8.1.7. CHILD CARE ASSISTANCE

A. STATEMENT OF INTENT

Based on the FY 2016 CCDF funding, Cook Inlet Tribal Council Inc., (CITC) is considered a large allocation Tribal consortium. Cook Inlet Tribal Council, Inc. (CITC), as the lead agency, will provide child care assistance through a single integrated participant service delivery system, referred to as the Child Care Assistance Program, administered under P.L. 102-477 for FY22-24. The Child Care Assistance Program provides financial assistance to Alaska Native and Native American families who need child care services for children under the age of 13, or under the age of 19 with documentation of mental or physical disability requiring services.

B. DESCRIPTION OF HOW CHILD CARE SERVICES WILL BE INTEGRATED

Many of the service providers within CITC refer participants to child care assistance that need child care and are actively working, taking college/vocational classes, in certificated training or employment “related” activities.

The Employment and Training Services Department (ETSD) has a central intake process, as outlined in section 8.0, which allows for participants to access services from a central location, is provided an assessment of services and direct referral. The services within ETSD also provide referrals to child care, employment skill training, health and occupational training, and GED classes, as well as other services to aide in the participant’s employment search. In addition, the Tribal Temporary Assistance to Needy Families (TANF) program works closely with child care services to ensure participants do not experience a disruption of services as they are transitioning from cash assistance to employment. Child care staff often meets together with case managers and participants to ensure the smooth transition.

C. DELIVERY OF SERVICES UNDER THIS PLAN

CITC ETSD will be the lead agency that will administer child care services under this plan, which includes a certificate program and two tribal CCDF operated centers. Service area includes the Municipality of Anchorage and the rural villages of Eklutna, Seldovia, Knik, Chickaloon, Ninilchik, Kenaitze and Tyonek. The Child Care team will organize the delivery of direct child care services with village staff within our service area, who elect to receive services under CITC’s plan, evident by a Tribal Resolution. Villages will have the option to provide CCDF services according to their individually approved CCDF plan; however, villages without an independent CCDF approved plan will deliver services under the CITC CCDF Plan. CITC’s Employment and Training Services Director and CITC Tribal Liaison will be the contact persons for the CCDF villages regarding the submission of activity reports, both programmatic and financial, in compliance with sub-contractual agreements.

In addition, CITC Child Care Assistance has informal cooperative agreements and partnerships with the Alaska Family Services Daycare Assistance Program, Department of Public Assistance (DPA), State of Alaska Child & Adult Care Licensing Department, Thread Alaska, and other Alaska Native non-profit service organizations, all of whom provide an optimum level of coordination in
child care services, as well as other fundamental needs. CITC’s child care assistance program also coordinates closely with Recovery Services and Child and Family Services to ensure participants are able to access daycare enabling them to engage in various treatment and prevention service programs as their related work activities.

D. COORDINATION OF ACTIVITIES

CITC anticipates an increase of referrals to the below services due to the coordination efforts and information sharing to participants (includes, but not limited to):

1) Health: CITC refers all children eligible for Indian Health Services (IHS) to the Alaska Native Medical Center to ensure that immunizations are current.

2) Education: CITC Child Care Assistance program works with the Anchorage School District, (ASD) and Head Start and Early Head Start Programs to assure parents are aware of the childcare services offered through our program. Our contractual relationship with Thread Alaska helps identify children with special needs early so these parents can get specific early education needs met.

3) Employment: Alaska’s People is the direct employment referral component.

4) TANF: CITC Tribal Temporary Assistance for Needy Families (TANF) program may use the Child Care Assistance program for their childcare needs if they meet all eligibility requirements.

E. PUBLIC HEARING AND COMMENT PERIOD

An annual public hearing, to receive comments from community members regarding the Child Care Assistance Program, will be held on June 17, 2021, from 8:00am – 5:00 pm, at the Cook Inlet Tribal Council building in the Employment and Training Services Department. Notice of the public hearing and a request for comments was also posted on May 26, 2021 on the CITC website (www.citci.org). These postings listed the time and location of the hearing along with instructions for submitting public comments in person, via phone, fax, email or mail.

