



## **Child Care and Development Fund (CCDF) Plan**

**For**

**State/Territory: Alaska**

**FFY 2012-2013**

This Plan describes the CCDF program to be administered by the State/Territory for the period 10/1/2011 – 9/30/2013. 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 herein.

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

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Public reporting burden for this collection of information is estimated to average 162.5 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

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.

**Form ACF-118 Approved OMB Number 0970-0114 expires 12/31/2013**

Child Care and Development Fund (CCDF) Plan  
For

Alaska  
FFY 2012-2013

**PART 1  
ADMINISTRATION**

### **1.1 Contact Information**

The agency shown below has been designated by the Chief Executive Officer of the State (or Territory), 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)

**1.1.1 Who is the Lead Agency designated to administer the CCDF program?** Identify the Lead Agency and Lead Agency's Chief Executive Officer designated by the State/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), §98.10)

Name of Lead Agency: [Alaska Department of Health and Social Services](#)

Address of Lead Agency: [P.O. Box 110601, Juneau, Alaska 99811-0601](#)

Name and Title of the Lead Agency's Chief Executive Officer: [William J Streur, Commissioner of Health & Social Services](#)

Phone Number: [\(907\) 269-7827](#)

Fax Number: [\(907\) 269-0060](#)

E-Mail Address: [william.streur@alaska.gov](mailto:william.streur@alaska.gov)

Web Address for Lead Agency (if any): <http://www.hss.state.ak.us>

**1.1.2 Who is the CCDF administrator?** Identify the CCDF administrator designated by the Lead Agency, the day-to-day contact, with responsibility for administering the State/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 entity with administrative responsibilities and include contact information.** (§§98.16(a) and (c)(1))

#### **a) Contact Information for CCDF Administrator:**

Name of CCDF Administrator: [Marcey Bish](#)

Title of CCDF Administrator: [Program Manager](#)

Address of CCDF Administrator: [3601 C Street, Suite 140, Anchorage, AK 99524-1809](#)

Phone Number: [\(907\) 269-4784](#)

Fax Number: [\(907\) 269-1064](#)

E-Mail Address: [marcey.bish@alaska.gov](mailto:marcey.bish@alaska.gov)

Web Address for Lead Agency (if any): <http://www.hss.state.ak.us/dpa/programs/ccare>

Phone Number for CCDF program information

(for the public) (if any): (907) 269-4500 or 1-888-268-4632

Web Address for CCDF program

(for the public) (if any): <http://www.hss.state.ak.us/dpa/programs/ccare>

Web Address for CCDF program policy manual

(if any): <http://www.hss.state.ak.us/dpa/programs/ccare>

Web Address for CCDF program administrative rules

(if any): <http://www.hss.state.ak.us/dpa/programs/ccare>

## **b) Contact Information for CCDF Co-Administrator (if applicable):**

Name of CCDF Co-Administrator:

Title of CCDF Co-Administrator:

Address of CCDF Co-Administrator:

Phone Number:

Fax Number:

E-Mail Address:

Description of the role of the Co-Administrator:

## **1.2 Estimated Funding**

### **1.2.1 What is your expected level of funding for the first year of the FY 2012 - FY 2013 plan period?**

The Lead Agency estimates that the following amounts will be available for child care services and related activities during the 1-year period from October 1, 2011 through September 30, 2012. (§98.13(a)).

FY 2012 Federal CCDF allocation (Discretionary, Mandatory and Matching): \$ 11,993,360

Federal TANF Transfer to CCDF: \$ 9,096,900

Direct Federal TANF Spending on Child Care: \$ 8,000,000

State CCDF Maintenance-of-Effort Funds: \$ 3,544,811

State Matching Funds: \$ 4,132,358

**Reminder** - Lead Agencies are reminded that not more than 5 percent of the aggregate CCDF funds, including federal funds and required State Matching funds, shall be expended on administration costs (§98.52) once all FY2012 funds have been liquidated. State Maintenance-of-Effort funds are not subject to this limitation.

**1.2.2 Which of the following funds does the Lead Agency intend to use to meet the CCDF Matching and maintenance-of-effort (MOE) requirements described in 98.53(e) and 98.53(h)? Check all that apply.**

Territories not required to meet CCDF Matching and MOE requirements should mark

N/A here

**Note:** The Lead Agency must check at least public and/or private funds as matching, even if pre-kindergarten (pre-k) funds also will be used.

Public funds 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.

If checked, identify source of funds:

Alaska State General Fund

If known, identify the estimated amount of public funds the Lead Agency will receive:

7,677,169

Private Donated Funds to meet the CCDF Matching Fund requirement. Only private 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 number of entities designated to receive private donated funds and provide name, address, contact and type:

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

State expenditures for Pre-K programs to meet the CCDF Matching Funds requirement.

If checked, provide the estimated percentage of Matching Fund requirement that will be met with pre-k expenditures ( not to exceed 30%):

If percentage is more than 10% of the Matching fund requirement, describe how the State will coordinate its pre-k and child care services:

If known, identify the estimated amount of pre-k funds the Lead Agency will receive for Matching Funds requirement:

Describe the Lead Agency efforts to ensure that pre-k programs meet the needs of working parents:

State expenditures for Pre-K programs to meet the CCDF Maintenance of Effort (MOE) 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 98.53(h)(1).

Estimated percentage of MOE Fund requirement that will be met with pre-k expenditures ( not to exceed 20%):

If percentage is more than 10% of the MOE fund requirement, describe how the State will coordinate its pre-k and child care services to expand the availability of child care:

If known, identify the estimated amount of pre-k funds the Lead Agency will receive for MOE Fund requirement:

Describe the Lead Agency efforts to ensure that pre-k programs meet the needs of working parents:

**1.2.3 Describe the activities for which quality funds (including targeted quality funds for infants and toddlers, school-age children, and resource and referral) will be used in FY 2012.** In as much detail possible, list the activities that will be funded, the estimated amount of CCDF quality funds that will be used for each activity, and how these activities relate to the Lead Agency's overall goal of improving the quality of child care for low-income children.

| Activity | Estimated Amount of CCDF Quality Funds (indicate if targeted funds will be used) | Purpose | Projected Impact and Anticipated Results |
|----------|--|---------|--|
|----------|--|---------|--|

|   |  |  |  |
|---|--|--|--|
| <p>1. Child Care Licensing (CCL)- monitors, regulates and licenses child care facilities across the state. Activities include application processing, onsite inspections and technical assistance and consultation, and investigations. State of Alaska CCL performs on site health and safety inspections for pre-elementary schools approved by the Department of Education and Early Development.</p> <p>2. Child Care Grant (CCG) Program- monthly grants to licensed child care providers.</p> <p>3. Child Care Resource &amp; Referral-thread advances the quality of early education and child development by empowering parents, educating child care professionals, and collaborating with Alaskan communities. Activities include: Child Care Referral services; Provider Training; System for Early Education Development (SEED); Technical Assistance and Consultation; Technical Assistance for Social-Emotional Intervention (TACSEI) partnership; Strengthening Families partnership; Military Liaison; Alaska Inclusive Services.</p> | <p>1. Total: +\$7,450,000<br/>         1a. SOA Child Care Licensing- \$1,554,241.00<br/>         1b. MOA Licensing grant - \$1,519,838<br/>         2. Child Care Grant Program- \$2,194,629<br/>         3. Child Care Resource &amp; Referral - \$2,190,116 (includes infant/toddler, school age and R&amp;R, and quality expansion funds)<br/>         Through this contract Resource &amp; Referral services are provided.</p> | <p>1. CCL- To reduce predictable risk of harm to children in care out of the home by providing oversight and monitoring of licensed child care facilities. Funds support the employment of 19 state licensing staff and a grant to the Municipality of Anchorage for licensing services within the Anchorage Bowl.</p> <p>2. CCG- Monthly Grants to eligible Licensed Child Care Providers. Funds may be used for items to improve quality such as staff salaries &amp; benefits, substitute care, health and safety items, supplies, equipment, and activities for children in care, as well as child development education and training for staff.</p> <p>3. CCR&amp;R- Family resources include parent workshops, free lending library, networking opportunities, and child care provider referral services to help families make informed choices about the early care and education for their children. SEED Registry- allows individual early educators to track their professional development through a database system. This information used to gather and track information in the early care and education field. Technical assistance and consultation- provides child development associate classes, specialized training for different types of care; onsite technical assistance to improve program quality and consultation to support children with mental health and special needs. The Strengthening Families Initiative and TACSEI- collaborates and promotes social emotional and protective factors across early care</p> | <p>Continued increase in the quality of care provided. Reduction in the number of complaints received pertaining to health and safety. Increased knowledge and awareness of providers of child care standards.</p> <p>2. Continued increase in the quality of child care provided to include: high staff to child ratio; dedicated caregivers with education and training in the early care and education field; promoting social, emotional, physical, cognitive, and literacy development; nutritious meals and snacks; and inclusion of children with special needs.</p> <p>3. To increase positive child development in providing families with customized early care and education referrals based upon their specific needs. To promote and increase professional development in the early care and education field. To improve program quality including enhancing classroom environments and supporting inclusive environments for children with special needs. Increased collaboration between families, child care providers, early educators and community members. Expanding the quality and quantity of community based child care options for geographically dispersed reserve and active duty families and for families facing long waits for on base care.</p> |
|---|--|--|--|

|  |  |  |  |
|--|--|--|--|
|  |  | and education sectors. Alaska IN!- provides referrals, outreach and education to parents and providers regarding children with special needs. Military Liaison- Develops a partnership with the Department of Defense to increase child care capacity for military families. |  |
|--|--|--|--|

#### 1.2.4 Will the Lead Agency distribute quality funds to counties or local entities?

- No, the Lead Agency will manage all quality funds directly
- Yes, the Lead Agency will manage some quality funds directly and distribute a portion to local entities. Estimated amount or percentage to be distributed to localities

Overall, the Lead Agency will distribute 50% of the \$7,458,824.00 total in quality funds to local entities.

The Lead Agency will manage the quality funds for the Child Care Grant Program directly. These funds will be distributed to eligible licensed child care providers participating in the program on a monthly basis. The estimated amount to be distributed in FY 2012 is \$2,194,629.

The Lead Agency will manage a portion (\$1,554,241.00) of the quality funds set aside for Child Care Licensing directly and distribute, in FY 2012, \$1,519,838, to the Municipality of Anchorage, Department of Health and Human Services, to provide for Child Care Licensing services within the Municipality.

The Lead Agency will distribute to Alaska's Statewide Child Care Resource and Referral Agency, thread, in FY 2012, quality funds in the amount of \$2,190,116. These funds include Infant/Toddler, School Age and Resource and Referral, and Quality Expansion targeted funds.

- Yes, all quality funds will be distributed to local entities
- Other.
- Describe:

### 1.3 CCDF Program Integrity and Accountability

Program integrity is defined to include efforts that ensure effective internal controls over the administration of CCDF funds. The Lead Agency is responsible for monitoring programs and services, ensuring compliance with the rules of the program, promulgating rules and regulations to govern the overall administration of the plan and oversee the expenditure of funds by sub-grantees and contractors. (§ 98.11(b)) Accountability measures should address administrative error, which includes unintentional agency error, **as well as address** program violations, both unintentional and intentional, that may or may not result in further action by the Lead Agency, including those cases suspected of and/or prosecuted for fraud.

**1.3.1. Describe the strategies the Lead Agency will utilize to ensure effective internal controls are in place.** The **description** of internal controls may include, but is not limited to a description of processes to ensure sound fiscal management, to identify areas of risk or to establish regular evaluation of control activities.

Describe:

Child Care Assistance (CCA) grantees certify they will comply with the terms, conditions, and assurances of their grant and perform all work required in their agreed upon scope of work. Specific deliverable and performance indicators such as adequate program access, timely and efficient service delivery, accurate eligibility and payment determinations, fiscally responsible program expenditures, and accessible professional development and training opportunities for child care providers across the state are monitored over the course of the grant. Specific Federal and State audit requirements also must be adhered to by the grantees, with oversight by the Lead Agency, Child Care Program Office (CCPO).

CCA grantees attend training sessions on policy and procedures required by the CCPO and participate in monthly technical assistance teleconferences conducted by the CCPO.

The Lead Agency monitors grantees through a combination of monthly statewide random file reviews, random desk audits, annual program review at the grantee's site and review of monthly statistical reports and quarterly fiscal and program narrative reports.

Each CCA grantee is required to conduct their own random internal file review of family eligibility determinations and child care authorizations according to statewide policies and procedures.

Identified errors, intentional or unintentional, resulting in an incorrect payment require a claim to be submitted to the Lead Agency for accuracy review and corrective action as warranted.

All CCA payments authorized by grantees are monitored through the statewide web-based computer management system named Integrated Child Care Information System (ICCS).

**1.3.2. Describe the processes the Lead Agency will use to monitor all sub-recipients.** Lead Agencies that use other governmental or non-governmental sub-recipients to administer the program must have written agreements in place outlining roles and responsibilities for meeting CCDF requirements. (98.11 (a) (3))

**Definition:** A sub-recipient (including a sub-contractor and or sub-grantee) is a non-Federal entity that expends Federal awards (contract or grant) received from another entity to carry out a Federal program, but does not include a vendor nor does it include an individual who is a beneficiary of such a program. OMB Circular A-133 Section 210 provides additional information on the characteristics of a **sub-recipient and vendor** ([http://www.whitehouse.gov/omb/circulars/a133\\_compliance\\_supplement\\_2010](http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2010)). The description of monitoring may include, but is not limited to, a discussion of written agreements, fiscal management, review of policies and procedures to ensure compliance with CCDF regulations, monitoring/auditing contractors or grantees to ensure that eligible children are served and eligibility documentation is verified, and establishing performance indicators or measures related to improper payments.

Describe:

The Lead Agency, in conjunction with the Division of Public Assistance, Program Integrity, Contracted Services Quality Assurance and Quality Assessment, conducts an annual review of all CCA grantees and contractors regarding child care services. The grant document contains measurements to be reviewed for grantees in addition to establishing reporting requirements for spending grant funds and meeting program expectations. An on site visit is conducted annually at each grantee agency for grant compliance which includes review of the eligibility work product.

The monitor process includes reviewing a random sample of family and provider files, for each grantee, to ensure all factors of eligibility were addressed and determined according to policy and procedure. Payments verified by the grantee are compared to billings submitted by the provider to ensure payments are correct. Family and provider files determined not eligible for participation are reviewed to ensure participation is denied or the file is closed according to policy and procedure.

Review of the work product will be done on a monthly basis. Technical assistance and discussion is provided to the grantee regarding causal factors, case corrections, and corrective actions to prevent the re-occurrence of such errors in the future. The Lead Agency provides on going training and/or technical assistance to the grantees and assures appropriate corrective action is taken.

An annual monitor report is given to the grantee identifying areas of needed improvement; suggesting how they can meet program expectations and noting their areas of strength. Any areas of needed improvement are addressed to the grantee in writing. The grantee must provide a written response detailing the corrective actions they have or will take to come into compliance within a prescribed time period.

**1.3.3. Describe the activities the Lead Agency will have in place to identify program violations and administrative error to ensure program integrity using the chart below.** Program violations may include intentional and unintentional client and/or provider violations as defined by the Lead Agency. Administrative error refers to **areas identified through the Error Rate Review** process (98.100). Check which activities, if any, the Lead Agency has chosen to conduct.

| Type of Activity   | Identify Program Violations         | Identify Administrative Error       |
|--|-------------------------------------|-------------------------------------|
| Share/match data from other programs (e.g. TANF, Child and Adult Care Food Program (CACFP), Food and Nutrition Service (FNS), Medicaid))                           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Share/match data from other databases (e.g., State Directory of New Hires, Social Security Administration, Public Assistance Reporting Information System (PARIS)) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Run system reports that flag errors (include types)  | <input type="checkbox"/>            | <input type="checkbox"/>            |

|  |                                     |                                     |
|--|-------------------------------------|-------------------------------------|
| Review of attendance or billing records  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Audit provider records   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Conduct quality control or quality assurance reviews   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Conduct on-site visits to providers or sub-recipients to review attendance or enrollment documents | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Conduct supervisory staff reviews  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Conduct data mining to identify trends   | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Train staff on policy and/or audits  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Other. Describe  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| None   | <input type="checkbox"/>            | <input type="checkbox"/>            |

**For any option the Lead Agency checked in the chart above other than none, please describe:**

All child care assistance authorization and payment verification actions are conducted from the Integrated Child Care Information System (ICCIS). The Eligibility Information System (EIS) and the ICCIS use the same client data base and data tables that allows for matching information from other programs. Reports run from ICCIS identify actions that may be out of timeframe, contain incorrect information or have other potential errors.

- The Lead Agency reviews provider records, including billing records, as part of the quality assurance monitor review process of the grantee. Attendance records are reviewed if the Lead Agency or grantee has conflicting or confusing information. Billing records are also reviewed when the Child Care Program Office verifies billing reports for payment each month.
- Data is shared/ matched for TANF families receiving PASS I Child Care Assistance.
- Grantee's review attendance records on a case by case basis as appropriate. This is not routine. Billing records are reviewed monthly as they are verified by the CCPO accounting team.
- An audit of provider records is conducted monthly as part of the Quality Assurance process. Grantees are strongly encouraged to perform their own monthly audits as well.
- Quality Assurance and Quality Control review files monthly through a random selection. Additionally, a detailed grantee specific review is completed annually.
- Supervisory staff reviews are conducted by the CCPO Program Coordinator. Grantees conduct reviews as part of their random monthly selection. The number of family files grantees review is based upon thier curnet caseload.
- Train staff on policy and/or audits: monthly grantee teleconference, policy mailbox, policy round table built into annual monitors, annual face-to-face conference that includes all grantees statewide.

**If the Lead Agency checked none, please describe what measures the Lead Agency has or plans to put in place to address program integrity:**

**1.3.4. What strategies will the Lead Agency use to investigate and collect improper payments due to program violations or administrative error?** Check and describe in the chart below which strategies, if any, the Lead Agency will use for each of the following areas: Unintentional program violations (UPV), intentional program violations (IPV) and/or fraud, and administrative error as defined in your State/Territory. **The Lead Agency has the flexibility to recover misspent funds as a result of errors. The Lead Agency is required to recover misspent funds as a result of fraud (98.60(i)).**

| Strategy   | UPV                                 | IPV and/or Fraud                    | Administrative Error                |
|--|-------------------------------------|-------------------------------------|-------------------------------------|
| Require recovery after a minimum dollar amount in improper payment. Identify the minimum dollar amount: \$ 100                 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Coordinate with and refer to other State/Territory agency (e.g. State/Territory collection agency, law enforcement). Describe: | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Health and Social Services, Division of Public Assistance, Benefits Issuance and Recovery Unit .                               |                                     |                                     |                                     |
| Recover through repayment plans  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Reduce payments in the subsequent months   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Recover through State/Territory tax intercepts   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Recover through other means. Describe:   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Permanent Fund Dividend intercepts   |                                     |                                     |                                     |

|  |                                     |                                     |                                     |
|--|-------------------------------------|-------------------------------------|-------------------------------------|
| Establish a unit to investigate and collect improper payments. Describe composition of unit:                       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Public Assistance Analysts with the Child Care Program Office; Licensing Unit; Benefits Issuance and Recovery Unit |                                     |                                     |                                     |
| Other. Describe:   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| None   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |

**For any option the Lead Agency checked in the chart above other than none, please describe:**

Child Care Assistance policy requires recoupment of incorrect payments regardless of the cause, (agency caused, unintentional or intentional) if they are \$100.00 or more.

The Lead Agency via the Benefits Issuance and Recovery Unit (BIRU) enters into a repayment plan with families to collect over payments in excess of \$100.00. The BIRU has mechanisms in place that allow for recoupment via intercepts from the Alaska Permanent Fund Dividend and the Internal Revenue Service if the family refuses to enter into a repayment agreement or stops making agreed upon payments.

Over payments made to providers are recouped by reducing payments for one or more months until the recoupment is satisfied. If a provider closes before repayment, a claim is sent to the BIRU for recoupment.

**1.3.5. What type of sanction, if any, will the Lead Agency place on clients and providers to help reduce improper payments due to program violations?**

- None
- Disqualify client.

If checked, please describe, including a description of the appeal process for clients who are disqualified

**PASSI:**

When discrepancies between the child care authorization and provider billing report that may be an improper payment due to a program violation are identified, the Child Care Assistance staff will contact the contracted Work Service Provider (WSP). The WSP refers to the Temporary Assistance Manual to evaluate if a penalty or fraud situation is present and contacts the Division of Public Assistance Eligibility worker for appropriate action. When an applicant or recipient fails, without good cause, to comply with certain program requirements, a financial penalty is imposed by the assistance unit. A penalty is a reduction in the amount of cash assistance a family receives when an adult is able to but chooses not to comply with program responsibilities. These penalties are progressive and unless the family complies, the

amount of the reduction in a family's Temporary Assistance benefit may increase over time.

**PASS II/III:**

To help reduce improper payments due to program violations the Lead Agency may implement the following sanctions when a family refuses to comply with a repayment plan, or cooperate with the development of the plan:

- Limit the types of child care that may be used.
- Suspend Program, including suspending authorization and payment for up to six months.
- Terminate Program, ending authorizations and payment, and revoking approval status as a parent of a child care provider under PASS II or III.

**Appeal Process:** Sanctions are effective 15 days after the parent receives the written notice unless he or she requests a Fair Hearing. A Fair Hearing may be requested orally or in writing by a parent or a responsible person acting on the parent's behalf. Fair Hearing requests must be submitted to the Child Care Program Office and postmarked no later than 30 calendar days after receipt of the written notice of determination. Unless a family agrees to a shorter time period, the division will mail a notice stating the date, time and place of the hearing within 10 days after receiving a hearing request, and at least 15 days before the date the hearing is scheduled. The place must be one reasonably convenient to both parties involved. If the parent is not satisfied with the decision of the hearing authority, he or she may file an appeal to the division director in writing within 15 days after receipt of the hearing authority's decision. The director's decision constitutes final administrative action.

Disqualify provider.

If checked, please describe, including a description of the appeal process for providers who are disqualified

**PASS I and III/III:**

To help reduce improper payments due to program violations the Lead Agency may implement the following sanctions when a provider refuses to comply with a repayment plan or cooperate with the development of the plan:

- Limit the number of children a provider may care for.
- Program Suspension, including suspending authorization and payment for up to six months.
- Program Termination, ending authorizations and payment, and revoking approval status.
- Name removal from the "List of Eligible Providers."

**Appeal Process:** Sanctions are effective 15 days after the provider receives the written notice unless he or she requests a Fair Hearing. A Fair Hearing may be requested orally or in writing by a provider or a responsible person acting on the provider's behalf. Fair Hearing requests must be submitted to the Child Care Program Office and postmarked no later than 30 calendar days after receipt of the written notice of determination. Unless a provider agrees to a shorter time period, the division will mail a notice stating the date, time and place of the hearing within 10 days after receiving a hearing request, and at least 15 days before the date the hearing is scheduled. The place must be one reasonably convenient to both parties involved. If the provider is not satisfied with the decision of the hearing authority, they may file an appeal to the division director in writing within 15 days after receipt of the hearing authority's decision. The director's decision constitutes final administrative action.

Prosecute criminally

Other.

Describe.

Providers may not bill for child care assistance services during suspension, or after termination, from the program.

If terminated from the Child Care Assistance Program for an intentional program violation, a parent or provider is not allowed to participate further in the program in any capacity - either as a parent or child care provider under PASS II or PASS III.

**1.3.6 Based on responses provided from Question 14 in the most recent ACF-402 report, please describe those actions the Lead Agency has taken or plans to take to reduce identified errors in the table below.** Territories not required to complete the Error Rate Review should mark

| Activities identified in ACF-402 | Cause/Type of Error (if known) | Actions Taken or Planned | Completion Date (Actual or planned) (if known) |
|----------------------------------|--------------------------------|--------------------------|--|
|----------------------------------|--------------------------------|--------------------------|--|

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| <p>1. LEAN-Kaizen event held in January 2011 for Lead Agency staff and June 2011 for Child Care Assistance Grantees.</p> <p>2. On-site reviews of all Child Care Assistance Grantees. The results of the reviews will be discussed with each Grantee on a monthly basis providing immediate feedback and technical assistance.</p> <p>3. On-site reviews of all Child Care Assistance Grantees. The results of the reviews will be discussed with each Grantee on a monthly basis providing immediate feedback and technical assistance.</p> <p>4. On-site reviews focus on the correct application of income policies and procedures. All cases with authorization for payment errors were reviewed and discussed by Alaska's Child Care-Quality Assessment Review Committee.</p> <p>The Child Care Program Office and its grantees address error findings and continuous improvement measures during their monthly teleconference meetings.</p> <p>The Child Care Program Office provided follow-up on errors that carried into the current year to ensure that corrections were made.</p> <p>TANF work services cases that have used PASS I child care have been targeted for review.</p> <p>The Child Care Program Office is following up on all potential occurrences of duplicate authorization in both ICCIS and EIS in the same month.</p> <p>The Division of Public Assistance received budget authority for a new full-time permanent</p> | <p>1. Missing or insufficient information.&lt;br&gt;</p> <p>2. Incorrect units of care.&lt;br&gt;</p> <p>3. Incorrect income calculations.&lt;br&gt;</p> <p>4. Missing or insufficient information/incorrect units of care/incorrect income calculations.</p> | <p>1. Going to process management of work model.</p> <p>1a. A new Child Care Assistance application form is being developed for statewide implementation.</p> <p>1b. Child Care Assistance applications are obtained at initial application and once yearly thereafter as long as there is no break in service. Policy will also be created to support this.</p> <p>1c. A standardized client note format will be developed and distributed to Child Care Assistance Grantees TANF work services providers to use any time PASS I is requested and covers every element that would be reviewed.</p> <p>2. Monthly child Care Assistance Grantee file review.</p> <p>2a. The Lead Agency works with poorly performing grantees to bring them into compliance.</p> <p>2b. All grantees are required to provide a response to deficiencies noted during the monitoring process. Errors are discussed and follow up conducted to ensure corrective action has been taken.</p> <p>2c. Time has been built into the on-site process to allow specifically for policy discussion with each grantee.</p> <p>3. Monthly child Care Assistance Grantee file review.</p> <p>3a. The Lead Agency works with poorly performing grantees to bring them into compliance.</p> | <p>1. Started February 2011 for Lead Agency staff and July 2011 for Child Care Assistance Program Grantees.</p> <p>1a. September or October of 2011.</p> <p>1b. September or October of 2011.</p> <p>1c. September or October of 2011.</p> <p>2. Started May 1, 2011.</p> <p>3. Started May 1, 2011.</p> <p>4. All should be in place by October 1, 2011.</p> |
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| <p>staff position to assist with CCDF Error Reporting and Child Care quality control beginning in State Fiscal Year 2009.</p> |  | <p>3b. All grantees are required to provide a response to deficiencies noted during the monitor process. Errors are discussed and follow up conducted to ensure corrective action has been taken.</p> <p>3c. Time has been built into the on-site process to allow specifically for policy discussion with each grantee.</p> <p>4. Monthly teleconferences are held with all grantees for state updates, training and discussion regarding error trends and general policy clarification.</p> <p>Cases with errors were reviewed to ensure corrective action was taken.</p> <p>Work Service providers were trained on the use of authorization standards.</p> <p>A client note template was developed for all Work Service Provider use to ensure all aspects of the child care needed were documented.</p> <p>The review team and the Child Care Program Office provide follow up guidance to all Work Service Providers.</p> <p>All PASS I child care authorizations are created, utilizing ICCIS, in the Child Care Program Office as of July 1, 2010. This allows for errors in PASS II referral notices to be more quickly identified and addressed.</p> <p>Child care authorizations are created in the same computerized system regardless of the PASS program. This readily identifies families that should be transitioning.<br/>Comment from Kristen: This caught my attention</p> |  |
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|  |  | <p>because just collecting the data in the same system doesnt mean transitioning families are identified.</p> <p>The addition of this full time position allows the Child Care Program Office and grantees to receive regular feedback and identification of errors, thereby more quickly preventing continuing an error trend.</p> <p>The Child Care Program Office is following up on all potential occurrences of duplicate authorization in both ICCIS and EIS in the same month.</p> |  |
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**1.4 Consultation in the Development of the CCDF Plan**

Lead Agencies are required to *consult* with appropriate agencies in the development of its CCDF Plan (§98.12, §98.14(a),(b), §98.16(d)).

