

OMB Control No: 0970-0114

Expiration date: XXXX

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)

Public reporting burden for this collection of information is estimated to average 200 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and completing the form.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.



Child Care and Development Fund (CCDF) Plan

for

State/Territory KANSAS

FFY 2019–2021

This Plan describes the Child Care and Development Fund program to be administered by the State or Territory for the period from 10/1/2018 to 9/30/2021, as provided for in the applicable statutes and regulations. The Lead Agency has the flexibility to modify this program at any time, including amending the options selected or described.

For purposes of simplicity and clarity, the specific provisions of applicable laws printed herein are sometimes paraphrases of, or excerpts and incomplete quotations from, the full text. The Lead Agency acknowledges its responsibility to adhere to the applicable laws regardless of these modifications.

Table of Contents

Introduction and How to Approach Plan Development	1
1 Define CCDF Leadership and Coordination With Relevant Systems	3
1.1 CCDF Leadership	3
1.2 CCDF Policy Decision Authority	4
1.3 Consultation in the Development of the CCDF Plan.....	8
1.4 Coordination With Partners To Expand Accessibility and Continuity of Care	11
1.5 Optional Use of Combined Funds, CCDF Matching and Maintenance-of-Effort Funds	17
1.6 Public-Private Partnerships	20
1.7 Coordination With Local or Regional Child Care Resource and Referral Systems	22
1.8 Disaster Preparedness and Response Plan.....	22
2 Promote Family Engagement Through Outreach and Consumer Education	27
2.1 Outreach to Families With Limited English Proficiency and Persons With Disabilities	27
2.2 Parental Complaint Process.....	28
2.3 Consumer Education Website	29
2.4 National Website and Hotline	34
2.5 Additional Consumer and Provider Education	35
2.6 Procedures for Providing Information on Developmental Screenings.....	41
2.7 Consumer Statement for Parents Receiving CCDF Funds.....	42
3 Provide Stable Child Care Financial Assistance to Families	42
3.1 Eligible Children and Families	43
3.2 Increasing Access for Vulnerable Children and Families	53
3.3 Protection for Working Families.....	56
3.4 Family Contribution to Payments	61
4 Ensure Equal Access to Child Care for Low-Income Children	64
4.1 Parental Choice in Relation to Certificates, Grants, or Contracts	65
4.2 Assessing Market Rates and Child Care Costs	68
4.3 Setting Payment Rates.....	71
4.4 Summary of Facts Used To Determine That Payment Rates Are Sufficient To Ensure Equal Access	73
4.5 Payment Practices and the Timeliness of Payments	74
4.6 Supply-Building Strategies To Meet the Needs of Certain Populations	78
5 Establish Standards and Monitoring Processes To Ensure the Health and Safety of Child Care Settings	81
5.1 Licensing Requirements.....	81
5.2 Health and Safety Standards and Requirements for CCDF Providers	82
5.3 Monitoring and Enforcement Policies and Practices for CCDF Providers	101
5.4 Criminal Background Checks	109
6 Recruit and Retain a Qualified and Effective Child Care Workforce	122
6.1 Professional Development Framework	122
6.2 Training and Professional Development Requirements.....	126
6.3 Early Learning and Developmental Guidelines.....	129

7	Support Continuous Quality Improvement.....	131
7.1	Quality Activities Needs Assessment for Child Care Services.....	132
7.2	Use of Quality Funds.....	133
7.3	Supporting Training and Professional Development of the Child Care Workforce With CCDF Quality Funds	134
7.4	Quality Rating and Improvement System.....	139
7.5	Improving the Supply and Quality of Child Care Programs and Services for Infants and Toddlers	141
7.6	Child Care Resource and Referral	145
7.7	Facilitating Compliance With State Standards	145
7.8	Evaluating and Assessing the Quality and Effectiveness of Child Care Programs and Services	147
7.9	Accreditation Support	148
7.10	Program Standards	149
7.11	Other Quality Improvement Activities	150
8	Ensure Grantee Program Integrity and Accountability.....	150
8.1	Internal Controls and Accountability Measures To Help Ensure Program Integrity	150

Introduction and How to Approach Plan Development

The Child Care and Development Fund (CCDF) program provides resources to state, territory, and tribal grantees that enable low-income parents to work or pursue education and training so that they can better support their families while at the same time promoting the learning and development of their children. The CCDF program also provides funding to enhance the quality of child care for all children. On November 19, 2014, the Child Care and Development Block Grant (CCDBG) Act of 2014 was signed into law (Pub. L. 113-186). The law reauthorizes and significantly revises the purposes of the CCDF program and requirements for state and territory grantees. In September 2016, the final rule was released. The final rule makes regulatory changes to the CCDF program based on the CCDBG Act of 2014. These changes strengthen requirements to protect the health and safety of children in child care; help parents make informed consumer choices and access information to support child development; provide equal access to stable, child care for low-income children; and enhance the quality of child care and the early childhood workforce.

