KQN includes resource links to LIEAP under the Family Support Resources at <http://ksqualitynetwork.org/resources/family-support/#emergency> . The KQN provides a link to the Lead Agency's website <http://www.dcf.ks.gov/services/ees/Pages/Energy/EnergyAssistance.aspx> for families to access LIEAP frequently asked questions, application (English and Spanish) and Income Eligibility Guidelines. As the Lead Agency for LIEAP, the program mails

applications directly to all the prior year recipients; issues a press release at the start of the season; mails supplies of applications and informational posters to helping agencies and utilities around the state; in addition to posting information on the DCF website which includes eligibility guidelines, links to on-line and paper applications. The Lead Agency contracts with Child Care Aware of Kansas (CCAK) for Resource and Referral and Consumer Education services. CCAK provides resources and helpful links to LIEAP information at <https://ks.childcareaware.org/helpful-links-family/>

d. Supplemental Nutrition Assistance Programs (SNAP) Program:

Lead Agency developed the Kansas Quality Network (KQN) website <https://ksqualitynetwork.org/> to link and organize resources available to families, child care providers and the public across the State of Kansas. The KQN includes resource links to SNAP under the Family Support Resources at <https://ksqualitynetwork.org/resources/family-support/#emergency>. The KQN provides a link to <http://www.dcf.ks.gov/services/ees/Pages/Food/FoodAssistance.aspx>. The Lead Agency webpage includes a program overview, frequently asked questions, food assistance special provisions, food assistance brochures, Food Assistance nutrition education, and related link to other helping agencies for food assistance. The Lead Agency contracts with Child Care Aware of Kansas (CCAK) for Resource and Referral and Consumer Education services. CCAK provides resources and helpful links to SNAP information at <https://ks.childcareaware.org/helpful-links-family/>

e. Women, Infants, and Children Program (WIC) program:

The Lead Agency developed the Kansas Quality Network (KQN) website <https://ksqualitynetwork.org/> to link and organize resources available to families, child care providers and to the public across the State of Kansas. The KQN includes resource links to WIC under the Family Support Resources at <https://ksqualitynetwork.org/resources/family-support/#emergency>. The KQN provides a link to the Kansas Department of Health and Environment's Kansas WIC Program at <http://www.kansaswic.org/>. The Kansas WIC page includes information regarding WIC services, nutrition, local WIC agencies, WIC vendors, WIC approved food, breastfeeding, rights and responsibilities (available in Spanish), and the Kansas WIC client portal. The Lead Agency contracts with Child Care Aware of Kansas (CCAK) for Resource and Referral and Consumer Education services. CCAK provides resources

and helpful links to WIC information at <https://ks.childcareaware.org/helpful-links-family/> .

f. Child and Adult Care Food Program(CACFP):

Lead Agency developed the Kansas Quality Network (KQN) website <https://ksqualitynetwork.org/> to link and organize resources available to families, child care providers and to the public across the State of Kansas. The KQN includes resources links to CACFP <https://ksqualitynetwork.org/resources/> . The KQN links to the Child & Adult Care Food Program (CACFP) - Child Nutrition & Wellness program a program housed in the Kansas Department of Education (KSDE) at https://www.kn-eat.org/cacfp/cacfp_menus/cacfp_home.htm . The CACFP webpage provides a program overview, eligible meals, types of agencies eligible to participate, required participants, reimbursement determination, and additional CACFP resources. The Lead Agency contracts with Child Care Aware of Kansas (CCAK) for Resource and Referral and Consumer Education services. CCAK provides resources and helpful links to CACFP information at <https://ks.childcareaware.org/helpful-links-providers/>.

g. Medicaid and Children's Health Insurance Program (CHIP):

The Lead Agency developed the Kansas Quality Network (KQN) website <https://ksqualitynetwork.org/> to link and organize resources available to families, childcare providers and to the public across the State of Kansas. The KQN includes resource links to Kansas medical resources via <https://ksqualitynetwork.org/resources/family-support/#health-care> . The KQN links to the KanCare "Medical Consumer Self-Service Portal" webpage at <http://cssp.kees.ks.gov/apspssp/> . KanCare offers coverage for: children, pregnant women, families with children, elderly, adults with disabilities, and children with disabilities. It includes office locations, program information, frequently asked questions, and reporting requirements. Users are able to check eligibility, apply for medical assistance and access their "my KanCare" account. The Lead Agency contracts with Child Care Aware of Kansas (CCAK) for Resource and Referral and Consumer Education services. CCAK provides resources and helpful links to KanCare information at <https://ks.childcareaware.org/helpful-links-family/>.

- h. Programs carried out under IDEA Part B, Section 619 and Part C:
- a. Lead Agency developed the Kansas Quality Network (KQN) website <https://ksqualitynetwork.org/> to link and organize resources available to families, child care providers and to the public across the State of Kansas. The KQN <https://ksqualitynetwork.org/> includes resource links to various early childhood education resources via <https://ksqualitynetwork.org/resources/>. The KQN provides links to the Department for Health and Environment's (KDHE) Kansas Infant-Toddler Services <http://www.ksits.org/>, and the Kansas Department of Education - Early Childhood Special Education (Section 619 of Part B of IDEA) at <https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/Early-Childhood/Preschool-Programming> Additional resources regarding children with special needs include: the Kansas Coordinating Council on Early Childhood Development Services <https://www.kansasicc.org/> - more commonly known as the State Interagency Coordinating Council which is responsible for advising and assisting the Kansas Governor and legislature on matters that impact Kansas families, with children ages birth to five who have or are at risk for developmental delays; KDHE'S Special HealthCare Needs one-time diagnostic services at <https://www.kdheks.gov/shcn/publications.htm>; and the Kansas Parent Information Resource Center at <https://www.ksdetasn.org/kpirc/kansas-parent-information-resource-center>. The lead agency contracts with Child Care Aware of Kansas (CCAK) for Resource and Referral and Consumer Education services. CCAK provides resources and helpful links to Infant and Toddler Services information at <https://ks.childcareaware.org/helpful-links-family/>. CCAK has additional resources at the <https://ks.childcareaware.org/helpful-links-family/> page including: Families Together Inc. <https://famiestogetherinc.org/>; and Kansas Initiative for Developmental Ongoing Screening (KIDOS) <https://www.kdheks.gov/c-f/kidos.htm> and <http://screenearlystartstrong.org/>.

2.4.3 Describe how the Lead Agency makes information available to parents, providers and the general public on research and best practices concerning children's development, including physical health and development, particularly healthy eating and physical activity and information about successful parent and family engagement. The description should include:

- what information is provided
- how the information is provided
- how the information is tailored to a variety of audiences, including:
 - parents
 - providers
 - the general public
- any partners in providing this information

Description:

Parents, providers and the community can access this information and resources on these topics through the Kansas Quality Network (KQN) website at <https://ksqualitynetwork.org/> and through the state resource and referral network Child Care Aware of Kansas, website at <http://www.ks.childcareaware.org/>. KQN has a wealth of resources for families, providers and those new to child care to access at <https://ksqualitynetwork.org/resources/> . Resources include, yet are not limited to: Kansas Enrichment Network – a collaboration of agencies and organizations in Kansas that help build and expand school-based programs to enhance learning opportunities for students, <http://kansasenrichment.net/map-of-programs-in-kansas/> , and share enrichment activities <http://kansasenrichment.net/pinterest/> ; Vroom! – Provides parents and educators with free online tools and activities that are designed to boost early learning in children 0-5, <https://www.vroom.org/> ; and the Kansas Early Learning Standards(KELS) – provides a framework for understanding and communicating a common set of developmentally appropriate guidelines for young children within a context of shared responsibility and accountability for helping children meet these guidelines, the KELS toolkit <http://kskits.org/kels-toolkit> . The Kansas Early Learning Standards and the toolkit are available to all parents on Kansas Quality Network. The Kansas Early Learning Standards contain information on the developmental sequence of learning for children from birth through Kindergarten in areas of approaches to learning, physical development, social and emotional development, communication and literacy, mathematics, science, social studies, and creative arts. Physical development does include healthy eating and physical activities. The lead agency contracts with Child Care Aware of Kansas (CCAK) to administer the statewide Child Care Resource and Referral (CCR&R) network in Kansas. CCAK provides

resources for parents/families, child care / education staff, as well as businesses and communities. The Kansas Early Learning Standards and the toolkit are available to all parents on Kansas Quality Network. The Kansas Early Learning Standards contain information on the developmental sequence of learning for children from birth through Kindergarten in areas of approaches to learning, physical development, social and emotional development, communication and literacy, mathematics, science, social studies, and creative arts. Social and emotional development includes positive interactions to help children gain competence in social skills and self-regulation. The lead agency contracts with Child Care Aware of Kansas (CCAK) to administer the statewide Child Care Resource and Referral (CCR&R) network in Kansas. CCAK provides resources for parents/families, childcare / education staff, as well as business and community. Additionally, the Kansas Family Engagement and Partnership Standards for Early Childhood has developed standards for early childhood family engagement which can be found here:

<https://www.ksde.org/Portals/0/Early%20Childhood/Kindergarten/2019%20Kansas%20Family%20Engagement%20and%20Partnership%20Standards%20for%20Early%20Childhood.pdf>

Effective Date: 10/01/2021

2.4.4 Describe how information on the Lead Agency's policies regarding the social-emotional and behavioral issues and 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.