**Definition:** *Consultation* involves the meeting with or otherwise obtaining input from an appropriate agency in the development of the State or Territory CCDF Plan. At a minimum, Lead Agencies must consult with representatives of general purpose local governments. (§§98.12(b), 98.14(a)(1))

**1.4.1 Identify and describe in the table below who the Lead Agency consulted with in the development of the CCDF Plan (658D(b)(2), §§98.12(b), 98.14(b)).**

| Agency/Entity | Describe how the Lead Agency consulted with this Agency/entity in developing the CCDF Plan |
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| <input checked="" type="checkbox"/><br><b>Representatives of general purpose local government (required)</b><br><br>This may include, but is not limited to: representatives from counties and municipalities, local human service agencies, local education representatives (e.g., school districts), or local public health agencies.   | Consultation with representatives of general purpose local government occurred through a series of discussions (face to face, telephonic and by email). Representatives of general purpose local governments also had the opportunity to provide input into the development of the plan through more formal venues of electronic responses or participating in the public hearing process. These representatives were the Municipality of Anchorage, Fairbanks North Star Borough, Fairbanks Child Care Coalition, Metlakatla Indian Community, City of Valdez, Kodiak Island Borough, City of Seward, South Peninsula Haven House, Haines Borough, Alaska Family Services, The LeeShore Center, Alaska Island Community Services and thread (Child Care Resource and Referral agency). |
| <b>For the remaining agencies, check and describe (optional) any which the Lead Agency has chosen to consult with in the development of its CCDF Plan.</b>  |   |
| <input checked="" type="checkbox"/><br>State/Territory agency responsible for public education<br><br>This may include, but is not limited to, State/Territory pre-kindergarten programs (if applicable), programs serving school-age children (including 21st Century Community Learning Centers), or higher education.  | Consultation with the Department of Education and Early Development (DEED) occurred through a series of discussions (face to face, telephonic and by email). DEED also had the opportunity to provide input into the development of the plan through more formal venues of electronic responses or participating in the public hearing process.   |
| <input checked="" type="checkbox"/><br>State/Territory agency responsible for programs for children with special needs<br><br>This may include, but is not limited to: State/Territory early intervention programs authorized under the Individuals with Disabilities Education Act (Part C for infants and toddlers and Section 619 for preschool), or other State/Territory agencies that support children with special needs | Consultation with the Lead Agency's Office of Children's Services (OCS) occurred through a series of discussions (face to face, telephonic and by email). OCS also had the opportunity to provide input into the development of the plan through more formal venues of electronic responses or participating in the public hearing process.   |
| <input checked="" type="checkbox"/><br>State/Territory agency responsible for licensing (if separate from the Lead Agency)  | Consultation with the Municipality of Anchorage Child Care Licensing Program (MOA CCL) occurred through a series of discussions (face to face, telephonic and by email). MOA CCL also had the opportunity to provide input into the development of the plan through more formal venues of electronic responses or participating in the public hearing process.  |

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| <input checked="" type="checkbox"/> <p>State/Territory agency with the Head Start Collaboration grant</p> | <p>Consultation with the Department of Education and Early Development (DEED) where the Head Start Collaboration Grant is administered, occurred through a series of discussions (face to face, telephonic and by email). DEED also had the opportunity to provide input into the development of the plan through more formal venues of electronic responses or participating in the public hearing process.</p> <p>The Lead Agency and the Head Start Collaboration director continue to promote collaboration between child care providers and Head Start programs, including those operated by Tribal Organizations. Recent collaborative activity between child care and Head Start include:<br/> Regular meetings between the State Child Care Administrator and the Head Start Collaboration Director.<br/> Joint participation on the Alaska Strengthening Families Initiative leadership team, the Alaska Early Childhood Coordinating Council, the Technical Assistance for Social Emotional Intervention (TACSEI), and the Early Learning Guidelines steering committee, System for Early Education Development (SEED) Professional Development Committee, and the Quality Rating and Improvement System Advisory Committee.</p> |
| <input checked="" type="checkbox"/> <p>Statewide Advisory Council authorized by the Head Start Act</p>    | <p>The <b>Alaska Early Childhood Coordinating Council (AECCC)</b> is responsible for coordination of state systems in order to provide efficient, effective, and accessible services for young children. The CCDF State Child Care Administrator is a member of the council as well as a member of the council steering committee. Consultation with the AECCC occurred through a series of discussions (face to face, telephonic and by email) with council members who also had the opportunity to provide input into the development of the plan through more formal venues of electronic responses or participating in the public hearing process.</p>   |

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| <input checked="" type="checkbox"/><br>Other Federal, State, local, Tribal (if applicable), and/or private agencies providing early childhood and school-age/youth-serving developmental services                 | The Child Care Program Office (CCPO) consulted with Best Beginnings (a public-private partnership), the Alaska Strengthening Families Initiative leadership team, the Alaska Early Childhood Coordinating Council, the Technical Assistance for Social Emotional Intervention (TACSEI), the Early Learning Guidelines steering committee, System for Early Education Development (SEED) Professional Development Committee, and the Quality Rating and Improvement System Advisory Committee through a series of discussions (face to face, telephonic and by email) who also had the opportunity to provide input into the development of the plan through more formal venues of electronic responses or participating in the public hearing process |
| <input type="checkbox"/><br>State/Territory agency responsible for the Child and Adult Care Food Program (CACFP)  |   |
| <input type="checkbox"/><br>State/Territory agency responsible for implementing the Maternal and Early Childhood Home Visitation programs grant   |   |
| <input checked="" type="checkbox"/><br>State/Territory agency responsible for public health (including the agency responsible for immunizations and programs that promote children's emotional and mental health) | Consultation and/or coordination with the Lead Agency's Division of Public Health and the Division of Behavioral Health occurred through a series of discussions (face to face, telephonic and by email). Public Health also had the opportunity to provide input into the development of the plan through more formal venues of electronic responses or participating in the public hearing process.   |
| <input checked="" type="checkbox"/><br>State/Territory agency responsible for child welfare   | Consultation and/or coordination with the Lead Agency's Office of Children's Services (OCS) occurred through a series of discussions (face to face, telephonic and by email). OCS also had the opportunity to provide input into the development of the plan through more formal venues of electronic responses or participating in the public hearing process.   |

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| <input checked="" type="checkbox"/><br>State/Territory liaison for military child care programs or other military child care representatives                                | Alaska's Statewide Resource and Referral agency, <i>thread</i> , employs a Military Liaison to increase child care capacity for military families and coordinate with state agencies, the Alaska Early Childhood Coordinating Council, Head Start and the licensing bureau. Consultation with <i>thread</i> occurred through a series of discussions (face to face, telephonic and by email). <i>thread</i> also had the opportunity to provide input into the development of the plan through more formal venues of electronic responses or participating in the public hearing process.   |
| <input checked="" type="checkbox"/><br>State/Territory agency responsible for employment services/workforce development   | Consultation with the Lead Agency's Division of Public Assistance (DPA) occurred through a series of discussions (face to face, telephonic and by email). DPA is the TANF agency for the State of Alaska and works closely with the Department of Labor in developing job opportunities for all Alaskans, while focusing on families receiving TANF. Child Care is acknowledged as a necessary support for families entering and remaining in the work force. DPA also had the opportunity to provide input into the development of the plan through more formal venues of electronic responses or participating in the public hearing process.   |
| <input checked="" type="checkbox"/><br>State/Territory agency responsible for Temporary Assistance for Needy Families (TANF)  | Consultation with the Lead Agency's Division of Public Assistance (DPA) through the Performance Evaluation Team (PET) Team occurred through a series of discussions (face to face, telephonic and by email). This team is comprised of key staff from Temporary Assistance Policy, DPA Program Integrity & Analysis (both Research and Quality Assurance) and Field Services directly involved with work services contractors with the purpose to consult with and ensure work services contractors have the information, tools and guidance they need to meet the division's performance expectations. DPA also had the opportunity to provide input into the development of the plan through more formal venues of electronic responses or participating in the public hearing process. |
| <input checked="" type="checkbox"/><br>Indian Tribes/Tribal Organizations<br><br><input type="checkbox"/><br>N/A: No such entities exist within the boundaries of the State | Representatives from tribal entities including with the Office of Child Care, Region X office and Alaska Native Tribal Organizations receiving CCDF funding were invited to provide input on this draft CCDF Plan through ongoing collaborative efforts and more formal venues of electronic responses or participating in the public hearing process.  |

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| <input checked="" type="checkbox"/> Private agencies/entities including national initiatives that the Lead Agency is participating in such as BUILD, Strengthening Families, Mott Statewide After-school Networks, Ready by 21 | <p>A CCPO staff member participates on the Strengthening Families Initiative (SFI) and Technical Assistance for Social–Emotional Intervention (TACSEI) leadership teams. Consultation occurred with both through a series of discussions (face to face, telephonic and by email). SFI and TACSEI also had the opportunity to provide input into the development of the plan through more formal venues of electronic responses or participating in the public hearing process.</p>   |
| <input type="checkbox"/> Provider groups, associations or labor organizations  |  |
| <input type="checkbox"/> Parent groups or organizations  |  |
| <input checked="" type="checkbox"/> Local community organizations (child care resource and referral, Red Cross)  | <p>Consultation with the Alaska Statewide Resource and Referral Network (CCR&amp;R) occurred through a series of discussions (face to face, telephonic and by email). The CCR&amp;R also had the opportunity to provide input into the development of the plan through more formal venues of electronic responses or participating in the public hearing process.</p>  |
| <input checked="" type="checkbox"/> Other  | <p>The Child Care Program Office consulted with the Lead Agency's Health Care Services, Certification and Licensing, Alaska Background Check Program (BCP), the Department of Public Safety, and the Office of Children's Services and the Department of Law through a series of discussions (face to face, telephonic and by email) and were given the opportunity to provide input into the development of the plan through more formal venues of electronic responses or participating in the public hearing process.</p> |

**1.4.2. Describe the Statewide/Territory-wide public hearing process held to provide the public an opportunity to comment on the provision of child care services under this Plan.** (658D(b)(1)(C), §§98.14(C)). At a minimum, the description should include:

a) Date(s) of notice of public hearing: 05/04/2011  
**Reminder - Must be at least 20 days prior to the date of the public hearing.**

b) How was the public notified about the public hearing? Published in Anchorage Daily News,

Juneau Empire and Fairbanks Daily News Miner newspapers; posted to CCPO and State Public Notice websites; sent electronically to grantees, partner agencies and stakeholders) Date(s) of public hearing(s): 05/24/2011

**Reminder** - Must be no earlier than 9 months before effective date of Plan (October 1, 2011).

d) Hearing site(s) Legislative Information Office, Anchorage Alaska, 716 West Ave #200, Anchorage, Alaska 99501-2133

e) How was the content of the Plan made available to the public in advance of the public hearing(s)? Posted on the Child Care Program Office Website and the web-site was stated on the Notice of Public Hearing. Hard Copies of the Plan were made available upon request.

f) How will the information provided by the public be taken into consideration in the provision of child care services under this Plan? The Child Care Program Office values open communication and appreciates individuals taking time to provide input in the Plan. All information (comments, suggestions and feedback) will be thoughtfully reviewed and considered.

**1.4.3. Describe any strategies used by the Lead Agency to increase public consultation on the Plan or access to the public hearing.** For example, translating the public hearing notice into multiple languages, using a variety of sites or technology (e.g., video) for the public hearing, holding the hearing at times to accommodate parent and provider work schedules.

**1.4.3. Describe:**

A variety of media delivery methods were used:

- Publishing notice of the public hearing to the main Alaska newspapers: the Anchorage Daily News, Juneau Empire and Fairbanks Daily News Miner
- Posted on the Child Care Program Office and the State Public Notice websites
- Distributed electronically to grantees, partner agencies, tribal organizations and other state entities and various early care and education stakeholders.
- Small workgroup meetings were held in specific topic areas of the Plan with other partners and stakeholders.

## 1.5. Coordination Activities to Support the Implementation of CCDF Services

Lead Agencies are required to *coordinate* with other Federal, State, local, Tribal (if applicable) and private agencies providing child care and early childhood development services

**Definition** - *Coordination* involves child care and early childhood and school-age development services efforts to work across multiple entities, both public and private (such as in connection with a State Early Childhood Comprehensive System (SECCS) grant or the State Advisory Council funded under the Head Start Act of 2007).

(658D(b)(1)(D), §§98.12(a), 98.14(a)(1))

**1.5.1. Identify and describe in the table below with whom the Lead Agency coordinates in the delivery of child care and early childhood and school-age services (§98.14(a)(1)).**

| <b>Agency/Entity<br/>(check all that<br/>apply)</b> | <b>Describe how the Lead Agency<br/>will coordinate with this<br/>Agency/entity in delivering child<br/>care and early childhood<br/>services</b> | <b>Describe the goals or results<br/>you are expecting from the<br/>coordination</b>   |
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|   |   | Examples might include increased supply of full-day/full-year services, aligned eligibility policies, blended funding, or access to more training and technical assistance resources shared across agencies. |

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| <input checked="" type="checkbox"/> | <p>Representatives of general purpose local government <b>(required)</b></p> <p>This may include, but is not limited to:<br/> representatives from counties and municipalities, local human service agencies, local education representatives (e.g., school districts), or local public health agencies.</p> | <p>The State of Alaska, Child Care Program Office (CCPO) enters into an agreement with the Municipality of Anchorage (MOA) to provide child care licensing services within the MOA, which represents about 41% of the population of the state. MOA licensing standards must meet or exceed state standards. CCPO staff meet on a monthly basis with MOA licensing staff to discuss health and safety standards, processes, policy and procedure, reports of concern, investigations and use of the Integrated Child Care Information System (ICCIS).</p> <p>CCPO staff provide monthly informational updates on licensed child care facilities to state and local government agencies such as: planning and zoning, public safety, environmental conservation and fire marshal offices. CCPO staff meet and/or consult with state and local fire and environmental conservation officials, and land use and permitting officials to assist current and prospective licensed child care providers in meeting licensing regulations.</p> <p>Seven of the twelve Child Care Assistance grantees administering the Child Care Assistance Program are local government agencies or municipalities. Grantees participate in monthly teleconferences hosted by the CCPO and at least one annual face-to-face gathering. These meetings provide opportunities for exchanges of information and input into applications, notices, and policy formation, clarification and/or revision.</p> <p>The Fairbanks Child Care Coalition meets bimonthly. Participants include partners from state child care licensing, child care assistance grantees, child care providers and administrators, Public Assistance (PASS I), Child Care Resource and Referral, Public Health, and Head Start Programs. Discussions focus on children's issues.</p> | <p>Increased supply of full-day/full-year services, aligned policy and procedures, increased awareness of child care in the community, better collaboration and coordination across agencies.</p> |
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| <input checked="" type="checkbox"/> | <p>State/Territory agency responsible for public education <b>(required)</b> This may include, but is not limited to, State/Territory pre-kindergarten programs (if applicable), programs serving school-age children (including 21st Century Community Learning Centers), or higher education.</p> | <p>The Child Care Program Office (CCPO) consults and/or coordinates with DEED and/or local school districts in the following ways:<br/>         Works with school districts to license before-and-after school child care programs in the schools.<br/>         Collaborates and coordinates with the DEED on program oversight and regulation of pre-elementary schools. The CCPO worked with DEED to better align health and safety regulations governing pre-elementary schools with child care licensing regulations. New pre-elementary school regulations went into effect in February 2010.<br/>         The CCPO collaborated with the DEED and the Municipality of Anchorage (MOA), Department of Health and Human Services to develop a system for child care licensors from the Lead Agency and the MOA to conduct health and safety inspections for pre-elementary schools approved by DEED. In February 2011, state licensors began conducting health and safety inspections for DEED approved pre-elementary school programs.<br/>         Funds training by the Child Care Resource and Referral network for providers serving young children with special needs which include linking with school district services for 3-5 year olds.<br/>         CCPO consults and coordinates with representatives from the DEED on the continued implementation of the Early Learning Guidelines and evaluation.<br/>         Collaborates and coordinates with the Alaska System for Early Education Development (SEED) regarding the implementation of Alaska's Statewide Professional Development Plan. A staff member from DEED participates on the SEED committee.<br/>         The Commissioner of the Lead Agency and the Commissioner of the Department of Education and Early Development chair Alaska's Early Childhood Coordinating Council (AECCC). The CCDF State Administrator consults and coordinates with DEED staff as part of the AECCC steering committee.</p> | <p>Increased supply of full-day/full-year services, increased alignment in regulations governing child care facilities and pre-elementary school programs approved by the Department of Education and Early Development; blended funding; increased awareness of the Early Learning Guidelines by the community; or access to more training and technical assistance resources shared across agencies.</p> |
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| <input checked="" type="checkbox"/> | <p>Other Federal, State, local, Tribal (if applicable), and/or private agencies providing early childhood and school-age/youth-serving developmental services <b>(required)</b></p> | <p>The Child Care Program Office (CCPO) collaborates and coordinates with Best Beginnings, a public-private partnership that mobilizes people and resources to ensure all Alaska children begin school ready to succeed.</p> <p>CCPO and staff from Best Beginnings participate jointly on several early care and education committees: Alaska Strengthening Families Initiative leadership team, the Alaska Early Childhood Coordinating Council, the Technical Assistance for Social Emotional Intervention (TACSEI), the Early Learning Guidelines steering committee, System for Early Education Development (SEED) Professional Development Committee, and the Quality Rating and Improvement System Advisory Committee.</p> | <p>Exchanging and accessing of more information and resources to be shared across early care and education system. Leveraging of funding, resources and training to further quality efforts.</p> |
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| <input checked="" type="checkbox"/> | <p>State/Territory agency responsible for public health <b>(required)</b></p> <p>This may include, but is not limited to, the agency responsible for immunizations and programs that promote children's emotional and mental health</p> | <p>The State Child Care Administrator participates on the Lead Agency Children's Policy Team, along with representatives from the Division of Public Health and the Division of Behavioral Health. Department of Health and Social Services children's issues of concern across Divisions are addressed at these meetings.</p> <p>Public Health staff is consulted throughout the year regarding changes to child care licensing health requirements. The Lead Agency's child care licensing staff coordinates closely with Public Health to ensure that child immunization requirements are met. Child care licensing staff share information about a computer program created by Public Health called "Self-Image." Providers input child immunization information into Self-Image; the program then provides notices to the child care provider of upcoming immunizations, provides information about the appropriate timetables for obtaining immunizations, alerts providers as to whether or not the children in their care are current with their immunizations, etc.</p> <p>Public Health staff audit the immunization records of selected Licensed facilities each year. They forward their results to the Child Care Program Office (CCPO). If a facility receives 100% compliance on their audit, the child care licensor does not audit the records as well.</p> <p>State Epidemiology contacts CCPO annually for a current list of licensed facilities to survey compliance with immunization requirements. If they do not receive a response from facilities, they notify licensing and licensing follows up to ensure compliance. Licensing also coordinates with state Epidemiology to ensure immunizations which are checked while on site by licensors reflect current standards and best practice.</p> <p>Public Health staff periodically provides immunizations on-site at child care facilities, participate in health and safety training for child care providers, assist in responding to health related outbreaks in child care facilities, and provide on-site health consultation.</p> <p>The State Child Care Administrator and/or another member of the CCPO team participate on the Early Childhood Comprehensive Systems and the state Strengthening Families Leadership Team. Both of these committees foster coordination and collaboration of</p> | <p>Aligned policies/regulatory standards, access to more training, technical assistance, and resources benefitting providers and families; increased knowledge by providers and families of immunization information; increased awareness among Department representatives of what is occurring within the State pertaining to children.</p> |
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|   | <p>services for young children.</p> <p>CCPO, OCS and Public Health Nurses meet to share information about services.</p>   |  |
| <p>State/Territory agency responsible for employment services / workforce development (required)</p> <p><input checked="" type="checkbox"/></p> | <p>The lead agency, DPA, is also the TANF agency for the State of Alaska and works closely with the Department of Labor in developing job opportunities for all Alaskans, while focusing on families on TANF. Child Care is acknowledged as a necessary support for families entering and remaining in the work force. Information about child care resources is available at job centers throughout the state; case managers and employment counselors receive child care information training for use as part of their resource portfolio to work with families.</p> <p>The Lead Agency oversees the grant for an on-site child care center in a busy job center in downtown Anchorage – for use by job center customers. The child care center is operated by the local Child Care Resource and Referral (CCR&amp;R) agency. This partnership allows the CCR&amp;R to provide consumer education and child care referrals to customers of the job center. It also allows the participants to participate in self sufficiency services.</p> <p>The CCDF State Administrator is a member of the Division's Leadership Team. The leadership team includes representation from the following programs: Adult Public Assistance, Child Care, Chronic and Acute Medical Assistance, Denali Kidcare, Family Nutrition, Food Stamps, General Relief Assistance, Heating Assistance, Medicaid, Senoir Benefits, and Temporary Assistance.</p> | <p>Increased access to and availability of services.</p> |

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| <input checked="" type="checkbox"/> | <p>State/Territory agency responsible for providing Temporary Assistance for Needy Families (TANF) (required)</p> | <p>The CCDF State Administrator serves on the leadership team for the Division of Public Assistance and attends regular management meetings. Quality and accessible child care is an integral part of the Division's mission and child care continues its integration into the work of the Division. The co-location of child care programs and the TANF agency in the same division has also allowed the Child Care Assistance Program for TANF families and the Child Care Assistance Program for non-TANF families for better integration and alignment.</p> <p>A Public Assistance Analyst with the Lead Agency works with Parent Achieving Self-Sufficiency I (PASS I), the child care assistance part of TANF, by:<br/>         providing training, technical assistance and policy clarification to any entity which administers PASS I which may be located in the Division of Public Assistance, the Department of Labor, or work service contracts or grantees participating on monitors for work services for the child care portion receiving and reviewing Interested Persons Reports from the Department of Public Safety for each person who is planning to provide child care for families receiving PASS I<br/>         assisting providers seeking a variance with their variance request paperwork and presenting their case to the Background Check Variance Committee attending monthly partners meeting with Department of Labor and a work services contractor<br/>         teleconferencing monthly with DPA staff working with PASS I<br/>         Two Eligibility Technician I's with the Lead Agency works with PASS I by:<br/>         Issuing child care authorizations (certificates) to eligible families determining eligibility for providers wishing to provide care to children whose parent(s) are participating in the PASS I program.<br/>         An Accounting Clerk with the Lead Agency works with PASS I by:<br/>         receiving billings and making payments to PASS I providers statewide making all manual payments<br/>         The Pass I Manual is in the process of being reviewed and revised to better align with PASS II and PASS III.</p> <p><b>Participation on Performance Evaluation Team (PET) Team</b><br/>         The Lead Agency also has two participating members on the monthly Performance Enhancement Team (PET). This team is comprised of key staff from Temporary Assistance Policy, DPA Program Integrity &amp;</p> | <p>Increased supply of full-day/full-year services; aligned eligibility policies; blended funding; access to more training and technical assistance resources shared across agencies.</p> |
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|   | <p>Analysis (both Research and Quality Assurance) and Field Services directly involved with work services contractors. The purpose of the team is to consult with and ensure work services contractors have the information, tools and guidance they need to meet the division's performance expectations.</p>   |   |
| <p>Indian Tribes/Tribal Organizations (required)<br/> <input type="checkbox"/><br/>                 N/A: No such entities exist within the boundaries of the State</p> <p><input checked="" type="checkbox"/></p> | <p>The Child Care Program Office in collaboration and coordination with the Office of Child Care, Region X office and Alaska Native Tribal Organizations receiving CCDF funding participate in quarterly phone calls and face-to-face meetings (as funding permits) to share information, resources, concerns and ideas pertaining to early care and education in Alaska. These meetings have allowed the Office of Child Care, the Child Care Program Office and Tribal Organizations to share current child care activities and issues with each other, as well as to hear from guest participants about new initiatives or clarifications of policy. Lead Agency staff have also participated in ad hoc requests to meet with Tribal Organizations.</p> <p>One of the twelve Child Care Assistance grantees administering subsidy is an Indian Tribe. This grantee participates in monthly teleconferences hosted by the Child Care Program Office and at least one annual face-to-face gathering. These meetings provide opportunities for exchanges of information and input into policy formation.</p> <p>The Lead Agency shares the results of the Market Price Survey and rate schedules with Tribal Organizations.</p> <p>The Lead Agency participates on the Alaska System for Early Education Development (SEED) Committee with various early care and education partners including tribal representatives.</p> <p>The Lead Agency licensors in the Northern Region have been working with (including a recent face to face meeting) the Native Village of Barrow to possibly establish a licensed child care center.</p> <p>The Lead Agency licensors in the Northern Region are actively assisting Fort Yukon to establish a licensed group home as a pilot with a future goal of establishing a licensed child care center.</p> <p>The Lead Agency licensors in the Southeast Region meet bimonthly with partners including tribal entities.</p> | <p>Increased supply of full-day/full-year services; aligned eligibility policies; blended funding; access to more training and technical assistance resources shared across agencies.</p> |

**For the remaining agencies, check and describe (optional) any with which the Lead Agency has chosen to coordinate early childhood and school-age service delivery**

|                                     |   |  |  |
|-------------------------------------|---|--|--|
| <input checked="" type="checkbox"/> | State/Territory agency responsible for licensing (if separate from the Lead Agency) | As mentioned under consultation with general purpose local governments, the State of Alaska, CCPO enters into an agreement with the Municipality of Anchorage, Department of Health and Human Services to provide child care licensing services within the Municipality of Anchorage, which represents about 41% of the population of the state. Child Care Program Office staff meet on a monthly basis with the Municipality of Anchorage licensing staff and participate in meetings regarding their municipal code revision work.  | Increased supply of full-day/full-year services, aligned policies and procedures; resources shared across agencies.  |
| <input checked="" type="checkbox"/> | State/Territory agency with the Head Start Collaboration grant                      | The Lead Agency and the Head Start Collaboration director continue to promote collaboration and coordination between child care providers and Head Start programs, including those operated by Tribal Organizations. Recent collaboration and coordination activities between child care and Head Start include:<br>Regular meetings between the State Child Care Administrator and the Head Start Collaboration Director.<br>Joint participation on the Alaska Strengthening Families Initiative leadership team, the Alaska Early Childhood Coordinating Council, the Technical Assistance for Social Emotional Intervention (TACSEI), and the Early Learning Guidelines steering committee. | Increased supply of full-day/full-year services; aligned eligibility policies; blended funding; access to more training and technical assistance resources shared across agencies. |

|                                     |   |  |   |
|-------------------------------------|---|--|---|
| <input checked="" type="checkbox"/> | <p>Statewide Advisory Council authorized by the Head Start Act</p>                          | <p>Alaska Early Childhood Coordinating Council (AECCC):</p> <p>The AECCC promotes positive development, improved health outcomes and school readiness for children prenatal through age eight by creating a culturally responsive, comprehensive and accessible services delivery system that links service providers, empowers families, and engages communities. The AECCC supports the creation of a unified, sustainable system of early care, health, education and family support for young children and their families.</p> <p>The AECCC is responsible for coordination of state systems in order to provide efficient, effective, and accessible services for young children. The AECCC will orient its priorities toward the development of comprehensive and coordinated systems of care and learning that respond to the wide needs of children and families.</p> <p>The AECCC is also in the early stages of formation and has met twice to date. The State Child Care Program Manager (State of Alaska CCDF State Administrator) is a member of the council.</p> | <p>Increased supply of full-day/full-year services; aligned and integrated policies; blended funding; or access to more training and technical assistance resources shared across agencies.</p> |
| <input type="checkbox"/>            | <p>State/Territory agency responsible for the Child and Adult Care Food Program (CACFP)</p> |  |   |

|   |  |   |
|---|--|---|
| <p>State/Territory agency responsible for programs for children with special needs</p> <p>This may include, but is not limited to:</p> <p>State/Territory early intervention programs authorized under the Individuals with Disabilities Education Act (Part C for infants and toddlers and Section 619 for preschool), or other State/Territory agencies that support children with special needs</p> <p><input checked="" type="checkbox"/></p> | <p>The Child Care Program Office (CCPO) consults with the Office of Children's Services, Infant Learning Program, pertaining to children with special needs (Part C). Currently, the CCPO is collaborating and coordinating with the Infant Learning Program, Statewide Resource and Referral Network, and the Municipality of Anchorage child care licensing to redesign the Alaska Inclusive Child Care (Alaska IN!) program. Alaska IN! is an enhanced child care referral and supplemental funding program for families with children with special needs. The Alaska IN! workgroup has identified a need for additional representation for preschoolers under Section 619.</p> | <p>Increased supply of full-day/full-year services for families with children with special needs; aligned eligibility policies; blended funding; access to more training and technical assistance resources shared across agencies.</p> |
| <p>State/Territory agency responsible for implementing the Maternal and Early Childhood Home Visitation programs grant</p> <p><input type="checkbox"/></p>  |  |   |

|                                     |  |  |   |
|-------------------------------------|--|--|---|
| <input checked="" type="checkbox"/> | <p>State/Territory agency responsible for child welfare</p>  | <p>The CCPO regularly consults and coordinates with the Office of Children's Services (OCS) regarding allegations of abuse or neglect related to child care facilities and also for Child Protective Services checks.</p> <p>The CCPO entered into an agreement with the OCS to cover child care costs to foster parents and unlicensed relative caregivers who are working or actively seeking work, and who may not otherwise be eligible for child care assistance and also to pay child care costs for children in need of protective services.</p> <p>Office of Children's Services:<br/> Adoption &amp; Guardianship<br/> Children's Justice<br/> Children's trust<br/> Early Childhood Comprehensive System<br/> Family Preservation<br/> Family to Family<br/> Foster Care<br/> Grants<br/> Independent Living<br/> Indian Child Welfare Act<br/> Infant Learning Program<br/> Strengthening Families</p>                      | <p>Increased supply of full-day/full-year services, aligned eligibility policies, blended funding, or access to more training and technical assistance resources shared across agencies.</p>                    |
| <input checked="" type="checkbox"/> | <p>State/Territory liaison for military child care programs or other military child care representatives</p> | <p>Alaska's Statewide Resource and Referral agency, <i>thread</i>, employs a Military Liaison position to increase child care capacity for military families and coordinate with state agencies, the Alaska Early Childhood Coordinating Council, Head Start and the licensing bureau.</p> <p><i>thread</i> partners with the Department of Defense (DOD), the federal agency sponsoring the national initiative to increase child care capacity for military families. Alaska was one of 13 states selected to participate in the DOD effort. States were selected based on the lack of an active-duty installation or for their deployment impact and existing quality improvement rating systems. The child care liaison will coordinate with state agencies, the state's Early Childhood Council, Health and Human Services, Head Start and the licensing bureau to identify strategies to improve child care program quality.</p> | <p>Increased supply of full-day/full-year services, aligned quality standards and eligibility policies; blended funding; access to more training and technical assistance resources shared across agencies.</p> |

|                                     |   |   |   |
|-------------------------------------|---|---|---|
| <input checked="" type="checkbox"/> | <p>Private agencies/entities including national initiatives that the Lead Agency is participating in such as BUILD, Strengthening Families, Mott Statewide After-school Networks, Ready by 21</p> | <p><b>Strengthening Families:</b><br/>                 The Office of Children’s Services (OCS), Alaska Department of Health and Social Services, promotes Strengthening Families, a proven, cost-effective strategy to prevent child abuse and neglect. The strategy involves early childhood centers working to build protective factors around children by supporting family strengths and resiliency. A member of the CCPO Management Team participates on the Strengthening Families Leadership Team. The CCPO coordinates via a reimbursable services agreement with the Lead Agency’s Office of Children’s Services funding to the Child Care Resource and Referral Network to support further implementation of the Strengthening Families Initiative.</p> <p>The Alaska Strengthening Families Leadership Team is now working to expand the use of this model across the state.</p> <p><b>Technical Assistance for Social–Emotional Intervention:</b><br/>                 A CCPO staff member participates on the Technical Assistance for Social–Emotional Intervention (TACSEI) Leadership team. The CCPO coordinates via a reimbursable services agreement with the Lead Agency’s Office of Children’s Services funding to the Child Care Resource and Referral Network to support further implementation of the TACSEI initiative.</p> <p>TACSEI uses the pyramid model for promoting the social, emotional and behavioral development of infants and young children. The Pyramid Model for Supporting Social Emotional Competence in Infants and Young Children is a conceptual framework of evidence-based practices developed by two national, federally-funded research and training centers: The Center for the Social and Emotional Foundations for Early Learning (CSEFEL) and TACSEI. These centers’ faculty represent nationally recognized researchers and program developers in the areas of social skills and challenging behavior. Based on evaluation data over the last eight years, the Pyramid Model has shown to be a sound framework for early care and education systems. Extensive training materials, videos, and print resources to help states, communities and programs implement the model have been developed. The Pyramid Model builds upon a tiered public health approach to providing universal supports to all children to promote wellness, targeted services to those who need more support, and intensive services to</p> | <p>Increased quality of child care facilities and awareness by providers and families of the Strengthening Families and TACSEI initiatives concepts; blended funding to support the initiatives; access to more training and technical assistance resources shared across agencies.</p> |
|-------------------------------------|---|---|---|

|   |  |   |
|---|--|---|
|   | <p>those who need them.</p>  |   |
| <p><input checked="" type="checkbox"/></p> <p>Local community organizations (child care resource and referral, Red Cross)</p> | <p>The Child Care Program Office (CCPO) entered into an agreement with the CCR&amp;R to assist families in making informed choices regarding care for their children, to provide training and technical assistance to early educators to improve skills and quality, and to raise community awareness about early care and education services to name a few.</p> <p>The CCPO meets with CCR&amp;R staff regularly to share information, provide updates on happenings around the state, to discuss areas of need, to plan and set priorities, etc.</p> <p>On-going consultation and coordination with the Alaska Statewide Resource and Referral Network (CCR&amp;R) occurred through a series of discussions (face to face, telephonic and by email). The CCR&amp;R also had the opportunity to provide input into the development of the plan through more formal venues of electronic responses or participating in the public hearing process.</p> <p>The Child Care Program Office (CCPO) enters into an agreement with the CCR&amp;R to assist families in making informed choices regarding care for their children, to provide training and technical assistance to early educators to improve skills and quality, and to raise community awareness about early care and education services to name a few.</p> <p>The CCPO meets with CCR&amp;R staff regularly to share information, provide updates on happenings around the state, to discuss areas of need, to plan and set priorities, etc.</p> | <p>Increased supply of full-day/full-year services, blended funding, access to more training and technical assistance resources shared across agencies. Targeted planning of activities/initiatives that promote and sustain quality.</p> |

|                                     |  |  |  |
|-------------------------------------|--|--|--|
| <input checked="" type="checkbox"/> | Provider groups, associations or labor organizations | <p><b>Anchorage Association for the Education of Young Children (AAEYC):</b><br/>The Anchorage Association for the Education of Young Children (Anchorage AEYC) leads families, professionals, policy makers, and members of our communities to promote a vision of all young children living and learning in a diverse and supportive world.</p> <p>The Child Care Program Office via the System for Early Education Development (SEED) Professional Development Committee consults and coordinates with the Anchorage Association for the Education of Young Children (AAEYC). Individual's from the CCPO and AAEYC participate on the professional development committee.</p> | Access to more training and technical assistance resources shared across agencies.   |
| <input type="checkbox"/>            | Parent groups or organizations                       |  |  |
| <input checked="" type="checkbox"/> | Other  | <p>The Child Care Program Office (CCPO) coordinates with the Lead Agency's Health Care Services, Certification and Licensing, Alaska Background Check Program (BCP) pertaining to criminal history background checks. CCPO staff meet monthly with BCP staff to share information, discuss procedures, problem solve or clarify issues, etc.</p> <p>The CCPO coordinates with Department of Public Safety for the processing of federal and state fingerprint based checks via a reimbursable service agreement.</p> <p>The CCPO collaborates and coordinates with the Department of Law for legal services; including forms, publications, hearings and regulations.</p>        | Increased access to shared resources that help reduce predictable risk of harm to children. Safe, healthy environments for children. |

**1.5.2. Does the State/Territory have a formal early childhood and/or school-age coordination plan?** Lead Agencies are not required to have an early childhood nor a school-age coordination plan, but the State/Territory may have such plans for other purposes, including fulfilling requirements of other programs.