The Plan is the primary mechanism that the Administration for Children and Families (ACF) uses to determine state and territory compliance with the requirements of the law and rule. The Preprint provides a tool for states and territories to describe to ACF their progress on the following sections:

1. Define CCDF Leadership and Coordination With Relevant Systems
2. Promote Family Engagement Through Outreach and Consumer Education
3. Provide Stable Child Care Financial Assistance to Families
4. Ensure Equal Access to Child Care for Low-Income Families
5. Establish Standards and Monitoring Processes To Ensure the Health and Safety of Child Care Settings
6. Recruit and Retain a Qualified and Effective Child Care Workforce
7. Support Continuous Quality Improvement
8. Ensure Grantee Accountability

These organizational categories reflect key functions of an integrated system of child care for low-income working families. Although the Plan is divided into sections for reporting and accountability purposes, ACF encourages Lead Agencies to approach the Plan in a cross-cutting, integrated manner. The intention is that grantees and the federal government will be able to use this information to track and assess progress, determine the need for technical assistance (TA), and determine compliance with specific requirements and deadlines.

CCDF Plan Submission

States and territories will submit their Plans electronically through the ACF-118 electronic submission site. The ACF-118 site will include all language and questions included in the final CCDF Plan Preprint template approved by the Office of Management and Budget. Please note that the format of the questions on the ACF-118 site could be modified from the Word version of the document to ensure compliance with Section 508 policies regarding accessibility to electronic and information technology for individuals with disabilities. (See <http://www.section508.gov/> for more information.)

In responding to questions, states and territories are asked to provide brief, specific summaries and/or bullet points only with specific language that responds to the question. Do not use tables or copy and paste charts, add attachments, or paste manuals into the Plan. All information and materials developed to support CCDF implementation and information reported in the CCDF Plan are subject to review by ACF as part of ongoing oversight and monitoring efforts.

1 Define CCDF Leadership and Coordination With Relevant Systems

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

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)).

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

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

a) Lead Agency or Joint Interagency Office Information:

Name of Lead Agency: 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:

Lead Agency Official Last Name:

Title:

Phone Number:

Email Address:

1.1.2 Who is the CCDF Administrator?

Identify the CCDF Administrator designated by the Lead Agency, the day-to-day contact, or the person with responsibility for administering the state's or territory's CCDF program. ACF will send programmatic communications, such as program announcements, program instructions, and data collection instructions, to the designated contact identified here. If there is more than

one designated contact with equal or shared responsibility for administering the CCDF program, please identify the Co-Administrator or the person with administrative responsibilities and include his or her contact information.

a) CCDF Administrator Contact Information:

CCDF Administrator First Name: Karen

CCDF Administrator Last Name: Beckerman

Title of the CCDF Administrator: Strengthening Family Services Director

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

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

City: Topeka

State: KS

ZIP Code: 66603-3444

Phone Number: 785-296-4717

Email Address: Karen.Beckerman@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:

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

Street Address:

City:

State:

ZIP Code:

Phone Number:

Email Address:

Description of the role of the Co-Administrator:

1.2 CCDF Policy Decision Authority

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

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

- All program rules and policies are set or established at the state or territory level.
 - Some or all program rules and policies are set or established by local entities. If checked, indicate which entities establish the following policies. Check all that apply.
 1. Eligibility rules and policies (e.g., income limits) are set by the:
 - State or territory
 - Local entity (e.g., counties, workforce boards, early learning coalitions). If checked, identify the entity and describe the type of eligibility policies the local entity(ies) can set.
 - Other. Describe: .
 2. Sliding-fee scale is set by the:
 - State or territory
 - Local entity (e.g., counties, workforce boards, early learning coalitions). If checked, identify the entity and describe the type of eligibility policies the local entity(ies) can set.
 - Other. Describe: .
 3. Payment rates are set by the:
 - State or territory
 - Local entity (e.g., counties, workforce boards, early learning coalitions). If checked, identify the entity and describe the type of eligibility policies the local entity(ies) can set.
 - Other. Describe: .
 4. Other. List other program rules and policies and describe (e.g., quality rating and improvement systems [QRIS], payment practices): State- QRIS; State- Payment Practices

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

a) Who conducts eligibility determinations?

- CCDF Lead Agency
- Temporary Assistance for Needy Families (TANF) agency
- Other state or territory agency
- Local government agencies, such as county welfare or social services departments
- Child care resource and referral agencies
- Community-based organizations

Other.