Description:

Parents, providers and the community can access this information and resources on these topics through the Kansas Quality Network (KQN) website at <https://ksqualitynetwork.org/> and through the state resource and referral network Child Care Aware of Kansas, website at <https://www.ks.childcareaware.org/> . Parents applying for CCDF benefits are also given a copy of or referred to the website for The Parent-Provider Partnership Handbook. Within these handbooks, there is information around positive behavior management and reducing suspension and expulsion due to behavior. This information is also given to Providers in the DCF Child Care Provider Handbook which all providers acknowledge they have received and reviewed when applying to be a CCDF Child Care Provider. Both handbooks are available on the KQN. KQN has a wealth of resources for families and providers at <https://ksqualitynetwork.org/resources/> . Resources include, yet are not limited to: Kansas Enrichment Network – a collaboration of agencies and organizations in Kansas that help build and expand school-based programs to enhance learning opportunities for students, <https://kansasenrichment.net/map-of-programs-in-kansas/> , and share enrichment activities <https://kansasenrichment.net/pinterest/> ; Vroom! - Provides parents and educators with free online tools and activities that are designed to boost early learning in children 0-5, <https://www.vroom.org/> ; and the Kansas Early Learning Standards(KELS) –provides a framework for understanding and communicating a common set of developmentally appropriate guidelines for young children within a context of shared responsibility and accountability for helping children meet these guidelines, the KELS toolkit <http://kskits.org/kels-toolkit>. These resources include developmentally appropriate ways to support the social-emotional development of children of different ages. The Kansas Early Learning Standards and the toolkit are available to all parents on Kansas Quality Network. The Kansas Early Learning Standards contain information on the developmental sequence of learning for children from birth through Kindergarten in areas of approaches to learning, physical development, social and emotional development, communication and literacy, mathematics, science, social studies, and creative arts. Social and emotional development includes positive interactions to help children gain competence in social skills and self-regulation. The lead agency contracts with Child Care Aware of Kansas (CCAK) to administer the statewide Child Care Resource and Referral (CCR&R) network in Kansas. CCAK provides resources for parents/families, childcare / education staff, as well as business and community. CCAK has social and emotional development staff to provide technical assistance and professional development to child care providers seeking support

around this domain. Additionally, the Kansas Family Engagement and Partnership Standards for Early Childhood has developed standards for early childhood family engagement which can be found here:

<https://www.ksde.org/Portals/0/Early%20Childhood/Kindergarten/2019%20Kansas%20Family%20Engagement%20and%20Partnership%20Standards%20for%20Early%20Childhood.pdf>

The Lead Agency helps fund workforce development opportunities for child care providers and others through Kansas Child Care Training Opportunities (KCCTO) in the area of social emotional development and KCCTO-KITS ITSN which provides in-person community-based training or live-synchronous virtual training. KCCTO-KITS ITSN program also develops individual intensive technical assistance plans with centers, individual teachers, and home providers to address their individual needs that include social emotional development.

Effective Date: 10/01/2021

2.4.5 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.

Child Care Providers who have an agreement with DCF to accept child care subsidy are required to have a policy to prevent the suspension and expulsion of children in their care. DCF's requirement for provider policy and resource information on Behavior Guidance Policies can be found in the DCF Provider Handbook and in The Parent-Provider Partnership Handbook. Both Handbooks can be found on the KQN website. Expulsion policies are also discussed in the DCF Provider Handbook.

http://www.dcf.ks.gov/services/ees/Pages/Child_Care/ChildCareProviders.aspx This policy states: "In a child care setting, expulsion may refer to removing a child from of a program for challenging behaviors, such as aggression, tantrums and non-compliance. Research shows that children expelled from an early learning setting are more likely to have issues later in life. Providers are expected to establish preventive, disciplinary, suspension and expulsion policies and administer those policies free of bias and discrimination. Providers should focus

on positive interventions that will prevent expulsion, suspension and other negative discipline policies. Trainings are available on this topic. Contact your local CCR&R or KCCTO (see page 6) for further information."

Effective Date: 10/01/2021

2.5 Procedures for Providing Information on Developmental Screenings

Lead Agencies are required to provide information on developmental screenings to parents, the general public and, when applicable, child care providers. Information should include: Existing resources and services that the state can use in conducting developmental screenings and providing referrals to services for children who receive child care assistance. 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)). This information about the resources can include 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 are required to provide this information to eligible families during CCDF intake and to child care providers through training and education (98.33(c)). Information on developmental screenings, as other consumer education information, should be accessible for individuals with limited English proficiency and individuals with disabilities.

2.5.1 Certify by describing:

Effective Date: 10/01/2021

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

Information on existing resources and services available for conducting developmental screenings is available to all families, the general public and child care providers through the Kansas Quality Network (KQN) at <https://ksqualitynetwork.org/resources/child->

[development/#screening](#). The Kansas Department for Children and Families (DCF) partnered with the University of Kansas Center for Public Partnership and Research to design, develop and support the Kansas Quality Network work and provide for necessary resources through the continued development and maintenance of the Kansas Quality Network (KQN). DCF KQN project staff work closely with KQN partners to jointly collect current information and maintain the KQN website. Families as they are reaching out for assistance with the child care resource and referral agency may also be looking for other resource along with child care. When a parent calls the Resource and Referral Center they receive a child care referral list and a Referral Packet. This informational packet includes additional consumer education materials. These materials include: checklist and brochure on how to start and choose quality care; parent and community resources for their location; and also child developmental resources. The community resource information contains contact information for mental health services and developmental screening services, as well as, many other helpful resources within their local community. In addition to these consumer education materials, Resource Specialists distribute specific materials based on what a family's needs are from their conversation with them. A few examples of consumer education materials include DCF child care assistance, Head Start information, KanCare (Medicaid) information, Kindergarten Transitions and SIDS. In the Family Partnerships and Program Administration links of Links to Quality (QRIS) providers are asked to identify available screening resources within their communities and have a written policy and process for referring children for screenings. Some of the resources for families can be found in handouts, flyers, letters, enrollment packets, and information passed on from local Part C programs, public schools and health departments. The policy and process for health and developmental screenings should be in their staff and family handbooks. Within this link, providers are asked to communicate and provide a developmental milestones checklist with families close to milestone dates. These policies and procedures are assessed and evaluated as the program works with their Community Consultant and when they turn in their portfolio for review. If a program does not have all components, it is sent back to them and they are able to work with their Community Consultant to update the policy to meet the standard of quality based on the indicator. It is expected that all families receive these policies during their orientation with the child care program and that they receive copies upon any changes made to policies within the program.

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.). Information about available resources for screenings, diagnosis and treatment is available to families and child care providers on the Kansas Quality Network website. The website has been posted on agency social media accounts. The Kansas Quality Network web address is shared with eligible parent on their approval notices. A link to the Parent Provider Partnership Handbook is shared with all families applying for child care assistance, and the handbook contains the website address of the Kansas Quality Network. As of October 1, 2018, the KQN website address is included in the DCF Child Care Provider Handbook.

http://www.dcf.ks.gov/services/ees/Pages/Child_Care/ChildCareProviders.aspx

Links to this website are also housed on other state agency websites to direct families to the website as they seek other resources.

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.