F. DEFINITION OF INDIAN CHILD AND SERVICE AREA

1) “Indian Child” as a child, under the age of 13, who is an enrolled member, eligible to become an enrolled member, or the biological descendant of an enrolled member of a federally recognized tribal entity. Parents of non-Native children can receive assistance if documentation is provided the child meets the requirements of being a member of a native family, as “Family” is defined in our Policy and Procedure Manual. In the event that the applicant is non-Native, proof the child to be served is of Native descent or qualifies under the definition of “Indian Child”, is required.

2) Cook Inlet Region service area this includes: the Municipality of Anchorage and the rural villages of Eklutna, Seldovia, Knik, Chickaloon, Ninilchik, Kenaitze and Tyonek.
G. TRIBAL RESOLUTIONS

See Appendix E- Eklutna, Seldovia, Knik, Chickaloon, Ninilchik, Kenaitze and Tyonek.

H. HEALTH AND SAFETY

See Appendix N– Health and Safety Requirements for Providers.

I. QUALITY OF CARE AND IMPROVEMENT ACTIVITIES

The Child Care Program Manager works closely with the CITC Tribal Liaison to maintain contact with the Tribes in our service area. We maintain communication to determine any technical assistance needs and have provided training as necessary.

In the Greater Anchorage Area, we are able to perform home visits to assess the quality of care our participating children receive. CITC may also offer incentives for improving the quality of child care services through increased provider education and/or increased financial compensation for increased competencies.

CITC provides no less than 12 percent of funding in fiscal year 2022 through 2024 with a three percent set aside entirely focused on infants and toddlers. This funding will go towards Quality Improvements, Cultural Activities and Grants for the purposes of improving child care services and activities.

Some of the Quality Improvement activities provided under this plan include:

1) Grants to providers for health/safety improvements and educational supplies. Reimbursable/Paid include, but are not limited to:

   a. Repairing stairs / walkways
   b. Age appropriate educational activity supplies and tools
   c. Providing child safe play areas and playgrounds
   d. Replace old and unsafe furniture and appliances
   e. Repairing windows, carpeting, or other safety issues within the child(rens) access.
   f. Provide specialized health and safety equipment, such as PPE, thermometers, extra hand-washing and sanitizing supplies.
   g. Supporting compliance with State or tribal requirements for licensing, inspection, monitoring, training, and health and safety through providing quality grants for obtaining necessary health and safety equipment, needed repairs, and upgrading outdoor play space.

2) Staff/Early Childhood Development grants will be reimbursed/paid to provide training fees if it is for:

   a. Supporting the training and professional development of the child care workforce such as attending pre-service and in-service training opportunities, paying for
Child Development Associates Credentials, First Aid & Pediatric CPR or early childhood college courses.

b. Offer trainings to support infant and toddler mental health such as attachment, bonding, and temperaments training.

c. Developing, implementing, enhancing, or participating in a quality improvement system for childcare providers and services, such as participating in Alaska’s Learn and Grow or attending classes offered by thread.

d. Supporting the development or adoption of high-quality tribal program standards related to health, mental health, nutrition, physical activity, and physical development through the establishment and participation in setting cultural Tribal Standards and purchasing early education and developmental materials and toys aimed at school readiness.

e. Assist with the purchase of tools/resources for providers to incorporate tribal language into child care settings, modify curricula to reflect tribal culture and offer culturally based training opportunities for parents and providers through newsletters, storytelling, elder participation and the purchase of age appropriate indigenous books and traditional materials for activities.

f. Alaska Native and American Indian language, cultural based summer youth programs, and cultural activities that occur within the context of tribal child care and education programs and services.

g. Training coach responsible to train child care teachers in the areas of, but not limited to: professional development, cultural activities/curriculum, regulations.

h. Any other training that is determined to promote knowledge in early childhood development, health and safety, requirements, or quality improvement activities.

i. Provide funding to child care provides to increase wages of child care workers.

j. Contract with Clare Swan Early Learning Center to provide Training Our First Teachers (TOFT). TOFT offers Alaska Native/American Indian participants the opportunity to earn a Child Development Associate (CDA) Credential. This is the Head Start recognized credential for infants and toddlers and is a key stepping-stone on the path of career advancement in early childhood education. Under this quality improvement initiative participants are provided with the following support:

