

DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION



Division of Early Learning

BULLETIN NO. DEL. 2015.Provider Agreement Renewal 2015-2016

Action Required

Informational

TO: District of Columbia Child Care Subsidy Providers

FROM: Elizabeth Groginsky
Assistant Superintendent of the Division of Early Learning

RE: Child Care Subsidy Renewal Agreement - Issuance 2015-2016

DATE: June 19, 2015

CONTACT: Erica Anderson, Staff Assistant, (202) 727-8149
erica.anderson@dc.gov

I. PURPOSE

- a) To inform current District of Columbia (DC) child care subsidy providers, hereinafter referred to as Providers, of the Child Care Subsidy Program Agreement renewal requirements and procedures for fiscal year (FY) 2016; and
- b) To inform DC current child care subsidy providers of the required documentation needed for online submission of the Provider Agreement renewal period for FY 2016.

II. AUTHORITY

- The Day Care Policy Act of 1979, effective September 19, 1979 (D.C. Law 3-16; D.C. Code § 4-401, *et seq.*) as amended;
- Child Care and Development Fund State Plan for FY 2014 - 2015, as amended; and
- Title 29 of the District of Columbia Municipal Regulations (29 DCMR), Chapter 3, Child Development Facilities effective April 27, 2007 or as amended.

III. POLICY

1. The Office of the State Superintendent of Education (OSSE), Division of Early Learning (DEL), through its Child Care Subsidy Program (CCSP), assists

eligible families in paying for child care through a network of qualified child care providers in the District of Columbia.

2. The CCSP uses local and federal funds to make child care services available for children six weeks through 12 years of age and up to 19 years of age if the child has a disability.
3. DEL is responsible for contracting with qualified providers who will provide quality child care services to families that participate in the CCSP.
4. Participating providers in the CCSP must meet compliance requirements for all applicable federal and District of Columbia laws, regulations, and policies governing child care services in the District of Columbia.

IV. APPLICABILITY

This Bulletin shall apply to all licensed child care subsidy providers currently renewing their OSSE/DEL CCSP Agreement for FY 2016. Renewal applications will be accepted through our online Subsidy Agreement Renewal Application. All Providers shall maintain a working email address and check it daily. Providers must be able to send and receive electronic information and communication as it relates to the Provider Agreement and CCSP. Providers must also have access to a working computer and printer.

V. APPLICATION CHECKLIST

Download the renewal application forms and documents listed below before accessing the application link. The forms listed below can be downloaded, filled in online, and saved to your local drive using Adobe Acrobat Reader. All forms must be saved in the format of Site Name _ Form Name. For example, if ABC Learning Center is saving the Staffing Pattern Form, it will save the document as ABC Learning Center_StaffingPattern.

Once the forms below are completed, use the application link to upload the forms to the online subsidy agreement renewal application. Please note for providers that have multiple sites, some documentation is required for each site. **Please submit the following documents with your online application no later than August 15, 2015. :**

- A completed Provider Service Form signed by the authorized representative of the child development facility.
- A copy of the Providers current Accreditation Award (if applicable) showing expiration date and the name of the accrediting organization. Please note: Silver Tier Providers must submit documentation that the program is actively pursuing national accreditation and submit a copy of the confirmation letter from the accrediting agency.
- Tax Registration Status Form regarding tax registration status, including the identified start and end months for the fiscal year.
- A Child Care Prospective Budget Form that covers the period October 1, 2015 through September 30, 2016. (All Staff must be included- teaching staff, administrative staff, cooks, drivers and janitors)
- A Staff Training Certification Form identifying all staff trainings completed during the period October 1, 2014 – September 30, 2015.

- A Parent Meeting & Training Certification Form identifying all parent trainings and meetings provided during the period October 1, 2014 – September 30, 2015.
- A list of before and after care pick-up locations (required for providers offering before and after school care and pick-up only).
- A Comprehensive Curriculum Selection Certification Form that lists the name(s) of the curriculum adopted by the agency for infants and toddlers as well as the pre-school age children. The curriculum in use must be in aligned with the OSSE Early Learning Standards: Infants, Toddlers and Pre- Kindergarten approved by the DC State Board of Education on December 17, 2008.