Families applying for child care assistance are provided with a link to the Parent Provider Partnership handbook, which as of October 1, 2018, contains a link to the Kansas Quality Network. Information about developmental screenings is included on that website. The website contains links to Part B, Part C, and 619 services, as well as special education preschool programs throughout the state. The website also has links to support services for families who have children with special needs, including Families Together and the Kansas Coordinating Council. Information for Part B and Part C services are available in English and Spanish. Families referred to Child Care Aware of Kansas may also receive information from their Resource and Referral/Consumer Education Agency.

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 applying for child care assistance are provided with a link to the Parent Provider Partnership handbook, which as of October 1, 2018, contains a link to the Kansas Quality Network. Information about developmental screenings is included on that website. The website contains links to Part B, Part C, and 619 services, as well as special education preschool programs throughout the state. The website also has links to support services for families who have children with special needs, including Families Together and the Kansas Coordinating Council. Information for Part B and Part C services are available in English and Spanish. Families referred to Child Care Aware of Kansas may also receive information from their Resource and Referral/Consumer Education Agency.

[e\) How child care providers receive this information through training and professional development.](#)

DCF contracts with Kansas Child Care Training Opportunities (KCCTO) to provide trainings on a variety of topics. Several trainings are available to providers on this topic. KCCTO sends out emails and advertises the courses on-line. Child Care Aware of Kansas also offers a variety of classes for Child Care Providers. They send out emails and advertise on-line also. Licensing surveyors refer providers and applicants to their local Resource and Referral/Consumer Education Agency and the R&R contact information is made available on the KDHE webpage. This information has also been incorporated within the Links to Quality Program and will be provided to participating child care providers. During new provider orientation, providers are given packets full of information and those packets contain professional development resource information.

[f\) Provide the citation for this policy and procedure related to providing information on developmental screenings.](#)

KEESM 1213.9 Requires the Parent Provider Partnership Handbook be provided to applicants.

[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 \(98.33 d\). Please note that if the consumer](#)

statement is provided electronically, Lead Agencies should consider ensuring the statement is accessible to parents, including parents with limited access to the internet, and that parents have a way to contact someone to address their questions.

2.6.1 Certify by describing:

Effective Date: 10/01/2021

a. How and when the Lead Agency provides parents receiving CCDF funds with a consumer statement identifying the requirements for providers and the health and safety record of the provider they have selected.

Eligible families are provided with a consumer statement by providing an electronic link to the Kansas Quality Network (KQN) website. This site links to the Online Information Dissemination System (OIDS), which contains information about the child care provider selected when they search for the provider, including health and safety requirements met by the provider, licensing requirements met by the provider, the date the provider was last inspected, history of licensing violations, complaint surveys, and any additional accreditations met by the provider. The KQN website also includes links to information about how DCF child care benefits are designed to promote equal access, how a parent can submit a complaint, and how to contact the local resource and referral agency. It also contains information about how the parent may contact child care licensing or DCF service centers to address any questions they may have.

b. Certify by checking below the specific information provided to families either in hard copy or electronically. Note: The consumer statement must include the eight requirements listed in the table below.

- Health and safety requirements met by the provider
- Licensing or regulatory requirements met by the provider
- Date the provider was last inspected
- Any history of violations of these requirements
- Any voluntary quality standards met by the provider
- How CCDF subsidies are designed to promote equal access
- How to submit a complaint through the hotline
- How to contact a local resource and referral agency or other community-based organization to receive assistance in finding and enrolling in

quality child care

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

The Kansas Quality Network (KQN) assists families by providing consumer education information and by taking them directly to the Kansas Department of Health Environment's Online Information Dissemination System (OIDS). OIDS contains information about the child care provider selected when they search for the provider, including health and safety requirements met by the provider, licensing requirements met by the provider, the date the provider was last inspected, history of licensing violations, complaint surveys and any additional accreditations met by the provider.

http://www.kdheks.gov/bcclr/download/Child_Care_Facility_Report.pdf

3. Provide Stable Child Care Financial Assistance to Families

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 period, 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 no fewer than 3 months if the Lead Agency exercises the option to discontinue assistance, and policies for the graduated phase-out of assistance. In addition, the Lead Agency is also required to describe procedures for the enrollment of children experiencing homelessness and, if applicable, children in foster care.

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 or, similarly, parents enrolled in school can have eligibility extended to allow parents to finish their school 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.

Note: When asked for citations, responses can include state statute, regulations, administrative rules, policy manuals or policy issuances. See the Introduction on page 4 for more detail.

3.1 Eligible Children and Families

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)); 98.20(a).

3.1.1 Eligibility criteria: Age of children served

Effective Date: 10/01/2021

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: The child must be physically or mentally incapable of caring for him or herself (as established by a qualified professional), or under court supervision.

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

- No.
- Yes

and the upper age is 18

(may not equal or exceed age 19)

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

i. "residing with":

Living in the same household with (including living away from home if maintaining permanent residence with and continuing to function as a family member, even if maintenance provided is inadequate).

ii. "in loco parentis":

Caretaker-any person with the legal right and responsibility to act as a parent, "in the place of a parent", assuming the duties of a parent .

3.1.2 Eligibility criteria: Reason for care

Effective Date: 10/01/2021

a. How does the Lead Agency define the following terms for the purposes of determining CCDF eligibility?

i. Define what is accepted as "Working" (including activities and any hour requirements):

Working is a physical or mental activity engaged in for the purpose of remuneration as determined by the Department for Children and Families at the time of eligibility determination. Adults included in a child care case must be employed a minimum of 20 hours per week when they need child care to maintain their employment and they must be earning at least the federal minimum wage per hour.

ii. Define what is accepted as "Job training" (including activities and any hour requirements):

Attending job training or education is defined as participating in an agency approved post-secondary education or training plan that meets the following criteria:

- It must be expected to lead to a degree or certificate.
- The plan must have a goal of employment in their field.
- The plan must not be for a second associate degree or second bachelor's degree, and not for a degree higher than bachelors.
- The education/training must be skill specific and/or create greater earning potential for the client upon completion.
- The plan must not include months beyond the client's lifetime maximum of 24 month of child care allowed for educational purposes.
- The occupation being pursued must have at least an average job outlook listed in the Occupational Outlook Handbook on the website of the US Department of Labor, Bureau of Labor Statistics. Specific exceptions can be made with supervisory approval.

Client must also be engaged in paid employment for a minimum of 15 hours per week, and must be earning the equivalent of the federal minimum wage per hour. Client must maintain a 2.0 cumulative GPA on a 4.0 scale or its equivalent in another grading system.

iii. Define what is accepted as "Education" (including activities and any hour requirements):

Attending job training or education is defined as participating in an agency approved post-secondary education or training plan that meets the following criteria:

- It must be expected to lead to a degree or certificate.
- The plan must have a goal of employment in their field.

- The plan must not be for a second associate degree or second bachelor's degree, and not for a degree higher than bachelors.
- The education/training must be skill specific and/or create greater earning potential for the client upon completion.
- The plan must not include months beyond the client's lifetime maximum of 24 month of child care allowed for educational purposes.
- The occupation being pursued must have at least an average job outlook listed in the Occupational Outlook Handbook on the website of the US Department of Labor, Bureau of Labor Statistics. Specific exceptions can be made with supervisory approval.

Client must also be engaged in paid employment for a minimum of 15 hours per week, and must be earning the equivalent of the federal minimum wage per hour. Client must maintain a 2.0 cumulative GPA on a 4.0 scale or its equivalent in another grading system.

iv. Define what is accepted as "Attending" (a job training or educational program) (e.g. travel time, hours required for associated activities such as study groups, lab experiences, time for outside class study or completion of homework):

Attending job training or education is defined as participating in an agency approved post-secondary education or training plan that meets the following criteria:

- It must be expected to lead to a degree or certificate.
- The plan must have a goal of employment in their field.
- The plan must not be for a second associate degree or second bachelor's degree, and not for a degree higher than bachelors.
- The education/training must be skill specific and/or create greater earning potential for the client upon completion.
- The plan must not include months beyond the client's lifetime maximum of 24 month of child care allowed for educational purposes.
- The occupation being pursued must have at least an average job outlook listed in the Occupational Outlook Handbook on the website of the US Department of Labor, Bureau of Labor Statistics. Specific exceptions can be made with supervisory approval.