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

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

c) Who issues payments?

- CCDF Lead Agency
- TANF agency.
- Other state or territory agency.
- Local government agencies, such as county welfare or social services departments.
- Child care resource and referral agencies.
- Community-based organizations.
- Other. CCDF Lead Agency issues child care benefits to eligible parents. Parents pay child care providers through an Electronic Benefit Transfer (EBT) system.

1.2.3 What processes will the Lead Agency use to monitor administrative and implementation responsibilities performed by agencies other than the Lead Agency as indicated above, such as through written agreements or monitoring and auditing processes (98.11(a)(3))? Describe those processes and any indicators or measures used to assess performance. Grant and Contract award processes and reporting requirements can be found at the DCF Contractor resources website at: <http://www.dcf.ks.gov/Agency/Operations/Pages/Contractor--Resources.aspx>. Program staff provide additional monitoring through site visits, conference calls, and program desk audits. DCF's Division of Audits Recipient Monitoring Policy can be found at: <http://www.dcf.ks.gov/Agency/GC/Pages/Audits/AuditPolicies.aspx>

1.2.4 Lead Agencies must assure that, to the extent practicable and appropriate, any code or software for child care information systems or information technology for which a Lead Agency or other agency expends CCDF funds to develop must be made available on request to other public agencies, including public agencies in other States, for their use in administering child care or related programs (98.15(a)(11)). Assure by describing how the Lead Agency makes child care information systems available to public agencies in other states to the extent practicable and appropriate. Systems developed using CCDF funds will be made available to other public agencies upon request. The requesting agency should forward their information to the CCDF State Administrator for further information.

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

Kansas Statutes Annotated 39-709b describes the confidentiality requirements regarding information concerning applicants for and recipients of assistance. 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 or 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, is pursuant to the federal social security act, or concerns the intent to commit a crime.

The Kansas Economic and Employment Services Manual, the policy manual which incorporates policies and procedures affecting the cash, food assistance, employment services, and child care programs, has details for staff regarding the expectations around the use and disclosure of confidential and personally-identifiable information. 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 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 provides assistance, in cash or in kind, or services directly to individuals on the basis of need. (Example: SSI, 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

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 entities 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; linking comprehensive services to children in child care settings; or developing the supply of quality care for vulnerable populations. Check who you will coordinate with and describe all that apply.

- (REQUIRED) Appropriate representatives of the general purpose local government, which can include counties, municipalities, or townships/towns. Describe the coordination goals and process: Collaboration on specific plan content occurred with county health department staff through coordination with the Kansas Department for Health and Environment and through the Child Care Licensing Systems Improvement Team membership. Goals included recommended proposed regulations changes regarding orientation and on-going training for child care providers. The final draft of the State Plan was made available to these entities also.
- (REQUIRED) State Advisory Council on Early Childhood Education and Care (or similar coordinating body) (pursuant to 642B(b)(1)(A)(i) of the Head Start Act). Describe the coordination goals and process: Kansas currently does not have a active State Advisory Council. DCF and KDHE consult with many different group within the state on plan content throughout the year. These groups include but are not limited to: the Child Care Licensing Systems Improvement Team, State Interagency Coordinating Council, State Agency Early Childhood Leadership Team, and Links to Quality (QRIS) Advisory Group and implementation workgroups. The Lead Agency's goal is to coordinate with relevant groups regarding CCDF reauthorization and topic areas impacted by the CCDBG Act of 2014. The final draft of the CCDF State Plan was made available for review and comment to these entities also.

- Does the Lead Agency have official representation and a decision-making role in the State Advisory Council (or similar coordinating body)?

No

- Yes, DCF actively participates in all groups listed.

- (REQUIRED) Indian tribe(s) and/or tribal organization(s), at the option of individual tribes. Describe the coordination goals and process, including which tribe(s) was consulted: DCF meets quarterly with the tribe as agenda items warrant. 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 Potawatomi Nation. A member of the Prairie Band of Potawatomi Nation Early Education Team serves on the L2Q (QRIS) Advisory Board. Goals included increased input and coordination with Tribes around the topic areas of professional development opportunities and the Links to Quality pilot.

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

- (REQUIRED) State/territory agency(ies) responsible for programs for children with special needs, including early intervention programs authorized under the Individuals with Disabilities Education Act (Part C for infants and toddlers and Section 619 for preschool). Describe the coordination goals and process: On-going planning and consultation occurs between DCF and KDHE staff and representatives of this agency through the Kansas State Agencies Early Childhood Leadership Team monthly meetings and work. The final draft of the state plan was posted and made available for review and comment. Goal is to continue support and agency participation in the State Interagency Coordinating Council. The council 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. Goal is to continue the coordination and collaboration thru the work of the interagency team

- (REQUIRED) State/territory office/director for Head Start state collaboration. Describe the coordination goals and process: On-going planning and coordination occurs with the Head Start State Collaboration office located within the Economic Employment Services/Strengthening Family Services 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, the Kansas Head Start Association.