- Training, mentoring, and coaching using a Culturally Responsive CDA Curriculum developed by Clare Swan Early Center (CSELC)
- All costs and materials to obtain the CDA Credential are paid for
- Participants will receive a stipend
• First 2 weeks of the cohort is for Orientation into the program and integration into classroom
• After the orientation period, the cohort will receive 2 hours of training as a student and 6 hours of hands-on classroom training as a teacher
• Participants will receive coaching to complete a CDA professional portfolio
• Employment services to prepare them to succeed in the Early Childhood Workforce which include:
  • Resume Building
  • Networking with local Childcare Centers that are hiring
  • Further education pathways
  • Project Cost: $400,000 per year

k. Quality Improvement Coordinator to organize outreach to childcare providers and the community to inform them of Quality Improvement activities.

l. THREAD- contract with THREAD to will develop and facilitate a series of training which meets the training requirements outlined for achieving the CDA credential for up to 15 early educators each year. The scope of work and project cost will include the following:
  • Facilitation of at least 120 hours of training, with at least ten hours in each of the eight CDA subject areas, which may be offered traditionally in a face-to-face training setting, by distance delivery, or a hybrid of these
  • Instruction on and assistance with the development of the CDA Professional Portfolio
  • Distribution of written training materials
  • A copy of The CDA Competency Standards Book for each candidate
  • Technical assistance to implement strategies gained during training and prepare the candidate for the Verification Visit and Exam
  • Travel for thread staff to deliver any applicable training through face-to-face facilitation, on-site technical assistance, and/or to conduct the Verification Visit
  • Assistance to identify a state-approved early care and learning facility where candidates may complete experience hours and/or the Verification Visit
  • Support to complete and submit the CDA application and arrangement to pay the CDA application fee for eligible candidates
  • Assistance to identify an eligible testing center to complete the CDA Exam
  • Project Cost: $330,000.00 ($110,000 x 3 years)

J. STANDARD OR CATEGORICAL ELIGIBILITY (CE) DETERMINATION

CITC will use CE for part of its service area, but not all areas within the region. CE will be used in the following communities: Chickaloon, Seldovia, and Tyonek. CITC will consider any American Indian/Alaska Native child in these communities up to age 13 eligible to receive CCDF funds.
regardless of family income, and work or training status, with the provision that services are prioritized for those with the highest need. CITC will also use the above CE criteria in the event of a State/Nationally recognized disaster to provide families/essential workers with assistance during that disaster.

K. ELIGIBILITY DETERMINATION

a. Eligible Families and Children:

Child Care Services are available to eligible families who are working, engaged in subsistence/cultural activities, attending a job-training program, or attending educational programs. To be eligible, child(ren) must be under the age of 13 (or 19 with a documented disability), reside in the service area and be living with or in a family household with a parent or legal guardian or other individual standing “in loco parentis”.

b. Approved Activities:

Families may be eligible if they are engaged in an activity for a wage or salary, in a business with the intention of making a profit, training or educational activity or in subsistence/cultural activities for a minimum of at least 20 hours per week. Subsistence/cultural activities include, but not limited to, harvesting, gathering, procurement of fish and wildlife will be considered the same as working for wages.

Parents attending a job training or educational program must attend a minimum of 20 hours per week or six (6) units per semester or two (2) - three (3) unit courses. Job training and educational programs shall be determined based on the program up to 50 hours per week, includes lunch, study time, and two (2) hours of travel time round trip per day. Parents must be in attendance as such to successfully complete the training and obtain a skill to enter the workplace, certificate, or degree.

Other educational programs may be considered, but not limited to, basic skills, GED preparation, high school completion or college courses leading to certificates as well as training at an accredited post-secondary school or program.

c. Income:

Countable income from household parents/guardians age eighteen (18) and over (or under eighteen (18) and emancipated) shall be considered in determining income related eligibility.

Income, for the purposes of eligibility, is defined as income of the parent and spouse, if married, or the parent and significant other when living in the same household.

Foster parents and households caring for a child in protective services may be exempt from income requirements. Income is used to determine eligibility and co-payment in the CITC service.
area for child care services. Countable and exempt income will be defined in CITC internal policies and procedures.

d. Protective Services:

CITC will provide child care services to eligible children receiving protective services. Protective services for the purposes of eligibility are:

- Children placed in foster care
- Children who are experiencing homelessness
- Children of parents attending inpatient drug or alcohol rehabilitation programs
- Children placed in kinship care
- Children of teenage parents
- Children with a disability whose family may or may not be working
- Children in a crisis situation related to domestic violence
- Children with Special Nutritional Needs (as documented by a physician or medical professional licensed by the State of Alaska).