Client must also be engaged in paid employment for a minimum of 15 hours per week, and must be earning the equivalent of the federal minimum wage per hour. Client must maintain a 2.0 cumulative GPA on a 4.0 scale or its equivalent in another

grading system.

When determining the needs for Child Care Assistance families, other things are taken into consideration and included in the definition of "attending". Some things that the lead agency takes into consideration are the caretaker's lunch time, work program activities, class time, sleep time, travel time, and study time. The lead agency also considers the child's schedule, school breaks, holidays, teacher in service days, snow days, and the individual needs of a child, like nap time or their own preschool activities.

3.1.2 Eligibility criteria: Reason for care

b. Does the Lead Agency allow parents to qualify for CCDF assistance on the basis of education and training without additional work requirements?

Yes

No,

If no, describe the additional work requirements.

Client must also be engaged in paid employment for a minimum of 15 hours per week, and must be earning the equivalent of the federal minimum wage per hour.

3.1.2 Eligibility criteria: Reason for care

c. Does the Lead Agency provide child care to children who receive, or need to receive protective services?

No.

Yes. If yes:

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

Child Care benefits may be provided to protect children who cannot protect themselves from abuse, neglect and exploitation, to enable a child to remain in the home while the parent(s) work toward rehabilitation or when the child is at risk of a health or social condition which may adversely affect the child. The social service child care reason is used for this purpose and may include:

1. "Parents with Crisis":

a. Parent hospitalized or otherwise temporarily unable to provide adequate care for the child. This could be inpatient or outpatient, for physical health, mental health or

- substance abuse treatment. There is no other adult to care for the child.
- b. Family in the process of DCF Intake and Assessment through Prevention and Protection Services (PPS).
 - c. Family receiving services through a family preservation contractor or DCF PPS Social Worker.
2. Juvenile offenders in the custody of the Kansas Department of Corrections - Juvenile Services when the foster parent is employed and needs child care.
 3. Children in Foster Care.
 4. Children whose caretaker has placed them with a "Safe Families for Children" host family due to a family crisis, thereby avoiding placement of the children in Foster Care. These children are not in Foster Care. Child care for these children must be needed due to the employment or education/training of the adults in the "Safe Families for Children" host family.
 5. Parents Performing Essential Functions during a Disaster or Emergency. When a disaster or emergency has been declared by Kansas Government and child care is needed for parents to continue performing essential functions, eligibility for Child Care Assistance may be granted under the social service need reason. When a disaster or emergency has been declared, specific guidance will be provided in a separate Policy Memo for each event due to the limitations of funds and variations in the number of parents who may be eligible. Any financial eligibility tests applicable for these families will be outlined in the Policy Memo. In addition to an application, reasonable verification that the parent performs an essential function that was approved in the Policy Memo will be required.

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 (98.20 (a)(3)(ii)(A))?

No

Yes

iv. Does the Lead Agency waive the eligible activity (e.g., work, job training, education, etc.) requirements for cases in which children receive, or need to receive, protective services on a case-by-case basis?

No

Yes

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

No

Yes

3.1.3 Eligibility criteria: Family Income Limits

Note: The questions in 3.1.3 relate to initial determination. Redetermination is addressed in 3.1.8 and 3.2.5.

Effective Date: 04/01/2022

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

Income includes money received from such sources as wages, self-employment, property rentals, pensions, benefits and contributions. Kansas divides income into two types: earned and unearned income. Earned income is income which is received as wages, salary, or profit resulting from the performance of services, including managerial responsibilities, by the family. Unearned income is any income that is not earned and may be derived from benefits (unemployment compensation, Social Security, VA, etc.), pensions, contributions, and settlements. There are no income deductions used in determining eligibility for child care services.

b. Provide the CCDF income eligibility limits in the table below at the time of initial determination. Complete columns (i) and (ii) based on maximum eligibility at initial entry into CCDF. Complete columns (iii) and (iv) 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. If the income eligibility limits are not statewide, please complete the chart below using the most populous area of the state or territory (defined as the area serving highest number of CCDF children) and respond to c. below the table.

	(i)	(ii)	(iii)	(iv)
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 (iii) by (i), multiply by 100] Income Level if Lower Than 85% of Current SMI
1	4162	3537	N/A	N/A
2	5116	4349	3815	75
3	6320	5372	4798	76
4	7524	6395	5783	77
5	8727	7418	6765	78

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)).

N/A

d. SMI source and year. Federal Register 2021

Reminder: 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-im-2020-02-state-median-income-estimates-for-optional-use-fy2020-and-mandatory-use-fy2021?utm_medium=rss.

e. Identify the most populous area of the state (defined as the area serving the highest number of CCDF children) used to complete the chart in 3.1.3 b.

Income limits are statewide.

f. What is the effective date for these eligibility limits reported in 3.1.3 b? April 1, 2022

g. Provide the citation or link, if available, for the income eligibility limits.

<http://content.dcf.ks.gov/ees/KEESM/Appendix/F->

[1MonthlyFamilyIncomeAndFamilyShareDeductionSchedule4-1-22%20.xlsx](http://content.dcf.ks.gov/ees/KEESM/Appendix/F-1MonthlyFamilyIncomeAndFamilyShareDeductionSchedule4-1-22%20.xlsx)

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)).

Effective Date: 10/01/2021

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

Families are required to list assets on the Child Care assistance application. Eligibility workers determine if countable assets exceed Kansas maximum allowable limit of \$10,000.

The equity in nonexempt resources is used to determine the value. The value is established by objective measurements. Resources are not counted or considered available unless the individual has a legal interest and the legal ability to make the resource available. Ownership of property is determined by a legal title. All non-liquid assets with a lien as the result of a business loan are excluded. The home and surrounding property that an individual lives in or is temporarily absent is exempt without regard to its value. Income producing property and property essential to employment are exempt in full. Most burial funds, burial spaces, funeral agreements, home consumption items, home sale proceeds when expended within 3 months, household goods, IDAs, insurance, educational savings plans, pension plans, personal effects, tools are exempt as resources. One vehicle per adult in household is exempt, as well as, additional vehicles when they are used for employment, are income producing, used as the household's home, used to transport physically disabled household members, used to care fuel for heating or water or any that have a value of \$1,500 or less. Certain trust are also exempt as a resource.

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:

KEESM 5140 states that the resource limit is waived for families in which at least one person receives TANF, families receiving Food Assistance when at least one adult is participating in the Food Assistance Education and Training program, as well as for families receiving child care for a qualified social service reason or participating in the Kansas Early Head Start/Child Care Partnership program. Families defined as receiving or in need of protective services are those receiving child care for a qualified social service reason.

3.1.5 Describe any additional eligibility conditions or rules, which are applied by the Lead Agency (98.20(b)) during:

Effective Date: 10/01/2021

a. eligibility determination.

Although Kansas currently provides child care for all families who apply and meet financial and non-financial eligibility criteria, priority rules exist for eligibility determination in the event of a wait list. Priority areas include: 1) Families participating in Work Programs who are receiving TANF or food assistance, and Tribal recipients; 2) Families receiving child care for a qualified Social Service reason; 3) Families no longer eligible for TANF transitioning to employment whose income is at or below 250% of the federal poverty level; 4) Teen parents completing high school/GED; 5) Families who claim to be homeless (self-declaration is accepted) and need child care to maintain employment or participate in an approved educational plan; and 6) Employed families whose income is at or below 250% of the federal poverty level. Additional eligibility requirements include that a person must apply and be able to act on their own behalf. The client must supply information essential to the establishment of eligibility or give written permissions for release of information when needed. The family and the child must live in Kansas. They must provide requested income information and meet the income limits, the identity of the person making the application and any other adult in the household will need to be verified, the family must pass the resource test, and documentation of US citizenship or of eligible non-citizen status for the children being applied for will be needed. If parents

are absent from the home, the one in the home must work with Child Support Enforcement unless good cause for not cooperating is established. To be eligible, the client must have a qualifying personal need for child care and care for a child that is under the age of 13 or 13 through 18 if the child is incapable of caring for themselves.

b. eligibility redetermination.