- (REQUIRED) State agency responsible for public health, including the agency responsible for immunizations. Describe the coordination goals and process: The final draft of the CCDF state plan was posted and made available for review and comment. This office is located within the child care licensing agency KDHE. Goal is continue the ongoing coordination with KDHE, and provide resources regarding immunizations thru the KQN website

- ☒ (REQUIRED) State agency responsible for employment services/workforce development. Describe the coordination goals and process: The final draft of the CCDF state plan was posted and made available for review and comment. Goal is to continue on-going coordination and resource sharing with the employment services staff located within DCF.

- ☒ (REQUIRED) State/territory agency responsible for public education, including prekindergarten (preK). Describe the coordination goals and process: On-going planning and consultation occurs between DCF and Kansas Department of Education (KSDE) staff and representatives of this agency through the Kansas State Agencies Early Childhood Leadership Team monthly meetings and work efforts to improve services to children and families. The final draft of the state plan was posted and made available for review and comment. Goal is to continue on-going consultation with KSDE in enhancing early childhood services thru promotion of the Kansas Early Learning Standards.

- ☒ (REQUIRED) State/territory agency responsible for child care licensing. Describe the coordination goals and process: On-going planning and consultation occurs between DCF and KDHE staff and representatives of this agency through the Kansas State Agencies Early Childhood Leadership Team monthly meetings, weekly CCDF Strengthening Families Child Care team meetings, thru 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). The final draft of the state plan was posted and made available for review and comment. Goal is to continue the coordination and the agreement between the state agencies to provide child care licensing across the state. The final draft of the state plan was posted and made available for review and comment.

- ☒ (REQUIRED) State/territory agency responsible for the Child and Adult Care Food Program (CACFP) and other relevant nutrition programs. Describe the coordination goals and process: The final draft of the state plan was posted and made available for review and comment. 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.

- ☒ (REQUIRED) McKinney-Vento state coordinators for homeless education and other agencies providing services for children experiencing homelessness and, to the extent practicable, local McKinney-Vento liaisons. Describe the coordination goals and process: The office was consulted with specific plans for services to homeless families, training for child care providers and providing consumer education on the KQN website. The final draft of the state plan was posted and made available for review and comment. 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.

- (REQUIRED) State/territory agency responsible for employment services and workforce development. Describe the coordination goals and process: The DCF Strengthening Family Services Child Care Team 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.
- (REQUIRED) State/territory agency responsible for the Temporary Assistance for Needy Families program. Describe the coordination goals and process: Goal is to continue the ongoing planning and coordination with the TANF Unit and Employment Services section of the agency located within the Economic and Employment Services Section of DCF. The final draft of the state plan was posted and made available for review and comment.
- (REQUIRED) Agency responsible for Medicaid and the state Children's Health Insurance Program. Describe the coordination goals and process: The final draft of the state plan was posted and made available for review and comment. Goal is to continue coordination with the Kansas Department for Health and Environment (KDHE) Maternal Health team and provide consumer resources on agency's Kansas Quality Network (KQN) regarding Medicaid, CHIP program, and immunization resources.
- (REQUIRED) State/territory agency responsible for mental health. Describe the coordination goals and process: The final draft of the state plan was posted and made available for review and comment. 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 Kansas State Agencies Early Childhood Leadership Team work to support children and their families.
- (REQUIRED) Child care resource and referral agencies, child care consumer education organizations, and providers of early childhood education training and professional development. Describe the coordination goals and process: The final draft of the state plan was posted and made available for review and comment. DCF contracts with Child Care Aware of Kansas for Resource and Referral and Consumer Education Services. DCF

is also coordinating with Child Care Aware of Kansas in the development of a statewide quality rating improvement system (QRIS), named Links to Quality (L2Q). The newly developed L2Q will pilot a network of quality child care resources empowering families in making informed decisions about child care. The L2Q will provide parents the tools and knowledge to assess what quality child care looks like, how to select high quality care and where to access it. Goal will be to create a QRIS system that can be launched statewide.

- ☒ (REQUIRED) Statewide afterschool network or other coordinating entity for out-of-school time care (if applicable). Describe the coordination goals and process: The final draft of the state plan was posted and made available for review and comment. Goal is to continue planning and coordinating with the Kansas Enrichment Network, as they build and expand school based programs to enhance learning opportunities for students and provide technical assistance to new and established programs. The State Child Care Administrator serves on the Kansas Enrichment Network Executive Committee.