NOTE: “Special Needs Child” definition will be used for priority determination under section M below.

e. Respite Care:

Families may also receive respite care under protective services. Respite care must be State Licensed. CITC allows for respite care only for brief occasional periods not to exceed 40 hours per month.

f. Income Limits

State Median Income (SMI) Chart effective October 1, 2021. CITC is using the income limits from the FY 2021 HUD Statewide Income Limits for Alaska. CITC will be using 85% of the SMI to allow low co-pays for low-income families. Family Size (a) 100% of SMI (b) 85% SMI Monthly

<table>
<thead>
<tr>
<th>Family Size</th>
<th>(a) 100% of SMI Monthly</th>
<th>(b) 85% of SMI Monthly</th>
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<tbody>
<tr>
<td>2</td>
<td>$6,258</td>
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</tr>
<tr>
<td>3</td>
<td>$7,041</td>
<td>$5,984</td>
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<tr>
<td>5</td>
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<td>2021 HUD income limit for Alaska.</td>
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<tr>
<td>6</td>
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<td>7</td>
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<td>8</td>
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Based on the 2021 HUD income limit for Alaska.[1](https://www.huduser.gov/portal/datasets/il/il2021/2021summary.odn?inputname=STTLT*02999999%2BAlaska&selection_type=county&stname=Alaska&statefp=02.0&year=2021)

g. Outreach and Application Process for Child Care:

Outreach- Families and the general public are informed of child care options and the availability of child care assistance through CITC’s website, social media, newsletters, tribal offices, and community outreach events. Information is also available through child care providers, child care resource and referral agencies and through our tribally operated center.

Application Process- Families may apply for services in-person, phone, fax, mail, at the child care provider’s site and electronically via email or online application. When a fully completed and signed application for Child Care Services is received, CITC follows the procedures as stated in CITC’s Child Care Policies and Procedures Manual.

h. Eligibility Certification Process:

Certification Period- Eligible families are certified to receive 12 months of child care services, and will be required to recertify at the end of the 12-month period. Parents who elect to report a change in job status during the 12-month period may request a redetermination to evaluate their co-payment amount to request a decrease in co-payment.

i. Priority Determinations and Vulnerable Children Access

Priority determinations- for child care services will be given to children receiving protective services and other vulnerable children and families who are experiencing:

- A physical or mental disability
- Homelessness defined by the McKinney-Vento Act
- Teen parenting
- Child welfare placement
- Kinship Care
- Or other at-risk circumstances determined on a case by case basis.

Vulnerable Children Access- CITC Child Care Program is committed to improving access to services, prioritizing services, conducting outreach activities and establishing grace periods for children experiencing homelessness to gather their documentation. A grace period of 90 days will be given to a family applying for child care to turn in all their documentation if the family is experiencing homelessness and children in child welfare. Children with a physical or mental disability (as documented by a physician or medical professional licensed by the State of Alaska)
or a parent with a documented disability who is experiencing challenges caring for an age eligible tribal child who could benefit from quality child care may be considered for priority assistance.

j. Underserved Strategies:

CITC is committed to increasing the supply and quality of child care services for children who are typically underserved. This includes:

- Support for increased access to infant/toddler care- CITC has several funding initiatives that support the increased education of providers that offer infant and toddler care, as well as, funding to support the Clare Swan Early Learning Center (CSELC). CITC will also be supporting the CSELC training program to increase the number of certified infant/toddler teachers.

- Non- traditional hours of care- CITC allows for non-traditional hours of care and provides increased subsidies to ensure proper coverage.

- Respite care and expansion of Relative Provider care- CITC provides the option of respite care for eligible families. CITC offers relative care as an option for families to choose and we can provide funding to assist with providers becoming licensed.

L. SLIDING FEE SCALE

See Appendix C for CITC Sliding Fee Scale, which shows how much parents/guardians are required to contribute to their child care rates.

The Alaska State Median Income (SMI) thresholds will be used to determine eligibility for the CITC service area.