At redetermination, unless financial eligibility requirements are waived, a family's countable income must be at or below 85% of the State Median Income for eligibility to continue. At redetermination, many of the same additional eligibility requirements remain. The person must complete the renewal application and continue to be able to act on their own behalf. The client must supply information essential to the establishment of eligibility or give written permissions for release of information when needed. The family and the child must live in Kansas. They must provide requested income information and meet the income limits, the identity of the person making the application and any other adult in the household will need to be verified unless previously verified, the family must pass the resource test, and documentation of US citizenship or of eligible non-citizen status for the children being applied for will be needed unless previously provided. If parents are absent from the home, the one in the home must work with Child Support Enforcement unless good cause for not cooperating is established. To be eligible, the client must have a qualifying personal need for child care and care for a child that is under the age of 13 or 13 through 18 if the child is incapable of caring for themselves.

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)). Lead Agencies are reminded that authorized child care services are not required to be strictly based on the work, training, or education schedule of the parent (98.21 (g)). 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.

Effective Date: 10/01/2021

- a. Coordinating with Head Start, Prekindergarten, other early learning programs, or school-age programs to create a package of arrangements that

accommodates parents' work schedules

- b. Inquiring about whether the child has an Individualized Education Program (IEP) or Individual Family Services Plan (IFSP)
- c. Establishing minimum eligibility periods greater than 12 months
- d. Using cross-enrollment or referrals to other public benefits
- e. 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
- f. Working with entities that may provide other child support services.
- g. Providing more intensive case management for families with children with multiple risk factors;
- h. 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
- i. Other.

Describe:

Child care policy specifically states that child care and family plans are developed on a case-by-case basis depending on the needs of the parent and the child. The child care assistance program is partnering with Kansas Early Head Start to provide child care for families participating in the Kansas Early Head Start Child Care Partnership Program, serving families with children with multiple risk factors and accommodating the parents' work schedules as well as time needed to work on those other risk factors. To accomplish this, child care benefits are authorized in blocks of time rather than specific hours of care needed. Licensed Head Start and Kansas Pre-School Programs may enter into an agreement with DCF to provide wrap around care for families eligible for child care subsidy.

3.1.7 Fluctuation in earnings.

Check the processes that the Lead Agency uses to take into account irregular fluctuations in earnings.

Effective Date: 10/01/2021

- Average the family's earnings over a period of time (i.e. 12 months).
- Request earning statements that are most representative of the family's monthly income.
- Deduct temporary or irregular increases in wages from the family's standard income level.
- Other.

Describe:

A prospective (income estimate or conversion) or income average method of budgeting is used to determine eligibility and amount of assistance. Earned income information is analyzed to accurately prospect income. Past information is evaluated to determine if it represents the future. Paystubs provided are evaluated to determine if any are not reflective of future earnings, such as a high check due to one-time overtime or a bonus, a low check due to illness or missed work, or a first partial check. If overtime, bonuses, or commissions are on the pay stub, these are evaluated to determine whether this income is recurring. If the person is employed where tips are paid, it is determined if tips are actual or allocated. (Certain employers must allocate tips if the percentage of tips reported by employees falls below a required minimum percentage of gross sales. To "allocate tips" means to assign an additional amount as tips to each employee whose reported tips are below the required percentage.) Pay information provided is evaluated to determine if there was a recent pay raise that will impact future earnings. If the recent past 30 days is reflective of the future, that information is used and documented to support the determination. If the past 30 days are not reflective of future earnings due to fluctuating income, more paystubs are obtained to project future income.

3.1.8 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)). Lead Agencies should note that there are no federal requirements for specific documentation or verification procedures. Check the information that the Lead Agency documents and verifies at initial determination and redetermination and describe, at a minimum, what information is required and how often. Check all that apply.

Effective Date: 10/01/2021

Applicant identity.

Required at Initial Determination

Required at Redetermination

Describe:

At application, the identity of the person making application and any other adult in the assistance household verified. Identity of any new adult added to the household during the eligibility period is also verified for all adults. Identity may be verified with any number of documents, including a driver's license, voter registration, religious record, or school record - no specific document is required. This does not need reverified at redetermination if previously verified for each required individual.

Applicant's relationship to the child.

Required at Initial Determination

Required at Redetermination

Describe:

N/A

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

Required at Initial Determination

Required at Redetermination

Describe:

Documentation of date of birth must be provided for each child for whom child care assistance is requested and must only be verified one time. Date of birth may be verified by any documents which reasonably establish the child's date of birth.

Documentation of U.S. citizenship is required for everyone for whom child care is requested. US Citizenship may be verified with a birth certificate, religious records, certificates of citizenship or naturalization, U.S. passport, or receipt of medical assistance if verification of citizenship was obtained. If the above forms of documentation cannot be obtained and the individual can provide a reasonable explanation as to why documentation is not available, the agency accepts a signed statement from someone who is a U.S. citizen who declares, under penalty of perjury, that the person in question is a U.S. citizen. This verification is only required one time. This does not need reverified at redetermination if previously verified for each required

individual.

Work.

Required at Initial Determination

Required at Redetermination

Describe:

Check stubs or employer statements are used to document hours worked.

Work/school schedule is needed to write child care plan and determine benefits. When employment is the reason for child care and it is not related to cash assistance, it must be documented that adults included in the child care case is employed a minimum of 28 hours per week. This is verified at initial application, at review, and with reported changes that increase the need for child care. Reviews occur after 12 full months of assistance. This 12 full month eligibility period starts the 1st day of the month following the month that benefits are authorized.

Job training or educational program.

Required at Initial Determination

Required at Redetermination

Describe:

Clients participating in job training or educational programs are required to complete a form that includes their occupational goal and estimated date of completion of their programs. That form is maintained in the case file. This form is only required one time of each new job training or educational program which is approved.

Family income.

Required at Initial Determination

Required at Redetermination

Describe:

Check stubs or employer statements are used to document income. DCF requests most recent 30 days of pay stubs and 3 months of child support income received when available. Income is verified at initial application, with reported changes and at review. Reviews occur after 12 full months of assistance. This 12 full month eligibility period starts the 1st day of the month following the month that benefits are authorized.

- Household composition.
- Required at Initial Determination
- Required at Redetermination

Describe:

Household information is documented on the application form and attested to by the applicant through the application and signature process. The applicant's statement is accepted to document household composition. This includes the relationship of the household members that may be required to be included in the child care case.

- Applicant residence.
- Required at Initial Determination
- Required at Redetermination

Describe:

This information is documented on the application or redetermination form and attested to by the applicant through the application and signature process. Reviews occur after 12 full months of assistance. This 12 full month eligibility period starts the 1st day of the month following the month that benefits are authorized.

- Other.
- Required at Initial Determination
- Required at Redetermination

Describe:

N/A

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

Effective Date: 10/01/2021

- Time limit for making eligibility determinations

Describe length of time:

Thirty days from the date the completed application is received. Kansas Early Head Start Child Care Partnership (KEHS-CCP) application eligibility determinations are

completed within 10 days. KEHS-CCP applications are accompanied by a referral form for easy identification.

Track and monitor the eligibility determination process

Other.

Describe:

The application process is tracked and monitored by field supervisors through the business process model and use of various tracking tools.

None

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

3.1.10 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.

Effective Date: 10/01/2021

a. Identify the TANF agency that established these criteria or definitions: Kansas Department for Children and Families

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

i. "Appropriate child care":

A regulated facility that meets or exceeds minimum licensing regulations. A non-regulated legally exempt provider who has completed a Health and Safety Standards Checklist and maintains a facility that meets or exceeds minimum standards.

ii. "Reasonable distance":

Total daily transport time to and from home and to the child care provider not to exceed 2 hours. If a longer transport time is generally accepted in the community, the round trip time shall not exceed the generally accepted community standards .

iii. "Unsuitability of informal child care":

Care for which the agency would not enter into a Provider Agreement (such as a relative unwilling to care for a child; documentation of family services/protective services case histories).

iv. "Affordable child care arrangements":

Care for which the family has the ability to pay the cost through sufficient income or assistance through child care subsidy program. The definition of sufficient income to pay for the cost of child care is based on client self-declaration.

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

i. In writing

ii. Verbally

iii. Other.

Describe:

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

KEESM 1213.8

3.2 Family Contribution to Payments

3.2 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. Questions 3.2.1 through 3.2.4 address co-payments during the initial/entry-eligibility period.

To help families transition off of child care assistance, Lead Agencies may gradually adjust co-payment amounts for families determined to be eligible under a graduated phase-out. Question 3.2.5 addresses co-payments during the graduated phase-out period.