The Provider’s authorized representative must sign and date the following certification documents:

1. A Living Wage Act of 2006 Affirmation Form, certifying compliance with the Way to Work Amendment Act of 2006, effective June 8, 2006 (D.C. Law 16-118: D.C. Code §2-220.01 et seq.) Title I – The District of Columbia Living Wage Act of 2006. See The Living Wage Act of 2006 Fact Sheet from the D.C. Department of Employment Services and the Office of Contract and Procurement.
2. A Language Access Act of 2004 Affirmation Form certifying compliance with the Language Access Act of 2004, effective June 19,2004 (D.C. Law 15-167: D.C. Code §2-1931 et seq.). See the Language Access Act of 2004 Fact Sheet from the D.C. Office of Human Rights and the Language Access Act of 2004.
3. Child and Youth Safety and Health Omnibus Amendment Act of 2004 Form for completion.

All employees (teachers, cooks, administrative staff, and janitors, etc.) must sign and date the following documents:

1. A Criminal Background Check Affirmation Form certifying compliance with the Child and Youth, Safety and Health Omnibus Amendment Act of 2004, effective April 13, 2005 (D.C. Law 15-353: D.C. Code §4-1501.01 et seq.)
2. Mandatory Drug and Alcohol Test Affirmation Form
3. Traffic Record Check Affirmation Form

Please note: providers may only submit an application when it is entirely completed; the system will not allow submission of an incomplete application.

VI. APPLICATION PROCEDURES

A. Response Package Submission

1. Provider completes all required documents no later than August 10, 2015.
2. The Education Services Monitors review the online renewal application package within 10 business days of submission and provide written notification of any

outstanding documents or clarification on submitted documents.

3. Providers submit any additional documentation or clarification within five business days from the date of the Education Services Monitors notification.
4. Providers must ensure that all required certifications are reviewed, signed and dated to attest to compliance with applicable laws and regulations. Failure to do so will result in the non-execution of the Provider Agreement.
5. The Education Services Monitors review and recommend approval of Provider Agreements once required documents have been received and verified including current, accurate and complete certifications.
6. The CCSP Program Manager provides a review and approves the Provider Agreement for an authorizing signature upon the review and recommendation of the Education Services Monitor.
7. The Assistant Superintendent of Early Learning provides the authorizing signature for an acceptable Provider Agreement only upon receipt and review of a recommendation from the CCSP Program Manager.
9. The authorized representative of the child development facility must sign the child care subsidy provider agreement no later than September 30, 2015. **Failure to sign the agreement will result in a “Stop Placement” order being placed on the child development facility and may result in denial of the Provider’s Renewal Response Packet Application.**

B. Getting Started in SARA

1. Providers must have a unique user ID and Password. If you have not yet received your assigned login and password, please contact Linda Callahan, IT Network Specialist, at linda.callahan@dc.gov .
2. If you are a returning user, please login with your username and password.
3. If you are a returning user and forgot your password or username, click the Reset Password link.

C. Forms and Documents (Page)

Download the renewal application forms and documents listed below before accessing the Application link. The forms listed below can be downloaded, filled in online and saved to your local drive using Adobe Acrobat Reader. All forms must be saved in the format of Site Name _ Form Name. For example, if ABC Learning Center is saving the Staffing Pattern Form, it will save the document as ABC Learning Center_StaffingPattern

D. How to Download SARA Forms and Documents

1. Click the Download link next to the form.

2. When prompted click the down arrowhead next to the SAVE button and choose Save As.
3. Save the form to your local hard drive.
4. Open the form and fill in the information.
5. Save the completed form for upload to your renewal application.

VII . FINANCIAL REQUIREMENTS

A. Details for the Annual Audit or Financial Statement Requirement

1. All Providers (for Profit and Non-Profit) that expend \$750,000 or more during the agencies fiscal year in federal awards are required to obtain an independent audit of program expenditures in accordance with the Office of Management and Budget (OMB) Circular A-133 Audit of States, Local Governments and Non-Profit organizations, as revised. If a Provider received other federal funds, that grant shall be made a part of the provider's OMB Circular A-133 Annual Audit Report and is due to EL within 270 calendar days following the end of the Provider's fiscal year.
2. The audit report shall be prepared in accordance with OMB Circular A-133, § 320 – Report Submission. The following details must be addressed and information included with the submission of the audit report to DEL:
 - a) Data Collection Form;
 - b) Financial Statements and a Schedule of Expenditure of Federal Awards (SEFA);
 - c) The auditor's report on the financial statements, the SEFA, internal controls and compliance and a schedule of findings and questioned costs;
 - d) Corrective Action Plan; and
 - e) Management letter comments.
3. A Provider expending less than \$750,000 in federal funds during the agencies fiscal year is exempt from the federal audit requirement but must provide an annual certified financial statement prepared by an independent Certified Public Accountant to EL within 270 calendar days following the end of the Provider fiscal year.
4. The Provider must make records available for review or audit by DEL, the Office of the State Superintendent of Education or the United States Department of Health and Human Services or any other pass-through entities (non-federal entities from whom they receive federal funds), if requested.
5. The Provider shall preserve all books, records and documents related to this contract for three years from the contract expiration date, until all questioned costs or activities have been resolved to the satisfaction of the District of Columbia government, or as required by applicable federal laws and regulations, whichever is longer.