CITC will use the FY 2021 Alaska SMI as the Grantee Median Income for the CITC service area. All other co-payments are set at reasonable family contribution rates. Co-payments may be waived for CCDF eligible families enrolled at Clare Swan Early Learning Center or any other tribally operated center as approved in this plan within the CITC service area. Co-payments may also be waived for families receiving protective services. Families in the CITC area can continue to receive assistance until their income reaches an amount up to 85% of the current FY 2021 Alaska State Median Income.

M. ENSURING EQUAL ACCESS TO QUALITY CHILD CARE FOR LOW-INCOME CHILDREN

CITC offers a variety of child care options for eligible families that enable them to make an informed choice on the type of care for their child. CITC options include State Licensed Center Based Care, including tribally operated centers, Group Home Care, Family Home Care, Tribally Approved Relative and In-home Care. Tribally Approved Relative Care is restricted to Relative Providers only. Families are notified within ten days of receipt of a completed application packet.
Parents will be informed of the various child care options through the distribution of consumer education materials, by contacting CITC Child Care Services, community outreach, workshops, and through the use of social media. CITC’s Tribally Operated Center will also provide information on child care options and referrals for parents.

CITC Child Care Assistance program may contract with child care providers in the service area to reserve slots for eligible CCDF children.

CITC uses the following definitions of child care options:

1. **Center Based and Group Home Care**- Care provided by State Licensed Providers who is licensed by the State of Alaska Child Care Program Office. Center Based Care may be provided for 13 or more children. Group Home Care may be provided for 12 or less children.

2. **Family Home Child Care**- One or more individuals caring for children in a private residence that is are licensed by the State of Alaska Child Care Program Office. Care may be provided to no more than eight (8) children under the age of 13.

3. **Tribally Approved Relative Care**- An relative who provides care in their home or in the child(ren)s own home. Tribally Approved Relative Providers may care for no more than a total of five (5) children under the age of 13, including the provider’s own children.

4. **In-Home**- A facility approved by State of Alaska where a parent may choose to bring a child care provider, either related or not related to the child(ren), into the family home to care for the child(ren) in the child(ren)’s home.

**CITC operates the following Tribal CCDF Center**-

Clare Swan Early Learning Center (CSELC)
800 Northway Drive
Anchorage, Alaska 99508

The center will be licensed by the Municipality of Anchorage. CCDF eligible children will be able to apply directly to the center for one of the part time or full time slots for children age six weeks to 36 months. Priority will be provided to Special Needs children. Children accepted into the CSELC, or any other Early Headstart or Headstart, will not require a copay or subsidy, and the children will be given continuous eligibility for 36 months before redetermination.

The contract developed with the CSELC will be monitored according to the Uniform Guidance 2 CFR Part 200. The Cost Allocation Plan for the CSELC will be developed and submitted to PL102-477 office for approval by appropriate federal agency.

**N. PAYMENT RATES FOR CHILD CARE PROVIDERS UNDER SUBSIDY PROGRAM**
CITC rates are based on the State of Alaska’s Market Rate Survey that was completed in 2017. According to Thread Alaska, our child care referral resource, 95% of the child care providers in CITC’s service area accept the state payment rates; therefore, our rates are sufficient to assure equal access to comparable Child Care Services. Presently, all child care providers in the service area accept CITC Child Care Program payment rates. To date, there are no families reporting challenges securing child care due to cost. CITC does not refer families to child care providers, however, community resources are provided to help families select a provider to meet their individual needs. CITC offers Family and Home services through individuals interested in providing child care services using the State of Alaska Licensing procedure. We also offer services in Centers Licensed with the Municipality of Anchorage. To mirror state rates, we offer a payment rate to compensate the varying service providers according to the varying rate authorized by the State of Alaska, please see Appendix O.

Provider Payments:

CITC has implemented the ability to pay State Licensed Providers subsidies based on enrollment instead of attendance for regular full-time or part-time care. CITC has the ability to pay daily rates based on attendance for families performing cultural/subsistence activities, job search or attending temporary educational or training programs.

CITC aims to provide stability and timeliness of provider payments to encourage more child care providers to participate in offering licensed and tribally approved child care services.