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

Effective Date: 04/01/2022

a. Complete the chart based on the most populous area of the state or territory (defined as the area serving the highest number of CCDF children, aligned to the response provided in 3.1.3 e).

	(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)?	What percentage of income is this co-payment in (b)?	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)?	What percentage of income is this co-payment in (d)?
1	N/A	N/A	N/A	N/A	N/A	N/A
2	1526.01	46	3.0	3816	85	2.2
3	1919.01	58	3.0	4799	107	2.2

	(a)	(b)	(c)	(d)	(e)	(f)
4	2313.01	69	3.0	5784	128	2.2
5	2706.01	81	3.0	6766	150	2.2

b. If the sliding-fee scale is not statewide (i.e., county-administered states):

i. N/A. Sliding fee scale is statewide

ii. Identify the most populous area of the state (defined as the area serving the highest number of CCDF children) used to complete the chart above.

N/A

iii. Describe how many jurisdictions set their own sliding-fee scale (98.16(i)(3)).

N/A

c. What is the effective date of the sliding-fee scale(s)? April 1, 2022

d. Provide the link(s) to the sliding-fee scale:

<http://content.dcf.ks.gov/ees/KEESM/Appendix/F-1MonthlyFamilyIncomeAndFamilyShareDeductionSchedule4-1-22%20.xlsx>

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

Check all that apply under a. or b.

Effective Date: 10/01/2021

a. The fee is a dollar amount and (check all that apply):

i. The fee is per child, with the same fee for each child.

ii. The fee is per child and is discounted for two or more children.

iii. The fee is per child up to a maximum per family.

iv. No additional fee is charged after certain number of children.

v. The fee is per family.

vi. The contribution schedule varies because it is set locally/regionally (as indicated in 1.2.1).

Describe:

N/A

vii. Other.

Describe:

The fee applies to most household's whose income is 100% or higher of the Federal Poverty Level and is referred to in Kansas as the "family share deduction". It is based on family size and income, and is a set dollar amount that is deducted from the total child care benefit to the family. For families assigned a family share deduction (FSD), the FSD's are 3% or less of a family's income. The family share deduction does not apply to: 1) families whose income falls below 100% of the federal poverty level; 2) families in which at least one person receives TANF; 3) families receiving child care for a qualifying social service reason; 4) two parent families in which one parent is employed and the second parent is participating in Food Assistance Education and Training work programs; 5) families participating in the Kansas Early Head Start/Child Care Partnership program.

b. The fee is a percent of income and (check all that apply):

i. The fee is per child, with the same percentage applied for each child.

ii. The fee is per child, and a discounted percentage is applied for two or more children.

iii. The fee is per child up to a maximum per family.

iv. No additional percentage is charged after certain number of children.

v. The fee is per family.

vi. The contribution schedule varies because it is set locally/regionally (as indicated in 1.2.1).

Describe:

N/A

vii. Other.

Describe:

N/A

3.2.3 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)).

Effective Date: 10/01/2021

- No.
- Yes, check and describe those additional factors below.
- a. Number of hours the child is in care.

Describe:

N/A

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

Describe:

N/A

- c. Other.

Describe:

N/A

3.2.4 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, on a case-by-case basis, 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.

Effective Date: 10/01/2021

- No, the Lead Agency does not waive family contributions/co-payments.
- Yes, the Lead Agency waives family contributions/co-payments. If yes, identify and describe which families have their family contributions/co-payments waived.

- a. Families with an income at or below the Federal poverty level for families of the same size.

Describe the policy and provide the policy citation.

Families with incomes at or below 100% of the federal poverty level are not assigned a co-payment. KEESM 7541

- b. Families who are receiving or needing to receive protective services on a case-by-case basis, as determined by the Lead Agency for purposes of CCDF eligibility.

Describe the policy and provide the policy citation.

Kansas waives co-payments for families approved for Social Services child care, which is for a temporary emergency need. KEESM 2835

- c. Families meeting other criteria established by the Lead Agency. Describe the policy.

No co-payment is assigned to families in which there is a child receiving TANF, families who are participating in the Food Assistance E&T work program when participants are not employed or families participating in the KEHS-CCP program.

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

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

Lead Agencies that establish initial family income eligibility below 85 percent of state median income (SMI) are required to provide 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 (98.21 (b)(1)). Providing a graduated phase-out promotes continuity by allowing for wage growth, allows for a tapered transition out of the child care subsidy program as income increases, and supports long-term self-sufficiency for families.

Lead Agencies that provide a graduated phase-out must implement a two-tiered eligibility threshold, with the second tier of eligibility (used at the time of eligibility redetermination) to be

set at:

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 co-payment 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.

Effective Date: 10/01/2021

Lead Agencies that establish initial family income eligibility below 85 percent of state median income (SMI) are required to provide 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 (98.21 (b)(1)). 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.

Effective Date: 10/01/2021

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. (If checked, skip to subsection 3.3)
- The Lead Agency sets the second tier of eligibility at 85 percent of SMI.

A. Describe the policies and procedures.

For initial eligibility, families must have incomes at or below 250% of the Federal Poverty Level (FPL) for families of that size, and the family remains eligible for that 12 month eligibility period as long as incomes remains below 85% of SMI with no interim changes in the copay amounts. At the end of the initial 12 month eligibility period, a family's eligibility is reviewed, and as long as non-financial eligibility requirements are met and income remains below 85% of SMI, another 12 month eligibility period is authorized. There is no limit to the number of times a family may be approved for another 12-month eligibility period. Copay amounts may be adjusted at the 12 month review based on income eligibility. If at review the family has income in excess of 85% of SMI, eligibility would end.

B. Provide the citation for this policy or procedure.

KEESM 7440

- 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.

A. Provide the income level for the second tier of eligibility for a family of three:

N/A

B. Describe how the second eligibility threshold:

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

N/A

2. 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:

N/A

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

N/A

4. Provide the citation for this policy or procedure related to the second eligibility threshold:

N/A

3.2.5 b. To help families transition from assistance, does the Lead Agency gradually adjust co-payments for families eligible under the graduated phase-out period?

No

Yes

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

If at review, a family's income is greater than 250% of the FPL but less than 85% of SMI, the copay amount is adjusted to the level 11 amount (the highest amount) on the Monthly Family Income and Family Share Deduction Schedule, and child care is approved for another 12 month period. If a reported change during the graduated phase out period results in a decrease in copay, this will be applied.

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 3.4.3 of the plan.)*

No.

Yes.

Describe:

N/A

3.3 Increasing Access for Vulnerable Children and Families

3.3 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).

3.3.1 Describe how the Lead Agency defines:

Effective Date: 10/01/2021

a) "Children with special needs":

A child who requires special services due to developmental/intellectual or social emotional disabilities, sensory or motor impairment, or chronic illness. Child Care benefits may be provided to protect children who cannot protect themselves from abuse, neglect and exploitation, to enable a child to remain in the home while the parent(s) work toward rehabilitation or when the child is at risk of a health or social condition which may adversely affect the child. The social service child care reason is used for this purpose and may include: 1. "Parents with Crisis": a. Parent hospitalized or otherwise temporarily unable to provide adequate care for the child. This could be inpatient or outpatient, for physical health, mental health or substance abuse treatment. There is no other adult to care for the child. b. Family in the process of DCF Intake and Assessment through Prevention and Protection Services (PPS). c. Family receiving services through a family preservation contractor or DCF PPS Social Worker. 2. Juvenile offenders in the custody of the Kansas Department of Corrections - Juvenile Services when the foster parent is employed and needs child care. 3. Children in Foster Care who are in the custody of the Secretary of DCF who have been placed with a relative or non-related kin not licensed for Foster Care. This does not include foster children placed in a licensed foster home, as child care for those children is provided by the state's foster care contractors. 4. Children whose caretaker has placed them with a "Safe Families for Children" host family due to a family crisis, thereby avoiding placement of the children in Foster Care. These children are not in Foster Care. Child care for these children must be needed due to the employment or education/training of the adults in the "Safe Families for Children" host family. Parents Performing Essential Functions during a Disaster or Emergency. When a disaster or emergency has been declared by Kansas Government and child care is needed for parents to continue performing essential functions, eligibility for Child Care

Assistance may be granted under the social service need reason. When a disaster or emergency has been declared, specific guidance will be provided in a separate Policy Memo for each event due to the limitations of funds and variations in the number of parents who may be eligible. Any financial eligibility tests applicable for these families will be outlined in the Policy Memo. In addition to an application, reasonable verification that the parent performs an essential function that was approved in the Policy Memo will be required.

b) "Families with very low incomes":

Families participating in work programs who are receiving TANF or Food Assistance or who are Tribal TANF Work Program recipients.