- ☒ (REQUIRED) Agency responsible for emergency management and response. Describe the coordination goals and process: The final draft of the state plan was posted and made available for review and comment. 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 COOP Committee which is comprised of representatives of state cabinet level agencies. The committee sets standards for state agency COOP plans and provides guidance and assistance to state agencies regarding their COOP planning efforts. DCF is also the state agency lead for feeding and mass care during disasters. DCF representatives travel to the State EOC during State EOC 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 following are examples of optional partners a state might coordinate with to provide services. Check all that apply.

- State/territory/local agencies with Early Head Start – Child Care Partnership grants. Describe: The final draft of the state plan was posted and made available for review and comment. 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 Strengthening Families team meets regularly with TFC project management team, with the goal to meet at a minimum quarterly.
- State/territory institutions for higher education, including community colleges. Describe: The final draft of the state plan was posted and made available for review and comment. DCF coordinates with representatives of higher education and community colleges regarding state career ladder initiative, early learning guidelines, professional development opportunities and the Kansas Early Learning Guidelines toolkit.
- Other federal, state, local, and/or private agencies providing early childhood and school-age/youth-serving developmental services. Describe: The final draft of the state plan was posted and made available for review and comment. Agency staff are members of the State Interagency Coordinating Council (SICC) and agency provides funding to support SICC staffing. 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.
- State/territory agency responsible for implementing the Maternal and Child Home Visitation programs grant. Describe: On-going planning and consultation occurs between DCF and KDHE staff and representatives of this agency through the Kansas State Agencies Early Childhood Leadership Team monthly meetings, and thru the development and completion of the CCDF state plan work. The final draft of the state plan was posted and made available for review and comment.
- Agency responsible for Early and Periodic Screening, Diagnostic, and Treatment. Describe: On-going planning and consultation occurs between DCF, KSDE – Part B 619 and KDHE- Part C staff and representatives of this agencies through the Kansas State

Agencies Early Childhood Leadership Team monthly meetings, and thru the development and completion of the CCDF state plan work.

- 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. Child welfare staff are located within the lead agency. In addition the lead agency, DCF, partners with Early Head Start – Child Care Partnership grantees to serve children in foster care and to assist their foster families in accessing/coordinating payment.
- State/territory liaison for military child care programs. Describe: The final draft of the CCDF state plan was posted and made available for review and comment by the public and other entities.
- 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 State Agencies Early Childhood Team, 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.
- 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 Strengthening Families Child Care Team 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.
- Other. Describe:

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

Optional Use of Combined Funds: States and territories have the option to combine funding for CCDF child care services with funding for any of the required programs listed 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, homeless children, 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 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 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 the Head Start and CCDF is strongly encouraged by sections 640(g)(1)(D) and (E); 640(h); 641(d)(2)(H)(v); and 642(e)(3) of the Head Start Act in the provision of full working day, full calendar year comprehensive services. To implement such collaborative programs, which share, for example, space, equipment, or materials, grantees may layer several funding streams so that seamless services are provided (Policy and Program Guidance for the Early Head Start – Child Care Partnerships: https://www.acf.hhs.gov/sites/default/files/occ/acf_im_ohs_15_03.pdf).

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

No.

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 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 and Kansas Early Head Start, Head Start and the Kansas Preschool Programs.
- c) Your purpose and expected outcomes for combining funds, such as extending the day or year of services available (i.e., full-day, full-year programming for working families), smoothing transitions for children, enhancing and aligning quality of services, linking comprehensive services to children in child care or developing the supply of child care for vulnerable populations 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 KEHS and Federal Early Head Start are tracked by DCF. Wraparound funds for Head Start and Preschool Programs are not tracked.

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 child care program (98.55(f)).

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)? Check all that apply.

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

- N/A—The territory is not required to meet CCDF matching and MOE requirements
- Public funds are used to meet the CCDF matching fund requirement. Public funds may include any general revenue funds, county or other local public funds, state/territory-specific funds (tobacco tax, lottery), or any other public funds.
 - o If checked, identify the source of funds: Matching: State General Funds; MOE: Children’s Initiative Funds (tobacco settlement funds)/State General Funds
If known, identify the estimated amount of public funds that the Lead Agency will receive: \$ Matching: \$8,790,514; MOE: \$6,673,024 total (\$5,033,679 CIF Funding/\$1,639,345 State General Funds)
- Private donated funds are used to meet the CCDF matching funds requirement. Only private funds received by the designated entities or by the Lead Agency may be counted for match purposes (98.53(f)).
If checked, are those funds:
 - donated directly to the State?
 - donated to a separate entity(ies) designated to receive private donated funds?