Yes. If yes,

a)

Provide the name of the entity responsible for the coordination plan(s):  
Alaska Department of Health and Social Services

b)

Describe the age groups addressed by the plan(s):

The Office of Children's Services in the Alaska Department of Health and Social Services has designed an **Early Childhood Comprehensive Systems Project (ECCS)** to build and implement systems that support families and communities in their development of healthy children who are ready to learn when they enter school. The ECCS project brought together public and private partners from around the State of Alaska in a collaborative effort to review existing systems for **children prenatal through age 8** and plan for their improvement. The first two and one-half years of the project were focused on developing the statewide Early Childhood Comprehensive Systems Plan which was first published in the fall of 2006. Over 100 stakeholders participated in workgroups that reviewed service delivery systems, current initiatives, funding streams, policies, best practices and information on the health/education status of young Alaskan children. The Plan represents the past, present and future and incorporates the thinking from several past planning efforts as well as new ideas and solutions; recognizes the needs of today's young children and their families; promotes "best practices" those proven to be most successful; and gives us a vision of the future. The Plan does not intend to represent everything currently underway for young children, but strives to address systems gaps and identify improvements needed to assure that Alaska's young children have the greatest opportunity for positive health and developmental outcomes. The Alaska ECCS Plan is providing direction in Alaska for the development of public policy for young children. It is being used as a tool to move the agenda for young children forward in Alaska.

c)

Indicate whether this entity also operates as the State Advisory Council (as authorized under the Head Start Act of 2007):

Yes

No

d)

Provide a web address for the plan(s), if available:

<http://www.hss.state.ak.us/ocs/ECCS/default.htm>

No

**1.5.3. Does the State/Territory have a designated entity(ies) responsible for coordination across early childhood and school-age programs?** (658D(b)(1)(D), §98.14(a)(1)) Check which entity(ies), if any, the State/Territory has chosen to designate.

State/Territory-wide early childhood and/or school-age cabinet/advisory council/task force/commission.

If yes, describe entity, age groups and the role of the Lead Agency

The 23-member Alaska Early Childhood Advisory Council (AECCC) includes participants from both the public and private sectors and is co-chaired by the Commissioners of Education & Early Development and Health & Social Services. The Council's purpose is to promote positive development, improved health outcomes and school readiness for children prenatal through age eight by creating a culturally responsive, comprehensive and accessible service delivery system that links service providers, empowers families and engages communities. The Council supports the creation of a unified, sustainable system of early care, health, education and family support for young children and their families.

State Advisory Council (as described under the Head Start Act of 2007).

If yes, describe entity, age groups and the role of the Lead Agency

Local Coordination/Council

If yes, describe entity, age groups and the role of the Lead Agency

Other

Describe

None

**1.5.4 Does the Lead Agency conduct or plan to conduct activities to encourage public-private partnerships that promote private sector involvement in meeting child care needs? (§98.16(d))**

Yes .

If yes, **describe** these activities or planned activities, including the tangible results expected from the public-private partnership:

The Child Care Program Office (CCPO) has held and plans to continue to hold focus groups with grantees and those wishing to participate as a Licensed or non-Licensed provider and social services agencies to better service the public and our partners. This will include:

- Streamlining our licensing process; and how we respond to and resolve complaints; how we disseminate information
- Streamlining the Child Care Assistance approval process for both families and providers; including revising needed forms
- Streamlining and updating our Accounting process for processing Child Care Assistance PASS I, II and II and Child Care Grant billings.

The CCPO also holds quarterly regional Licensing Chats after hours to provide a question & answer as well as training session for Licensed providers.

The CCPO is part of the leadership team for the Strengthening Families Initiative and Technical Assistance Center on Social Emotional Intervention. Both of these partnerships involve government and private collaborations. They also both involve regular meetings.

No

## **1.6. Child Care Emergency Preparedness and Response Plan**

It is recommended, but not required, that each Lead Agency develop a plan to address preparedness, response, and recovery efforts specific to child care services and programs. Plans should cover the following areas: 1) planning for continuation of services to CCDF families; 2) coordination with other State/Territory agencies and key partners; 3) emergency preparedness regulatory requirements for child care providers; 4) provision of temporary child care services after a disaster; and 5) rebuilding child care after a disaster. For further guidance on developing Child Care Emergency Preparedness and Response Plans see the Information Memorandum (CCDF-ACF-IM-2011-XX) located on the Office of Child Care website at:

[http://www.acf.hhs.gov/programs/ccb/law/state\\_topic\\_emergency.htm](http://www.acf.hhs.gov/programs/ccb/law/state_topic_emergency.htm)

### **1.6.1. Indicate which of the following best describes the current status of your efforts in this area. Check only ONE.**

**Planning.** Indicate whether steps are under way to develop a plan. If so, describe the time frames for completion and/or implementation, the steps anticipated and how the plan will be coordinated with other emergency planning efforts within the State/Territory.

**Developed.** A plan has been developed as of **[insert date]:** and put into operation as of **[insert date]:** , if available. Provide a web address for this plan, if available:

**Other.**  
**Describe:**

The Division of Public Assistance (DPA) is coordinating among programs within the Division for inclusion in the DPA Disaster Response Plan. Programs currently included in the plan are Food Stamps, Public Assistance, Medicaid and Heating Assistance. The Lead Agency's plan will be added to the Division of Public Assistance Disaster Response Plan as a Chapter. It is in draft format and not available at this time. Completion is expected by FY 2013. The addition will be developed by utilizing the Emergency Preparedness Resource Notebook from the Administration for Children and Families and input from CCPO Staff and the Alaska Child Care Resource and Referral Network (thread). The Child Care chapter will be added to the Division Plan which currently includes Food Stamps, Public Assistance, Medicaid and Heating Assistance.

The current Disaster Response Plan includes and our section will follow this format:

- Pre Planning, Training and Information
- Introduction
- Communication Systems
- DPA Staff Assignments
- Information Systems
- Planning, Training and Testing
- Disaster Emergency Event Response
- Disaster Responsive Service Provision
- Pandemic Flu
- Disaster Food Stamp Program

- Cash Program: General Relief, TANF, APA and Senior Benefits
- Medicaid
- Heating Assistance Program
- Chapter 12 - Child Care Program Office
- Security and Fraud Control
- Post Event Follow Up
- Post Event Security Program Requirement Reports

**A Field Guide** will be created once the Disaster Response Plan is approved. It will be a shorter version of the Disaster Response Plan and used as a reference for staff and partners to use for key items.

**Provisions** will be in place for the continuation of core child care function during and after a disaster or emergency and include reinstating Child Care Licensing, Child Care Assistance and billing payments after first responders have provided critical services and power and communication have been restored per lead agency policy.

**Child Care Licensing** will be administered from state offices located in Juneau, Fairbanks, Anchorage and the Municipality of Anchorage. Child Care Licensors will continue to license new providers and current licenses may be extended as needed. Emergency Regulations (these are in the preplanning stage) may be implemented.

**Child Care Assistance (PASS I, II, III)** will be administered by the DPA and grantees statewide. CCPO staff and grantees will continue to determine eligibility for new applicants and issue child care assistance payments. Additional staff will be available if the number of applicants is expected to increase based on the location, severity and length of the disaster. If needed, staff will input payments directly or communicate with another DPA or State of Alaska office which has the ability to input create field warrants in the event the State of Alaska Financial Electronic Data Interchange system is not in service.

**Technical assistance** will be provided via telephone, e-mail or fax to child care assistance applicants, child care providers and contractors and grantees. In an emergency situation that requires on-site assistance, staff may be transported to that site. Disaster kits will be issued for the visit. At least one mobile disaster kit will always be available at each office or grantee office. It will contain field guides, materials for licensing and assistance tasks and other supplies needed to provide services on-site.

**Record keeping** may be completed on-site electronically, manually or the information may be relayed to another office for completion. If information is recorded manually, the data must be electronically recorded when returning to the CCPO office.

The CCPO has already taken efforts to provide resources and information to families and child care providers about ways to plan and prepare for an emergency or disaster situation. All licensed child care providers in Alaska must develop a written Disaster Preparedness and Emergency Evacuation Plan as part of their licensing. Child Care Licensors provide the "Get Out Alive!" form for providers which includes a sample escape plan. The evacuation procedure is also drawn on a floor plan grid. Evacuation drills must be conducted and recorded monthly.

Developing evacuation plans has been discussed at licensing chats which are conducted in communities with licensed child care. Child Care Licensors travel to communities or telephonically conduct the chats. In some communities, emergency personnel have conducted in-depth trainings.

Child care providers will advise parents of their emergency evacuation plan with instructions on where to pick up their child in case the facility has been evacuated and reentry is not possible.

After the draft plan is approved, copies will be made available to the Alaska Child Care Resource & Referral Network (thread), the Municipality of Anchorage, and State TANF and State Non-TANF

agencies, including tribal entities. The plan can be used to develop disaster response plans specific to each agency.

**1.6.2. Indicate which of the core elements identified in the Information Memorandum are or will be covered in the Lead Agency child care emergency preparedness and response plan.** Check which elements, if any, the Lead Agency includes in the plan.

- Planning for continuation of services to CCDF families
- Coordination with other State/Territory agencies and key partners
- Emergency preparedness regulatory requirements for child care providers
- Provision of temporary child care services after a disaster
- Rebuilding child care facilities and infrastructure after a disaster
- None

## PART 2

## CCDF SUBSIDY PROGRAM ADMINISTRATION

**2.1 Administration of the Program**

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 other public or private local agencies as long as it retains overall responsibility for the administration of the program. (658D(b), §98.11(a))

**2.1.1. Which of the following CCDF program rules and policies are set or established at the State/Territory versus the local level?** Identify the level at which the following CCDF program rules and policies are established.

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

- State/Territory  
 Local entity.

If checked, provide the name(s) of the local entity:

Other.  
Describe:

Sliding fee scale is set by the:

- State/Territory  
 Local entity.

If checked, provide the name(s) of the local entity:

Other.  
Describe:

Payment rates are set by the:

- State/Territory  
 Local entity.

If checked, provide the name(s) of the local entity:

Other.

Describe:

**2.1.2. How is the CCDF program operated in your State/Territory?** In the table below, identify which agency(ies) performs these CCDF services and activities.

| Implementation of CCDF Services/Activities   |
|--|
| <p><b>Who determines eligibility?</b></p> <p><b>Note:</b> If different for families receiving TANF benefits and families not receiving TANF benefits, please describe:</p> <p>1) Families receiving TANF benefits, Parents Achieving Self Sufficiency (PASS I). The Lead Agency contracts with work services providers to determine child care assistance eligibility for TANF families. Work services providers may be government agencies. These are:</p> <p>State agencies (Department of Labor and Job Corp)</p> <p>Community-based organizations (Catholic Social Services, Center for Community, Nine Star Enterprises and Maximus)</p> <p>2) Families receiving Non-TANF, Parents Achieving Self Sufficiency (PASS) II and III. The Lead Agency determines child care assistance eligibility via distance delivery to three northern service delivery areas and provides grants to community-based organizations and local government agencies to determine child care assistance eligibility for Non-TANF families for the remainder of the state. These are:</p> <p>Community-based organizations (Catholic Community Services, The LeeShore Center, South Peninsula Haven House, Alaska Family Services Inc., Alaska Island Community Services and Thrivalaska)</p> <p>Local governments: Kodiak Island Borough, Municipality of Anchorage, City of Valdez, The Haines Borough, Metlakatla Indian Community</p> <p>CCDF Lead Agency, the Child Care Program Office</p> |

**Agency (Check all that apply)**

- CCDF Lead Agency
- TANF agency
- Other State/Territory agency.

Describe:

Department of Labor.

- Local government agencies such as county welfare or social services departments
- Child care resource and referral agencies
- Community-based organizations
- Other.

Describe:

|  |
|--|
|  |
|--|

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

**Agency (Check all that apply)**

- CCDF Lead Agency
- TANF agency
- Other State/Territory agency.

|           |
|-----------|
| Describe: |
|           |

- Local government agencies such as county welfare or social services departments
- Child care resource and referral agencies
- Community-based organizations
- Other.

|           |
|-----------|
| Describe: |
|           |

**Who issues payments?**

**Agency (Check all that apply)**

- CCDF Lead Agency
- TANF agency
- Other State/Territory agency.

|           |
|-----------|
| Describe: |
|           |

- Local government agencies such as county welfare or social services departments
- Child care resource and referral agencies
- Community-based organizations
- Other.

|           |
|-----------|
| Describe: |
|           |

**Describe to whom is the payment issued (e.g., parent or provider) and how are payments distributed (e.g., electronically, cash, etc)**

PASS I/II/III for families using licensed or approved or approved relative care the payments are issued to the provider via paper warrant or electronically. PASS II/II in home families, the payment is distributed to the family either by paper warrant or electronically.

**Other. List and describe:**

|  |
|--|
|  |
|--|

**2.2. Family Outreach and Application Process**

Lead Agencies must inform parents of eligible children and the general public of the process by which they can apply for and potentially receive child care services. (658D(b)(1)(A), 658E(c)(2)(D) & (3)(B), §§98.16(k), 98.30(a)-(e). **Note** - For any information in questions 2.2.1 through 2.2.10 that differs or will differ for families receiving TANF, please describe in 2.2.11.

**2.2.1. By whom and how are parents informed of the availability of child care assistance services under CCDF?** (658E(c)(2)(A), §98.30(a)) Check all agencies and strategies that will be used in your State/Territory.

- CCDF Lead Agency
- TANF offices
- Other government offices
- Child care resource and referral agencies
- Contractors
- Community-based organizations
- Public schools
- Internet

(provide website): <http://www.hss.state.ak.us/dpa/programs/ccare/>

- Promotional materials
- Community outreach meetings, workshops or other in-person meetings
- Radio and/or television
- Print media
- Other.

Describe:

**2.2.2. How can parents apply for CCDF services?** Check all application methods that your State/Territory has chosen to implement.

- In person interview or orientation
- By mail
- By Phone/Fax
- Through the Internet

(provide website):

- By Email
- Other.

Describe:

**2.2.3. Describe how the Lead Agency provides consumer education to parents applying for CCDF assistance to promote informed choices about the quality of care provided by various providers.**

Lead Agencies must certify that the State/Territory will collect and disseminate to parents of eligible children and the general public, consumer education information that will promote informed child care choices (658E (c)(2)(G), §98.33).

For example, memorandums of understanding with resource and referral agencies to provide consumer education to families applying for CCDF assistance, providing parents with provider lists showing licensing history and/or Quality Rating and Improvement System (QRIS) ratings, or informational brochures that address importance of quality and different care options available.

The Lead Agency through a grant to the Alaska Child Care Resource and Referral Network, *thread* provides referral and consumer education services to families needing child care. Each family receives information to assist in selecting quality care.

- Eligible non-TANF families who need child care services may learn of available options from their Child Care Assistance Local Administrator, *thread* or from partner agencies. The Child Care Program Office (CCPO) also maintains information on its internet website, including a “real time” listing of licensed and approved child care providers.
- *thread* maintains an office in the Anchorage Job Center. *thread* as well as Child Care Assistance Program (CCAP) grantees maintain a working relationship with local Job Centers (Alaska’s version of One-Stops) to provide parents access to child care information.
- The CCPO delegates authority to the Municipality of Anchorage (MOA) for Child Care Licensing services within the Municipality. The MOA maintains a listing of all center and home care inspection results for licensed providers within the Municipality.
- The CCPO maintains the List of Eligible Providers which is a current listing of all licensed and approved providers who are eligible to participate in the PASS II/III Child Care Assistance Program. The list may be viewed at: <http://www.hss.state.ak.us/dpa/programs/ccare/>
- The CCPO produces brochures promoting child care services and makes them available through Child Care Assistance grantees, Work Service Providers and other partner agencies.

#### **2.2.4. Describe how the Lead Agency will support child care programs to increase the likelihood that CCDF-served children receive higher quality care as defined in your State/Territory.**

For example, methods used to promote upward movement in quality rating and improvement system, methods used to encourage high quality programs to participate in the subsidy program such as tiered reimbursement, or incentives used to support high quality programs in rural, suburban, urban, and low-income communities.

1. The Child Care Program Office (CCPO) ensures regular updates to income eligibility guidelines to include the Family Income and Contribution Schedule and child care program rates.
2. The CCPO Licensing ensures the following: increased annual on site visits, streamlined application processes and clear policy and procedures guidance, consistency in interpretation of regulations and statutes, licensing chats, review and revision of licensing regulations to address Administrator and caregiver qualifications, orientation and training for new licensed providers. The CCPO supports and participates in the following: Early Learning Guidelines, SEED Professional Development Registry, Strengthening Families, and Technical Assistance Center for Social- Emotional Intervention (TACSEI).

3. SEED Registry, Professional Development Committee and Plan: The Alaska System for Early Education Development (SEED) project and Alaska's Child Care Resource and Referral Network, *thread* through federal targeted funds and the Child Care and Development Fund, provides support for the SEED Registry. The SEED Registry is a database system used to gather and track information on the early care and education field. This information is valuable to early educators so they may track their professional development. Used cumulatively, this information is valuable for tracking the status of professional development progress in the state.

4. Technical Assistance for Social-Emotional Intervention (TACSEI): The goal of TACSEI and its state partnerships is to plan, implement and sustain a professional development system to enhance the knowledge and skills of the early childhood work force in meeting the social emotional needs of young children. The mission is to design, implement with fidelity and sustain the Pyramid Model, a system of professional development practices for Early Learning Professionals that consistently and collaboratively address the social and emotional needs of all Alaskan children birth-five and their families. To meet this goal, Alaska's specific objectives are to build capacity to foster professional development of the early care and education workforce that: 1) enhances knowledge and skills; 2) supports the implementation and sustainability of evidence-based practices; and 3) increases the size of the workforce skilled in supporting the social-emotional development of young children (birth-5 years) in inclusive, natural environments. *thread* actively participates on the Alaska TACSEI Pyramid Partnership team and also supports early educators by offering TACSEI trainings, classroom materials and educational resources.

5. Alaska's Child Care Resources and Referral Network, *thread*, partners with Department of Education and Early Development (EED), Pre-Elementary and Head Start to share training opportunities; Individual Reimbursement Funds, Travel Grants, Mini grants, Environmental Rating Scales, technical assistance and onsite consultation. Ensures programs are aware of resources available to them.

6. Alaska Inclusive Child Care Program (Alaska IN!): Provides referrals, outreach and education to parents of children with special needs regarding child care options; provides referrals for training opportunities for providers caring for children with special needs; provides additional funding to providers based on each child's individual needs; and, works to expand the availability of quality child care by promoting inclusive practices. Alaska IN! also provides coordination and consultation for providers.

7. Military Liaison: Through *thread* this position works on expanding the quality and quantity of community-based child care options for geographically dispersed reserve and active-duty families and for families facing long waits for on-base care. *thread* is partnering with the Department of Defense (DoD), the federal agency sponsoring the national initiative to increase child care capacity for military families. Alaska was one of 13 states selected to participate in the DoD effort. The child care liaison will coordinate with state agencies, the state's Early Childhood Council, Health and Human Services, Head Start and the licensing bureau to identify strategies to improve child care program quality.

8. Child Care Grant Program (CCG): Administered by the CCPO, the CCG offers grants to licensed child care programs to provide a high staff to child ratio, culturally rich environment, employ activities that promote social, emotional, physical, cognitive and language development, nutritious meals and snacks, and the inclusion of children with special needs. Items for reimbursement include staff salaries and benefits, substitute care, health and safety items, supplies, equipment and activities for children in care and child development and training.

9. Strengthening Families Initiative: Currently being embedded across systems. *thread* provides training and technical assistance to early educators to improve their skills and the quality of programs in Alaska including workshops and seminars. *thread* provides: Child Development Associate (CDA) credential classes; specialized training for different types of care; onsite technical assistance to improve program quality; consultation to support children with mental health and other special needs; a free lending library, including classroom curricula, children's books, and toys; support for starting your early care and education business, to meet licensing requirements and to achieve national accreditation; classroom

observation and evaluation using national assessment tools; funding support for early educator training and program improvements; free marketing for early care and education programs.

**2.2.5. How will the Lead Agency promote access to the CCDF subsidy program?**

Check the strategies that will be implemented by your State/Territory.

- Provide access to program office/workers such as by:
  - Providing extended office hours
  - Accepting applications at multiple office locations
  - Providing a toll-free number for clients
  - Other.

Describe:

- Using a simplified eligibility determination process such as by:
  - Simplifying the application form (such as eliminating unnecessary questions, lowering the reading level)
  - Developing a single application for multiple programs
  - Developing web-based and/or phone-based application procedures
  - Coordinating eligibility policies across programs.

List the program names: [CCPO \(Alaska Inclusive! Program\)](#); [thread](#)

- Streamlining verification procedures, such as linking to other program data systems
- Providing information multi-lingually
- Including temporary periods of unemployment in eligibility criteria for new applicants (job search, seasonal unemployment).

Length of time: [80 hours each calendar year](#)

- Other.

Describe:

- Other.

Describe:

- None

**2.2.6. Describe the Lead Agencies policies to promote continuity of care for children and stability for families.** Check the strategies, if any, that your State/Territory has chosen to implement.

Provide CCDF assistance during periods of job search.

Length of time: 80 hours each calendar year

Establish two-tiered income eligibility to allow families to continue to receive child care subsidies if they experience an increase in income but still remain below 85% of State median income (SMI)

Synchronize review date across programs

List programs:

Eligibility for PASS I Child Care Assistance corresponds to the approval period for Temporary Assistance.

Longer eligibility re-determination periods (e.g., 1 year).

Describe:

As of July 15, 2011 the Child Care Program Office is requiring an application and interview annually. Families will still have a six month certification period.

Extend periods of eligibility for families who are also enrolled in either Early Head Start or Head Start and pre-k programs.

Describe:

Extend periods of eligibility for school-age children under age 13 to cover the school year.

Describe:

Minimize reporting requirements for changes in family's circumstances that do not impact families' eligibility, such as changes in income below a certain threshold or change in employment

Targeted case management to help families find and keep stable child care arrangements

Using non-CCDF Funds to continue subsidy for families who no longer meet eligibility, such as for children who turn 13 years of age during the middle of a program year

Other.

Describe:

None

**2.2.7. How will the Lead Agency provide outreach and services to eligible families with limited English proficiency?** Check the strategies, if any, that your State/Territory has chosen to implement.

- Application in other languages
- Informational materials in non-English languages
- Training and technical assistance in non-English languages
- Website in non-English languages
- Lead Agency accepts applications at local community-based locations
- Bilingual caseworkers or translators available
- Other.

Describe:

None

**(Optional) If the Lead Agency checked any option above related to providing information or services in other non-English languages, please describe the languages offered :**

The CCPO staff and grantees who administer the Child Care Assistance Program and the Resource and Referral agency use the language service, InSync Interpreters. Through InSync, 165 languages are offered for over-the-phone interpreter services 24 hours a day, 7 days a week. These languages include but are not limited to:

|                   |               |             |                |
|-------------------|---------------|-------------|----------------|
| Arabic            | French        | Kurdish     | Samoan         |
| Amharic           | French Creole | Nuer        | Sign Language  |
| Albanian          | Finnish       | Lao         | Serbian        |
| Armenian          | German        | Latvian     | Slovak (Czech) |
| Bosnian           | Gujarathi     | Lithuanian  | Somali         |
| Bulgarian         | Greek         | Llocano     | Spanish        |
| Cambodian         | Hindi         | Marshallese | Sudanese       |
| Chinese Cantonese | Hmong         | Mien        | Swahili        |
| Chinese Mandarin  | Hungarian     | Norwegian   | Swedish        |
| Croatian          | Hebrew        | Oromo       | Tagalog        |
| Czechoslovakian   | Indonesian    | Polish      | Tigrinya       |
| Danish            | Italian       | Portuguese  | Thai           |
| Dinka             | Japanese      | Punjabi     | Tongan         |
| Dutch             | Khmer         | Romanian    | Ukranian       |
| Farsi (Persian)   | Korean        | Russian     | Vietnamese     |

**2.2.8. How will the Lead Agency overcome language barriers with providers?** Check the strategies, if any, that your State/Territory has chosen to implement.

- Informational materials in non-English languages
- Training and technical assistance in non-English languages
- CCDF health and safety requirements in non-English languages
- Provider contracts or agreements in non-English languages
- Website in non-English languages
- Bilingual caseworkers or translators available
- Other.

Describe:

None

**(Optional) If the Lead Agency checked any option above related to providing information or services in other non-English languages, please describe the languages offered:**

The CCPO staff and grantees who administer the Child Care Assistance Program and the Resource and Referral agency use the language service, InSync Interpreters. Through InSync, 165 languages are offered for over-the-phone interpreter services 24 hours a day, 7 days a week. These languages include but are not limited to:

|                   |               |             |                |
|-------------------|---------------|-------------|----------------|
| Arabic            | French        | Kurdish     | Samoan         |
| Amharic           | French Creole | Nuer        | Sign Language  |
| Albanian          | Finnish       | Lao         | Serbian        |
| Armenian          | German        | Latvian     | Slovak (Czech) |
| Bosnian           | Gujarathi     | Lithuanian  | Somali         |
| Bulgarian         | Greek         | Llocano     | Spanish        |
| Cambodian         | Hindi         | Marshallese | Sudanese       |
| Chinese Cantonese | Hmong         | Mien        | Swahili        |
| Chinese Mandarin  | Hungarian     | Norwegian   | Swedish        |
| Croatian          | Hebrew        | Oromo       | Tagalog        |
| Czechoslovakian   | Indonesian    | Polish      | Tigrinya       |
| Danish            | Italian       | Portuguese  | Thai           |
| Dinka             | Japanese      | Punjabi     | Tongan         |
| Dutch             | Khmer         | Romanian    | Ukrainian      |
| Farsi (Persian)   | Korean        | Russian     | Vietnamese     |

**2.2.9. Describe how the Lead Agency documents and verifies applicant information using the table below.** (§98.20(a))

Check the strategies that will be implemented by your State/Territory. **Attach** a copy of your parent application for the child care subsidy program(s) as **Attachment 2.2.9** or

provide a web address, if available: [The PASS I Application: Gen 50](#) and the [PASS II/III application: CC08](#)

| <b>The Lead Agency requires documentation of:</b>   | <b>Describe how the Lead Agency documents and verifies applicant information:</b>  |
|---|--|
| <input checked="" type="checkbox"/> Applicant identity  | Name (First, Last and Middle) on application, government issued photo identification. This information is documented in the Integrated Child Care Information System (ICCIS).  |
| <input checked="" type="checkbox"/> Household composition   | Names listed on application, proof of age for children needing care. Parent interview. This information is documented in the Integrated Child Care Information System (ICCIS).   |
| <input checked="" type="checkbox"/> Applicant's relationship to the child                                       | As listed on the application, parent interview, custody records if applicable. This information is documented in the Integrated Child Care Information System (ICCIS).   |
| <input checked="" type="checkbox"/> Child's information for determining eligibility (e.g., identity, age, etc.) | <p>As listed on the application (including child care provider), parent interview, proof of age and proof of alien status (if applicable). This is documented in the Integrated Child Care Information System (ICCIS).</p> <p>Proof of age can include: birth or baptismal certificates, adoption records; confirmation papers; hospital, midwife or physician's records; certificates of Indian blood; immigration or naturalization records; school records or vaccination records.</p> <p>Proof of alien status is verified only when questionable and may include: birth certificates; certificates of citizenship or naturalization provided by the U.S. Citizenship &amp; Immigration Service (USCIS; U.S. passports or other official identification verifying citizenship or immigration status.</p> |
| <input checked="" type="checkbox"/> Work, Job Training or Educational Program                                   | As listed on application, school/ training/ work schedule. Work or job training is verified through pay stubs, employer verification form completed by the employer or collateral contact to the employer. Educational programs are verified through proof of registration. This is documented in the Integrated Child Care Information System (ICCIS).  |

|  |  |
|--|--|
| <input checked="" type="checkbox"/> Income           | <p>As listed on application or at parent interview: The amount; frequency from source; how verified; income method used including conversion factor; anticipated changes expected within 30 days of application; any other changes that may affect income. This is documented in the Integrated Child Care Information System (ICCS).</p> <p>Other verification sources may include: pay stubs, employer verifications, Work Number verifications, tax documents and business license if self-employed, Social Security Administration letters, Veteran's Administration letters, Child Support Division printouts, written statements from absent parent stating the amount and frequency of child support; signed child support affidavits or court orders for child support to be paid and pay stubs showing withholding.</p> |
| <input checked="" type="checkbox"/> Other. Describe: | <p>Health Status Form or similar form completed by a physician. This is documented in the Integrated Child Care Information System (ICCS).</p>   |

### 2.2.10. Which strategies, if any, will the Lead Agency use to assure the timeliness of eligibility determinations upon receipt of applications?

- Time limit for making eligibility determinations.

Describe length of time [Current policy](#) requires an application be worked within 30 days of receipt. The CCPO will be taking all grantees through a process management training to identify delays and revise policy as needed based on the outcome of that training.

- Track and monitor the eligibility determination process

Other.  
Describe

The Child Care Program Office (CCPO) ensures timeliness through the following:

1. Monthly teleconference with Child Care Assistance Grantees: open discussions with challenges or issues they may have in maintaining timeframes and to assess if assistance is needed.

2. The CCPO provides and monitors Child Care Assistance Grantees' caseload reports on a monthly basis and offers assistance as needed.

3. Annual Monitor Reviews of Grantees are conducted to monitor all aspects of the program as defined by grant.

4. The CCPO in collaboration with Child Care Assistance Grantees has implemented process management and gave the following guidance to improve work flow and timeliness. Effective July 15, 2011, agencies administering the CCAP will do the following the same day or next business day following receipt of the application:

- Review all applications upon receipt for completeness
- Enter (register) the application in the Application and Demographics screens of ICCIS at a minimum and enter a case note acknowledging receipt of a complete or incomplete application
- "Green track" all applications that are complete and have all the required supporting documentation

- “Red track” all applications that need additional information.

Green track applications have all information entered into ICCIS screens and are worked through to a determination including the “Child Care Assistance Application –Approved” or “Child Care Assistance Application Denied” notice and appropriate authorization documents the same or next business day. If this is not possible due to the volume of applications received, it is expected that all applications will be worked and a determination of denied or approved issued within 10 days of receipt.

Red track applications have all information entered into ICCIS screens and are worked through to Pend status the same or next business day. If this is not possible due to the volume of applications received, it is expected that all applications will be pended within 10 days of receipt. It is also expected that all red track applications will be worked and a determination of denied or approved/authorization issued within 30 days of receipt. This allows for situations when a worker processes the application on the 10<sup>th</sup> day, pends the application for 10 days, and then makes the determination within 10 days of receiving the pended items.

None

**2.2.11. Are the policies, strategies or processes provided in questions 2.1.1. through 2.1.10 different for families receiving TANF?** (658E(c)(2)(H) & (3)(D), §§98.16(g)(4), 98.33(b), 98.50(e))

Yes.

If yes, describe:

PASS I Child Care Assistance eligibility for TANF families is determined by a Public Assistance Eligibility Technician based in their household, income, resources, citizenship and other factors. The Gen 50b application for Service & Responsibility form is used for Temporary Assistance (TA), Food Stamps, Medicaid, Adult Public Assistance, Chronic and Acute Medical Assistance and General Relief Assistance. Work Service Providers (WSP) further determine if a family is eligible for PASS I child care as a supportive service for an approved self sufficiency activity. All income and work activity verification is completed by the Eligibility Technician and/or the Work Service Providers working with the family to meet the TA participation rate.

TANF families are provided consumer information and assistance in finding quality child care through a referral to thread, Alaska's Child Care Resource and Referral Network. PASS I Families are encouraged to select child care providers eligible to participate in the Child Care Assistance Program. This helps ensure increased quality, safe and continuity of care.

The Child Care Program Office (CCPO) processes authorization requests from WSP for PASS I families. Once an authorization is created the CCPO sends it to the child care provider and the WSP, who then gives it the the family.

No.