3.3.2 Identify how the Lead Agency will prioritize or target child care services for the following children and families:

Note: If waiving co-payments is checked, Lead Agencies will need to provide further information in question 3.2.4. Paying higher rates for accessing higher quality care is addressed in 4.3.3 and using grants or contracts to reserve spots is addressed in 4.1.6.

Effective Date: 10/01/2021

a) Indicate how the identified populations are prioritized or targeted.

i. Indicate how services are prioritized for children with special needs. Check all that apply:

- Prioritize for enrollment in child care services
- Serve without placing on waiting list
- Waive co-payments (on a case-by-case basis). As described in 3.2.4
- Pay higher rate for access to higher quality care
- Using grants or contracts to reserve spots

ii. Indicate how services are prioritized for families with very low incomes. Check all that apply:

- Prioritize for enrollment in child care services
- Serve without placing on waiting list
- Waive co-payments (on a case-by-case basis). As described in 3.2.4
- Pay higher rate for access to higher quality care
- Using grants or contracts to reserve spots

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

- Prioritize for enrollment in child care services
- Serve without placing on waiting list
- Waive co-payments (on a case-by-case basis). As described in 3.2.4
- Pay higher rate for access to higher quality care
- Using grants or contracts to reserve spots

iv. Indicate how services are prioritized, for families receiving TANF, those attempting to transition off TANF, and those at risk of becoming dependent on TANF (98.16(i)(4)).

Check all that apply:

- Prioritize for enrollment in child care services
- Serve without placing on waiting list
- Waive co-payments (on a case-by-case basis). As described in 3.2.4
- Pay higher rate for access to higher quality care
- Using grants or contracts to reserve spots

b. If applicable, identify and describe any other ways the identified populations in the table above are prioritized or targeted.

N/A

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

The priority list for Kansas also includes: Families receiving child care for a qualified Social Service reason. (This would include families with a temporary emergency need due to parents with crisis, juvenile offenders in the custody of the Kansas Department of Corrections – Juvenile Services when the foster parent is employed and needs child care, children in foster care who are in the custody of the Secretary of the Department for Children and Families who have been placed with a relative or non-related kin not licensed for foster care, children whose caretaker has placed them with a “Safe Families for Children” host

family due to a family crisis, thereby avoiding placement of the children in foster care, and children whose parents are performing essential functions during a disaster or emergency.); Teen parents completing high school/GED; Employed families whose income is at or below 185% of the federal poverty level. Priorities established by the lead agency for Child Care Assistance may be found at KEESM 2840.

Effective Date: 10/01/2021

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

Kansas currently serves all children who meet financial and non-financial eligibility criteria, but if a wait list should become necessary, families with a qualified social service reason are 2nd on our priority list and co-payments are waived for these families. Teen parents are 4th on the priority list and employed families whose income are at or below 185% of the federal poverty level are 6th on the priority list.

Effective Date: 10/01/2021

3.3.5 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 technical assistance 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).

Effective Date: 10/01/2021

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

When a child experiencing homelessness needs child care assistance, the agency may

delay citizenship verification according to the following policy. This policy can apply to other situations when needed. As per KEESM 2145.1 - Citizenship Documentation Delay for TANF and Child Care Subsidy the application shall be processed and approved granting a reasonable opportunity period to the individual to provide verification. This period shall be 3 calendar months commencing from the date the case is authorized. If the verification is not received by the end of the reasonable opportunity period, benefits shall end allowing for timely and adequate notice. The reasonable opportunity period may be extended in situations where the individual is making a bona fide effort to obtain the verification, but circumstances outside his/her control are delaying the effort. A decision to extend the period must be thoroughly documented and supported in the case file.

As per Kansas Child Care Regulation - The Kansas Department of Health and Environment grants the following allowances in Kansas Child Care Regulation to ease any barriers in community efforts to accommodate displaced families, children and youth into existing regulated child care facilities.

A. Displaced children and youth entering regulated child care facilities for temporary emergency care.

I. Not required to provide documentation of current immunizations and health assessment for up to 60 days.

II. Obtain as much information as possible about the children's/youth's health needs including any current medications being taken and any know medication, food or other allergies.

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

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

DCF designed an Early Childhood Program Services brochure and distributed to Food Assistance Programs across the state, which included The Emergency Food

Assistance Program (TEFAP), Commodity Supplemental Food Program (CSFP) sites, soup kitchens, food banks and homeless shelters. Programs were asked to post the information and share with families utilizing their programs. The brochure is emailed out annually and may be accessed on DCF's website at; http://www.dcf.ks.gov/services/ees/Documents/Child_Care/ChildServicesFlyer.pdf and includes information for EC programs in Kansas such as Early Head Start, Head Start, Part C Infant-Toddler Services, Part B Special Education Services and Parents as Teachers (PAT). Another informational document that was developed and distributed to all Head Start and Early Head Start programs was the McKinney-Vento and Head Start: Ensuring Access to Early Education. This resource guide was designed to provide information on where the McKinney-Vento Programs are located and how to contact a local McKinney-Vento liaison. The purpose of this document is to promote better communication and coordination between Head Start and the local school districts. In addition, DCF has awarded funding for a Statewide Infant-Toddler Network to Kansas Child Care Training Opportunities (KCCTO) and funding for Consumer Education/Resource & Referral services awarded to Child Care Aware of Kansas (CCAK). Both contracts address homelessness education and outreach as part of these agreements.

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)).

3.3.6 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)).

Effective Date: 10/01/2021

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:

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

KDHE grants the following allowances in Kansas Child Care Regulation to ease any barriers in community efforts to accommodate displaced families, children and youth into existing regulated child care facilities: Displaced children and youth entering regulated child care facilities for temporary emergency care are not required to provide documentation of current immunizations and health assessment for up to 60 days. KDHE considers a homeless child "displaced". Providers are to obtain as much information as possible about the children's/youth's health needs including any current medications being taken and any known medication, food or other allergies. If during enrollment for child care subsidy DCF is unable to verify citizenship, verification shall be waived and a three (3) month reasonable opportunity period for the individual to provide the information shall be applied. If otherwise eligible, the applicant may be approved for assistance. The individual shall be contacted to provide the information and notified of the reasonable opportunity period.

KDHE or The Kansas Department of Health and Environment consists of three divisions: Environment, Health Care Finance and Public Health, so it is the health agency for Kansas.

[Provide the citation for this policy and procedure.](#)

KDHE's Emergency Disaster Guidelines for Early Care and Youth Programs is the policy that states that displaced children and youth entering regulated child care facilities for temporary emergency care are not required to provide documentation of current immunizations and health assessment for up to 60 days. KEESM 2145.1 is the Child Care Assistance related policy that delays the citizenship verification when needed.

ii. Children who are in foster care.

KDHE grants the following allowances in Kansas Child Care Regulation to ease any barriers in community efforts to accommodate displaced families, children and youth into existing regulated child care facilities: Displaced children and youth entering

regulated child care facilities for temporary emergency care are not required to provide documentation of current immunizations and health assessment for up to 60 days. Providers are to obtain as much information as possible about the children's/youth's health needs including any current medications being taken and any known medication, food or other allergies. If during enrollment for child care subsidy DCF is unable to verify citizenship, verification shall be waived and a three (3) month reasonable opportunity period for the individual to provide the information shall be applied. If otherwise eligible, the applicant may be approved for assistance. The individual shall be contacted to provide the information and notified of the reasonable opportunity period .

[Provide the citation for this policy and procedure.](#)

KDHE's Emergency Disaster Guidelines for Early Care and Youth Programs is the policy that states that displaced children and youth entering regulated child care facilities for temporary emergency care are not required to provide documentation of current immunizations and health assessment for up to 60 days. KEESM 2145.1 is the Child Care Assistance related policy that delays the citizenship verification when needed.