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

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

- State expenditures for preK programs are used to meet the CCDF matching funds requirement. If checked, provide the estimated percentage of the matching fund requirement that will be met with preK expenditures (not to exceed 30 percent):
- If the percentage is more than 10 percent of the matching fund requirement, describe how the State will coordinate its preK and child care services:
 - If known, identify the estimated amount of preK funds that the Lead Agency will receive for the matching funds requirement: \$

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

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

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

- No
 Yes

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

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

- If the percentage is more than 10 percent of the MOE requirement, describe how the State will coordinate its preK and child care services to expand the availability of child care:
- If known, identify the estimated amount of preK funds that the Lead Agency will receive for the MOE Fund requirement: \$

1.6 Public-Private Partnerships

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

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

(98.16(d)(2)). 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, find a wide range of resources to support their staff and families, 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 lead agency, DCF, continues to coordinate with many partners on the development of a statewide Quality Rating Improvement System (QRIS). The QRIS Advisory Group, which consists of representatives from the Kansas Child Care Training Opportunities, 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, Prairie Band Potawatomi Nation, a Child Care Center, a Family Child Care Provider, a parent, KDHE and DCF, has the goal of providing critical input in the QRIS design. These representatives have a wide range of knowledge and expertise, as well as, specific agency goals and interest that strengthen the quality of the QRIS system. The QRIS Advisory Group meets in person quarterly. Currently, Links to Quality, the Kansas QRIS program, is in its pilot program phase. Links to Quality will be tested in five areas across Kansas chosen based on several factors including rates of poverty, unemployment, and out-of-home placements. The pilot launched in April 2018.

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 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. DCF staff serves on, Early Childhood Higher Education Options, Early Childhood Quality Instructional Partners, Health Literacy, Kansas Association of Infant Mental Health, Kansas Early Head Start Director’s meetings, Kansas Interagency Council on Homeless, Kansas Quality Improvement Advisory Council, Kansas Head Start Association Affiliate Program Member meetings, Kansas Head Start Association Board, Kansas State Agencies Early Childhood Leadership Team, Parent Leadership, Safe Kids Kansas, State Interagency Coordinating Council, Tribal Coordination meetings, Kansas Department of Health and Environment and Child and Adult Care Food Program coordination, DCF child care provider enrollment staff meetings, Help Me Grow core leadership team meeting, State Home Visitation Team, and Region VII Head Start Association Meetings.

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

Lead Agencies may use CCDF funds to establish or support a system of local or regional child care resource and referral (CCR&R) organizations that is coordinated, to the extent determined by the state/territory, by a statewide public or private non-profit, community-based or regionally based, lead child care resource and referral organization (such as a statewide CCR&R network) (658E(c)(3)(B)(iii); 98.52).

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

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

Note: Use section 7.6 to address how quality set-aside funds, if applicable, are used to support a statewide CCR&R system.

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

- No. The state/territory does not fund a CCR&R system and has no plans to establish one.
- Yes. The state/territory funds a CCR&R system. If yes, describe the following:
 - a) What services are provided through the CCR&R system? Lead Agency contracts with Child Care Aware of Kansas, a non-profit organization, for consumer education and child care referral services. Services to families include providing individualized resources to parents and guardians about child care services, child development, school-age services, and affordable options to meet their children’s needs. This includes providing families with a full range of child care options and providing support and assistance to ensure the child care settings meets their needs within their communities. Services to providers includes consumer education resources that encourage quality improvement and assisting families in

meeting their needs. Additionally, providers are informed of statewide initiatives and community-based services available to providers and families. Providers are part of an established referral system to link families with child care providers. Through their data collection system and other resources, Child Care Aware of Kansas prepares the Annual Child Care Supply and Demand Report. (http://www.dcf.ks.gov/services/ees/Documents/Child_Care/2017SupplyDemandReportv2.pdf)

b) How the CCR&R system is operated, including how many agencies and if there is a statewide network and how the system is coordinated. [Child Care Aware of Kansas is a statewide network operating four regional offices that serve all 105 counties of Kansas.](#)

1.8 Disaster Preparedness and Response Plan

Lead Agencies are required to establish a Statewide Child Care Disaster Plan (658E(c)(2)(U)). They must demonstrate how they will address the needs of children—including the need for safe child care, before, during, and after a state of emergency declared by the Governor or a major disaster or emergency (as defined by Section 102 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5122)—through a Statewide Disaster Plan that, for a State, is developed in collaboration with the State human services agency, the State emergency management agency, the State licensing agency, the State health department or public health department, local and State child care resource and referral agencies, and the State Advisory Council on Early Childhood Education and Care (designated or established pursuant to section 642B(b)(1)(A)(i) of the Head Start Act (42 U.S.C. 9837b(b)(1)(A)(i))) or similar coordinating body (98.16(aa)).