6. Note: Failure to comply with the timely submission of a certified financial statement or an A-133 single audit report within 270 calendar days after the Providers fiscal year will result in the provider being placed on stop placement status, and the termination of the CCSP Provider Agreement.

VI. OTHER REQUIREMENTS

A. Conduct and Penalty for Falsification of Documents:

All approved Prospective Providers are expected to uphold the highest standard of conduct and ethics at all times. The following policies enforce this standard of conduct and ethics:

1. The OSSE/DEL is required to investigate all allegations of misconduct.
2. The OSSE/DEL shall refer all allegations of falsifying, forging or altering of documents to the District of Columbia's Office of the Inspector General.
3. Any Provider who obtains funds as a result of submitting falsified documents, information or data shall be required to pay back those funds to the District of Columbia Government.
4. Any Provider or designee who falsifies, forges, or alters documents to obtain a rate assigned to a higher tier in the "Tiered Rate Reimbursement System" or violates the terms of the CCSP Provider Agreement shall be removed from the higher tier and placed at a lower tier in the system by the OSSE/DEL. The Provider will also forfeit any claim to receive payment at the awarded tier or the tier to which they are applying.
5. Any Provider, who falsifies, forges or alters any documents risks having their CCSP contract revoked and terminated.
6. Any Provider confirmed to have violated the requirements of the Provider Agreement may be terminated from the CCSP and may be referred to the District of Columbia's Office of the Attorney General for further action.

B. Recordkeeping Requirements

1. The Provider is responsible for ensuring all children's records and documentation gathered to support participation in the CCSP are maintained in a safe and secure manner to guard against misuse, misplacement or loss.
2. The OSSE/DEL will hold all Providers accountable for any and all missing records or documentation supporting a child's participation in the CCSP by recouping payment for the children for the time period that the Provider could not produce the records and/or documentation to substantiate eligibility in accordance with the eligibility requirements of the CCSP.

C. Language Access Report Requirements

1. Reports are due to OSSE by the 5th business day of January, April, July and October.

VII. REMEDIES FOR NON-COMPLIANCE

A. Terms and Conditions

1. Provider shall comply with and maintain compliance with terms and conditions of this funding program, whether stated in a Federal or District of Columbia statute or regulations, an assurance/certification, an application or an agreement throughout the period of effectiveness of this agreement /award
2. If Provider materially fails to comply and / or maintains compliance with terms and conditions of this funding program, OSSE may:
 - a. Temporarily withhold cash payments;
 - b. Disallow all or part of the cost of the activity or action not in compliance;
 - c. Wholly or partly suspend or terminate the current agreement/award;
 - d. Withhold further awards to provider/grantee for the project or program;
 - e. Not exercise option years or renew at OSSE's discretion; or
 - f. Take any other actions that may be legally available.

B. Disallowance of Costs/Reimbursements:

1. OSSE will disallow any costs or reimbursements that:
 - a. OSSE determines were not expended and / or incurred in compliance with the terms and conditions of this funding program, or
 - b. OSSE is unable to verify were expended and or incurred in compliance with the terms and conditions of this funding program due to the Provider's failure to retain and /or provide upon request supporting documentation sufficient to allow OSSE to verify that the cost or reimbursement were expended and / or incurred in compliance with the terms and conditions of this funding program.
2. OSSE's right to disallow costs based on audit, correction, refund, reconciliation or other transactions extends beyond termination, suspension or closeout of the agreement. Provider is obligated to promptly return to OSSE any disallowed cost/ reimbursements, and if disallowed cost/ reimbursements are not received by OSSE within a reasonable period of time after making a demand for payment, but within one year of the demand for payment OSSE may:
 - a. Offset amounts due from other requests for reimbursement;
 - b. Withhold advance payments otherwise due to recipient;
 - c. Withhold further awards to Provider/ Grantee for the project or program; or
 - d. Take any other actions that may be legally available.