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

The regulations at §98.33(b) require the Lead Agency to inform parents who receive TANF benefits about the exception to the individual penalties associated with the work requirement for any single custodial parent who has a demonstrated inability to obtain needed child care for a child under 6 years of age. Lead Agencies must coordinate with TANF programs to ensure, pursuant that TANF families with young children will be informed of their right not to be sanctioned if they meet the criteria set forth by the State TANF agency in accordance with section 407(e)(2) of the Social Security Act. In fulfilling this requirement, the following criteria or definitions are applied by the TANF agency to determine whether the parent has a demonstrated inability to obtain needed child care. **NOTE:** The TANF agency, not the CCDF Lead Agency, is responsible for establishing the following criteria or definitions. These criteria or definitions are offered in this Plan as a matter of public record.

a) Identify the TANF agency that established these criteria or definitions:

State/Territory TANF Agency [Department of Health and Social Services, Division of Public Assistance](#)

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

- "appropriate child care": [Child care is appropriate when a provider who is willing to take care of the participants child appears to have the ability to care for children of the same age and developmental level as the participants child\(ren\) and is, or is willing to become, an approved or licensed provider.](#)
- "reasonable distance": [Child care is within a reasonable distance when the providers location is within 30 minutes travel time by public or private transportation from the participants home or activity site.](#)
- "unsuitability of informal child care": [Informal care is unsuitable if it is not appropriate or is not within a reasonable distance.](#)
- "affordable child care arrangements": [Child care is affordable when the family has PASS I assistance to pay the cost.](#)

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

- In writing  
 Verbally  
 Other.  
 Describe:

## **2.3. Eligibility Criteria for Child Care**

In order to be eligible for services, children must (1) be under the age of 13, or under the age of 19 if the child is physically or mentally disabled or under court supervision; (2) reside with a family whose income is less than 85 percent of the State's median income for a family of the same size; and (3) reside with a parent or parents who is working or attending job training or an educational program; or (4) be receiving or needs to receive protective services. (658P(3), §98.20(a))

### **2.3.1. How does the Lead Agency define the following eligibility terms?**

*residing with -*

Living with, including taking meals and sleeping in the same residence at least 50 percent of the time for which child care is requested

*in loco parentis -*

A person acting in place of a parent, such as a guardian, relative, or friend, who provides care and supervision like a parent but without the formalities of legal guardianship or adoption.

### **2.3.2. Eligibility Criteria Based Upon Age**

a) The Lead Agency serves children from birth weeks to 13 years (maximum age under age 13).

b) Does the Lead Agency allow CCDF-funded child care for children age 13 and above but below age 19 years who are physically and/or mentally incapable of self-care? (658E(c)(3)(B), 658P(3), §98.20(a)(1)(ii))

Yes, and the upper age is through 18 years of age.

Provide the Lead Agency definition of *physical or mental incapacity* -

A disability under which a person is incapable of self-care, and which is attributable to one or more mental or physical impairments that are severe, chronic, and lifelong. For child care assistance purposes, the physical or mental incapacity must be documented by a professional (doctor, psychiatrist, nurse practitioner, public health nurse, licensed clinical social worker or licensed psychological associate).

No.

c) Does the Lead Agency allow CCDF-funded child care for children age 13 and above but below age 19 years who are under court supervision? (658P(3), 658E(c)(3)(B), §98.20(a)(1)(ii))

- Yes, and the upper age is to 18 years of age.  
 No.

### 2.3.3. Eligibility Criteria Based Upon Work, Job Training or Educational Program

a) How does the Lead Agency define "working" for the purposes of eligibility? Provide a narrative description below, including allowable activities and if a minimum number of hours is required.

**Reminder** - Lead Agencies have the flexibility to include any work-related activities in its definition of working, including periods of job search and travel time. (§§98.16(f)(3), 98.20(b))  
*working-*

The Lead Agency defines "working" for the purposes of eligibility as: Engaged in an activity for a wage or salary, or engaged in a business with the intention of making a profit or up to 80 hours of seek work (job search) activities which include contacting prospective employers, completing and submitting job applications, and attending job interviews with the goal of obtaining employment. Seek work activities are allowable in full hour increments. For parents who are participating in the TANF program, "work activities" include paid employment (may be subsidized), work search and job readiness activities, community work experience, job sampling, and approved subsistence activities.

b) Does the Lead Agency provide CCDF child care assistance to parents who are attending job training or an educational program? (§§98.16(g)(5), 98.20(b))

- Yes.

If yes, how does the Lead Agency define "attending job training or educational program" for the purposes of eligibility? Provide a narrative description below.

**Reminder** - Lead Agencies have the flexibility to include any training or education-related activities in its definition of job training or education, including study time and travel time.

*attending job training or educational program -*

The Lead Agency defines "attending job training or educational program" for the purposes of eligibility as: Training program is a structured environment for participants who have specific learning objectives, identified skills to be mastered with a beginning and ending date. Educational program is a structured learning environment in which an instructor or teacher leads students through a course of study that includes specific learning objectives, goals, and standards, and leads to a certificate of mastery or completion, a state license, or a diploma or a degree.

- No.

### 2.3.4. Eligibility Criteria Based Upon Receiving or Needing to Receive Protective Services

a) Does the Lead Agency provide child care to children in protective services?  
(§§98.16(f)(7), 98.20(a)(3)(ii)(A) & (B))

Yes.

If yes, how does the Lead Agency define "protective services" for the purposes of eligibility? Provide a narrative description below.

**Reminder** - Lead Agencies have the flexibility to define protective services beyond formal child welfare or foster care cases. Lead Agencies may elect to include homeless children and other vulnerable populations in the definition of protective services.

**Note** - If the Lead Agency elects to provide CCDF-funded child care to children in foster care whose foster care parents are not working, or who are not in education/training activities for CCDF purposes these children are considered to be in protective services and should be included in this definition.

*protective services*

Child protective services are provided to a child who is the subject of a report of harm. The purpose is to identify, treat and reduce child abuse and neglect, as well as to ensure that reasonable efforts are made to protect and maintain children in their own homes. A social worker may authorize child care for a child in protective services at risk of abuse or neglect and for whom child care during the day is part of a family treatment plan. The objective is to enable the child to remain with his or her own family or to return the child to the child's own family following out-of-home placement.

No.

b) Does the Lead Agency waive, on a case-by-case basis, the co-payment and income eligibility requirements for cases in which children receive, or need to receive, protective services? (658E(c)(3)(B), 658P(3)(C)(ii), §98.20(a)(3)(ii)(A))

Yes,

No.

### 2.3.5. Income Eligibility Criteria

a) How does the Lead Agency define "income" for the purposes of eligibility? Provide the Lead Agency's definition of "income" for purposes of eligibility determination.  
(§§98.16(g)(5), 98.20(b))

*income* -

The parents' total monthly cash receipts before taxes from all sources, plus all of the family's unearned income.

b) Which of the following sources of income, if any, will the Lead Agency exclude from calculations of total family income for the purposes of eligibility determination? Check any income the Lead Agency chooses to exclude, if any.

- Adoption subsidies
- Foster care payments
- Alimony received or paid
- Child support received
- Child support paid
- Federal nutrition programs
- Federal tax credits
- State/Territory tax credits
- Housing allotments, Low-Income Energy Assistance Program (LIHEAP) or energy assistance
- Medical expenses or health insurance related expenses
- Military housing or other allotment/bonuses
- Scholarships, education loans, grants, income from work study
- Social Security Income
- Supplemental Security Income (SSI)
- Veteran's benefits
- Unemployment Insurance
- Temporary Assistance for Needy Families (TANF)
- Worker Compensation
- Other types of income not listed above:

1) Alaska Native Claims Settlement Act cash distributions paid in excess of \$2,000

2) Alaska Permanent Fund Dividends

3. Child Support Paid- Total earnings and unearned income are counted for the family but a deduction is given for legally obligated child support that is paid.

None

c) Whose income will be excluded, if any, for purposes of eligibility determination? Check anyone the Lead Agency chooses to exclude, if any.

- Children under age 18
- Children age 18 and over - still attending school
- Teen parents living with parents
- Unrelated members of household
- All members of household except for parents/legal guardians
- Other.

Describe:

None

d) Provide the CCDF income eligibility limits in the table below. **Complete** columns (a) and (b) based upon maximum eligibility initial entry into the CCDF program. Complete Columns (c) and (d) **ONLY IF** the Lead Agency is using income eligibility limits lower than 85% of the SMI.

**Reminder** - Income limits must be provided in terms of State Median Income (SMI) (or Territory Median Income) even if federal poverty level is used in implementing the program. (§98.20(a)(2)). FY 2011 poverty guidelines are available at <http://aspe.hhs.gov/poverty/11poverty.shtml>.

| Family Size | (a)<br>100% of State Median Income (SMI)(\$/month) | (b)<br>85% of State Median Income (SMI)(\$/month)<br>[Multiply (a) by 0.85] | IF APPLICABLE<br>Income Level if lower than 85% SMI |   |
|-------------|--|---|---|---|
|             |  |   | (c)<br>\$/month                                     | (d)<br>% of SMI<br>[Divide (c) by (a), multiply by 100] |
| 1           | 4,329  | 3,680   |   |   |
| 2           | 6,288  | 5,345   | 4250  | 67.5  |
| 3           | 6,787  | 5,769   | 4524  | 66.6  |
| 4           | 7,164  | 6,089   | 4614  | 64.4  |
| 5           | 7,789  | 6,620   | 5045  | 64.7  |

e) Will the Lead Agency have "tiered eligibility" (i.e., a separate income limit at re-determination to remain eligible for the CCDF program)?

Yes.

If yes, provide the requested information from the table in 2.3.5d and **describe below**:

**Note:** This information can be included in the table below.

No.

|  |  |  | IF APPLICABLE<br>Income Level if lower than 85% SMI |
|--|--|--|---|
|  |  |  |   |

| Family Size | (a)<br>100% of State Median Income (SMI) (\$/month) | (b)<br>85% of State Median Income (SMI) (\$/month)[Multiply (a) by 0.85] | (c)<br>\$/month | (d)<br>% of SMI[Divide (c) by (a), multiply by 100] |
|-------------|---|--|-----------------|---|
| 1           |   |  |                 |   |
| 2           |   |  |                 |   |
| 3           |   |  |                 |   |
| 4           |   |  |                 |   |
| 5           |   |  |                 |   |

f) SMI Year 2010 and SMI Source US Department of Justice as published by the Census Bureau.

g) These eligibility limits in column (c) became or will become effective on:  
November 1, 2010

### 2.3.6. Eligibility Re-determination

a) What is the re-determination period upon initial authorization of CCDF services for most families?

- 6 months  
 12 months  
 24 months  
 Other.

Describe:

Length of eligibility varies by county or other jurisdiction.

Describe:

b) Is the re-determination period the same for all CCDF eligible families?

- Yes.  
 No. If no, **check the categories of families for whom authorizations are different and describe the redetermination period for each.**

Families enrolled in Head Start and/or Early Head Start Programs.

Re-determination period:

Families enrolled in pre-kindergarten programs.

Re-determination period:

Families receiving TANF.

Re-determination period:

Families who are very-low income, but not receiving TANF.

Re-determination period:

Other.

Describe:

Families with one or both parents engaged in self employment activities have their income and eligibility re-determined every 3 months.

c) Does the Lead Agency use a simplified process at re-determination?

Yes.

If yes, describe:

The Child Care Program Office has implemented the following effective July 15, 2011:

Families will be required to submit a new application annually and participate in an interview at that time, however, the certification period will remain six months and the family's eligibility will be evaluated every six months. To streamline the process the following guideline describes how this is to be implemented.

- **Renewal applications** not yet processed are worked without an interview unless there is questionable information or the worker feels an interview is needed due to the changes reported. This begins the annual requirement for an application and interview. In order to effectively track the year timeframe for an application and interview a case note must be entered indicating the date the last interview was completed.
- **New/Initial applications** not yet processed continue to require an interview.

Changes reported during the certification period are to be worked the same or next business day from the date received or within 10 business days of receipt if volume does not allow for more timely completion. A reported change does not change the certification or renewal date, unless the reported change requires a new application. In these instances a new application will be needed and worked as a new/initial application.

No.

### 2.3.7. Waiting Lists

**Describe the Lead Agency's waiting list status.** Select **ONE** of these options.

Lead Agency currently does not have a waiting list and:

- All eligible families *who apply* will be served under State/Territory eligibility rules
- Not all eligible families *who apply* will be served under State/Territory eligibility rules

Lead Agency has an active waiting list for:

- Any eligible family who applies when they cannot be served at the time of application
- Only certain eligible families.

Describe those families:

Waiting lists are a county/local decision.

Describe:

n/a

Other.

Describe:

### 2.3.8. Appeal Process for Eligibility Determinations

Describe the process for families to appeal eligibility determinations:

#### **Administrative Review:**

Any family applying or participating in the Child Care Assistance Program, who disagrees with a written determination may request an Administrative Review from the Child Care Program Office (CCPO). The Request for Administrative Review form must be provided with each notice sent to a family. The request for review must be submitted to the CCPO in writing and must be received or postmarked no later than 15 calendar days after receipt of the written notice of determination. If a request for administrative review is received by the grantee, it must be date stamped and forwarded to the CCPO within 24 hours and documented in an Integrated Child Care information System (ICCIS) case note. Administrative Reviews will be conducted by a person not involved with the decision under review, or subordinate to the person who made the decision.

The family may choose to request continued benefits at the level previously authorized pending the outcome of the administrative review. The CCPO will issue a decision to grant or deny the relief sought and provide the family and grantee a copy of the decision postmarked 15 calendar days after receipt of the request. The Administrative Review decision constitutes the final department decision, unless the family requests a Fair Hearing.

#### **Fair Hearing:**

A family may request a Fair Hearing regarding any written determination from either the designee or the

department even if they did not request an administrative review. The request may be made to the division orally or in writing by a family, or a responsible person acting on the family's behalf.

Written requests for a Fair Hearing are submitted to the CCPO and are received or postmarked no later than 30 calendar days after receipt of the written notice of determination. Oral requests are to be documented by case noting into the ICCIS to include the name of the individual making the request and the date and time of the request. If a request for a fair hearing is received by the designee, it must be date stamped and forwarded to the CCPO within 24 hours and documented in an ICCIS case note.

A family requesting a Fair Hearing may request a continuation of benefits pending the hearing decision. This request will be honored and the CCPO will notify the grantee for appropriate action.

Unless the family or provider agrees to a shorter time period, the division will mail a notice stating the date, time, and place of the hearing within 10 days after receiving a hearing request, and at least 15 days before the date the hearing is scheduled. The place must be one reasonably convenient to both parties involved.

The Request for a Fair Hearing may be denied, dismissed or terminated for the following reasons: the parent or provider withdraws the request in writing; the issues affect groups of recipients, or all recipients, and is not one of incorrect benefit computation; or the issues are not relevant to this program, or the client fails, without good cause as determined by the hearing authority, to appear in person, telephonically, or by authorized representative at the scheduled hearing.

The commissioner or his/her designee will appoint a hearing authority to decide the dispute, subject only to appeal to the director. The hearing authority will be an employee of the department who has not participated in the action at issue. In most cases, he or she will render a decision no later than 90 days after the date of receipt by the division of a request for a hearing.

If the parent is not satisfied with the decision of the hearing authority, the client may file an appeal to the division director in writing within 15 days after receipt of the hearing authority's decision. Except as provided in applicable federal law, within 30 days after receipt of the appeal request, the director shall review the hearing record, the hearing authority's decision, and applicable laws, regulations, and policies, and render a decision on the appeal. The director's decision constitutes final administrative action.

## **2.4. Sliding Fee Scale and Family Contribution**

The statute and regulations require Lead Agencies to establish a sliding fee scale that varies based on income and the size of the family to be used in determining each family's contribution (i.e., co-payment) to the cost of child care (658E(c)(3)(B) §98.42).

### **2.4.1. Attach a copy of the sliding fee scale as Attachment 2.4.1.**

The attached sliding fee scale was or will be effective as of: **November 1, 2010**

**2.4.2. Will the attached sliding fee scale provided as Attachment 2.4.1. be used in all parts of the State/Territory?**

- Yes  
 No.

If no, attach other sliding fee scales and their effective date(s) as **Attachment 2.4.2a, 2.4.2b**, etc.

**2.4.3. What income source and year will be used in creating the sliding fee scale? (658E(c)(3)(B)) Check only one option.**

- State Median Income,  
Year: 2008  
 Federal Poverty Level,  
Year:  
 Income source and year varies by geographic region.  
Describe income source and year:  
 Other.  
Describe income source and year:

**2.4.4. How will the family's contribution be calculated and to whom will it be applied? Check all that the Lead Agency has chosen to use. (§98.42(b))**

- Fee as dollar amount and  
 Fee is per child with the same fee for each child  
 Fee is per child and discounted fee for two or more children  
 No additional fee charged after certain number of children  
 Fee per family  
 Fee as percent of income and  
 Fee is per child with the same percentage applied for each child  
 Fee is per child and discounted percentage applied for two or more children  
 No additional percentage applied charged after certain number of children  
 Fee per family  
 Contribution schedule varies by geographic area.

Describe:

Other.  
Describe:

**If the Lead Agency checked more than one of the options above, describe:**

The family's contribution (co-pay) toward their child care costs is based on the family's monthly countable income. Co-pays are assessed per family regardless of the number of children or family size. Each participating family must be assessed a co-pay. The minimum amount is \$20 the maximum is 10% of the family's countable income up to the eligibility cutoff of 75% of the SMI.

**2.4.5. Will the Lead Agency use other factors in addition to income and family size to determine each family's contribution to the cost of child care? (658E(c)(3)(B), §98.42(b))**

Yes,  
and describe those additional factors:

No.

**2.4.6. The Lead Agency may waive contributions from families whose incomes are at or below the poverty level for a family of the same size. (§98.42(c)). Select ONE of these options.**

**Reminder** - Lead Agencies are reminded that the co-payments may be waived for only two circumstances - for families at or below the poverty level or on a case-by-case basis for children falling under the definition of "protective services" (as defined in 2.3.4.a).

ALL families, including those with incomes at or below the poverty level for families of the same size, ARE required to pay a fee.

NO families with income at or below the poverty level for a family of the same size ARE required to pay a fee.

The poverty level used by the Lead Agency for a family of 3 is:

SOME families with income at or below the poverty level for a family of the same size

ARE NOT required to pay a fee. The Lead Agency waives the fee for the following families:

The Lead Agency waives the fee for the following families:

Families participating in the Parents Achieving Self Sufficiency I program (PASS I). These families are receiving Temporary Assistance for Needy Families under the Alaska Temporary Assistance Program (ATAP).

## **2.5. Prioritizing Services for Eligible Children and Families**

At a minimum, CCDF requires Lead Agencies to give priority for child care assistance to children with special needs, or in families with very low incomes. Prioritization of CCDF assistance services is not limited to eligibility determination (i.e., establishment of a waiting list or ranking of eligible families in priority order to be served). Lead Agencies may fulfill priority requirements in other ways such as higher payment rates for providers caring for children with special needs or waiving co-payments for families with very low incomes (at or below the federal poverty level). (658E(c)(3)(B), §98.44)

**2.5.1. How will the Lead Agency prioritize child care services to children with special needs or in families with very low incomes?** (658E(c)(3)(B), §98.44) Lead Agencies have the discretion to define *children with special needs* and *children in families with very low incomes*. Lead Agencies are not limited in defining *children with special needs* to only those children with physical or mental disabilities (e.g., with a formal Individual Education Plan (IEP) required under the Individuals with Disabilities Education Act (IDEA)). Lead Agencies could consider children in the child welfare system, children of teen parents, or homeless children as examples of *children with special needs*.

Children with special needs

**Provide the Lead Agency definition of *Children with Special Needs*:**

*A diagnosed special need that requires a special accommodation.*

Describe:

The Child Care Program Office defines a child with "special needs" as children having a disability diagnosed by a health professional.

A child has special needs if they have been identified as not functioning according to age appropriate expectations in the areas of affective, cognitive, communicative, perceptual, motor, physical or social development to the extent that the child may require help, program adjustments, or related services on a regular basis in order to function in an adaptive manner: or requires health and related services of a type or amount beyond that typically is required by a child in the child's age group. Also, a child that requires one or more of the following services: specialized care for a particular condition; a specially trained caregiver; frequent monitoring of the child's health or medical needs; very close supervision; frequent intervention or aided physical movement.

Children in families with very low incomes

**Provide the Lead Agency definition of *Children in Families with Very Low Incomes*:**

A family whose income is equal to or less than 55 percent of Alaska's State Median Income.

Describe:

Child in families with very low income s are defined as those families and children receiving child care assistance through the Parents Achieving Self Sufficiency (PASS) II Program after their Alaska Temporary Assistance Program (ATAP) closes.

PASS II provides child care assistance for low to moderate income families for up to 12 consecutive months following ATAP case closure due to employment or other reasons. A family's ATAP history is not necessarily a guarantee for PASS II eligibility. A family can apply for PASS II at any time during this eligibility period.

| How will the Lead Agency prioritize CCDF services for: | Eligibility Priority (Check only one)  | Is there a time limit on the eligibility priority or guarantee?   | Other Priority Rules  |
|--|--|---|---|
| Children with special needs                            | <input checked="" type="checkbox"/> Priority over other CCDF-eligible families<br><input type="checkbox"/> Same priority as other CCDF-eligible families<br><input type="checkbox"/> Guaranteed subsidy eligibility<br><input type="checkbox"/> Other. | <input checked="" type="checkbox"/> Yes.<br>The time limit is:<br><div style="border: 1px solid black; padding: 2px;">The duration of a wait list should the Lead Agency need to implement one.</div> <input type="checkbox"/> No | <input type="checkbox"/> Different eligibility thresholds.<br>Describe:<br><div style="border: 1px solid black; height: 20px; width: 100%;"></div> <input checked="" type="checkbox"/> Higher rates for providers caring for children with special needs requiring additional care<br><input type="checkbox"/> Prioritizes quality funds for providers serving these children<br><input type="checkbox"/> Other.<br>Describe:<br><div style="border: 1px solid black; padding: 2px;">Higher rates for providers caring for children with special needs requiring additional care are given depending on the need level. An additional 25%, 50%, 75% and 100% or the rate may be paid to the provider through the Alaska Inclusive! program.</div> |

|   |   |   |   |
|---|---|---|---|
| <p>Children in families with very low incomes</p> | <p><input checked="" type="checkbox"/> Priority over other CCDF-eligible families</p> <p><input type="checkbox"/> Same priority as other CCDF-eligible families</p> <p><input type="checkbox"/> Guaranteed subsidy eligibility</p> <p><input type="checkbox"/> Other.</p> | <p><input checked="" type="checkbox"/> Yes.</p> <p>The time limit is:</p> <div style="border: 1px solid black; padding: 2px;"> <p>The duration of a wait list should the Child Care Program Office need to implement one.</p> </div> <p><input type="checkbox"/> No</p> | <p><input checked="" type="checkbox"/> Different eligibility thresholds.</p> <p>Describe:</p> <div style="border: 1px solid black; padding: 2px;"> <p>PASS I eligibility threshold income limits are the same as the Alaska Temporary Assistance Program. PASS II/ III eligibility threshold income limits are set separately.</p> </div> <p><input checked="" type="checkbox"/> Waiving co-payments for families with incomes at or below the Federal Poverty Level</p> <p><input type="checkbox"/> Other.</p> <p>Describe:</p> <div style="border: 1px solid black; padding: 2px;"> <p>Co-payments are waived for PASS I families who qualify for the Alaska Temporary Assistance Program.</p> </div> |
|---|---|---|---|

**2.5.2. How will CCDF funds be used to provide child care assistance to meet the needs of families receiving Temporary Assistance for Needy Families (TANF), those attempting to transition off TANF through work activities, and those at risk of becoming dependent on TANF?** (658E(c)(2)(H), Section 418(b)(2) of the Social Security Act, §§98.50(e), 98.16(g)(4)) **Reminder** - CCDF requires that not less than 70 percent of CCDF Mandatory and Matching funds be used to provide child care assistance for families receiving Temporary Assistance for Needy Families (TANF), those attempting to transition off TANF through work activities, and those at risk of becoming dependent on TANF.

- Use priority rules to meet the needs of TANF families (describe in 2.5.1 or 2.5.3.)
  - Waive fees (co-payments) for some or all TANF families who are below poverty level
  - Coordinate with other entities (i.e. TANF office, other State/Territory agencies, and contractors)
  - Other.
- Describe:

**2.5.3. List and define any other eligibility conditions, priority rules and definitions that will be established by the Lead Agency.** (658E(c)(3)(B), §98.16(g)(5), §98.20(b)) **Reminder** - Lead Agencies are reminded that any eligibility criteria and terms provided below must comply with the eligibility requirements of §98.20 and provided in section 2.2. Any priority rules provided must comply with the priority requirements of §98.44 and provided in section 2.4.1.

**Term(s) - Definition(s)**

Describe:

n/a

**2.6. Parental Choice In Relation to Certificates, Grants or Contracts**

The parent(s) of each eligible child who receives or is offered financial assistance for child care services has the option of either enrolling such child with a provider that has a grant or contract for the provision of service or receiving a child care certificate. (658E(c)(2)(A), §98.15(a))

**2.6.1. Child Care Certificates**

a) When is the child care certificate (also referred to as voucher or authorization) issued to parents? (658E(c)(2)(A)(iii), 658P(2), §98.2, §98.30(c)(4) & (e)(1) & (2))

- Before parent has selected a provider
- After parent has selected a provider
- Other.

Describe:

b) How does the Lead Agency inform parents that the child care certificate permits them to choose from a variety of child care categories, including child care centers, child care group homes, family child care homes, and in-home providers? (§98.30(e)(2))

- Certificate form provides information about choice of providers
- Certificate is not linked to a specific provider so parents can choose provider of choice
- Consumer education materials (flyers, forms, brochures)
- Referral to child care resource and referral agencies
- Verbal communication at the time of application
- Public Services Announcement
- Agency

Website: [http://www.hss.state.ak.us/dpa/programs/ccare/become\\_a\\_provider.htm](http://www.hss.state.ak.us/dpa/programs/ccare/become_a_provider.htm)

- Community outreach meetings, workshops, other in person activities
- Multiple points of communication throughout the eligibility and renew process
- Other.

Describe:

c) What information is included on the child care certificate? **Attach a copy of the child care certificate as Attachment 2.6.1.** (658E(c)(2)(A)(iii))

- Authorized provider(s)
- Authorized payment rate(s)
- Authorized hours
- Co-payment amount
- Authorization period
- Other.

Describe:

Authorized child(rens) names; Family (parent) name; Issue Date; Document ID number; name of caseworker; age category , type of authorization (enrollment/attendance/hourly. The authorization document contains statements that authorize a registration fee to licensed providers, the parent's responsibility for payment of any costs over the authorized amount in addition to the monthly co-pay and on attendance based authorizations care is only paid for the time the child is actually in care.

d) What is the estimated proportion of services that will be available for child care services through certificates?

**Proportion of child care services that will be available through a certificate:**

A child care certificate (Authorization) may contain up to the monthly maximum allowed per Child Care Assistance regulation and policy: a full-time month plus a part-time month.

**Estimated porportion of benefit:**

This is dependant on the family's countable income, the age of the child and the type of provider.

In addition to this, a provider may be paid an annual \$50 registration fee per child.

## 2.6.2. Child Care Services Available through Grants or Contracts

a) In addition to offering certificates, does the Lead Agency provide child care services through grants or contracts for child care slots? (658A(b)(1), 658P(4), §§98.16(g)(1), 98.30(a)(1) & (b)). **Note:** Do not check "yes" if every provider is simply required to sign an agreement in order to be paid in the certificate program.

Yes.

If yes, **describe** the type(s) of child care services available through grants or contracts, the process for accessing grants or contracts, and the range of providers that will be

available through grants or contracts:

No.

b) Will the Lead Agency use grants or contracts for child care services to achieve any of the following? Check the strategies, if any, that your State/Territory chooses to implement.

- Increase the supply of specific types of care
- Programs to serve children with special needs
- Wrap-around or integrated child care in Head Start, Early Head Start, pre-k, summer or other programs
- Programs to serve infant/toddler
- School-age programs
- Center-based providers
- Family child care providers
- Group-home providers
- Programs that serve specific geographic areas
- Urban
- Rural
- Other.

Describe:

n/a

- Support programs in providing higher quality services
- Support programs in providing comprehensive services
- Serve underserved families.

Specify:

n/a

Other.

Describe:

c) Are child care services provided through grants or contracts offered throughout the State/Territory? (658E(a), §98.16(g)(3))

Yes.

No,

and **identify** the localities (political subdivisions) and services that are not offered:

Child Care Services are not provided to providers through grants and contracts.

d) How are payment rates for child care services provided through grants/contracts determined?

n/a

e) What is the estimated proportion of direct services that will be available for child care services through grants/contracts?

n/a

**2.6.3. How will the Lead Agency inform parents and providers of policies and procedures for affording parents unlimited access to their children whenever their children are in the care of a provider who receives CCDF funds? (658E(c)(2)(B), §98.31))** Check the strategies that will be implemented by your State/Territory.

- Signed declaration
- Parent Application
- Parent Orientation
- Provider Agreement
- Provider Orientation
- Other.

Describe:

State Child Care Licensing regulation stipulate that parents will have unlimited access to their children at all times. This stipulation is also included in the self-certification packet that all approved providers must sign.

**2.6.4. The Lead Agency must allow for in-home care (i.e., care provided in the child's own home) but may limit its use. (§§98.16(g)(2), 98.30(e)(1)(iv))** Will the Lead Agency limit the use of in-home care in any way?

- No
- Yes. If checked, what limits will the Lead Agency set on the use of in-home care?  
Check all limits the Lead Agency will establish.
- Restricted based on minimum number of children in the care of the provider to meet minimum wage law or Fair Labor Standards Act
- Restricted based on provider meeting a minimum age requirement
- Restricted based on hours of care (certain number of hours, non-traditional work hours)

- Restricted to care by relatives
- Restricted to care for children with special needs or medical condition
- Restricted to in-home providers that meet some basic health and safety requirements
- Other.

Describe:

Restricted by the age of children in care.

**2.6.5. Describe how the Lead Agency maintains a record of substantiated parental complaints about providers and makes substantiated parental complaints available to the public on request. (658E(c)(2)(C), §98.32)**

Complaints against licensed, approved, and in-home providers are referred to the Child Care Program Office. Complaints are logged, investigated and documented by the State child care licensing staff or the Municipality of Anchorage (MOA) licensing staff. All allegations and their determinations become part of the provider's permanent file and are open to the public upon request at the three State regional licensing office locations. The MOA Child Care Licensing office posts their licensing inspections and complaints regarding providers on their web site.

**2.7. Payment Rates for Child Care Services**

The statute at 658E(c)(4) and the regulations at §98.43(b)(1) require the Lead Agency to establish adequate payment rates for child care services that ensure eligible children equal access to comparable care.

**2.7.1. Provide a copy of your payment rates as Attachment 2.7.1.**

The attached payment rates were or will be effective as of: [March 1, 2010](#)

**2.7.2. Are the attached payment rates provided in Attachment 2.7.1 used in all parts of the State/Territory?**

- Yes.
- No. If no, attach other payment rates and their effective date(s) as **Attachment 2.7.2a, 2.7.2b**, etc.

### 2.7.3. Which strategies, if any, will the Lead Agency use to ensure the timeliness of payments?

Policy on length of time for making payments.

Describe length of time: [The Lead Agency will be conducting a process management training for all grantees and the CCPO accounting unit. Payment verification policy and procedure will be updated based on the outcome of that training.](#)

Track and monitor the payment process

Other.

Describe:

None

### 2.7.4. Market Rate Survey

Lead Agencies must complete a local Market Rate Survey (MRS) no earlier than two years prior to the effective date of the Plan (no earlier than October 1, 2009). The MRS must be completed prior to the submission of the CCDF Plan (see Program Instruction CCDF-ACF-PI-2009-02

<http://www.acf.hhs.gov/programs/ccb/law/guidance/current/pi2009-02/pi2009-02.htm> for more information on the MRS deadline).

a) Provide the month and year when the local Market Rate Survey(s) was completed (§98.43(b)(2)): [05/2011](#)

b) Attach a copy of the **MRS instrument** and a **summary of the results** of the survey **as Attachment 2.7.4**. For Lead Agencies that use an administrative provider database, provide a copy of the intake form as the instrument. The summary should include a description of the sample population, data source, the type of methodology used, response rate, description of analyses, and key findings.

### 2.7.5. Will the Lead Agency use the local Market Rate Survey identified in 2.7.4a (i.e., the most recent MRS) to set its payment rates?

Yes

No.

If no, list the MRS year that the payment rate ceiling is based upon: [If no, list the MRS year that the payment rate ceiling is based upon 2009.](#)

**2.7.6. At what percentile of the most recent local MRS are or will payment rates be set?** Provide the percentile for your payment rate ceiling in relation to the most recent survey and **describe**:

**Note:** Identify the percentile where payment rates fall according to the most recent local MRS (identified in 2.7.4a) regardless of whether or not you use the most recent survey to set rates. If the percentile(s) varies across categories of care (e.g., different for centers and family child care homes), regions or ages of children, provide the range of the highest and lowest percentile in relation to the most recent survey.