CITC Payment Practices:

a. The provider must be State licensed or be a Tribally Approved Relative Provider, meet eligibility criteria, and sign the provider agreement form.

b. Provider must invoice CITC and provide monthly facility attendance billing reports.

c. CITC pays State Licensed Providers on a monthly basis. Once we receive an invoice, payment will be processed within twenty (20) calendar days.

d. CITC tracks and monitors payments through reconciliation of monthly payments.

e. CITC defines full month enrollment by a State Licensed Provider for payment as six (6) or more days in a month and five (5) or fewer days as part month enrollment. A child(ren) must attend a minimum of one (1) day per month to be considered for part month enrollment.

f. CITC pays for any required provider registration fees.

g. CITC notifies any provider when there is a change is family eligibility that may impact payments.
h. CITC will inform providers of the procedures for resolution of billing and payment errors which may be a result of overpayment/underpayment, inadvertent, and/or unintentional errors.

i. If a provider will need to request an internal review upon receiving a denial of payment or adverse action has taken place, the provider may appeal any decision and request to have further internal review.

j. Occasional absences do not affect State Licensed Provider payment rates based on enrollment for regular full-time or part-time care. Chronic and excessive absences will be reviewed on a case by case basis.

O. PROMOTE FAMILY ENGAGEMENT THROUGH OUTREACH AND CONSUMER EDUCATION

CITC collaborates with Thread, the Alaska Child Care Resource and Referral Network to obtain and share information or resources that may assist families needing child care. Thread works to increase access to affordable, high-quality early care and education for Alaska’s children. Thread does that by providing direct services for families, educating early childhood professionals, and collaborating with our communities.

CITC conducts a review of the Alaska Child Care Program Office website for inspection reports and parental complaints during provider application and renewal. We also keep a record of substantiated parent complaints received by parents and documentation is maintained on a provider and available for review as needed. CITC has a process for receiving, investigating, and a record keeping system for all complaints. Complaints against State Licensed Providers are forwarded to the State of Alaska for review and they make them available to the public.

Providers must report incidents of serious injuries or death to the State of Alaska Licensing Department within 24 hours. Due to the fact that all providers receiving subsidy through CITC are licensed by the State of Alaska, the State will conduct an annual review of aggregate reports of serious injuries and deaths that have occurred. CITC will collaborate with the State and Municipality to review substantiated reports of child abuse.

For CITC’s Tribally Operated Center, the inspection reports and any follow up reports are shared with the CITC’s Board of Directors and the Parent Policy Council.

P. CITC CONSUMER STATEMENT

CITC’s consumer statement will be available to parents on CITC’s website, once the plan is approved. Below will be the consumer statement shared with participants in hardcopy or electronically.
Consumer Statement

How to Find Child Care

If you need any assistance finding a child care provider, or want information about what to look for in a quality child care program, contact the Child Care Resource and Referral Network, thread at: www.threadalaska.org

Child Care Licensing/Health and Safety

All child care providers authorized by CITC must meet the health and safety requirements and be licensed by the State of Alaska Child Care Program Office, Municipality of Anchorage (MOA) Child Care Licensing Office and/or CITC Child Care Services. CITC ensures that children attending child care programs are in safe and healthy environments and are provided with care, supervision and developmentally appropriate activities that meet each child's physical and emotional needs.

NOTE: CITC Relative Providers are exempt from health and safety requirements

The State Child Care Program Office (CCPO) and the MOA Child Care Licensing Office licenses and monitors Child Care Centers, Family Child Care Homes and some licensed exempt In-Home providers according to health/safety and licensing requirements. CITC Child Care Services approves and monitors tribally approved Relative Providers.

Information on licensing for providers can be found here:

- State of Alaska, Child Care Program Office website. www.dhss.alaska.gov/dpa/Pages/ccare.
- All CITC Tribally approved providers can be requested at CITC Child care office.

Monitoring/Inspection of Child Care Providers

All licensed child care providers have inspection reports for your review. Inspection reports will include the date of last inspection, history of violations and standards met.