- 1.8.1 Describe how the Statewide Child Care Disaster Plan was developed in collaboration with the State human services agency, the State emergency management agency, the State licensing agency, the State health department or public health department, local and State child care resource and referral agencies, and the State Advisory Council on Early Childhood Education and Care or similar coordinating body: [The State human services agency, Kansas Department for Children and Families, drafted the 2018 Kansas Child Care Disaster Plan, which is a summary of all levels of coordination and communication in the event of a disaster or emergency with the primary focus on children in child care settings. Extensive input was received and utilized from multiple staff at the State emergency management agency, Kansas Division of Emergency Management. At the suggestion of the Kansas Division of Emergency Management, the State ADA Coordinator reviewed the draft and provided input. The State ADA Coordinator is employed by the Kansas Department for Children and Families. The Kansas Department for Children and Families' Emergency Management Coordinator provided further feedback to improve the plan. Staff from the Kansas Department of Health and Environment, the State licensing agency and State health department, provided updates and comments utilized in the plan development. Staff from Child Care Aware of Kansas and Kansas Child Care Training Opportunities, Inc., representing child care resource and referral agencies, provided additional input to improve the plan. Input was also received from Kansas Children's Cabinet and Trust](#)

Fund staff. Representatives on the Child Care Licensing Systems Improvement Team have reviewed the 2018 Kansas Child Care Disaster Plan as representatives of the previously mentioned agencies.

- 1.8.2 Describe how the Statewide Disaster Plan includes the Lead Agency's guidelines for the continuation of child care subsidies and child care services, which may include the provision of emergency and temporary child care services during a disaster and temporary operating standards for child care after a disaster: All State agencies, including the Kansas Department for Children and Families (DCF), Kansas Department of Health and Environment (KDHE) and the Kansas Division of Emergency Management (KDEM), have developed agency-wide continuation of operations plans. Kansas local health departments, which provide child care licensing services, also have continuity of operation plans developed. DCF has continuity of operations plans for the Kansas DCF Administration site, ITS and each of the four regions. Each office also has a continuity of operation plan developed. To ensure continued access to the Kansas Benefits Card, which is used by child care subsidy providers to pay providers, the agency with which DCF contracts also has a continuation of operation plan.

To help facilitate the continued care for children when their parents or caregivers are absent, KDHE has issued emergency disaster guidelines, which are provided in the 2018 Kansas Child Care Disaster Plan. KDHE's Child Care Licensing Program (KDHE-CCL) has long had a guidance policy for local health departments, child care and school-age programs and partners regarding the care of children and youth in facilities when their parents are absent, in the event of a community natural or environmental disaster. Guidelines address 1) temporary emergency facilities within the disaster area or set up outside the disaster area but not licensed at the time of the disaster, 2) regulated facilities not directly impacted by the disaster; 3) local health departments contracted to provide child care regulatory services affected by the disaster; and 4) regulated facilities that are within the disaster area or facilities temporarily closed and then re-opened following the disaster. A member of the child care licensing team serves on KDHE's Mass Care Planning Team and this individual is currently updating the existing guidance to better align with current KDHE standard operating procedures.

- 1.8.3 Describe Lead Agency procedures for the coordination of post-disaster recovery of child care services: The Kansas Division of Emergency Management (KDEM) is the lead agency in coordinating emergency operations through all phases of emergency management. KDEM is organized into three program areas to fulfill this statutory responsibility. These program areas include preparedness, planning and mitigation, response and recovery. The Response and Recovery Branch contains the Communications Unit, Individual Assistance program, Public Assistance Program, Regional Emergency Management Coordinator Program and Technological Hazards section. The Incident Command System is used to direct, command and coordinate response and recovery operations at all levels of government. Kansas Department for Families and Children, the lead agency, serves as a support agency, along with many other support agencies, for Emergency Support Function 14: Long Term Community Recovery, which looks at long-term impacts to the community and would address businesses and employment, community infrastructure and social services. Community infrastructure recovery includes child

care facilities and child care needs being identified, coordinating recovery efforts and the use of resources to support this recovery. The details of the responsibilities involved in these various roles during preparedness, mitigation, response and recovery are defined in the 2017 Kansas Response Plan, which is an appendix item in the 2018 Kansas Child Care Disaster Plan. Within the 2017 Kansas Response Plan, more details exist around the role of Community Relations Team in informing disaster victims of the disaster assistance programs and registration process. A Long-Term Recovery Committee also helps identify unmet needs and possible assistance. Centers are established to provide information on available disaster assistance. Kansas Department of Health and Environment has the recovery responsibility to provide resource information and technical assistance for restoration of child care facilities and to evaluate needs and concerns relating to child care for survivors and responders including possible evacuees from other states. Kansas Department of Health and Environment has emergency disaster guidelines and specific guidance for child care facilities within a disaster area or facilities that are temporarily closed and then reopened following a disaster, which are included in the 2018 Kansas Child Care Disaster Plan.