Alaska defines categories of care by provider type, age group and region. The high and low percentiles reflect the highest and lowest percentiles for any region. Note that three regions had fewer than five licensed providers. Alaska has a wide range of percentiles from the 2011 Market Price Survey.

100th percentile means, that in at least one region, the state rate was greater than or equal to the maximum price reported to the MRS.

1st percentile means, that in at least one region, the state rate was lower than or equal to the minimum price reported to the MRS.

The below table shows the low and high percentiles by Age Group and facility type as compared to the current State rates to those report by the 2011 Market Price Survey.

| Age Group        | Licensed/ Military<br>Centers & Licensed<br>Group Homes |     | Licensed & Military<br>Homes |     |
|------------------|---|-----|------------------------------|-----|
|                  | Percentile  |     | Percentile                   |     |
|                  | High  | Low | High                         | Low |
| Infant           | 100   | 39  | 100                          | 25  |
| Toddler          | 100   | 50  | 75                           | 25  |
| Preschool<br>Age | 100   | 25  | 100                          | 25  |
| School Age       | 100   | 1   | 100                          | 1   |

**2.7.7. Will the Lead Agency provide any type of tiered reimbursement or differential rates on top of its base reimbursement rates for providing care for children receiving CCDF subsidies?** Check which types of tiered reimbursement, if any, the Lead Agency has chosen to implement.

Differential rate for nontraditional hours.

Describe:

n/a

Differential rate for children with special needs as defined by the State/Territory.

Describe:

25%, 50% , 75%, and 100% of the authorized cost of care

Differential rate for infants and toddlers.

Describe:

n/a

Differential rate for school-age programs.

Describe:

n/a

Differential rate for higher quality as defined by the State/Territory.

Describe:

n/a

Other differential rate.

Describe:

n/a

None.

**2.7.8. Will the Lead Agency allow providers to charge parents any additional fees?**

Check the policies, if any, the Lead Agency has chosen to establish regarding additional fees.

Providers are allowed to charge the difference between the maximum reimbursement rate and their private pay rate

Providers are allowed to charge registration fees

Providers are allowed to charge for transportation fees

Providers are allowed to charge for meals.

Providers are allowed to charge additional incidental fees such as field trips or supplies

Policies vary across region, counties and or geographic areas.

Describe:

No, providers may not charge parents any additional fees

Other.  
Describe:

Providers are allowed to establish their own fees. They may not charge a Child Care Assistance Program participating family more for the same service than an non participating family.

None

### **2.7.9. Describe how payment rates are adequate to ensure equal access to the full range of providers based on the Market Rate Survey.**

CCDF regulations require the Lead Agency to certify that the payment rates for the provision of child care services are sufficient to ensure equal access for eligible families to child care services comparable to those provided to families not eligible to receive CCDF assistance. To demonstrate equal access, the Lead Agency shall provide at a minimum a summary of facts describing: (§98.43(a))

a) How a choice of the full range of providers, e.g., child care centers, family child care homes, group child care homes and in-home care, is made available (§98.43(a)(1)):

All families who need child care services may learn of available child care provider options from the Child Care Program Office, the Alaska Child Care Resource and Referral Network, *thread* or from partner agencies. It is stressed that choosing a provider is the parents' choice and every effort is made to ensure parents have access to the full range of available providers. Provider types include: Approved, Approved Relative, Licensed Home, Licensed Group Home and Licensed Center and In-Home.

Families participating in the Parent's Achieving Self Sufficiency II/ III programs learn about the full range of provider options from their Child Care Assistance Local Administrators.

The Child Care Program Office also maintains information on its internet website, including a "real time" listing of licensed and approved child care providers. *thread* as well as Child Care Assistance Program (CCAP) grantees maintain a working relationship with local Department of Labor Job Centers (Alaska's version of One-Stops) to provide parents access to child care information and maintains an office in the Anchorage Job Center.

b) How payment rates are adequate based on the most recent local MRS (§98.43(a)(2)):

The current State reimbursement rate is based on the 2009 Market Price Survey. Infant and toddler rates were set at the 75th percentile of the reported statewide market rate. All other reimbursement rates were adjusted to the 50th percentile of the 2009 Market Price Survey.

There are 72 rate groups (2 facility groups, 9 regions and 4 age groups) in the state. Using the 2011 Market Price (Rate) Survey, 7 of the 72 rate groups are at the 25th percentile. The remaining 65 rate groups are at or above the 50th percentile or had no provider responses (5).

Data collected from Alaska's Intergrated Child Care Information System (ICCIS) show that for the age groups of Infants, Toddlers, Pre- School Age and School Age children 73.75% of all providers charge at or below the state's full time rate. 69% of all Licensed providers charge at or below the state's full time rate for these age categories.

c) How family co-payments based on a sliding fee scale are affordable (§98.43(a)(3)):

In Alaska, co-payments are determined by using a percentage of a family's countable income and adjusting it by family size. The percentage of contribution rises as income rises. The copayment for low income families does not exceed 10% of the family's countable gross income. The Family Income and Contribution Schedule, Attachment 3.5.1, was last adjusted on November 1, 2010 and uses the 2008 state median income. This schedule indicates that the family contribution amount does not exceed 10% of the family's income. This schedule, Attachment 3.5.1, reflects an affordable co-pay schedule.

Co-pays for families receiving Temporary Assistance for Needy Families under the Alaska Temporary Assistance Program (ATAP) and participating in the Parents Achieving Self Sufficiency I program (PASS I) are waived.

d) Any additional facts the Lead Agency considered to determine that its payment rates ensure equal access:

The 2011 Market Price Survey shows there are 72 rate groups (2 facility groups, 9 regions and 4 age groups) in Alaska. Seven of the 72 rate groups are at the 25th percentile. The remaining 65 rate groups are at or above the 50th percentile or had no provider responses (5).

Data collected from Alaska's Integrated Child Care Information System (ICCIS) show that for the age groups of Infants, Toddlers, Pre- School Age and School Age 73.75% of all providers charge at or below the state's full time rate. 69% of all Licensed providers charge at or below the state's full time rate for these age categories.

Equal access to the full range of providers is also assured through Child Care Regulations which state that providers cannot charge more for children receiving Child Care Assistance through the Child Care Assistance Program (CCAP) than other children in care. This is supported by the rights and responsibilities providers must adhere to when participating in the CCAP. Each provider establishes their own rates and submits their published rates with their licensing and/or child care assistance applications.

Further data collected from ICCIS shows that currently there are a total of 1561 Active/ Open providers who are participating in the Child Care Assistance Program. 573 of these providers are Licensed.

Of the total number of providers, 1427, or 91.14% are participating in the CCAP. Of the total number of Licensed providers, 487 or 85% are participating in the CCAP.

Only Licensed providers may participate in the Child Care Grant (CCG) program. Of the total number of Licensed providers, 392, or 68.4% are participating in the CCG program.

### **2.7.10 Goals for the next Biennium -**

In this section, Lead Agencies are asked to identify at least one goal for the upcoming biennium. Lead Agencies are encouraged to include measurable and achievable goals. Lead Agencies may include existing goals (e.g., already identified in a State strategic plan or established by the Governor for a Lead Agency). ACF will target technical assistance efforts to help Lead Agencies achieve their goal(s). What are the Lead

Agency's goals for the administration of the CCDF subsidy program in the coming Biennium? For example, what progress does the State/Territory expect to make on continuing improved services to parents and providers, continuity of care for children, improving outreach to parents and providers, building or expanding information technology systems, or revising rate setting policies or practices):

**Goal #1** Additional system enhancements and detailed process review will result in reduced processing time allowing for families and providers to receive authorization and payment for services more timely.

**Goal #2** On-going review and revision of policies related to families to continue to improve alignment of the Child Care Assistance Program with other programs and avoid duplication of reporting information whenever possible.

**Goal #3** On-going review and revision of policies related to providers to ensure provider eligibility does not lapse unnecessarily and background processes are the same for all provider types.

**Goal #4** The Lead Agency will utilize information gathered in a Functional Cost Analysis to redesign service delivery areas and funding structures for the delivery of the Child Care Assistance Program. The Lead Agency will be redesigning the Alaska IN! Program for inclusive child care with a goal to ensure the child has the best possible outcome.

**Goal # 5** Discussion and planning towards the implementation of a Quality Rating and Improvement System (QRIS). This is happening through committee work with the Alaska Early Childhood Coordinating Council, Early Childhood Comprehensive Systems team, and government and community partners. Efforts will ensure implementation of a QRIS in Alaska in order to better assess, improve and communicate the level of quality in early care and education settings outside of the home. The system would provide a roadmap for individual early care and education programs to improve their quality of care, thereby increasing parent access to a larger supply of quality options.

|               |
|---------------|
| <b>PART 3</b> |
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|---|
| <b>Health and Safety and Quality Improvement Activities</b> |
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### **3.1. Activities to Ensure the Health and Safety of Children in Child Care (Component #1)**

This section is intended to collect information on how Lead Agencies meet the statutory and regulatory provisions related to licensing and health and safety requirements. The CCDBG statute and the CCDF regulations address health and safety primarily in two ways.

First, Lead Agencies shall certify that they have in effect licensing requirements applicable to child care services provided within the area served by the Lead Agency (§98.40(a)(1)). These licensing requirements need not be applied to specific types of providers of child care services (658(E)(c)(2)(E)(i). Lead Agencies must describe those licensing requirements and how they are effectively enforced. Second, Each Lead Agency shall certify that there are in effect, within the State or local law, requirements designed to protect the health and safety of children that are applicable to child care providers of services for which assistance is provided under CCDF.

The relationship between licensing requirements and health and safety requirements varies by State/Territory depending on how comprehensive the licensing system is. In some States and Territories, licensing may apply to the majority of CCDF-eligible providers and the licensing standards cover the three CCDF health and safety requirements so the State/Territory has few, if any, providers for whom they need to establish additional CCDF health and safety requirements. In other cases, States and Territories have elected to exempt large numbers of providers from licensing which means that those exempted providers who care for children receiving assistance from CCDF will have to meet to the CCDF health and safety requirements through an alternative process outside of licensing. The State/Territory may also elect to impose more stringent standards and licensing or regulatory requirements on child care providers of services for which assistance is provided under the CCDF than the standards or requirements imposed on other child care providers. (§98.40(b)(1)) Section 3.1 asks the State/Territory to identify and describe the components of both the licensing and CCDF health and safety requirements, indicate which providers are subject to the requirements, and describe compliance and enforcement activities. (658E(c)(2)(F), §98.41)

#### **3.1.1. Compliance with Applicable State/Territory and Local Regulatory Requirements on Licensing**

Lead Agencies shall certify that they have in effect licensing requirements applicable to

child care services provided within the area served by the Lead Agency (§98.40(a)(1)). These licensing requirements need not be applied to specific types of providers of child care services (658(E)(c)(2)(E)(i). Lead Agencies must describe those licensing requirements and how they are effectively enforced.

**Definition:** Licensing requirements are defined as regulatory requirements, including registration or certification requirements established under State, local, or tribal law, necessary for a provider to legally operate and provide child care services in a State or locality (§98.2). This does not include registration or certification requirements solely for child care providers to be eligible to participate in the CCDF program. Those requirements will be addressed in 3.1.2.

a) Is the Lead Agency responsible for child care licensing? (§98.11(a))

- Yes.
- No.

Please identify the State or local (if applicable) entity/agency responsible for licensing:

b) **Provide a brief overview** of the relationship between the licensing requirements and CCDF health and safety requirements in your State/Territory. At a minimum, describe whether the State/Territory's licensing requirements serve as the CCDF health and safety requirements.

The Alaska Child Care Licensing (CCL) Regulations serve as the CCDF Health and Safety Requirements. CCL Regulations address the following:

- The prevention and control of infectious diseases including immunizations.
- Building and physical premises safety.
- Health and Safety training requirements appropriate for each provider setting.

c) CCDF identifies and defines four categories of care: child care centers, family child care homes, group child care homes and in-home child care providers (§98.2). The CCDF definition for each category is listed below. Within each CCDF category of care, please identify which types of providers are exempt from licensing in your State/Territory in the chart below.

| CCDF Category of Care | CCDF Definition (§98.2) | Are any providers in your State/Territory which fall under this CCDF category exempt from licensing? |
|-----------------------|-------------------------|--|
|                       |                         |  |

|                         |  |  |
|-------------------------|--|--|
| Center-Based Child Care | Center-based child care providers are defined as a provider licensed or otherwise authorized to provide child care services for fewer than 24 hours per day per child in a non-residential setting, unless care in excess of 24 hours is due to the nature of the parent(s)' work. | <p>Describe which types of center-based settings are exempt from licensing in your State/Territory.</p> <p>For example, some jurisdictions exempt school-based centers, centers operated by religious organizations, summer camps, or Head Start programs</p> <ol style="list-style-type: none"> <li>1. A facility located on a United States Department of Defense or United States Coast Guard installation that is located on federal property, or a facility certified as a family child care provider by a branch of the United States Department of Defense or by the United States Coast Guard;</li> <li>2. A recreational program that allows children to attend but that does not assume responsibility for care of the children;</li> <li>3. A daytime therapeutic program of supervised, educational, and rehabilitative services for children with special needs as described in 7 AAC 57.940, or with behavioral problems;</li> <li>4. A program whose primary function is educational and that: is certified as a pre-elementary school under AS 14.07.020 and 4 AAC 60; serves children ages three through five years and, under 4 AAC 60.020, is exempt from 4 AAC 60; or; (C) is operated as a Head Start preschool program required to meet standards established under 42 U.S.C. 9836a.</li> <li>5. A temporary facility that provides care for one specific one-time occurrence scheduled for less than five weeks in any 12-month period, including a conference or weekend seminar;</li> </ol> |
|-------------------------|--|--|

|  |  |  |
|--|--|--|
|  |  | <p>for purposes of this paragraph, a temporary facility does not include a day camp or similar facility or program described in (11) of this subsection;</p> <p>7. A facility in which the caregiver is a relative of all of the children;</p> <p>8. A public or private elementary school program, kindergarten through grade six, lasting seven or fewer hours each day; the exemption in this paragraph does not apply to child care provided at the school site before or after school;</p> <p>9. Subject to (b) of this section, a day camp or similar facility or program that: holds a current accreditation or certification from the American Camping Association or another national accreditation group with standards the department finds are substantially similar to the requirements of this chapter; a facility or program that believes it should be exempt under this paragraph shall submit the standards to the department for review and approval; provides services for children age five years and older; operates more than five weeks in any 12-month period; and operates only during summer, winter, and spring school breaks.</p> |
| <p>Group Home Child Care</p> <p>N/A. Check if your State/Territory does not have group home child care.</p> <p><input checked="" type="checkbox"/></p> | <p>Group home child care provider is defined as two or more individuals who provide child care services for fewer than 24 hours per day per child, in a private residence other than the child's residence, unless care in excess of 24 hours is due to the nature of the parent(s)' work.</p> | <p>Describe which types of group homes are exempt from licensing:</p> <p>None.</p>   |

|                   |  |  |
|-------------------|--|--|
| Family Child Care | <p>Family child care provider is defined as one individual who provides child care services for fewer than 24 hours per day per child, as the sole caregiver, in a private residence other than the child's residence, unless care in excess of 24 hours is due to the nature of the parent(s)'s work. <b>Reminder</b> - Do not check if family child care home providers simply must register or be certified to participate in the CCDF program separate from the State/Territory regulatory requirements.</p> | <p>Describe which types of family child care home providers are exempt from licensing:</p> <ol style="list-style-type: none"> <li>1. A facility located on a United States Department of Defense or United States Coast Guard installation that is located on federal property, or a facility certified as a family child care provider by a branch of the United States Department of Defense or by the United States Coast Guard;</li> <li>2. A facility that regularly provides care to four or fewer children who are not relatives of the caregiver; "regularly provides care" means that a child is enrolled for regular care, regardless of whether that child receives full-time or part-time care.</li> <li>3. Approved Child Care Provider – is a sole caregiver who provides child care services to eligible children in their private residence. An approved provider may care for no more than a total of five children under 13 years of age, including the provider's own children under 12 years of age. <u>No more than four children may be unrelated to the provider, and no more than two children may be under the age of 30 months.</u> This type of child care provider may participate one time only under the CCAP. The eligibility period is for a maximum of one year that runs 12 consecutive months. If a provider's status ends or they discontinue providing care, the 12-month time limit continues. After the 12-month period the individual may participate only as a Licensed Provider, Approved Relative Provider or as the caregiver to an eligible family utilizing in-home care.</li> <li>4. Approved Relative Child Care Provider – is a sole caregiver who provides child care services in their private residence only to</li> </ol> |
|-------------------|--|--|

|              |   |  |
|--------------|---|--|
|              |   | eligible children who are their grandchildren, great-grandchildren, sibling, niece or nephew, great-niece or great-nephew. When caring for siblings, they must reside in different residences. Approved Relative providers may care for no more than a total of five children under 13 years of age, including the provider's own children under 12 years of age. No more than two may be under the age of 30 months. This type of provider may be approved for participation in the program biennially. A new application is required every two years in order to continue to participate in the program. |
| In-Home Care | In-home child care provider is defined as an individual who provides child care services in the child's own home. <b>Reminder</b> - Do not respond if in-home child care providers simply must register or be certified to participate in the CCDF program separate from the State/Territory regulatory requirements. | Describe which types of in-home child care providers are exempt from licensing:<br>A facility in which the caregiver is caring for a child in the child's own home, regardless of whether the caregiver is a relative of the child.<br><br>All In-Home child care providers are exempt from licensure.   |

**Note:** In lieu of submitting or attaching licensing regulations to certify the requirements of §98.40(a)(1), Lead Agencies may provide their licensing regulations to the National Resource Center for Health and Safety in Child Care and Early Education. Please check the NRCKid's website at <http://nrckids.org/> to verify the accuracy of your licensing regulations and provide any updates to the National Resource Center. **Check this box to indicate that the licensing requirements were submitted and verified at NRCKid's:**



d) **Indicate** whether your State/Territory licensing requirements include any of the following four indicators for each category of care\*.

\*Source: National Resource Center for Health and Safety in Child Care and Early Education. (2003) Stepping Stones to Using Caring for Our Children: National Health and Safety Performance Standards, 2nd Ed. Health Resources and Services Administration, Maternal and Child Health Bureau. Available online: <http://nrckids.org/stepping>

| Indicator   | Center-Based Child Care  | Group Home Child Care   | Family Child Care  | In-Home Care   |
|---|--|---|--|--|
| <p>Do the licensing requirements include <b>child:staff ratios and group sizes</b>? If yes, specify age group, where appropriate:</p> | <input checked="" type="checkbox"/><br>Child:staff ratio requirement:  | <input checked="" type="checkbox"/><br>Child:staff ratio requirement:   | <input checked="" type="checkbox"/><br>Child:staff ratio requirement:  | <input type="checkbox"/><br>Child:staff ratio requirement: |
|   | 10:2 for 5 infants; 12:2 for 6 toddlers; 20:2 for 10 preschoolers; 28:2 for 14 kindergartners; 36:2 for 18 school aged children.   | 2:12  | 1:8  |  |
|   | <input checked="" type="checkbox"/><br>Group size requirement:   | <input checked="" type="checkbox"/><br>Group size requirement:  | <input checked="" type="checkbox"/><br>Group size requirement:   | <input type="checkbox"/><br>Group size requirement:        |
|   | 13 or more children under 13 years of age. No more than 5 children in nighttime care including the caregivers own children under age 18. Maximum group size at any one time during the day may not exceed twice the maximum number of children allowed per caregiver as required by the child-to-caregiver ratio 7AAC 57.505(d). | Must have at least 2 caregivers and may provide care for no more than 12 children under 13 years of age with no more than 5 children under 30 months, no more than 4 non-ambulatory children. No more than 5 children in nighttime care including the caregivers own children under age 18. | Must have at least 1 caregiver and may provide care for no more than 8 children under 13 years old with no more than 3 children under 30 months, no more than 2 non-ambulatory children. No more than 5 children in nighttime care including the caregivers own children under age 18. | <input type="checkbox"/><br>No requirements.               |
| <input type="checkbox"/><br>No requirements.  | <input type="checkbox"/><br>No requirements.   | <input type="checkbox"/><br>No requirements.  |  |  |

|   |  |  |   |  |
|---|--|--|---|--|
| Do the licensing requirements identify specific experience and educational <b>credentials for child care directors?</b> | <input type="checkbox"/> High school/GED   | <input type="checkbox"/> High school/GED   | <input type="checkbox"/> High school/GED                      | <input type="checkbox"/> High school/GED                                 |
|   | <input checked="" type="checkbox"/> Child Development Associate (CDA)  | <input type="checkbox"/> Child Development Associate (CDA)   | <input type="checkbox"/> Child Development Associate (CDA)    | <input type="checkbox"/> Child Development Associate (CDA)               |
|   | <input type="checkbox"/> State/ Territory Credential   | <input type="checkbox"/> State/ Territory Credential   | <input type="checkbox"/> State/ Territory Credential          | <input type="checkbox"/> State/ Territory Credential                     |
|   | <input type="checkbox"/> Associate's degree  | <input type="checkbox"/> Associate's degree  | <input type="checkbox"/> Associate's degree                   | <input type="checkbox"/> Associate's degree                              |
|   | <input type="checkbox"/> Bachelor's degree   | <input type="checkbox"/> Bachelor's degree   | <input type="checkbox"/> Bachelor's degree                    | <input type="checkbox"/> Bachelor's degree                               |
|   | <input type="checkbox"/> No credential required for licensing  | <input type="checkbox"/> No credential required for licensing  | <input type="checkbox"/> No credential required for licensing | <input checked="" type="checkbox"/> No credential required for licensing |
|   | <input checked="" type="checkbox"/> Other:   | <input checked="" type="checkbox"/> Other:   | <input checked="" type="checkbox"/> Other:                    | <input type="checkbox"/> Other:  |
|   | An administrator must have an understanding of the development of children; have the ability to care for children; and have the skills to work with children, family members, department staff, community agencies and if applicable staff of the child care facility. | An administrator must have an understanding of the development of children; have the ability to care for children; and have the skills to work with children, family members, department staff, community agencies and if applicable staff of the child care facility. |   |  |

|  |  |  |  |  |
|--|--|--|--|--|
|  | <p>An administrator must have an understanding of the development of children; have the ability to care for children; and have the skills to work with children, family members, department staff, community agencies and if applicable staff of the child care facility. Also the administrator must have management and supervisory skills necessary to handle finances, plan and evaluate programs, and select and supervise personnel. 12 credits in Early Childhood Education, or must hold a current CDA credential from the Council for Early Childhood Professional Recognition or a Montessori Certificate issued by a program accredited by the Montessori Accreditation Commission for Teacher Education.</p> |  |  |  |
|--|--|--|--|--|

|   |   |   |   |  |
|---|---|---|---|--|
| <p>Do the licensing requirements identify specific experience and educational <b>credentials for child care teachers?</b></p> | <input type="checkbox"/> High school/GED                                 |
|   | <input type="checkbox"/> Child Development Associate (CDA)               |
|   | <input type="checkbox"/> State/ Territory Credential                     |
|   | <input type="checkbox"/> Associate's degree                              |
|   | <input type="checkbox"/> Bachelor's degree                               |
|   | <input type="checkbox"/> No credential required for licensing | <input type="checkbox"/> No credential required for licensing | <input type="checkbox"/> No credential required for licensing | <input checked="" type="checkbox"/> No credential required for licensing |
|   | <input checked="" type="checkbox"/> Other:                    | <input checked="" type="checkbox"/> Other:                    | <input checked="" type="checkbox"/> Other:                    | <input type="checkbox"/> Other:  |

|  |   |   |   |  |
|--|---|---|---|--|
|  | <p>A caregiver must be able to demonstrate respect for each child in care and the child's family; support behavior of children with positive guidance and set clear consistent limits to promote self discipline; provide children with a variety of age appropriate learning and social experiences; demonstrate a positive attitude toward bottle weaning, diapering, toilet training and the needs of children; respond appropriately to a child's needs; prevent exposure of children to high risk situations; use strategies to prevent a child's aggressive behavior and to deescalate volatile situations; act as a positive role model; provide an environment that respects the gender, culture, ethnicity, family composition and special emotional</p> | <p>A caregiver must be able to demonstrate respect for each child in care and the child's family; support behavior of children with positive guidance and set clear consistent limits to promote self discipline; provide children with a variety of age appropriate learning and social experiences; demonstrate a positive attitude toward bottle weaning, diapering, toilet training and the needs of children; respond appropriately to a child's needs; prevent exposure of children to high risk situations; use strategies to prevent a child's aggressive behavior and to deescalate volatile situations; act as a positive role model; provide an environment that respects the gender, culture, ethnicity, family composition and special emotional</p> | <p>A caregiver must be able to demonstrate respect for each child in care and the child's family; support behavior of children with positive guidance and set clear consistent limits to promote self discipline; provide children with a variety of age appropriate learning and social experiences; demonstrate a positive attitude toward bottle weaning, diapering, toilet training and the needs of children; respond appropriately to a child's needs; prevent exposure of children to high risk situations; use strategies to prevent a child's aggressive behavior and to deescalate volatile situations; act as a positive role model; provide an environment that respects the gender, culture, ethnicity, family composition and special emotional</p> |  |
|--|---|---|---|--|

|  |  |  |  |  |
|--|--|--|--|--|
|  | cognitive and developmental needs of each child. | cognitive and developmental needs of each child. | cognitive and developmental needs of each child. |  |
|--|--|--|--|--|

|   |   |  |  |   |
|---|---|--|--|---|
| <p>Do the licensing requirements specify that directors and caregivers must attain a specific number of <b>training hours per year</b>?</p> | <input type="checkbox"/> At least 30 training hours required in first year    | <input type="checkbox"/> At least 30 training hours required in first year         | <input type="checkbox"/> At least 30 training hours required in first year         | <input type="checkbox"/> At least 30 training hours required in first year    |
|   | <input type="checkbox"/> At least 24 training hours per year after first year | <input type="checkbox"/> At least 24 training hours per year after first year      | <input type="checkbox"/> At least 24 training hours per year after first year      | <input type="checkbox"/> At least 24 training hours per year after first year |
|   | <input type="checkbox"/> No training requirement                              | <input type="checkbox"/> No training requirement                                   | <input type="checkbox"/> No training requirement                                   | <input checked="" type="checkbox"/> No training requirement                   |
|   | <input checked="" type="checkbox"/> Other:                                    | <input checked="" type="checkbox"/> Other:<br>At least 20 hours of Annual Training | <input checked="" type="checkbox"/> Other:<br>At least 12 hours of Annual Training | <input type="checkbox"/> Other:   |

|  |   |  |  |  |
|--|---|--|--|--|
|  | <p>Administrator that holds a Bachelors degree in Child Development or equivalent must receive 3 semester hours of college credit every three years. If Administrator does not have a bachelors degree in Child Development, (but has a CDA or 12 credits in Early Childhood Education) they must receive 3 semester hours of college credit every 2 years. If Administrator does not have a bachelors degree in Child Development, (but has a CDA or 12 credits in Early Childhood Education) they must receive 3 semester hours of college credit every 2 years. If Administrator does not have a bachelors degree in Child Development, (but has a CDA or 12 credits in Early Childhood Education) they must receive 3</p> |  |  |  |
|--|---|--|--|--|

|  |   |  |  |  |
|--|---|--|--|--|
|  | semester hours of college credit every 2 years. |  |  |  |
|--|---|--|--|--|

e) Do you expect the licensing requirements for child care providers to change in FY2012-2013?

Yes.

Describe: [The Alaska Child Care Licensing Regulations will be changing in the following areas:](#)

- [Professional Development Requirements](#)
- [Administrator Qualifications Requirements](#)
- [Annual Training Requirements](#)

No.