Inspection reports can be found here:

- State Licensed- Child Care Program Office can be contacted at 888-268-4632 or their at website www.dhss.alaska.gov/dpa/Pages/ccare.
- All CITC Tribally approved providers can be requested at CITC Child care office, 3600 San Jeronimo Drive, Anchorage, AK.
Monitoring Statement

The State of Alaska Child Care Program Office and the Municipality of Anchorage Child Care Licensing Department provide monitoring inspection reports for each on-site visit to a licensed child care and tribally approved child care program. This report outlines if there were any health and safety violations and includes action step(s) the child care program took to correct the violation(s). Child Care Licensing Staff (CCLS), per State of Alaska child care plan, will not exceed a caseload of up to fifty (50) assigned child care facilities for each CCLS. The ratio may increase when caseload redistribution is necessary for coverage during a CCLS absence or vacancy, or in the event the CCPO Child Care Licensing Program has or projects shortfalls in state or federal funding.

To find more information on how CITC Child Care Services monitors tribally approved child care providers contact CITC at (907)-793-3330.

Criminal Background Checks

Prior to providing child care, all providers (excluding tribally approved providers) who are licensed by the State of Alaska Child Care Program or the Municipality of Anchorage Child Care Licensing Department must complete a state criminal background check.

For more information on criminal background check requirements for licensed child care providers visit www.dhss.alaska.gov/dpa/Pages/ccare.

For more information on barrier crimes that prevent individuals from being employed by a child care provider or providing child care visit www.dhss.alaska.gov/dpa/Pages/ccare.

Child Care Provider Quality Information

If your child care provider participates in Alaska’s voluntary Quality Recognition and Improvement System (QRIS) known as Learn & Grown, information can be viewed at:

Home - Learn and Grow (threadalaska.org)

How to File a Complaint

To file a complaint against a child care provider located within the Municipality of Anchorage, please email the Municipality of Anchorage at: hhscl@muni.org or contact the main office at (907)-343-4758.

To file a complaint against a child care provider located outside of the Municipality of Anchorage, please email CCPO@alaska.gov or contact the main office at (907) 269-4500 or toll free at 1 (888) 268-4632.

To file a complaint against a CITC child care provider please email childcare@citci.org or contact the main office at (907) 793-3300.
Services for Children and Families

CITC Child Care Services is not the only childcare assistance program to serve you. If a family chooses to receive services through the State of Alaska Child Care Program Office, CITC staff will assist in connecting individuals and families to the Alaska Child Care Assistance Program.

For information about the State of Alaska Child Care Services visit the State of Alaska Child Care Services website at www.dhss.alaska.gov/dpa/Pages/ccare

For additional services for your family please visit https://alaska211.org

Equal Access and Child Care Assistance Program Rates

The Child Care Assistance Program uses the “state rate” to figure out the most we can pay to a child care provider. These rates may be different than the provider’s actual charges for child care services, in which case the family is responsible for paying the provider the difference, in addition to the family’s required co-payment based on family size and countable monthly income. The Child Care Program uses state rates to provide families participating in the program equal access to quality child care services.

Q. CONSTRUCTION

Please see Appendix Q for CITC submitted construction application.

R. CHILD COUNT DECLARATION

Appendix D

S. CHILD CARE FRAUD

Intentional Fraud-CITC will conduct investigative home visits to verify household composition, income, and resources when circumstances are questionable due to conflicting information or questionable verification. Home visits results will be written and corrective action will take place when needed to correct eligibility determinations. When an individual incurs an intentional fraud penalty, it will result in the following: the first offense will close the case for six months; the second offense will mean a permanent disqualification. Prior to a penalty being imposed, an administrative hearing will take place to review the evidence and determine if an offense took place, unless the participant signs a waiver of an administrative hearing.

T. FEDERAL AND STATE DECLARED EMERGENCIES

CITC will have the option to provide the following exceptions to its policies in order to meet the needs of participants and their families during Federal and State Declared Emergencies.
1. Waive co-payments for all CCDF families during the declared state or federal emergency and an additional 90 days after, or the end of the current review period, whichever is longer;
2. Ability to waive income eligibility for essential workers during the declared emergency or review period, whichever is longer;
3. Extend the allowable time for job searching, school, and employment related activities during the declared emergency and/or the following 90 days after the declared emergency is rescinded by the governing order/executive document, or;
4. Provide quality improvement dollars to provide temporary grants for assistance to impacted child care providers to retain the child care supply during periods of closure.

U. ASSURANCES- See Appendix J