- 1.8.4 Describe how the Lead Agency ensures that providers who receive CCDF funds have the following procedures in place—evacuation; relocation; shelter-in-place; lockdown; communications with and reunification of families; continuity of operations; and accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions: All providers who receive CCDF funds are required to be licensed with the exception of a relative which Kansas has exempted from the health and safety requirements and one license exempt provider, Flint Hills Job Corps and neighboring out of state licensed providers. Flint Hills Job Corps has a memorandum of understanding with the Lead Agency and must meet or exceed all Kansas Department of Health and Environment licensing standards. Out of state licensed providers who enter into agreements with the Lead Agency must meet the requirements as specified by their state licensing entity and must be a CCDF provider in that state. As indicated in the child care licensing program policy appendix item 5 in the 2018 Kansas Child Care Disaster Plan, all Kansas Department of Health and Environment licensed child care facilities are required to develop an emergency plan. The emergency plans address the types of emergencies likely to occur in or near the facility including a fire, weather related event, missing child, chemical release, utility failure, acts of violence/terrorism or other situations that might require evacuation, lock-down or shelter in place. The plans are required to have designated relocation sites and evaluation routes, procedures to meet the needs of individual children, including those with special health care or mobility needs and procedures for notifying parents and legal guardians of the relocation and for reunification. Child care licensing surveyors review emergency plans during the annual inspection and provide consultation and technical assistance to assist licensees in maintain compliance with the requirement. These guidelines address the regulated facilities that are within the disaster area or facilities temporarily closed and then reopened following the disaster. All state agencies, including DCF, KDHE, and Kansas Division of Emergency Management, have developed agency wide continuation of operations plans. Kansas local Health Departments, which provide child care licensing services, also have

continuity of operation plans developed. The Kansas Department for Children and Families has continuity of operations plans for Kansas DCF Administration site, ITS, and each of the four regions. Each individual DCF office also has a continuity of operation plan developed. To ensure continued access to the Kansas Benefits Card, which is used by child care subsidy providers to pay providers, the agency that KDCF contracts with also has a continuation of operation plan. KDHE's Child Care Licensing Program (KDHE-CCL) has long had a guidance policy for local health departments, child care and school-age programs and partners regarding the care of children and youth in facilities when their parents are absent, in the event of a community natural or environmental disaster.

- 1.8.5 Describe how the Lead Agency ensures that providers who receive CCDF funds have the following procedures in place for child care staff and volunteers—emergency preparedness training and practice drills as required in 98.41(a)(1)(vii): Child care providers have access to resources concerning how to prepare for an emergency on the Kansas Department of Health and Environment's (KDHE) Child Care Licensing Emergency Preparedness Planning page and the Child Care Aware of Kansas Emergency Preparedness toolkit is available on their website. These resource materials cover practice drills and training. Kansas Child Care Training Opportunities offers a course that is specifically about emergency preparations. This type of training is also available to child care providers from other entities across the state, such as Child Care Aware of Kansas. KDHE's policy states that the child care's emergency plan must be posted in a conspicuous place in the facility. The emergency plan should be shared with parents and legal guardians of each child enrolled. Each person caring for children, including each substitute, is to be informed of and shall follow the emergency plan. K.A.R. 28-4-128 Safety Procedures requires a fire drill to be conducted monthly and scheduled to allow participation by each child. Each date and time shall be recorded. It also requires a tornado drill to be conducted monthly, April through September, and scheduled to allow participation by each child. Each date and time shall be recorded. Each person regularly caring for children shall have first-aid training. Documentation of the training shall be on file at the facility.
- 1.8.6 Provide the link to the website where the statewide child care disaster plan is available: http://www.dcf.ks.gov/services/ees/Documents/Child_Care/StatewideCC-DisasterPlanCurrent.pdf

2 Promote Family Engagement Through Outreach and Consumer Education

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

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

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

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

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

- 2.1.1 Describe how the Lead Agency or partners provide outreach and services to eligible families for whom English is not their first language: The Lead Agency’s applications and informational materials are available in Spanish. The Language Line and Translation services are available in local agency offices statewide. The agency’s resource and referral contractor, Child Care Aware of Kansas, and the agency’s consumer education website, Kansas Quality Network (KQN) utilize Google Translate. Google Translate is a multilingual machine translation service that is the current industry standard for translation services. 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