### 3.1.2. Compliance with Applicable State/Territory and Local Regulatory Requirements on Health and Safety

Each Lead Agency shall certify that there are in effect, within the State or local law, requirements designed to protect the health and safety of children that are applicable to child care providers of services for which assistance is provided under CCDF. Such requirements shall include the prevention and control of infectious diseases (including immunization), building and physical premises safety, and minimum health and safety training appropriate to the provider setting. These health and safety requirements apply to all providers caring for children receiving CCDF services and which also may be covered by the licensing requirements. (658E(c)(2)(F), §98.41)

a) **Describe** the Lead Agency's health and safety requirements for prevention and control of infectious disease in effect for child care providers of services for which assistance is provided under CCDF using the table below. (658E(c)(2)(F)(i), §98.41(a)(1))

|  |                                   |                                  |                                 |                              |
|--|-----------------------------------|----------------------------------|---------------------------------|------------------------------|
| <b>For each health and safety requirement checked, identify which providers under the CCDF category must meet the requirement. Check all that apply.</b> |                                   |                                  |                                 |                              |
| <b>The Lead Agency requires:</b>   | Center-based child care providers | Family child care home providers | Group home child care providers | In-home child care providers |

|  |                                     |                                     |                                     |                                     |
|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/>   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Physical exam or health statement for providers                                  |                                     |                                     |                                     |                                     |
| <input type="checkbox"/>   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Physical exam or health statement for children                                   |                                     |                                     |                                     |                                     |
| <input type="checkbox"/>   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Tuberculosis check for providers   |                                     |                                     |                                     |                                     |
| <input type="checkbox"/>   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Tuberculosis check for children  |                                     |                                     |                                     |                                     |
| <input type="checkbox"/>   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Provider immunizations   |                                     |                                     |                                     |                                     |
| <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Child immunizations  |                                     |                                     |                                     |                                     |
| <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Hand-washing policy for providers and children                                   |                                     |                                     |                                     |                                     |
| <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Diapering policy and procedures  |                                     |                                     |                                     |                                     |
| <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Providers to submit a self-certification or complete health and safety checklist |                                     |                                     |                                     |                                     |

|  |                                     |                                     |                                     |                          |
|--|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| <input checked="" type="checkbox"/><br>Providers to meet the requirements of another oversight entity that fulfill the CCDF health and safety requirements | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/><br>Other.<br>Describe:  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |

b) **Describe** the Lead Agency's health and safety requirements for building and physical premises safety, including policies and practices to protect from environmental hazards, in effect for child care providers of services for which assistance is provided under CCDF using the table below. (658E(c)(2)(F)(ii), §98.41(a)(2))

| The Lead Agency requires:   | Center-based child care providers   | Family child care home providers    | Group home child care providers     | In-home child care providers        |
|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/><br>Fire inspection                            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/><br>Building inspection                        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/><br>Health inspection                          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/><br>Inaccessibility of toxic substances policy | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/><br>Safe sleep policy                          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/><br>Tobacco exposure reduction                 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/><br>Transportation policy                      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

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| <input checked="" type="checkbox"/><br>Providers to submit a self-certification or complete health and safety checklist                                    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/><br>Providers to meet the requirements of another oversight entity that fulfill the CCDF health and safety requirements | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <input type="checkbox"/><br>Other.<br>Describe:  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |

c) **Describe** the Lead Agency's health and safety requirements for health and safety training in effect for child care providers of services for which assistance is provided under CCDF using the table below. (658E(c)(2)(F)(iii), §98.41(a)(3))

| CCDF Categories of Care | Health and safety training requirements | Pre-Service | On-Going |
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| <p><b>Child Care Centers</b></p> | <p>CPR (Child Care Centers)</p> | <p>Except when a substitute caregiver is providing care in a child care center for a period of 30 days or less, a child care facility shall have on duty at all times at least one caregiver with valid certification for first aid and <b>age-appropriate cardiopulmonary resuscitation</b>, unless the courses for these certifications are not available within 60 miles by road of the facility.</p> | <p>Except when a substitute caregiver is providing care in a child care center for a period of 30 days or less, a child care facility shall have on duty at all times at least one caregiver with valid certification for first aid and age-appropriate <b>cardiopulmonary resuscitation</b>, unless the courses for these certifications are not available within 60 miles by road of the facility. A currently certified emergency medical or trauma technician on duty at the child care facility satisfies the requirements</p> |
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|  | First Aid (Child Care Centers)                       | Except when a substitute caregiver is providing care in a child care center for a period of 30 days or less, a child care facility shall have on duty at all times at least one caregiver with valid certification for <b>first aid</b> and age-appropriate cardiopulmonary resuscitation (CPR), unless the courses for these certifications are not available within 60 miles by road of the facility.                          | Except when a substitute caregiver is providing care in a child care center for a period of 30 days or less, a child care facility shall have on duty at all times at least one caregiver with valid certification for <b>first aid</b> and age-appropriate cardiopulmonary resuscitation (CPR), unless the courses for these certifications are not available within 60 miles by road of the facility. A currently certified emergency medical or trauma technician on duty at the child care facility satisfies the requirements. |
|  | Training on infectious diseases (Child Care Centers) | A child care facility with one or more employees shall provide an orientation to each caregiver that relates to the caregiver's duties and responsibilities and that includes emergency procedures and health and safety measures, as well as regulatory requirements, which must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within eight weeks. | On-going as needed.   |

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|  | <p>SIDS prevention (i.e., safe sleep) (Child Care Centers)</p> | <p>A child care facility with one or more employees shall provide an orientation to each caregiver that relates to the caregiver's duties and responsibilities and that includes emergency procedures and health and safety measures, as well as regulatory requirements, which must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within eight weeks.</p> | <p>A child care facility shall ensure that each caregiver who provides care for infants and toddlers receives at least one hour of training during the first year of employment, and at least one hour every two years thereafter.</p> |
|  | <p>Medication administration (Child Care Centers)</p>          | <p>A child care facility with one or more employees shall provide an orientation to each caregiver that relates to the caregiver's duties and responsibilities and that includes emergency procedures and health and safety measures, as well as regulatory requirements, which must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within eight weeks.</p> | <p>On-going as needed.</p>   |

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|  | Mandatory reporting of suspected abuse or neglect (Child Care Centers) | A child care facility with one or more employees shall provide an orientation to each caregiver that relates to the caregiver's duties and responsibilities and that includes emergency procedures and health and safety measures, as well as regulatory requirements, which must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within eight weeks. | On-going as needed. |
|  | Child development (Child Care Centers)                                 | A child care facility with one or more employees shall provide an orientation to each caregiver that relates to the caregiver's duties and responsibilities and that includes emergency procedures and health and safety measures, as well as regulatory requirements, which must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within eight weeks. | On-going as needed. |

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|  | Supervision of children (Child Care Centers) | A child care facility with one or more employees shall provide an orientation to each caregiver that relates to the caregiver's duties and responsibilities and that includes emergency procedures and health and safety measures, as well as regulatory requirements, which must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within eight weeks. | On-going as needed. |
|  | Behavior management (Child Care Centers)     | A child care facility with one or more employees shall provide an orientation to each caregiver that relates to the caregiver's duties and responsibilities and that includes emergency procedures and health and safety measures, as well as regulatory requirements, which must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within eight weeks. | On-going as needed. |

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|  | Nutrition (Child Care Centers)         | A child care facility with one or more employees shall provide an orientation to each caregiver that relates to the caregiver's duties and responsibilities and that includes emergency procedures and health and safety measures, as well as regulatory requirements, which must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within eight weeks. | On-going as needed. |
|  | Breastfeeding (Child Care Centers)     | No.  | No.                 |
|  | Physical activity (Child Care Centers) | A child care facility with one or more employees shall provide an orientation to each caregiver that relates to the caregiver's duties and responsibilities and that includes emergency procedures and health and safety measures, as well as regulatory requirements, which must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within eight weeks. | On-going as needed. |

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|  | <p>Working with children with special needs or disabilities (Child Care Centers)</p> | <p>A child care facility with one or more employees shall provide an orientation to each caregiver that relates to the caregiver's duties and responsibilities and that includes emergency procedures and health and safety measures, as well as regulatory requirements, which must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within eight weeks.</p> | <p>On-going as needed.</p> |
|  | <p>Emergency preparedness and response (Child Care Centers)</p>                      | <p>A child care facility with one or more employees shall provide an orientation to each caregiver that relates to the caregiver's duties and responsibilities and that includes emergency procedures and health and safety measures, as well as regulatory requirements, which must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within eight weeks.</p> | <p>On-going as needed.</p> |

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|                                     | <p>Other. (Child Care Centers)</p> <p>Describe:<br/>Shaken Baby Syndrome</p> | <p>A child care facility with one or more employees shall provide an orientation to each caregiver that relates to the caregiver's duties and responsibilities and that includes Shaken Baby Syndrome, which must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within eight weeks.</p>   | <p>A child care facility shall ensure that each caregiver who provides care for infants and toddlers receives at least one hour of Shaken Baby Syndrome training during the first year of employment, and at least one hour every two years thereafter.</p>  |
| <p><b>Group Home Child Care</b></p> | <p>CPR (Group Home Child Care)</p>   | <p>Except when a substitute caregiver is providing care in a child care group home for a period of 30 days or less, a child care facility shall have on duty at all times at least one caregiver with valid certification for first aid and <b>age-appropriate cardiopulmonary resuscitation</b>, unless the courses for these certifications are not available within 60 miles by road of the facility.</p> | <p>Except when a substitute caregiver is providing care in a child care home for a period of 30 days or less, a child care facility shall have on duty at all times at least one caregiver with valid certification for first aid and <b>age-appropriate cardiopulmonary resuscitation</b>, unless the courses for these certifications are not available within 60 miles by road of the facility.</p> |

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|  | First Aid (Group Home Child Care)                       | Except when a substitute caregiver is providing care in a child care group home for a period of 30 days or less, a child care facility shall have on duty at all times at least one caregiver with valid certification for <b>first aid</b> and age-appropriate cardiopulmonary resuscitation, unless the courses for these certifications are not available within 60 miles by road of the facility.                            | Except when a substitute caregiver is providing care in a child care group home for a period of 30 days or less, a child care facility shall have on duty at all times at least one caregiver with valid certification for <b>first aid</b> and age-appropriate cardiopulmonary resuscitation, unless the courses for these certifications are not available within 60 miles by road of the facility. |
|  | Training on infectious diseases (Group Home Child Care) | A child care facility with one or more employees shall provide an orientation to each caregiver that relates to the caregiver's duties and responsibilities and that includes emergency procedures and health and safety measures, as well as regulatory requirements, which must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within eight weeks. | On-going as needed.   |

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|  | <p>SIDS prevention (i.e., safe sleep) (Group Home Child Care)</p> | <p>A child care facility shall ensure that each caregiver who provides care for infants and toddlers receives at least one hour of SIDS training during the first year of employment.</p>   | <p>A child care facility shall ensure that each caregiver who provides care for infants and toddlers receives at least one hour of SIDS training every two years thereafter.</p> |
|  | <p>Medication administration (Group Home Child Care)</p>          | <p>A child care facility with one or more employees shall provide an orientation to each caregiver that relates to the caregiver's duties and responsibilities and that includes emergency procedures and health and safety measures, as well as regulatory requirements, which must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within eight weeks.</p> | <p>On-going as needed.</p>   |

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|  | Mandatory reporting of suspected abuse or neglect (Group Home Child Care) | A child care facility with one or more employees shall provide an orientation to each caregiver that relates to the caregiver's duties and responsibilities and that includes emergency procedures and health and safety measures, as well as regulatory requirements, which must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within eight weeks. | On-going as needed. |
|  | Child development (Group Home Child Care)                                 | A child care facility with one or more employees shall provide an orientation to each caregiver that relates to the caregiver's duties and responsibilities and that includes emergency procedures and health and safety measures, as well as regulatory requirements, which must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within eight weeks. | On-going as needed. |

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|  | Supervision of children (Group Home Child Care) | A child care facility with one or more employees shall provide an orientation to each caregiver that relates to the caregiver's duties and responsibilities and that includes emergency procedures and health and safety measures, as well as regulatory requirements, which must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within eight weeks. | On-going as needed. |
|  | Behavior management (Group Home Child Care)     | A child care facility with one or more employees shall provide an orientation to each caregiver that relates to the caregiver's duties and responsibilities and that includes emergency procedures and health and safety measures, as well as regulatory requirements, which must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within eight weeks. | On-going as needed. |

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|  | Nutrition (Group Home Child Care)         | A child care facility with one or more employees shall provide an orientation to each caregiver that relates to the caregiver's duties and responsibilities and that includes emergency procedures and health and safety measures, as well as regulatory requirements, which must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within eight weeks. | On-going as needed. |
|  | Breastfeeding (Group Home Child Care)     | No.  | No.                 |
|  | Physical activity (Group Home Child Care) | A child care facility with one or more employees shall provide an orientation to each caregiver that relates to the caregiver's duties and responsibilities and that includes emergency procedures and health and safety measures, as well as regulatory requirements, which must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within eight weeks. | On-going as needed. |

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|  | Working with children with special needs or disabilities (Group Home Child Care) | A child care facility with one or more employees shall provide an orientation to each caregiver that relates to the caregiver's duties and responsibilities and that includes emergency procedures and health and safety measures, as well as regulatory requirements, which must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within eight weeks. | On-going as needed. |
|  | Emergency preparedness and response (Group Home Child Care)                      | A child care facility with one or more employees shall provide an orientation to each caregiver that relates to the caregiver's duties and responsibilities and that includes emergency procedures and health and safety measures, as well as regulatory requirements, which must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within eight weeks. | On-going as needed. |

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|  | <p>Other. (Group Home Child Care)</p> <p>Describe:<br/>Shaken Baby Syndrome</p> | <p>A child care facility shall ensure that each caregiver who provides care for infants and toddlers receives at least one hour of Shaken Baby Syndrome training during the first year of employment.</p> | <p>A child care facility shall ensure that each caregiver who provides care for infants and toddlers receives at least one hour of Shaken Baby Syndrome training every two years thereafter.</p> |
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| <p><b>Family Child Care Providers</b></p> | <p>CPR (Family Child Care Providers)</p> | <p>Approved and Approved Relative Providers: Family Child Care Providers must complete training for CPR within 6 months of their approval to participate in the Child Care Assistance Program effective date. They must produce certification proof for age-appropriate CPR. "Age-appropriate" is dependent on the ages of children who will be care. On-line courses are not acceptable for individuals residing within 60 road of communities that regularly offer hands on courses.</p> <p>Licensed Home: Except when a substitute caregiver is providing care in a child care home for a period of 30 days or less, a child care facility shall have on duty at all times at least one caregiver with valid certification for first aid and <b>age-appropriate cardiopulmonary resuscitation (CPR)</b>, unless the courses for these certifications are not available within 60 miles by road of the facility.</p> | <p>Approved and Approved Relative Providers: Not required but is encouraged.</p> <p>Licensed Home: Except when a substitute caregiver is providing care in a child care home for a period of 30 days or less, a child care facility shall have on duty at all times at least one caregiver with valid certification for first aid and <b>age-appropriate cardiopulmonary resuscitation (CPR)</b>, unless the courses for these certifications are not available within 60 miles by road of the facility.</p> |
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|  | <p>First Aid (Family Child Care Providers)</p> | <p>Approved and Approved Relative Provider:<br/>         Family Child Care Providers must complete training for first aid within 6 months of their approval effective date to participate in the Child Care Assistance Program. They must produce certification proof for age-appropriate first aid. "Age-appropriate" is dependent on the ages of children who will be in care. On-line courses are not acceptable for individuals residing within 60 road miles of communities that regularly offer hands on courses.</p> <p>Licensed Home:<br/>         Except when a substitute caregiver is providing care in a child care home for a period of 30 days or less, a child care facility shall have on duty at all times at least one caregiver with valid certification for <b>first aid</b>, unless the courses for these certifications are not available within 60 miles by road of the facility.</p> | <p>Approved and Approved Relative Provider:<br/>         Not required but is encouraged.</p> <p>Licensed Home:<br/>         Except when a substitute caregiver is providing care in a child care home for a period of 30 days or less, a child care facility shall have on duty at all times at least one caregiver with valid certification for <b>first aid</b> unless the courses for these certifications are not available within 60 miles by road of the facility. A currently certified emergency medical or trauma technician on duty at the child care facility.</p> |
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|  | <p>Training on infectious diseases (Family Child Care Providers)</p> | <p>Approved and Approved Relative Provider: Family Care Providers must meet environmental health and safety requirements to be approved for participation in the Child Care Assistance Program. All health and safety requirements (general and environmental) must be included and discussed during the provider orientation. The provider is responsible (self certifies) to provide satisfactory evidence of compliance with these health and safety requirements if requested.</p> <p>Licensed Home: A child care facility with one or more employees shall provide an orientation to each caregiver that relates to the caregiver's duties and responsibilities that includes emergency procedures and health and safety measures, as well as regulatory requirements, which must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within eight weeks.</p> | <p>Approved and Approved Relative Provider: Self certifies at renewal.</p> <p>Licensed Home: On-going as needed.</p> |
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|  | <p>SIDS prevention (i.e., safe sleep) (Family Child Care Providers)</p> | <p>Approved and Approved Relative Provider:<br/>No.</p> <p>Licensed Home:<br/>A child care facility shall ensure that each caregiver who provides care for infants and toddlers receives at least one hour of SIDS training during the first year of employment</p> | <p>Approved and Approved Relative Provider:<br/>No.</p> <p>Licensed Home:<br/>A child care facility shall ensure that each caregiver who provides care for infants and toddlers receives at least one hour of ongoing SIDS training every two years.</p> |
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|  | <p>Medication administration (Family Child Care Providers)</p> | <p>Approved and Approved Relative Provider: Family Care Providers must meet environmental health and safety requirements to be approved for participation on the Child Care Assistance Program. All health and safety requirements (general and environmental) and must be included and discussed during the provider orientation. The provider is responsible (self certifies) to provide satisfactory evidence of compliance with these health and safety requirements if requested.</p> <p>Licensed Home: A child care facility with one or more employees shall provide an orientation to each caregiver that relates to the caregiver's duties and responsibilities and that includes emergency procedures and health and safety measures, as well as regulatory requirements, that include medication administration which must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within</p> | <p>Approved and Approved Relative Provider: Self certifies at renewal.</p> <p>Licensed Home: On-going as needed.</p> |
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|  |  | eight weeks. |  |
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|  | <p>Mandatory reporting of suspected abuse or neglect (Family Child Care Providers)</p> | <p>Approved and Approved Relative Provider:<br/>Family Care Providers must meet environmental health and safety requirements to be approved for participation on the Child Care Assistance Program. All health and safety requirements (general and environmental) and must be included and discussed during the provider orientation. The provider is responsible (self certifies) to provide satisfactory evidence of compliance with these health and safety requirements if requested.</p> <p>Licensed Home:<br/>A child care facility with one or more employees shall provide an orientation to each caregiver that relates to the caregiver's duties and responsibilities that includes emergency procedures and health and safety measures , as well as regulatory requirements, which must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within eight weeks.</p> | <p>Approved and Approved Relative Provider:<br/>Self certifies at renewal.</p> <p>Licensed Home:<br/>On-going as needed.</p> |
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|  | <p>Child development (Family Child Care Providers)</p> | <p>Approved and Approved Relative Provider: Family Care Providers must meet environmental health and safety requirements to be approved for participation on the Child Care Assistance Program. All health and safety requirements (general and environmental) and must be included and discussed during the provider orientation. The provider is responsible (self certifies) to provide satisfactory evidence of compliance with these health and safety requirements if requested.</p> <p>Licensed Home: A child care facility with one or more employees shall provide an orientation to each caregiver that relates to the caregiver's duties and responsibilities that includes emergency procedures and health and safety measures , as well as regulatory requirements, which must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within eight weeks.</p> | <p>Approved and Approved Relative Provider: Self certifies at renewal.</p> <p>Licensed Home: On-going as needed.</p> |
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|  | <p>Supervision of children (Family Child Care Providers)</p> | <p>Family Care Providers must meet environmental health and safety requirements to be approved for participation on the Child Care Assistance Program. All health and safety requirements (general and environmental) and must be included and discussed during the provider orientation. The provider is responsible (self certifies) to provide satisfactory evidence of compliance with these health and safety requirements if requested.</p> <p>Licensed Home:<br/>A child care facility with one or more employees shall provide an orientation to each caregiver that relates to the caregiver's duties and responsibilities and that includes emergency procedures and health and safety measures which must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within eight weeks.</p> <p>Documented training hours required are clock hours and may include any training relevant to the caregiver's</p> | <p>Approved and Approved Relative Provider:<br/>Self certifies at renewal.</p> <p>Licensed Home:<br/>On-going as needed.</p> |
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|  | <p>Behavior management (Family Child Care Providers)</p> | <p>Approved and Approved Relative Provider:<br/>           Family Care Providers must meet environmental health and safety requirements to be approved for participation on the Child Care Assistance Program. All health and safety requirements (general and environmental) and must be included and discussed during the provider orientation. The provider is responsible (self certifies) to provide satisfactory evidence of compliance with these health and safety requirements if requested.</p> <p>Licensed Home:<br/>           A child care facility with one or more employees shall provide an orientation to each caregiver that relates to the caregiver's duties and responsibilities and that includes emergency procedures and health and safety measures, as well as regulatory requirements, which must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within eight weeks.</p> | <p>Approved and Approved Relative Provider:<br/>           Self certifies at renewal.</p> <p>Licensed Home:<br/>           On-going as needed.</p> |
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|  | <p>Nutrition (Family Child Care Providers)</p> | <p>Approved and Approved Relative Provider:<br/>           Family Care Providers must meet environmental health and safety requirements to be approved for participation on the Child Care Assistance Program. All health and safety requirements (general and environmental) and must be included and discussed during the provider orientation. The provider is responsible (self certifies) to provide satisfactory evidence of compliance with these health and safety requirements if requested.</p> <p>Licensed Home:<br/>           A child care facility with one or more employees shall provide an orientation to each caregiver that relates to the caregiver's duties and responsibilities and that includes emergency procedures and health and safety measures, as well as regulatory requirements, which must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within eight weeks.</p> | <p>Approved and Approved Relative Provider:<br/>           Self certifies at renewal.</p> <p>Licensed Home:<br/>           On-going as needed.</p> |
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|  | Breastfeeding<br>(Family Child Care<br>Providers) | Approved and Approved<br>Relative Provider and<br>Licensed Home:<br>No. | Approved and Approved<br>Realtive Provider and<br>Licensed Home:<br>No. |
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|  | <p>Physical activity<br/>(Family Child Care Providers)</p> | <p>Approved and Approved Relative Provider:<br/>Family Care Providers must meet environmental health and safety requirements to be approved for participation on the Child Care Assistance Program. All health and safety requirements (general and environmental) and must be included and discussed during the provider orientation. The provider is responsible (self certifies) to provide satisfactory evidence of compliance with these health and safety requirements if requested.</p> <p>Licensed Home:<br/>A child care facility with one or more employees shall provide an orientation to each caregiver that relates to the caregiver's duties and responsibilities and that includes emergency procedures and health and safety measures, as well as regulatory requirements, which must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within eight weeks.</p> | <p>On-going as needed</p> |
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|  | <p>Working with children with special needs or disabilities (Family Child Care Providers)</p> | <p>Approved and Approved Relative Provider:<br/>No.</p> <p>Licensed Home:<br/>A child care facility with one or more employees shall provide an orientation to each caregiver that relates to the caregiver's duties and responsibilities and that includes emergency procedures and health and safety measures, as well as regulatory requirements, which must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within eight weeks. In addition to meeting the requirements of physical and other activities, a facility providing care for children identified as having special needs under 7 AAC 57.940.</p> | <p>Approved and Approved Relative Provider:<br/>No.</p> <p>Licensed Home:<br/>On-going as needed.</p> |
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|  | <p>Emergency preparedness and response (Family Child Care Providers)</p> | <p>Approved and Approved Relative Provider:<br/>Family Care Providers must meet environmental health and safety requirements to be approved for participation on the Child Care Assistance Program. All health and safety requirements (general and environmental) and must be included and discussed during the provider orientation. The provider is responsible (self certifies) to provide satisfactory evidence of compliance with these health and safety requirements if requested.</p> <p>Licensed Home:<br/>A child care facility with one or more employees shall provide an orientation to each caregiver that relates to the caregiver's duties and responsibilities and that includes emergency procedures and health and safety measures, as well as regulatory requirements, which must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within eight weeks.</p> | <p>Approved and Approved Relative Provider:<br/>Self certifies at renewal.</p> <p>Licensed Home:<br/>On-going as needed.</p> |
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|  | <p>Other. (Family Child Care Providers)</p> <p>Describe:</p> <p>Approved and Approved Relative Provider:<br/>Smoke free environment, using smoke detection devices, animals kept in the facility, firearms safety, diapering and toileting requirements.</p> <p>Licensed Home:<br/>Shaken Baby Syndrome</p> | <p>Approved and Approved Relative Provider:<br/>Family Care Providers must meet environmental health and safety requirements including smoke free environment, using smoke detection devices, animals kept in the facility, firearms safety, diapering and toileting requirements to be approved for participation on the Child Care Assistance Program. All health and safety requirements (general and environmental) and must be included and discussed during the provider orientation. The provider is responsible (self certifies) to provide satisfactory evidence of compliance with these health and safety requirements if requested.</p> <p>Licensed Home:<br/>A child care facility shall ensure that each caregiver who provides care for infants and toddlers receives at least one hour of Shaken Baby Syndrome training during the first year of employment.</p> <p>Approved and Approved Relative Provider:<br/>Family Care Providers must meet environmental health and safety</p> | <p>Approved and Approved Relative Provider:<br/>Self certifies at renewal.</p> <p>Licensed Home:<br/>A child care facility shall ensure that each caregiver who provides care for infants and toddlers receives at least one hour of Shaken Baby Syndrome training every two years thereafter.</p> |
|--|---|--|--|

|  |  |   |  |
|--|--|---|--|
|  |  | <p>requirements to be approved for participation on the Child Care Assistance Program (CCAP). All health and safety requirements (general and environmental) and must be included and discussed during the provider orientation. The provider is responsible (self certifies) to provide satisfactory evidence of compliance with these health and safety requirements if requested.</p> <p>Licensed Home:<br/>A child care facility with one or more employees shall provide an orientation to each caregiver that relates to the caregiver's duties and responsibilities and that includes emergency procedures and health and safety measures which must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within eight weeks.</p> <p>Training hours required are clock hours and, except as provided in the below *paragraph of this section, may include any training relevant to the caregiver's</p> |  |
|--|--|---|--|

|  |  |  |  |
|--|--|--|--|
|  |  | <p>responsibilities, including health and safety, child growth and development, planning learning activities, guidance and discipline techniques, linkages with community services, communication and relations with families, and detecting and reporting child abuse and neglect. Training must be documented. Documentation must include the date, subject, method of training, duration, and the name of the individual who conducted the training.</p> <p>*A child care facility shall ensure that each caregiver who provides care for infants and toddlers receives at least one hour of training during the first year of employment, and at least one hour every two years thereafter. Training under this subsection must include recognizing and preventing shaken baby syndrome.</p> |  |
|--|--|--|--|

|  |   |  |                            |
|--|---|--|----------------------------|
| <p><b>In-Home Child Care Providers</b></p> | <p>CPR (In-Home Child Care Providers)</p>       | <p>In-Home Providers must meet environmental health and safety requirements to be approved for participation on the Child Care Assistance Program (CCAP). All health and safety requirements (general and environmental) and must be included and discussed during the provider orientation. The provider is responsible (self certifies) to provide satisfactory evidence of compliance with these health and safety requirements if requested.</p> | <p>On-going as needed.</p> |
|  | <p>First Aid (In-Home Child Care Providers)</p> | <p>In-Home Providers must meet environmental health and safety requirements to be approved for participation on the Child Care Assistance Program (CCAP). All health and safety requirements (general and environmental) and must be included and discussed during the provider orientation. The provider is responsible (self certifies) to provide satisfactory evidence of compliance with these health and safety requirements if requested.</p> | <p>On-going as needed.</p> |

|  |   |   |                     |
|--|---|---|---------------------|
|  | Training on infectious diseases (In-Home Child Care Providers)    | In-Home Providers must meet environmental health and safety requirements to be approved for participation on the Child Care Assistance Program (CCAP). All health and safety requirements (general and environmental) and must be included and discussed during the provider orientation. The provider is responsible (self certifies) to provide satisfactory evidence of compliance with these health and safety requirements if requested. | On-going as needed. |
|  | SIDS prevention (i.e., safe sleep) (In-Home Child Care Providers) | No.   | No.                 |

|  |  |   |                     |
|--|--|---|---------------------|
|  | Medication administration (In-Home Child Care Providers)                         | In-Home Providers must meet environmental health and safety requirements to be approved for participation on the Child Care Assistance Program (CCAP). All health and safety requirements (general and environmental) and must be included and discussed during the provider orientation. The provider is responsible (self certifies) to provide satisfactory evidence of compliance with these health and safety requirements if requested. | On-going as needed. |
|  | Mandatory reporting of suspected abuse or neglect (In-Home Child Care Providers) | No.   | No.                 |

|  |  |   |                     |
|--|--|---|---------------------|
|  | Child development (In-Home Child Care Providers)       | In-Home Providers must meet environmental health and safety requirements to be approved for participation on the Child Care Assistance Program (CCAP). All health and safety requirements (general and environmental) and must be included and discussed during the provider orientation. The provider is responsible (self certifies) to provide satisfactory evidence of compliance with these health and safety requirements if requested. | On-going as needed. |
|  | Supervision of children (In-Home Child Care Providers) | In-Home Providers must meet environmental health and safety requirements to be approved for participation on the Child Care Assistance Program (CCAP). All health and safety requirements (general and environmental) and must be included and discussed during the provider orientation. The provider is responsible (self certifies) to provide satisfactory evidence of compliance with these health and safety requirements if requested. | On-going as needed. |

|  |  |   |                     |
|--|--|---|---------------------|
|  | Behavior management (In-Home Child Care Providers) | In-Home Providers must meet environmental health and safety requirements to be approved for participation on the Child Care Assistance Program (CCAP). All health and safety requirements (general and environmental) and must be included and discussed during the provider orientation. The provider is responsible (self certifies) to provide satisfactory evidence of compliance with these health and safety requirements if requested. | On-going as needed. |
|  | Nutrition (In-Home Child Care Providers)           | In-Home Providers must meet environmental health and safety requirements to be approved for participation on the Child Care Assistance Program (CCAP). All health and safety requirements (general and environmental) and must be included and discussed during the provider orientation. The provider is responsible (self certifies) to provide satisfactory evidence of compliance with these health and safety requirements if requested. | On-going as needed. |
|  | Breastfeeding (In-Home Child Care Providers)       | No.   | No.                 |

|  |   |   |                     |
|--|---|---|---------------------|
|  | Physical activity (In-Home Child Care Providers)  | In-Home Providers must meet environmental health and safety requirements to be approved for participation on the Child Care Assistance Program (CCAP). All health and safety requirements (general and environmental) and must be included and discussed during the provider orientation. The provider is responsible (self certifies) to provide satisfactory evidence of compliance with these health and safety requirements if requested. | On-going as needed. |
|  | Working with children with special needs or disabilities (In-Home Child Care Providers) | No.   | No.                 |

|  |   |  |                            |
|--|---|--|----------------------------|
|  | <p>Emergency preparedness and response (In-Home Child Care Providers)</p> | <p>In-Home Providers must meet environmental health and safety requirements to be approved for participation on the Child Care Assistance Program (CCAP). All health and safety requirements (general and environmental) and must be included and discussed during the provider orientation. The provider is responsible (self certifies) to provide satisfactory evidence of compliance with these health and safety requirements if requested.</p> | <p>On-going as needed.</p> |
|  | <p>Other. (In-Home Child Care Providers)</p> <p>Describe:</p> <p>No.</p>  | <p>No.</p>   | <p>No.</p>                 |

d) CCDF allows Lead Agencies to exempt relative providers (grandparents, great-grandparents, siblings if living in a separate residence, aunts, and uncles) from these health and safety requirements. What are the Lead Agency's requirements for relative providers? (§98.41(A)(ii)(A))

- All relative providers are subject to the same health and safety requirements as described in 3.1.2a-c, as appropriate; there are no exceptions for relatives.
- Relative providers are NOT required to meet any health and safety requirements as described in 3.1.2a-c, as appropriate.
- Relative providers are subject to certain requirements.

Describe the different requirements:

Relative providers self-certify they ensure children in their care have all required immunizations and they take precautions to make sure their home is free of hazards that can cause injury or disease. Guidelines include the following topics: emergency escapes, fire hazards, smoke detection device, fire extinguishers, carbon monoxide detector, functional telephone, hazard free conditions, drinking water, firearms, parent access to children, supervision, daily activities, corporal punishment, administering medication, child emergency information nutrition, safe vehicles and smoke-, drug- and alcohol-free

environment.

e) Provide a web address for the State/Territory's health and safety requirements, if available:

[http://hss.state.ak.us/dpa/programs/ccare/files/Child\\_Care\\_Licensing-7AAC\\_57-2006.pdf](http://hss.state.ak.us/dpa/programs/ccare/files/Child_Care_Licensing-7AAC_57-2006.pdf)

### 3.1.3 Enforcement of Licensing Requirements

Each Lead Agency is required to provide a detailed description of the State/Territory's licensing requirements and how its licensing requirements are effectively enforced. (658E(c)(2)(E), §98.40(a)(2)) The Lead Agency is also required to certify that that procedures are in effect to ensure that child care providers caring for children receiving CCDF services comply with the applicable health and safety requirements. (658E(c)(2)(G), §98.41(d))

**Describe the State/Territory's policies for effective enforcement of the licensing requirements using questions 3.1.3a through 3.1.3e below.** This description includes whether and how the State/Territory uses visits (announced and unannounced), background checks, and any other enforcement policies and practices for the licensing requirements.

a) Does your State/Territory include **announced** and/or **unannounced** visits in its policies as a way to effectively enforce the licensing requirements?

- Yes. If "Yes" please refer to the chart below and check all that apply.
- No.

| CCDF Categories of Care  | Frequency of Routine Announced Visits                                   | Frequency of Routine Unannounced Visits                           |
|--|---|---|
| <input checked="" type="checkbox"/><br>Center-Based Child Care | <input checked="" type="checkbox"/><br>Once a Year                      | <input checked="" type="checkbox"/><br>Once a Year                |
|  | <input type="checkbox"/><br>More than Once a Year                       | <input type="checkbox"/><br>More than Once a Year                 |
|  | <input type="checkbox"/><br>Once Every Two Years                        | <input type="checkbox"/><br>Once Every Two Years                  |
|  | <input checked="" type="checkbox"/><br>Other.                           | <input checked="" type="checkbox"/><br>Other.                     |
|  | Describe:<br><a href="#">Technical assistance and follow-up visits.</a> | Describe:<br><a href="#">Investigations and follow-up visits.</a> |

|   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/><br>Group Home Child Care  | <input checked="" type="checkbox"/><br>Once a Year<br><input type="checkbox"/><br>More than Once a Year<br><input type="checkbox"/><br>Once Every Two Years<br><input checked="" type="checkbox"/><br>Other.<br>Describe:<br>Technical assistance and follow-up visits. | <input checked="" type="checkbox"/><br>Once a Year<br><input type="checkbox"/><br>More than Once a Year<br><input type="checkbox"/><br>Once Every Two Years<br><input checked="" type="checkbox"/><br>Other.<br>Describe:<br>Investigations and follow-up visits. |
| <input checked="" type="checkbox"/><br>Family Child Care Home | <input checked="" type="checkbox"/><br>Once a Year<br><input type="checkbox"/><br>More than Once a Year<br><input type="checkbox"/><br>Once Every Two Years<br><input checked="" type="checkbox"/><br>Other.<br>Describe:<br>Technical assistance and follow-up visits. | <input checked="" type="checkbox"/><br>Once a Year<br><input type="checkbox"/><br>More than Once a Year<br><input type="checkbox"/><br>Once Every Two Years<br><input checked="" type="checkbox"/><br>Other.<br>Describe:<br>Investigations and follow-up visits. |
| <input checked="" type="checkbox"/><br>In-Home Child Care     | <input type="checkbox"/><br>Once a Year<br><input type="checkbox"/><br>More than Once a Year<br><input type="checkbox"/><br>Once Every Two Years<br><input checked="" type="checkbox"/><br>Other.<br>Describe:<br>Only if a need is present.                            | <input type="checkbox"/><br>Once a Year<br><input type="checkbox"/><br>More than Once a Year<br><input type="checkbox"/><br>Once Every Two Years<br><input checked="" type="checkbox"/><br>Other.<br>Describe:<br>Only if a need is present.                      |

b) Does your State/Territory have any of the following procedures in place for effective enforcement of the licensing requirements? If procedures differ based on the category of care, please indicate how in the "Describe" box.

Yes. If "Yes" please refer to the chart below and check all that apply.