[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\(a\)\(1\)\(i\)\(C\)\(4\)\).](#)

Families are referred to various community resources to obtain necessary documents. Resources can be found on KQN at: <https://ksqualitynetwork.org/resources/family-support/#cc-assistance> . KQN resources are coordinated with the Kansas Department of Health and Environment and made available to child care providers and communities in addition to families. KQN information and resources are distributed through the lead agency to the state licensing agency, community partners and early education and child care partners within the state. When identified during a licensing inspection, it is typical for the licensing inspector to inform the provider to refer families to the local health department in order to help connect the family to needed resources.

[c\) Does the Lead Agency establish grace periods for other children who are not](#)

experiencing homelessness or in foster care?

No.

Yes.

Describe:

KDHE's Emergency Disaster Guidelines for Early Care and Youth Programs is the policy that states that displaced children and youth entering regulated child care facilities for temporary emergency care are not required to provide documentation of current immunizations and health assessment for up to 60 days. This would apply to any displaced children and youth for temporary emergency care. KEESM 2145.1 is the Child Care Assistance related policy that delays the citizenship verification when needed. There is no immunization requirements related to the Kansas Child Care Assistance Program. Children for whom Child Care Assistance is being requested whose U.S. citizenship is not questionable may be allowed a reasonable opportunity to provide verification of that citizenship. If otherwise eligible, the application shall be processed and approved granting a reasonable opportunity period to the caretaker of the child to provide the verification for the child. The reasonable opportunity period shall be three calendar months commencing from the date the case is authorized. If the verification is not received by the end of the reasonable opportunity period, benefits shall end allowing for timely and adequate notice. If verification is provided within the month after the month of case closure, eligibility may be reinstated without a new application or request. If U.S. citizenship is questionable, the child for whom Child Care Assistance is being requested would be ineligible to receive assistance until proof of U.S. citizenship is provided. Note: The reasonable opportunity period may be extended in situations where the caretaker of the child is making a bona fide effort to obtain the verification, but circumstances outside his/her control are delaying the effort. A decision to extend the period must be thoroughly documented and supported in the case file.

3.4 Continuity for Working Families

3.4.1 Minimum 12-month eligibility.

3.4.1 Minimum 12-month eligibility.

The Lead Agency is required to establish a minimum 12-month eligibility and redetermination period: regardless of changes in income. Lead Agencies may not terminate CCDF assistance during the minimum 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 state median income (SMI), regardless of temporary changes in participation in work, training, or educational activities (658E(c)(2)(N)(i) and (ii)). The Lead Agency may not terminate assistance prior to the end of the minimum 12-month period if a family experiences a temporary job loss or a temporary change in participation in a training or educational activity. Any temporary change cannot have a time limit (e.g. 60 days, 90 days, etc.). 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
- any child turning 13 years old during the minimum 12-month eligibility period (except as described in 3.1.1)
- any changes in residency within the state, territory, or tribal service area

Effective Date: 10/01/2021

a. Describe the Lead Agency's policies and procedures related to providing a minimum 12-month eligibility period at initial eligibility determination and redetermination and provide a citation for these policies or procedures.

At initial eligibility, all child care plans are established for a 12-month eligibility period with any applicable copays established based on current income determination. If a family experiences a temporary change in activity, eligibility is continued through the remainder of the 12-month eligibility period as long as the caretaker remains employed or enrolled

and is expected to resume their activity. At review, if the caretaker has resumed their employment or other eligible activity and the family still meets other non-financial eligibility criteria with income below 85% of SMI, a new 12-month eligibility period is established with copayment based on income determination at the time. If an adult in a family receiving child care for post-secondary purposes reaches their 24 month lifetime limit to receive child care for that purpose, eligibility will not end immediately, but will be reviewed at the end of the 12 month eligibility period to determine if other eligibility reasons exist. Effective April 20, 2020, during the state declared COVID-19 emergency, child care plans for essential workers eligible through the Hero Relief Program are established for a 6-month eligibility period. Effective July 1, 2021, these plans are established for 12 month eligibility periods. This policy is found in KEESM 7340 and in Policy Memo #21-06-04 located in the Policy Memo section of the KEESM web site.

The Lead Agency is required to establish a minimum 12-month eligibility and redetermination period

b. Describe and provide the citation for each of the minimum required elements listed below that are included in the Lead Agency's definition of "temporary change".

- i. 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.

Describe or define your Lead Agency's policy:

A change is considered temporary as long as the adult remains employed or enrolled in their activity and is expected to resume the activity (as verified with the employer or other entity). A temporary change may include time limited absences due to: the need to care for a family member; student holidays and breaks; a reduction in work, training or education hours, as long as the parent is still working or attending a training or educational program; changes in residency within the state; any other cessation of work or attendance at a training or educational program if it is verified that the parent remains employed or enrolled and is expected to resume the activity at some point. A temporary change could potentially last through the end of the 12 month eligibility period.

Citation:

KEESM 7640

- ii. Any interruption in work for a seasonal worker who is not working.

Describe or define your Lead Agency's policy:

A change is considered temporary as long as the adult remains employed or enrolled in their activity and is expected to resume the activity (as verified with the employer or other entity). A temporary change may include time limited absences due to: the need to care for a family member; student holidays and breaks; a reduction in work, training or education hours, as long as the parent is still working or attending a training or educational program; changes in residency within the state; any other cessation of work or attendance at a training or educational program if it is verified that the parent remains employed or enrolled and is expected to resume the activity at some point. A temporary change could potentially last through the end of the 12 month eligibility period.

Citation:

KEESM 7640

- iii. Any student holiday or break for a parent participating in a training or educational program.

Describe or define your Lead Agency's policy:

A change is considered temporary as long as the adult remains employed or enrolled in their activity and is expected to resume the activity (as verified with the employer or other entity). A temporary change may include time limited absences due to: the need to care for a family member; student holidays and breaks; a reduction in work, training or education hours, as long as the parent is still working or attending a training or educational program; changes in residency within the state; any other cessation of work or attendance at a training or educational program if it is verified that the parent remains employed or enrolled and is expected to resume the activity at some point. A temporary change could potentially last through the end of the 12 month eligibility period.

Citation:

KEESM 7640

- iv. Any reduction in work, training, or education hours, as long as the parent is still working or attending a training or educational program.

Describe or define your Lead Agency's policy:

A change is considered temporary as long as the adult remains employed or enrolled in their activity and is expected to resume the activity (as verified with the employer or other entity). A temporary change may include time limited absences due to: the need to care for a family member; student holidays and breaks; a reduction in work, training or education hours, as long as the parent is still working or attending a training or educational program; changes in residency within the state; any other cessation of work or attendance at a training or educational program if it is verified that the parent remains employed or enrolled and is expected to resume the activity at some point. A temporary change could potentially last through the end of the 12 month eligibility period.

Citation:

KEESM 7640

- v. 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.

Describe or define your Lead Agency's policy:

A change is considered temporary as long as the adult remains employed or enrolled in their activity and is expected to resume the activity (as verified with the employer or other entity). A temporary change may include time limited absences due to: the need to care for a family member; student holidays and breaks; a reduction in work, training or education hours, as long as the parent is still working or attending a training or educational program; changes in residency within the state; any other cessation of work or attendance at a training or educational program if it is verified that the parent remains employed or enrolled and is expected to resume the activity at some point. A temporary change could potentially last through the end of the 12 month eligibility period.

Citation:

KEESM 7640

- vi. A child turning 13 years old during the minimum 12-month eligibility period (except as described in 3.1.1).

Describe or define your Lead Agency's policy:

Any parent, guardian or caretaker of a child who has a need for child care services who resides in Kansas and is able to act on his or her own behalf may be determined eligible for child care for a child from birth through the last month of the eligibility period in which the child's 13th birthday has been reached. They may also apply for child care for children age 13 through 18 if the child is physically or mentally incapable of caring for him or herself or if the child is under court supervision. (Initial eligibility for a 13-year-old shall not be established unless the child meets this criteria.)

Citation:

KEESM 7640

- vii. Any changes in residency within the state, territory, or tribal service area.

Describe or define your Lead Agency's policy:

Child care cases must remain open for 12 months except: When a recipient moves out of state.

Citation:

KEESM 7640

c. Provide any other elements included in the state's definition of "temporary change", including those implemented during the pandemic, and provide the citation.

N/A

3.4.2 Continuing assistance for "job search" and a Lead Agency's option to discontinue assistance during the minimum 12-month eligibility period.

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