No.

| Licensing Procedures   | Describe which procedures are used by the State/Territory for enforcement of the licensing requirements.   |
|--|--|
| <p>The State/Territory requires providers to attend or participate in training relating to opening a child care facility prior to issuing a license.</p> | <p><input checked="" type="checkbox"/> Yes.</p>  |
|  | <p>Describe:</p> <p>If an orientation and pre-service training program is available within 60 miles by road of the facility, an applicant for a license to operate a child care facility must attend and complete the program. If the applicant does not complete the required program, the department will suspend processing the application until the requirement is met.</p> <p>Currently orientations are being provided one-on-one (Licensor to provider).</p> |
|  | <p><input type="checkbox"/> No.</p>  |
|  | <p><input type="checkbox"/> Other.</p> <p>Describe:</p>  |

|   |  |
|---|--|
| <p>Licensing staff has procedures in place to address violations found in an inspection.</p>            | <p><input checked="" type="checkbox"/> Providers are required to submit plans to correct violations cited during inspections.</p> <p><input checked="" type="checkbox"/> Licensing staff approve the plans of correction submitted by providers.</p> <p><input checked="" type="checkbox"/> Licensing staff verify correction of violation.</p> <p><input checked="" type="checkbox"/> Licensing staff provide technical assistance regarding how to comply with a regulation.</p> <p><input type="checkbox"/> No procedures in place.</p> <p><input type="checkbox"/> Other.</p> <p>Describe:</p>   |
| <p>Licensing staff has procedures in place to issue a negative sanction to a noncompliant facility.</p> | <p><input checked="" type="checkbox"/> Provisional or probationary license</p> <p><input checked="" type="checkbox"/> License revocation or non-renewal</p> <p><input checked="" type="checkbox"/> Injunctions through court</p> <p><input checked="" type="checkbox"/> Emergency or immediate closure not through court action</p> <p><input checked="" type="checkbox"/> Fines for regulatory violations</p> <p><input type="checkbox"/> No procedures in place.</p> <p><input checked="" type="checkbox"/> Other.</p> <p>Describe:<br/> <a href="#">Suspension in Progress until investigation or non-compliance can be resolved.</a></p> |

|  |                                     |   |
|--|-------------------------------------|---|
| The State/Territory has procedures in place to respond to illegally operating child care facilities. | <input checked="" type="checkbox"/> | Cease and desist action                                 |
|  | <input checked="" type="checkbox"/> | Injunction  |
|  | <input checked="" type="checkbox"/> | Emergency or immediate closure not through court action |
|  | <input checked="" type="checkbox"/> | Fines   |
|  | <input type="checkbox"/>            | No procedures in place.                                 |
|  | <input type="checkbox"/>            | Other.  |
|  |                                     | Describe:   |

|   |  |
|---|--|
| <p>The State/Territory has procedures in place for providers to appeal licensing enforcement actions.</p> | <input checked="" type="checkbox"/> <p>Yes.</p>  |
|   | <p>Describe:</p> <p><b>If a licensed provider submits a request to appeal an enforcement action the following occurs:</b></p> <p>1) A pre-hearing conference is set between the Child Care Program Office and the licensee. The Licensee is informed of their right to legal counsel if they wish. This is an information gathering session and an opportunity for the Licensee to explain their information. Resolution is attempted at this level.</p> <p>2) If not settled at this level, a hearing is held in front of an Administrative Law Judge (ALJ) with the Office of Hearings and Appeals. The ALJ submits a proposed decision to the Department of Health &amp; Social Services (DHSS) Commissioner.</p> <p>3) The DHSS Commissioner either adopts this decision or makes an alternate determination which is issued to the Licensee.</p> <p>4) If the Licensee wants further resolution after this decision, the next appeal level is the Alaska Supreme Court.</p> |
|   | <input type="checkbox"/> <p>No.</p>  |
|   | <input type="checkbox"/> <p>Other.</p> <p>Describe:</p>  |

c) Describe what types of licensing violations, if any, would make a provider ineligible to participate in CCDF:

Barrier Crimes and Child Protective Issues: Abuse, Neglect & Exploitation and Previous Negative Licensing History.

d) Does your State/Territory use **background checks** as a way to effectively enforce the licensing requirements?

Yes.

If "Yes" please use refer to the chart below to identify who is required to have background checks, what types of checks, and with what frequency. Please **also provide a brief overview** of the State/Territory's process for conducting background checks for child care. For example, describe what types of violations would make providers ineligible for CCDF, funding for background checks, and the process for providers to appeal background check findings.

State of Alaska Child Care Licensing requires all providers to participate in the State of Alaska Background Check Program and receive a Clearance (valid criminal history check) before allowing access to children. The Background Check includes: Child Abuse Registry check, Sex Offender checks, Criminal Background checks that are fingerprint based (State and Federal) and other Registry checks. A Provider may appeal directly to the Background Check Program of their findings. Information regarding the Alaska Background Check Program can be found at : <http://www.hss.state.ak.us/dhcs/CL/bgcheck/default.htm>

Providers pay costs associated with fingerprinting and the processing of the application through the Alaska Background Check Program. The Child Care Program Office through a reimbursable service agreement with the Department of Public Safety pays costs associated with processing of the state and federal fingerprint based checks.

No.

| CCDF Categories of Care | Types of Background Check | Frequency |
|-------------------------|---------------------------|-----------|
|-------------------------|---------------------------|-----------|

|  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/><br><b>Center-Based Child Care</b><br>Who is subject to background checks for center-based care? For example, director, teaching staff, non-teaching staff, volunteers:<br>Any individual 16 years or older who have contact with children. | <input checked="" type="checkbox"/><br>Child Abuse Registry                        | <input checked="" type="checkbox"/><br>Initial Entrance into the System |
|  | <input checked="" type="checkbox"/><br>State/Territory Criminal Background         | <input type="checkbox"/><br>Checks Conducted Annually                   |
|  | <input checked="" type="checkbox"/><br>FBI Criminal Background (e.g., fingerprint) | <input checked="" type="checkbox"/><br>Other.                           |
|  | <input checked="" type="checkbox"/><br>Sex Offender Registry                       | Describe:<br><a href="#">Every six years.</a>                           |
|  | <input checked="" type="checkbox"/><br>Sex Offender Registry                       | <input checked="" type="checkbox"/><br>Initial Entrance into the System |
|  | <input checked="" type="checkbox"/><br>Sex Offender Registry                       | <input type="checkbox"/><br>Checks Conducted Annually                   |
|  | <input checked="" type="checkbox"/><br>Sex Offender Registry                       | <input checked="" type="checkbox"/><br>Other.                           |
|  | <input checked="" type="checkbox"/><br>Sex Offender Registry                       | Describe:<br><a href="#">Every six years.</a>                           |

|  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/><br><b>Group Child Care Homes</b><br>Who is subject to background checks for group homes? For example, provider, non-provider residents of the home:<br>Any individual 16 years or older who has contact with children. | <input checked="" type="checkbox"/><br>Child Abuse Registry                | <input checked="" type="checkbox"/><br>Initial Entrance into the System   |
|  |  | <input type="checkbox"/><br>Checks Conducted Annually   |
|  |  | <input checked="" type="checkbox"/><br>Other.   |
|  |  | Describe:<br><a href="#">Every six years.</a>   |
|  | <input checked="" type="checkbox"/><br>State/Territory Criminal Background | <input checked="" type="checkbox"/><br>Initial Entrance into the System   |
|  |  | <input type="checkbox"/><br>Checks Conducted Annually   |
|  |  | <input checked="" type="checkbox"/><br>Other.   |
|  |  | Describe:<br><a href="#">State system flags individuals processed through the Alaska Background Check Program and monitors on a daily basis any new activity. New fingerprint card is required every six years.</a> |
| <input checked="" type="checkbox"/><br>FBI Criminal Background (e.g., fingerprint)   | <input checked="" type="checkbox"/><br>Initial Entrance into the System    |   |
|  | <input type="checkbox"/><br>Checks Conducted Annually                      |   |
|  | <input checked="" type="checkbox"/><br>Other.                              |   |
|  | Describe:<br><a href="#">Every six years.</a>                              |   |
| <input checked="" type="checkbox"/><br>Sex Offender Registry   | <input checked="" type="checkbox"/><br>Initial Entrance into the System    |   |
|  | <input type="checkbox"/><br>Checks Conducted Annually                      |   |
|  | <input checked="" type="checkbox"/><br>Other.                              |   |
|  | Describe:<br><a href="#">Every six years.</a>                              |   |

|   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/><br><b>Family Child Care Homes</b><br>Who is subject to background checks for family child care homes? For example, provider, non-provider residents of the home:<br>Any individual 16 years or older who has contact with children. | <input checked="" type="checkbox"/><br>Child Abuse Registry                        | <input checked="" type="checkbox"/><br>Initial Entrance into the System<br><input type="checkbox"/><br>Checks Conducted Annually<br><input checked="" type="checkbox"/><br>Other.<br>Describe:<br><a href="#">Every six years.</a>   |
|   | <input checked="" type="checkbox"/><br>State/Territory Criminal Background         | <input checked="" type="checkbox"/><br>Initial Entrance into the System<br><input type="checkbox"/><br>Checks Conducted Annually<br><input checked="" type="checkbox"/><br>Other.<br>Describe:<br><a href="#">State system flags individuals processed through the Alaska Background Check Program and monitors on a daily basis any new activity. New fingerprint card is required every six years.</a> |
|   | <input checked="" type="checkbox"/><br>FBI Criminal Background (e.g., fingerprint) | <input checked="" type="checkbox"/><br>Initial Entrance into the System<br><input type="checkbox"/><br>Checks Conducted Annually<br><input checked="" type="checkbox"/><br>Other.<br>Describe:<br><a href="#">Every six years.</a>   |
|   | <input checked="" type="checkbox"/><br>Sex Offender Registry                       | <input checked="" type="checkbox"/><br>Initial Entrance into the System<br><input type="checkbox"/><br>Checks Conducted Annually<br><input checked="" type="checkbox"/><br>Other.<br>Describe:<br><a href="#">Every six years.</a>   |

|   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> <p><b>In-Home Child Care Providers</b></p>  | <input checked="" type="checkbox"/> <p>Child Abuse Registry</p>                        | <input checked="" type="checkbox"/> <p>Initial Entrance into the System</p>  |
| <p>Who is subject to background checks for in-home child care? For example, provider, non-provider residents of the home:</p> |  | <input type="checkbox"/> <p>Checks Conducted Annually</p>  |
| <p>Provider.</p>  | <input checked="" type="checkbox"/> <p>State/Territory Criminal Background</p>         | <input checked="" type="checkbox"/> <p>Other.</p>  |
|   |  | <p>Describe:</p> <p><a href="#">Every six years.</a></p>   |
|   | <input checked="" type="checkbox"/> <p>FBI Criminal Background (e.g., fingerprint)</p> | <input checked="" type="checkbox"/> <p>Initial Entrance into the System</p>  |
|   |  | <input type="checkbox"/> <p>Checks Conducted Annually</p>  |
|   | <input checked="" type="checkbox"/> <p>Sex Offender Registry</p>                       | <input checked="" type="checkbox"/> <p>Other.</p>  |
|   |  | <p>Describe:</p> <p><a href="#">State system flags individuals processed through the Alaska Background Check Program and monitors on a daily basis any new activity. New fingerprint card is required every six years.</a></p> |
|   |  | <input checked="" type="checkbox"/> <p>Initial Entrance into the System</p>  |
|   |  | <input type="checkbox"/> <p>Checks Conducted Annually</p>  |
|   |  | <input checked="" type="checkbox"/> <p>Other.</p>  |
|   |  | <p>Describe:</p> <p><a href="#">Every six years.</a></p>   |
|   |  | <input checked="" type="checkbox"/> <p>Initial Entrance into the System</p>  |
|   |  | <input type="checkbox"/> <p>Checks Conducted Annually</p>  |
|   |  | <input checked="" type="checkbox"/> <p>Other.</p>  |
|   |  | <p>Describe:</p> <p><a href="#">Every six years.</a></p>   |

e) If not performing visits (announced or unannounced) or background checks, describe how the State/Territory will ensure that its licensing requirements are effectively enforced per the CCDF regulations? (658E(c)(2)(E), §98.40(a)(2)):

n/a

f) Does the State/Territory disseminate information to parents and the public, including the use of on-line tools or other "search tools," about child care program licensing status and compliance records?

Yes.

Describe:

The Municipality of Anchorage Child Care Licensing program has an on-line search tool parents may use to access information about licensing status and compliance records. The State of Alaska Child Care Licensing program does not currently have this technology.

Parents are informed by the resource and referral agency and licensing of the ability to inquire through child care licensing about compliance history of a particular facility.

No.

**3.1.4 Describe the State/Territory's policies for effective enforcement of the CCDF health and safety requirements.** For providers who care for children receiving CCDF assistance and who are NOT subject to the enforcement procedures described above for licensed providers, please describe the health and safety enforcement measures in place. Include in this description whether and how the State/Territory uses on-site visits (announced and unannounced) and background checks and any other enforcement policies and practices for the health and safety requirements.

Approved providers, approved relative providers, and in-home providers are subject to unannounced visits as needed. These providers self-certify they ensure children in their care have all required immunizations and they take precautions to make sure their home is free of hazards that can cause injury or disease. They also self-certify they understand they must take specific precautions. A few examples from the Health and Safety Guidelines that approved and approved relative providers self certify they agree to:

- Maintain sanitary areas for proper care, storage and refrigeration of food
- Storing of cleaners, medicines, and other harmful substances in a place inaccessible to children
- Have at least one working smoke detection device with AC primary power with battery backup or monitored battery powered smoke and carbon detection device

**3.1.5 Does the State/Territory encourage or require child care programs to conduct developmental screening and referral for children participating in child care programs?** Lead Agencies are not required to conduct developmental screenings of children, but are encouraged to work with child care providers to promote screening in the areas of physical health (including vision and hearing), mental health, oral health, and

developmental disabilities..

Yes.  
Describe

a) If yes, are training, resources and supports offered to programs to assist them in ensuring that children receive appropriate developmental screenings?

Yes.  
Describe

No

Other.

Describe

b) If yes, are resources and supports provided to programs to help them understand how families are referred to indicated services and how to work with the health, mental health, and developmental disabilities agencies to support children when follow-up to screening is needed?

Yes.  
Describe

No

Other.

Describe

No

Other.

Describe

### 3.1.6 Data & Performance Measures on Licensing and Health and Safety

**Compliance** - What data elements, if any, does the State/Territory currently have access to related to licensing compliance? What, if any, performance measures does the Lead Agency use for ensuring health and safety? The purpose of these questions is for Lead Agencies to provide a description of their capacity to provide information, not to require Lead Agencies to collect or report this information. For any data elements checked in (a) below, Lead Agencies may provide an optional description about the data they have access to (e.g., the Lead Agency may have data for only licensed programs, only programs caring for children receiving CCDF subsidies, only providers participating in quality improvement systems, or only for certain age groups (e.g., infants and toddlers or school-age children)).

a) **Data on licensing and health and safety.** Indicate if the Lead Agency or another agency has access to data on:

Number of licensed programs.

Describe (optional):

[Child Care Data Base, Integrated Child Care Information System \(ICCIS\).](#)

Numbers of programs operating that are legally exempt from licensing.

Describe (optional):

[Child Care Database: ICCIS \(not all inclusive\)](#)

Number of programs whose licenses were suspended or revoked due to non-compliance.

Describe (optional):

[Child Care Database: ICCIS.](#)

Number of injuries and fatalities in child care as defined by the State/Territory.

Describe (optional):

[All fatalities and injuries are reported and compiled by the State of Alaska Epidemiology in the Alaska Maternal -Infant Mortality Review and Child Death Review report. The Child Care Program Office also tracks this through the complaint tracking system.](#)

Number of monitoring visits received by programs.

Describe (optional):

Child Care Database: ICCIS.

Caseload of licensing staff.

Describe (optional):

Child Care Database: ICCIS and monthly caseload reports.

Number of programs revoked from CCDF due to non-compliance with health and safety requirements.

Describe (optional):

Child Care Database: ICCIS and the Child Care Program Office's complaint tracking system.

Other.

Describe:

None.

b) **Performance measurement.** What, if any, performance measures does the State/Territory use in its licensing system to monitor compliance with CCDF health and safety requirements?

Increase Announced and Unannounced visits to licensed providers.

c) **Evaluation.** What, if any, are the State/Territory's plans for evaluation related to licensing and health and safety? Evaluation can include efforts related to monitoring implementation of an initiative, validation of standards or assessment tools, or looking at outcomes in programs or the system and may be ongoing or conducted periodically. The Child Care Program Office (CCPO) licensing staff have increased the number of announced and unannounced visits. Increased monitoring of repeated non-compliances and complaints will ensure health and safety requirements are upheld.

The CCPO will also be conducting a functional cost analysis to evaluate licensing health and safety services and the related costs to better allocate resources towards health and safety measures.

**3.1.7 Goals for the next Biennium** - In this section, Lead Agencies are asked to identify at least one goal for the upcoming biennium. Lead Agencies are encouraged to include measurable and achievable goals. Lead Agencies may include existing goals (e.g., already identified in a State strategic plan or established by the Governor for a Lead Agency). ACF will target technical assistance efforts to help Lead Agencies achieve their goal(s). Lead Agencies are not required to establish a goal for each sub-section of 3.1. What are the Lead Agency's goals for the licensing and health and safety system in the coming biennium? What progress does the State/Territory expect to make on core areas

(e.g. licensing standards, monitoring visits or other effective enforcement, improved technical assistance, or fewer serious non-compliances?)

Goal #1- Increase monitoring visits to two annually in regulations for all licensed child care facilities: homes, group homes, and centers.

Change of Regulations for:

- Higher licensing standards
- More frequent on-site visits to the Facilities
- Increase Enforcement Actions for repeated non-compliances.

### **3.2 Establishing Voluntary Early Learning Guidelines (Component #2)**

For purposes of this section, voluntary early learning guidelines include the expectations for what children should know (content) and be able to do (skills). The term *early learning guidelines* (ELGs) refers to age-appropriate developmental learning guidelines for infants and toddlers and school-age children. These guidelines are voluntary in that States/Territory are not mandated to develop such guidelines or implement them in a specified manner.

#### **3.2.1 Has the State/Territory developed voluntary early learning guidelines for children? Check any early learning guidelines the State/Territory has developed.**

- Birth-to-three  
 Three-to-five  
 Five years and older  
 None. **Skip to 3.2.6.**

If yes, insert web addresses, where possible:

<http://www.eed.state.ak.us/earlylearning/>. Also, family- friendly activity guides based on Alaskas Early Learning Guidelines are available in Spanish, English, and Yupik through Best Beginnings (Public-Private Partnership). The web address is: <http://www.bestbeginningsalaska.org/early-learning-materials.html>

Which State/Territory agency is the lead for the early learning guidelines?

State of Alaska Department of Education and Early Development (DEED) in partnership with Department of Health and Social Services, Child Care Program Office.

#### **3.2.2 Do the early learning guidelines cover a range of domains across physical, cognitive, and social and emotional development? Check all that apply for each age**

group as applicable in the chart below. Because States vary in their domain names and which domains to include, we have used the domains identified in the Head Start Child Development and Early Learning Framework for reference purposes.

| Domains   | Birth-to-Three ELGs                 | Three-to-Five ELGs                  | Five and Older ELGs      |
|---|-------------------------------------|-------------------------------------|--------------------------|
| Physical development and health                           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Social and emotional development                          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Approaches to learning                                    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Logic and reasoning (e.g., problem-solving)               | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Language development                                      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Literacy knowledge and skills                             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Mathematics knowledge and skills                          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Science knowledge and skills                              | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Creative arts expression (e.g., music, art, drama)        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Social studies knowledge and skills                       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| English language development (for dual language learners) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| List any domains not covered in the above:                | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |
| Other. Describe:  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |

**3.2.3 To whom are the early learning guidelines disseminated and in what manner?**  
Check all audiences and methods that your State/Territory has chosen to use in the chart below.

|  | Information Dissemination           | Voluntary Training       | Mandatory Training       |
|--|-------------------------------------|--------------------------|--------------------------|
| Parents in the child care subsidy system | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|                                       |                                     |                                     |                          |
|---------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Parents using child care more broadly | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Practitioners in child care centers   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Providers in family child care homes  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Practitioners in Head Start           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Practitioners in Early Head Start     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Practitioners in public Pre-K program | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Practitioners in elementary schools   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Other. List:                          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |

**3.2.4 Are voluntary early learning guidelines incorporated into other parts of the child care system?** Check which ways, if any, the State/Territory incorporates its early learning guidelines into other parts of the child care system.

- To define the content of training required to meet licensing requirements
- To define the content of training required for program quality improvement standards (e.g., QRIS standards)
- To define the content of training required for the career lattice or professional credential
- To require programs in licensing standards to develop curriculum/learning activities based on the voluntary ELGs
- To require programs in quality improvement standards to develop curriculum/learning activities based on the voluntary ELGs
- To develop State-/Territory -approved curricula
- Other.

List:

[Per 4 AAC 60.170, Pre-elementary schools that receive direct state or federal funding must implement the guidelines for an early learning program described in the department's publication State of Alaska Early Learning Guidelines.](#)

None.

**3.2.5 Are voluntary early learning guidelines aligned with into other parts of the child care system?** Check the standards, if any, with which the State/Territory aligns its early learning guidelines.

- Cross-walked to align with Head Start Outcomes Framework
- Cross-walked to align with K-12 content standards
- Cross-walked to align with State/Territory pre-k standards
- Cross-walked with accreditation standards
- Other.

List:

Early Intervention.

None.

**3.2.6 Describe how your State/Territory uses ongoing assessments and measures of school readiness assessment using the following series of questions.** In this section, assessment is framed with two distinct purposes/tools - 1) ongoing assessment of children's progress within the classroom to improve and individualize instruction (this corresponds to 3.2.6a) and 2) assessments conducted at kindergarten entry to inform policymakers about the school readiness of children across the State on a broad range of domains, used to guide program initiatives (this corresponds to 3.2.6b).

In the description for each Yes response, please include a) who administers, and b) how often assessments are conducted, and c) what assessment tools are used.

a) Are programs required to conduct ongoing assessments of children's progress of children using valid, reliable and age-appropriate tools aligned with the early learning guidelines or other child standards?

Yes.

Describe:

The Alaska Pre-Kindergarten Program requires the use of the Early Learning Guidelines, data collection across the domain areas of the Guidelines including but not limited to the use of pre and post nationally normed screenings/assessments and the revised Kindergarten Developmental Profile. Data received from the Kindergarten Developmental Profile will be used to further guide accountability discussions and initiatives. Linking aligned guidelines to assessment tools in Head Start, Pre-Elementary and Pre-Kindergarten programs.

b-1) If yes, are programs encouraged to use information from ongoing assessments to improve practice and individual children's needs?

Yes.

Describe:

The intent for the regulations for Pre-Kindergarten, Pre-Elementary and Head Start is that the data and information collected around these standards is intended to be used for decision making to improve the practice of the program and to improve child outcomes.

No

Other.

Describe:

b-2) If yes, is information on child's progress reported to parents?

Yes.

Describe:

The intent is information on all assessment data is intended to be shared with the parents during parent conferences and through other opportunities designed to engage parents. Regular information on children's progress is encouraged. Does not include private Pre-Elementary programs.

Programmatic level information on program and child progress is required in an annual report.

No

Other.

Describe:

No

Other.

Describe:

b) Does the State/Territory use tools that are valid, reliable and age-appropriate to track the readiness of children as they enter kindergarten?

Yes.

Describe:

The Alaska Developmental Profile (ADP) is administered to all incoming kindergarten students and submitted to the Department of Education and Early Development (DEED) in the fall of each year. The ADP is also administered and reported for first grade children who did not attend Kindergarten in Alaska.

c-1) If yes, do the tools cover the developmental domains identified in 3.2.2?

Yes.

Describe:

All of the ELG domains are represented in the ADP. The goals addressed come directly from the Alaska Early Learning Guidelines.

No

Other.

Describe:

c-2) If yes, are the tools used on all children or samples of children?

All children.

Describe:

All of the ELG domains are represented in the ADP. The goals addressed come directly from the Alaska Early Learning Guidelines.

Samples of children.

Describe:

Other.

Describe:

c-3) If yes, is the information from the school readiness measures used to target program quality improvement activities?

Yes.

Describe:

The information from the school readiness measures provide a snapshot of the cadre of incoming Kindergarten students. Individual school districts and communities are encouraged to use the information as a piece of the total data collected to guide program practice and individualization for children's needs.

No

Other.

Describe:

No

Other.

Describe:

c) Is school readiness information linked to the statewide longitudinal data system (SLDS, program of the Department of Education)?

Yes.

Describe:

No

Not applicable. State does not have an SLDS.

### 3.2.7 Data & Performance Measures on Voluntary Early Learning Guidelines (Click for additional instructions)

a) **Data on voluntary early learning guidelines.** Indicate if the Lead Agency or another agency has access to data on:

Number/percentage of child care providers trained on ELG's for preschool aged children.

Describe (optional):

Number/percentage of child care providers trained on ELG's for infants and toddlers.

Describe (optional):

Number of programs using ELG's in planning for their work.

Describe (optional):

Number of parents trained on or served in family support programs that use ELG's.

Describe (optional):

Other.

Describe:

Multi-system training in Nome and Bering Straight and Kuskokwim area. Trainings have been conducted for Head Start, Home Visiting and school districts and at Alaska Association for Education of Young Children (AAEYC) Conferences.

None.

b) **Performance measurement.** What, if any, are the Lead Agency's performance measures related to dissemination and implementation of the early learning guidelines?

The current performance measure is the number distributed. There is no greater breakdown at this point. Roughly 6000 sets of ELG's have been distributed through systems, families, schools and individuals.

c) **Evaluation.** What are the State/Territory's plans, if any, for evaluation related to early learning guidelines? Evaluation can include efforts related to monitoring implementation of an initiative validation of standards or program assessment tools, or looking at outcomes in programs or the system and may be ongoing or conducted periodically.

The Alaska Early Learning Guidelines (ELGs) provide indicators, and strategies for providers, parents and children birth to Kindergarten entry on 74 specific goals across 5 domains. These goals set the

standards and expectations for Alaska's youngest children. As we integrate these into and across our existing standards in K-12 we will create a new set of standards birth to 12<sup>th</sup> grade. These will remain in an ongoing process of review and periodic change as needed. We plan on beginning implementation of the standards set in the Birth to Grade 12 Literacy plan this year, develop the Language Arts standards for Birth to grade 12, and begin work on Math standards.

The most recent Outreach began after new pre-elementary school regulations were officially adopted in February 2010 that linked programs receiving state or federal funding to the use of the ELGs. They have been asked to report on how they have linked their child outcome work to the ELGs. Beginning this year all of the Head Start programs in the state are using a common child outcome assessment instrument. Alaska is providing a state licensure for its use and we will all be able to run reports on the data. The data is collected three times per school year. The Alaska Department of Education and Early Development (EED) is creating a dashboard based on objectives from that tool that are aligned with the state ELGs, the federal Head Start Child Development and Early Learning Framework, and the Alaska Developmental Profile. The dashboard will be given to the pre-elementary programs to guide their outcome reporting. The programs receiving state and or federal funding are required to submit a report to the state while those operating privately may voluntarily submit information.

EED anticipates approximately 200 programs to be using the full assessment or the dashboard across Alaska in FY2012. By next year (Alaska FY13) all of the Alaska Pre-Kindergarten grant programs will be required to use the full assessment tool under the state licensure. Our goal is to eventually bring all of the state and or federally funded programs and those private programs who wish to do so into the common state licensure to provide common outcome data across systems. As programs join in using the common assessment we would phase out the dashboard approach.

### **3.2.8 Goals for the next Biennium -**

In this section, Lead Agencies are asked to identify at least one goal for the upcoming biennium. Lead Agencies are encouraged to include measurable and achievable goals. Lead Agencies may include existing goals (e.g., already identified in a State strategic plan or established by the Governor for a Lead Agency). ACF will target technical assistance efforts to help Lead Agencies achieve their goal(s). What are the Lead Agency's goals for using voluntary early learning guidelines in the coming biennium? What progress does the Lead Agency expect to make related to early learning guidelines?

#### **Goal #1. Increase awareness of State of Alaska Early Learning Guidelines through distribution and training to licensed child care facilities and others invested in Early Care and Education.**

- Partner with the Department of Education and Early Development to develop a common tracking tool to be used by the State and Early Care and Education partners for dissemination of the ELG's.
- Distribute and track the dissemination of ELG's to CCPO staff and Administrators' of licensed child care facilities throughout the State.
- Coordinate with the Department of Education and Early Development and Alaska's Statewide Resource and Referral Network (thread) to ensure licensed child care facilities are aware of upcoming training opportunities on the ELG's.

#### **Goal #2. Develop a plan for the integration of the ELG's into licensing standards.**

- Coordinate with the Department of Education and Early Development and Alaska's Statewide Resource and Referral Network (thread) to arrange for annual training on the ELG's for CCPO staff.

- Research how other states are incorporating ELG's into their licensing standards.
- Hold "Focus Group" meetings with CCPO staff, providers and families, and early care and education stakeholders to gather input into how best to integrate the ELG's into licensing standards.
- Document recommendations and establish a timeline for revising licensing standards to incorporate the ELG's.

**The Child Care Program Office intends to support further alignment and integration of the State of Alaska Early Learning Guidelines into the Early Care and Education System.**

### **3.3 Creating Pathways to Excellence for Child Care Programs through Program Quality Improvement Activities (Component #3)** (Click for additional instructions)

a) Describe which entities are involved in planning and administering the program quality improvement activities in 3.3, including State/Territory entities and local or community level entities.

Entities involved in planning and administering program quality improvement activities in Alaska include:

#### **The Lead Agency, Child Care Program Office and Office of Children's Services**

#### **Department of Education and Early Development**

#### **Alaska's Statewide Child Care Resource and Referral Agency, thread Alaska's Early Childhood Coordinating Council (AECCC), with representation as follows:**

- Governor's Executive Office representative
- Department of Health & Social Services Commissioner or designee
- Child Care Program Office Program Manager
- Department of Labor Commissioner or designee
- Department of Education and Early Development Commissioner or designee
- Department of Public Safety Commissioner or designee
- Alaska's Child Care Resource and Referral Network (thread) representative
- Head Start Collaboration Director
- State Part C/Early Intervention Program Manager
- Early Childhood comprehensive Systems Program Officer
- University of Alaska representative
- Alaska Superintendent Association representative (appointed by Governor)
- Association of Infant Learning Programs (appointed by Governor)
- Alaska native health entity representative
- Mental health provider knowledgeable in young children's issues
- Best Beginnings representative
- Parent of a child eight years of age or younger
- Business community representative from a list submitted by the State Chamber of Commerce
- Faith-based community representative

#### **Alaska's Quality Rating and Improvement System Advisory Committee, with representation as follows:**

- Alaska Head Start Association
- Alaska Association for the Education of Young Children
- Best Beginnings
- Child Development Program, Joint Base Elmendorf-Richardson
- Department of Education and Early Development    Head Start Collaboration Office
- Department of Health and Social Services

- [Child Care Program Office](#)
- [Early Childhood Comprehensive Systems](#)
- [Part C/Early Intervention](#)
- [Municipality of Anchorage, Child Care Licensing](#)
- [Alaska Child Care Resource and Referral Network, thread](#)

### 3.3.1 Element 1 - Program Standards

**Definition** - For purposes of this section, program standards refers to the expectations for quality, or quality indicators, which identify different levels of and pathways to improved quality. Minimum licensing standards and health and safety requirements provided in section 3.1 are also program standards but in this section, we focus on those standards that build upon and go beyond those minimum requirements.

a) Does your State/Territory's have quality improvement standards that include indicators covering the following areas beyond what is required for licensing? Check any indicators, if any, that your State/Territory has chosen to establish.

- Ratios and group size
  - Health, nutrition and safety
  - Learning environment and curriculum
  - Staff/Provider qualifications and professional development
  - Teacher/providers-child relationships
  - Teacher/provider instructional practices
  - Family partnerships and family strengthening
  - Community relationships
  - Administration and management
  - Developmental screenings
  - Child assessment for the purposes of individualizing instruction and/or targeting program improvement
  - Cultural competence
  - Other.
- Describe:

None. If checked, **skip to 3.3.2.**

b) Does your State/Territory have quality improvement standards with provisions about the care of any of these groups of children? Check any provisions your State/Territory has chosen to establish.

- Children with special needs as defined by your State/Territory
- Infants and toddlers
- School-age children
- Children who are dual language learners
- None

c) How do your State/Territory's quality standards link to State/Territory licensing requirements? Check any links between your State/Territory's quality standards and licensing requirements.

- Licensing is a pre-requisite for participation
- Licensing is the first tier of the quality levels
- State/Territory license is a "rated" license.
- Other.

Describe:

- Not linked.

d) Do your State/Territory's quality improvement standards align with or have reciprocity with any of the following standards? Check any alignment, if any, between your State/Territory's quality standards and other standards.

- Programs that meet State/Territory pre-k standards are able to meet all or part of the quality improvement standards (e.g., content of the standards is the same, or there is a reciprocal agreement between pre-k and the quality improvement system)
- Programs that meet Federal Head Start Performance Standards are able to meet all or part of the quality improvement standards (e.g., content of the standards is the same, or there is a reciprocal agreement between Head Start and the quality improvement system)
- Programs that meet national accreditation standards are able to meet all or part of the quality improvement standards (e.g., content of the standards is the same, or an alternative pathway to meeting the standards)
- Other.

Describe:

- None.

### 3.3.2 Element 2 - Supports to Programs to Improve Quality

**Definition** - For purposes of this section, supports to programs to improve quality refers to such activities as technical assistance and consultation services for programs to assist in meeting child care quality improvement standards.

a) Check which types of and for what purposes the State/Territory uses supports to child care programs, if any, in the following chart. If none, **skip to 3.3.3.**

- None. **skip to 3.3.3.**

| Types and Purposes of Support  | Information or Written Materials    | Training                            | On-Site Consultation                |
|--|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/><br>Attaining and maintaining licensing compliance                        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/><br>Attaining and maintaining quality improvement standards beyond licensing         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/><br>Attaining and maintaining accreditation  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/><br>Providing targeted technical assistance in specialized content areas: |                                     |                                     |                                     |
| Health and safety  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Infant/toddler care  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| School-age care  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Inclusion  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Teaching dual language learners  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Mental health  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Business management practices  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Other. Describe:<br><input type="text"/>   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |

b) Methods used to customize quality improvement supports to the needs of individual programs include:

- Program improvement plans
- Technical assistance on the use of program assessment tools
- Other.

Describe:

c) Is technical assistance linked to entering the QRIS or targeted to help programs forward on QRIS?

Yes.  
Describe:

No  
 Other.  
Describe:

Alaska does not currently have a Quality Rating and Improvement System.

### 3.3.3 Element 3 - Financial Incentives and Supports

**Definition** - For purposes of this section, financial incentives refers to the types of monetary supports offered to programs in meeting and sustaining licensing and QRIS or other child care quality improvement standards for programs.

a) Identify which types of financial incentives are offered and to which providers in the following chart. Check which incentives and supports, if any, the State/Territory chooses to offer. If none, **skip to 3.3.4.**

None. **skip to 3.3.4.**

| Types of Financial Incentives and Supports for Programs                                 | Child Care Centers                  | Child Care Homes                    | License-Exempt Providers |
|---|-------------------------------------|-------------------------------------|--------------------------|
| <input checked="" type="checkbox"/><br>Grants to programs to meet or maintain licensing | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/><br>Grants to programs to meet QRIS or similar quality level    | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |

|  |                                     |                                     |                          |
|--|-------------------------------------|-------------------------------------|--------------------------|
| <input type="checkbox"/><br>One-time awards or bonuses on completion of quality standard attainment      | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |
| <input type="checkbox"/><br>Tiered reimbursement tied to quality for children receiving subsidy          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |
| <input checked="" type="checkbox"/><br>On-going, periodic grants or stipends tied to maintaining quality | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/><br>Tax credits tied to meeting program quality standards                        | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |

|  |   |   |   |
|--|---|---|---|
| <input checked="" type="checkbox"/>  |   |   |   |
| <p>Other.</p>  |   |   |   |
| <p>Describe:</p>   |   |   |   |
| <p>Monthly grants are available to eligible licensed child care providers participating in the Child Care Grant Program to enhance program quality. these may be used for staff salaries and benefits; substitute care; health and safety items; supplies, equipment and activities for children in care; and child development education and training. Grants range from \$30-\$50 per child per month and</p> <p>Child Care Providers providing care to a child with a diagnosed disability can receive supplemental payments through the Child Care Assistance Program, based on the needs of the child.</p> <p>Administered by the Statewide Resource and Referral Network, <i>thread</i>, Individual Reimbursement Fund (IRF) offers a 75% reimbursement for qualifying educational expenses up to \$500 a fiscal year (July 1- June 30). Applicants must be enrolled on the System for Early Education Development (SEED) registry to be eligible.</p> <p>Administered by the Statewide Resource and Referral Network, <i>thread</i>, the travel grant is designed to assist child care providers in rural areas travel to relevant training such as conferences and workshops. The Travel Grant Application must be submitted and approved in advance of the actual travel dates.</p> | <p style="text-align: center;"><input type="checkbox"/></p> | <p style="text-align: center;"><input type="checkbox"/></p> | <p style="text-align: center;"><input type="checkbox"/></p> |

### 3.3.4 - Element 4 - Quality Assurance and Monitoring

**Definition** - For purposes of this section, quality assurance and monitoring refers to the ways that the State/Territory measures program quality for the purposes of its QRIS or other quality improvement system and the methods for measuring that the child care quality improvement standards for programs are met initially and maintained over time.

a) What tools, if any, does the State/Territory use to measure and monitor the quality of programs? Check all that apply and briefly describe using the chart below, including which programs are required to participate and the frequency of assessments. **If none, skip to 3.3.5.**

None. skip to 3.3.5.

| Types of Program Quality Assessment Tools  | Child Care Centers   | Child Care Homes         | License-Exempt Providers |
|--|--|--------------------------|--------------------------|
| <input type="checkbox"/> Environment Rating Scales (e.g., ECERS, ITERS, SACERS, FDCRS)<br>Describe, including frequency of assessments.<br><input type="text"/>  | <input type="checkbox"/> Infant/Toddler<br><input type="checkbox"/> Preschool<br><input type="checkbox"/> School-Age | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Classroom Assessment Scoring System (CLASS)<br>Describe, including frequency of assessments.<br><input type="text"/>  | <input type="checkbox"/>   | N/A                      | <input type="checkbox"/> |
| <input type="checkbox"/> Program Administration Scale (PAS) for child care centers or Business Administration Scale (BAS) for family child care homes<br>Describe, including frequency of assessments.<br><input type="text"/>   | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Customized instrument, including submission of written documentation, developed for State/Territory quality improvement system. This may include instruments developed for quality improvements in 21st Century Learning Center programs<br>Describe, including frequency of assessments.<br><input type="text"/> | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> |

|  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> Other.<br>Describe:<br><input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|

b) What steps, if any, has the State/Territory taken to align quality assurance and monitoring across funding streams and sectors in order to minimize duplication?

- Have a mechanism to track different quality assessments/monitoring activities to avoid duplication
- Include QRIS or other quality reviews as part of licensing enforcement
- Have compliance monitoring in one sector (e.g., Head Start/Early Head Start, State/Territory pre-k) serve as validation for compliance with quality improvement system (e.g., QRIS) without further review
- Have monitoring for meeting accreditation standards serve as validation for compliance with quality improvement system (e.g., QRIS) without further review
- Other.  
Describe:

None.

### 3.3.5 - Element 5 - Outreach and Consumer Education

**Definition** - For purposes of this section, outreach and consumer education refers to the strategies used to promote the child care quality improvement standards to parents, programs and the general public.

a) Does the State/Territory use symbols or simple icons to communicate levels of quality for child care programs beyond what may communicated to parents about licensing status and licensing compliance as reported in 3.1.3? (e.g. stars, or gold/silver/bronze levels).

Yes. If yes, how is it used?

Resource and referral/consumer education services use with parents seeking care

Parents enrolling in child care subsidy are educated about the system and the quality level of the provider that they are selecting

Searchable database on the web

Voluntarily, visibly posted in programs

Mandatory to post visibly in programs

Used in marketing and public awareness campaigns

Other.

Describe:

No. If no, **skip to 3.3.6.**

b) Does the State/Territory use any forms of media to reach parents and the public to communicate about levels of quality for child care programs? Check which forms, if any, the State/Territory uses to communicate levels of quality for child care programs.

Print

Radio

Television

Web

Telephone

Social Marketing

Other.

Describe:

None.

c) Describe any targeted outreach for culturally and linguistically diverse families.

### 3.3.6. Quality Rating and Improvement System (QRIS)

a) **Based on the five key elements of a QRIS described above in 3.3.1 through 3.3.5,** does your State/Territory have a quality rating and improvement system (QRIS) or similar quality improvement system in place?

Yes, the State/Territory has a QRIS or similar quality improvement system that includes linked activities in all five elements operating State/Territory-wide.

Participation is voluntary for:

Participation is mandatory for:

Yes, the State/Territory has a QRIS or similar quality improvement system that includes linked activities in all five elements operating as a pilot or in a few localities but not State/Territory-wide.

No, the State/Territory does not have a QRIS or similar quality improvement system that includes linked activities in all five elements.

State/Territory is in the development phase

State/Territory has no plans for development

Other.

Describe:

This is in the developmental phase.

Alaska is in the developing phase of a Quality Rating and Improvement System. In 2008, a team of national experts under the direction of a state advisory group, developed for the Lead Agency, a report "Alaska's Quality Rating and Improvement System: Final Report with Recommendations for

Implementation," to include quality improvement standards. In January 2011, the QRIS Advisory Committee came together to discuss steps taken toward a QRIS, to review the 2008 report and re-affirm the goals articulated in the report and to develop next steps.

b) If yes to 3.3.6a, **CHECK** the types of providers eligible to participate in the QRIS:

Child care centers

Group child care homes

Family child care homes

In-home child care

License exempt providers

Early Head Start programs

Head Start programs

Pre-kindergarten programs

School-age programs

Other.

Describe:

**3.3.7. If the State/Territory has or will have any quality improvement strategies for targeted groups of providers (e.g., relative caregivers or caregivers who are legally exempt from licensing) that are not described in your responses to any question in section 3.3 above,**

**please describe:**

N/A

**3.3.8 Data & Performance Measures on Program Quality** (Click for additional instructions)

a) Data on program quality. Indicate if the Lead Agency or another agency has access to data on:

Data on the quality level for individual programs (e.g. QRIS level) as defined by your State/Territory.

Describe:

n/a

Number of programs that move program quality levels annually (up or down).

Describe:

n/a

Program scores on program assessment instruments.

List instruments:

n/a

Describe:

n/a

Classroom scores on program assessment instruments.

List instruments:

n/a

Describe:

n/a

Qualifications for teachers or caregivers within each program.

Describe:

n/a

Number/Percentage of children receiving CCDF assistance in licensed care.

Describe:

The average number of children receiving CCDF assistance in licensed care in State fiscal year 2011: 1,611.04 children across PASS I, PASS II and PASS III programs.

Number/percentage of children receiving CCDF assistance who attend care at each of the tiers of the quality as defined by the State/Territory

Number/Percentage of programs receiving financial assistance to meet higher program standards.

Describe:

n/a

Other.

Describe:

n/a

None.

b) **Performance measurement.** What, if any, are the Lead Agency's performance measures on program quality?

n/a

c) **Evaluation.** What, if any, are the State/Territory's plans for evaluation related to program quality? Evaluation can include efforts related to monitoring implementation of an initiative, validation of standards or assessment tools, or looking at outcomes in programs or the system and may be ongoing or conducted periodically.

n/a

### 3.3.9 Goals for the next Biennium -

In this section, Lead Agencies are asked to identify at least one goal for the upcoming biennium. Lead Agencies are encouraged to include measurable and achievable goals. Lead Agencies may include existing goals (e.g., already identified in a State strategic plan or established by the Governor for a Lead Agency). ACF will target technical assistance efforts to help Lead Agencies achieve their goal(s). Lead Agencies are not required to establish a goal for each sub-section in 3.3. What are the State/Territory's goals for the program quality improvement system in the coming biennium? What progress does the State/Territory expect to make across the five key elements for quality improvement systems?

**Goal #1** Increase access to quality child care for families participating in the Child Care Assistance Program who have children with special needs as defined by the Alaska In! Inclusive Child Care program.

**Goal #2** Update the 2008 plan, "Alaska's Quality Rating and Improvement System" to include an implementation timeline.

**Goal #3** Revise child care licensing regulations to phase in membership in Alaska's Early Childhood Professional Development Registry and to align professional development standards with Alaska's System for Early Education Development (SEED).

### 3.4 Pathways to Excellence for the Workforce - Professional Development Systems and Workforce Initiatives (Component #4)

Pathways to excellence for the workforce builds on the significant investments States and Territories have made in the area of professional development systems to ensure a well-qualified workforce with opportunities for growth from entry level through master teacher, with an increasing emphasis on the many additional roles in the child care system (e.g. adult educators such as consultants, technical assistance providers, trainers, and higher education faculty). In this section, States and Territories provide a self-assessment on current professional development and workforce activities and describe their goals for the upcoming Biennium.

For purposes of this section, States and Territories will respond according to five key

elements for workforce systems:

- 1) Core Knowledge and Competencies
- 2) Career Pathways (or Career Lattice)
- 3) Professional Development Capacity
- 4) Access to Professional Development
- 5) Compensation, Benefits and Workforce Conditions

a) Describe which entities are involved in planning and administering the activities in Section 3.4, including State/Territory entities and local or community level entities.

- Entities involved in planning and administering Alaska's professional development system and workforce initiatives include:

**The Lead Agency, Child Care Program Office and Office of Children's Services**

**Department of Education and Early Development**

**Alaska's Statewide Child Care Resource and Referral Agency, thread**

**Alaska's Early Childhood Coordinating Council (AECCC), with representation as follows:**

Governor's Executive Office representative  
Department of Health & Social Services Commissioner or designee  
Child Care Program Office Program Manager  
Department of Labor Commissioner or designee  
Department of Education and Early Development Commissioner or designee  
Department of Public Safety Commissioner or designee  
Alaska's Child Care Resource and Referral Network (thread) representative  
Head Start Collaboration Director  
State Part C/Early Intervention Program Manager  
Early Childhood comprehensive Systems Program Officer  
University of Alaska representative  
Alaska Superintendent Association representative (appointed by Governor)  
Association of Infant Learning Programs (appointed by Governor)  
Alaska native health entity representative  
Mental health provider knowledgeable in young children's issues  
Best Beginnings representative  
Parent of a child eight years of age or younger  
Business community representative from a list submitted by the State Chamber of Commerce  
Faith-based community representative

**System for Early Education Development (SEED):**

The Alaska System for Early Education Development (SEED) is a professional development system for early educators in Alaska. Based at "thread" Alaska's Statewide Resource and Referral Network, SEED is a collaborative of the following entities:

Alaska Association for the Education of Young Children  
Alaska Head Start Association  
Best Beginnings  
Department of Defense  
King Career Center, Anchorage School District  
Municipality of Anchorage, Child Care Licensing Program  
State of Alaska, Department of Health and Social Services

- 1. Child Care Program Office (Child Care Assistance, Licensing, Grant, Alaska IN!)

- 2. Infant Learning Program (ILP, TACSEI, Early Childhood Comprehensive Systems, Strengthening Families, Early Childhood Mental Health)
  - 3. Early Childhood Comprehensive Systems Program
  - 1. Headstart Collaboration Office
  - 2. Pre-elementary Programs
- thread, Alaska's Statewide Child Care Resource and Referral Network  
Tribal Child Care  
University of Alaska, Anchorage  
University of Alaska, Fairbanks  
University of Alaska, Southeast

### 3.4.1 Workforce Element 1 - Core Knowledge and Competencies

**Definition** - For purposes of this section, core knowledge and competencies (CKCs) refers to the expectations for what the workforce should know (content) and be able to do (skills) in their role working with and/or on behalf of children and their families. These CKCs provide a foundation for professional development design (including instructional practices) and other quality improvement efforts.

a) Has the State/Territory developed core knowledge and competencies (CKCs) for practitioners working with and/or on behalf of children?

- Yes
- No, the State/Territory has not developed core knowledge and competencies. **Skip to question 3.4.2.**

Other.  
Describe:

The Core Knowledge and Competency sub-committee of the System for Early Education Development (SEED) has developed core knowledge and competencies for practitioners working with and/or on behalf of children. The document is currently in draft form.

Not available on-line yet.

b) Check which of the following teaching and learning topics, if any, are covered in the CKCs.

- Child growth, development and learning
- Health, nutrition, and safety
- Learning environment and curriculum
- Interactions with children
- Family and community relationships

- Professionalism and leadership
- Observation and assessment
- Program planning and management
- Diversity
- Other.

Describe:

None.

c) Are the CKCs incorporated into other parts of the child care system? Check which ways, if any, the State/Territory incorporates its CKCs into other parts of the child care system.

- To define the content of training required to meet licensing requirements
- To define the content of training required for program quality improvement standards (as reported in section 3.3)
- To define the content of training required for the career lattice or credential
- To correspond to the early learning guidelines
- To define curriculum and degree requirements at institutions of higher education
- Other.

Describe:

Once the Core Knowledge document is finalized, the goal is to have it be the foundation for training required to meet approval requirements, to correspond with the ELGs and to be utilized in curriculum and degree requirements for ECE within the University of Alaska system.

It is also a goal to have the CKC define content of training required to meet licensing requirements as well; however, regulatory changes will be required.

None.

d) Are the CKCs aligned with other State/Territory or national standards? Check which ways, if any, the State/Territory aligns its CKCs with other standards.

- Cross-walked with the Child Development Associate (CDA) competencies
- Cross-walked with national teacher preparation standards (e.g., NAEYC standards for early childhood professional preparation, National Board of Professional Teaching Standards, Head Start SOLAR staff skills indicators)
- Cross-walked with apprenticeship competencies
- Other.

Describe:

Alignment is in process.

None.

e) Check for which roles, if any, the State/Territory developed supplemental or specialized competencies.

Staff working directly with children in centers, including aides, assistants, teachers, master teachers.

Describe:

n/a

Providers working directly with children in family child care homes, including aides and assistants.

Describe:

n/a

Administrators in centers (including educational coordinators, directors).

Describe:

n/a

Technical assistance providers (including mentors, coaches, consultants, home visitors, etc.).

Describe:

n/a

Education and training staff (such as trainers, CCR&R staff, faculty).

Describe:

Additional requirements will include training on adult learning strategies for CCR&R trainers.

Other.

Describe:

n/a

None.

f) Check if the State/Territory has developed any supplemental or specialized competencies for practitioners/providers working with the following ages.

- Birth-to-three
- Three-to-five
- Five and older
- Other.

Describe:

n/a

- None.

### 3.4.2 Workforce Element 2 - Career Pathways

**Definition** - For purposes of this section, career pathways (or career lattice) defines the options and sequence of qualifications and ongoing professional development to work with children. Career pathways assist professionals in understanding their career options and identify steps for advancement for the workforce recognizing and rewarding higher levels of preparation and mastery of practice to promote higher quality services for children.

a) Does the State/Territory have a career pathway which defines the sequence of qualifications related to professional development (education, training and technical assistance) and experience required to work with children?

- Yes.

Describe:

The Alaska SEED Registry - Professional Development Framework consists of 12 levels.

Level 1: Working in the early care and education field or high school diploma/GED with motivation to advance in the Early Care and Education (ECE) field. Infant Learning Program (ILP) Developmental Assistant I.

Level 2: 12 hours of training approved for Child Care Licensing or 1 ECE credit.

Level 3: 20 hours ECE SEED Overview training or 2 ECE credits.

Level 4: 45 hours of CDA training or 45 hours of other nationally recognized training or 3 ECE introductory course.

Level 5: 90 hours of CDA training or 90 hours of other nationally recognized training or 6 ECE introductory course. ILP Developmental Assistant II.

Level 6: 12 ECE credits or ECE occupational endorsement or current CDA or AA in an unrelated field with 3 credit ECE introductory course or 20 hours ECE SEED Overview training.

Level 7: 24 ECE credits or industry approved training program completion or current CDA with ECE Occupational Endorsement or AA/ AAS in an unrelated field with 12 ECE credits or 30 ECE credit

certificate.

Level 8: AA/AAS in a related field with the 20 hour ECE SEED Overview training or 3 credit ECE introductory course or AA/ AAS in an unrelated field with 15 ECE credits or BA/BS in an unrelated field with the 20 hour ECE SEED Overview training or 3 credit ECE introductory course. ILP Developmental Associate.

Level 9: AA/ AAS in ECE or AA/AAS in a related field with 12 ECE credits or AA/ AAS in an unrelated fields with 24 ECE credits or BA/ BS in a related field with the 20 hour ECE SEED Overview training or 3 credit ECE introductory course or BA/ BS in an unrelated fields with 12 ECE credits. ILP Development Specialist I - Provisional.

Level 10: BA/ BS in ECE or BA/ BS in a related field with 12 ECE credits or BA/ BS in an unrelated field with 24 ECE credits. ILP Development Specialist I.

Level 11: Masters in ECE or masters in a related field with 12 ECE credits or Masters in an unrelated field with 24 ECE credits. ILP Development Specialist II.

Level 12: PHD orientated or with emphasis in ECE.

No, the State/Territory has not developed a career pathway. **Skip to question 3.4.3.**

[http://seed.alaska.edu/framework/RFramework\\_2008.pdf](http://seed.alaska.edu/framework/RFramework_2008.pdf)

b) Check for which roles, if any, the career pathway (or lattice) include qualifications, specializations or credentials.

Staff working directly with children in centers, including aides, assistants, teachers, master teachers.

Describe:

n/a

Providers working directly with children in family child care homes, including aides and assistants.

Describe:

n/a

Administrators in centers (including educational coordinators, directors).

Describe:

n/a

Technical assistance providers (including mentors, coaches, consultants, home visitors, etc.).

Describe:

Alaska's Professional Development Framework includes qualifications for Infant Learning Program professionals. These qualifications are reflected in levels 1, 5, 8, 9, 10, and 11.

Education and training staff (such as trainers, CCR&R staff, faculty).

Describe:

n/a

Other.

Describe:

Currently, participation in Alaska SEED registry is voluntary and not required in regulation for licensed child care providers. Qualifications as outlined in regulation of administrators and staff working directly with children in licensed centers, group homes and home were considered as part of the framework and are reflected in Level 2 and 6.

None.

c) Does the career pathway (or lattice) include specializations or credentials, if any, for working with any of the following children?

Infants and toddlers

Preschoolers

School-age children

Dual language learners

Children with disabilities, children with developmental delays, and children with other special needs

Other.

Describe:

None.

d) In what ways, if any, is the career pathway (or lattice) used?

Voluntary guide and planning resource

Required placement for all practitioners and providers working in programs that are licensed or regulated in the State/Territory to serve children birth to 13

Required placement for all practitioners working in programs that receive public funds to serve children birth to 13

Required placement for adult educators (i.e., those that provide training, education and/or technical assistance)

- Required placement for participation in scholarship and/or other incentive and support programs
  - Required placement for participation in the QRIS or other quality improvement system
  - Other.
- Describe:

It is a future goal of the Child Care Program Office to phase in required placement for all providers working in programs that are licensed or regulated to serve children birth to 13.

None.

e) Are individuals' qualifications, professional development, and work experience verified prior to placement on the career pathway (or lattice)?

- Yes.
- If yes, describe:

All educational qualifications are verified through transcripts prior to placement on the SEED Registry.

No.

### 3.4.3 Workforce Element 3 - Professional Development Capacity

**Definition** - For purposes of this section, professional development incorporates higher education, training and technical assistance. Higher education capacity refers to capability of the higher education system to meet the needs of the diverse workforce including the provision of content that addresses the full range of development and needs of children. Training and technical assistance capacity refers to capability of the training and technical assistance system to meet the needs of the diverse workforce including the provision of content that addresses the full range of development and needs of children.

a) Has the State/Territory assessed the availability of degree programs in early-childhood education, school-age care or youth development, and related fields in the State/Territory (e.g., both physical location and distance-based, accessibility to practitioners, etc.)?

- Yes.
- If yes, describe:

No.

b) Has the State/Territory assessed the availability of early-childhood and school-age and related training and technical assistance programs in the State/Territory (e.g., both physical location and distance-based, degree level, etc.)?

Yes.

If yes, describe:

No.

c) What quality assurance mechanisms, if any, are in place for the degree programs and courses offered by the State/Territory institutions?

Standards set by the institution

Standards set by the State/Territory higher education board

Standards set by program accreditors

Other.

Describe:

None.

d) What quality assurance mechanisms, if any, are in place for the training and technical assistance programs offered by the State/Territory?

Training approval process.

Describe:

n/a

Trainer approval process.

Describe:

n/a

Training and/or technical assistance evaluations.

Describe:

Technical assistance that utilizes the environmental rating scales is provided through nationally trained and reliable assessors.

Technical assistance provided outside the environmental rating scales is conducted by staff that have appropriate education and experience to ensure quality.

Other.

Describe:

thread is required to meet NACCRRA standards. thread in coordination with the System for Early Education Development (SEED) committee is working on developing and implementing a training and trainer approval system.

None.

e) Does the State/Territory have articulation agreements in place across and within institutions of higher education?

Yes.

If yes, describe:

The AAS program at the University of Anchorage Alaska (UAA) articulates directly into the BAEC (students take the same courses over the first two years), but they are not at this time accredited separately.

The UAA does articulate credits from other institutions -- this is handled by the registrar's office, and a petition process is in place to support students whose previous coursework is not obviously in sync with UAA's. UAA articulates credit from any institution that uses NAEYC standards, and is accredited. UAA regularly articulates credits from other University of Alaska (UA) institutions with no difficulty. UAA also articulates credits from Central Texas College, which offers courses on the military base. UAA does not always accept on-line college course credit but evaluates on a case by case basis considering the content as listed in the syllabus, the course hours and assignments used to measure outcomes.

The Child Development Associate (CDA) articulates into 6 credits through the UA system. In addition to the CDA articulation agreement, UAA articulates the completed military child care module with the same trade -- 6 credits toward the AAS or BAEC degree. UAA does not articulate partial credits toward the CDA or individual military modules, nor informal credits from the resource and referral system, only the completed credential.

No.

f) Does the State/Territory have articulation agreements that translate training and/or technical assistance into higher education credit?

Yes.

If yes, describe:

University of Anchorage Alaska (UAA) has a tech prep agreement in place with the King Career Center (KCC) child care program. UAA welcomes many entering students from that system. Students who

complete the first semester at KCC and have registered and paid for tech prep earn 3 credits. Those who take the second semester earn 3 additional credits. Students must make arrangements for this credit while still in high school. They cannot articulate credits after the fact.

The UA statewide distance AAS program also has this arrangement in place. Many high schools across the state offer child development courses.

No.

### 3.4.4 Workforce Element 4 - Access to Professional Development

**Definition** - For purposes of this section, access to professional development (training, education and technical assistance) refers to the degree to which practitioners are made aware of, and receive supports and assistance to utilize, professional development opportunities.

a) Does the State/Territory have professional development opportunities accessible for professionals in various or all sectors of the early childhood and school-age field?

- Yes. If yes, for which sectors?
- Child care
  - Head Start/Early Head Start
  - Pre-Kindergarten
  - Public schools
  - Early intervention/special education
  - Other.
- Describe:

No.

b) Does the State/Territory have a State/Territory-wide, coordinated and easily accessible clearinghouse of information about professional development opportunities available to all members of the early childhood and school-age workforce? Lead Agencies are not required to have a professional development system, but States/Territories may develop such clearinghouses to promote access to professional development opportunities.

- Yes.  
If yes, describe:

thread provides the majority of community based training and this information is available on the statewide website; however, this is not a clearinghouse of all information about professional development opportunities available.

No.

<http://threadalaska.org/index.cfm/Early-Educators/Alaska-SEED-Registry>

c) What supports, if any, does the State/Territory provide to promote access to training and education activities?

Scholarships.

Describe:

n/a

Free training and education.

Describe:

An Orientation (32 hours course) is provided without cost through Alaska's Child Care Resource and Referral agency, thread.

Reimbursement for training and education expenses.

Describe:

**Alaska's Statewide Resource and Referral Network, thread, through the Individual Reimbursement Fund (IRF)** offers a 75% reimbursement for qualifying educational expenses up to \$500 a fiscal year (July 1 to June 30). Applicants must be enrolled on the SEED Registry. The IRF form must be submitted after the completion of the training to receive this funding.

thread also offers a **travel grant** designed to assist early educators in rural areas travel to relevant training such as conferences and workshops. The Travel Grant Application must be submitted and approved in advance of the actual travel dates.

Grants.

Describe:

The Child Care Program Office via the Child Care Grant (CCG) Program provides funding to eligible licensed child care providers on a monthly basis to enhance thier program's quality. CCG funds may be used for staff salaries and benefits; substitue care; health and safety items; supplies, equipment, and activities for children; and child development education and training. Licensed providers may receive anywhere from \$30-\$50 per child per month depending upon location.

Loans.  
Describe:

n/a

Loan forgiveness programs.  
Describe:

n/a

Substitute pools.  
Describe:

n/a

Release time.  
Describe:

n/a

Other.  
Describe:

n/a

None.

d) Does the State/Territory have career advisors for early childhood and school-age practitioners?

Yes.

If yes, describe:

thread, Alaska's Statewide Child Care Resource and Referral Agency offers career advising around CDA achievement. The University system also offers career advising for individuals interested in the Early Care and Education field.

No.

e) Does the State/Territory have mentors, coaches, consultants, and/or other specialists available to provide technical assistance to the workforce?

Yes.

If yes, describe:

thread, Alaska's Statewide Resource and Referral Agency provides mentoring ,coaching and consulting services upon request for quality improvement or when suggested by licensing as part of a program improvement plan.

No.

### 3.4.5 Workforce Element 5 - Compensation, Benefits and Workforce

**ConditionsDefinition** - For purposes of this section, rewards for education and training refers to any financial supports provided to practitioners for participating in and completing education or training or for increasing compensation.

a) Does the State/Territory have a salary or wage scale for various professional roles?

Yes.

If yes, describe:

No.

b) Does the State/Territory provide financial rewards for participation in professional development, such as one-time salary bonuses for completing a training or education program?

Yes.

If yes, describe:

The CCR&R was able to provide financial rewards for professional development with ARRA funds, but this is not a sustainable activity. The CCR&R has been able at times to offer books and stipends for specific events.

No.

c) Does the State/Territory provide sustained financial support on a periodic, predictable basis, such as annual wage supplements, based on the highest level of training and

education achieved?

Yes.

If yes, describe:

No.

d) Does the State/Territory have a program to offer or facilitate benefits (e.g. health insurance coverage, retirement, etc.) to the workforce?

Yes.

If yes, describe:

No.

**3.4.6 Data & Performance Measures on the Child Care Workforce** - What data elements, if any, does the State/Territory currently have access to related to the child care workforce? What, if any, does the State/Territory use for performance measures on professional development and workforce initiatives? The purpose of these questions is for Lead Agencies to provide a description of their capacity to provide information, not to require Lead Agencies to collect or report this information. For any data elements checked in (a) below, Lead Agencies may provide an optional description about the data they have access to (e.g., the Lead Agency may have data for only licensed programs, only programs caring for children receiving CCDF subsidies, only providers participating in quality improvement systems, or only for certain age groups (e.g., infants and toddlers or school-age children)).

a) Data on the child care workforce. Indicate if the Lead Agency or another agency has access to data on:

Data on the size of the child care workforce.

Describe (optional):

[Child Care Database: ICCIS and the Alaska SEED Registry \(participation is voluntary\).](#)

Data on the demographic characteristics of practitioners or providers working directly with children.

Describe (optional):

Child Care Database: ICCIS and the Alaska SEED Registry (participation is voluntary).

Records of individual teachers or caregivers and their qualifications.  
Describe (optional):

Child Care Database: ICCIS and the Alaska SEED Registry (participation is voluntary).

Retention rates.  
Describe (optional):

Alaska SEED Registry (participation is voluntary).

Records of individual professional development specialists and their qualifications.  
Describe (optional):

Alaska SEED Registry (participation is voluntary).

Qualifications of teachers or caregivers linked to the programs in which they teach.  
Describe (optional):

Alaska SEED Registry (participation is voluntary).

Number of scholarships awarded .  
Describe (optional):

n/a

Number of individuals receiving bonuses or other financial rewards or incentives.  
Describe (optional):

Child Care Database: ICCIS. From ICCIS, the Child Care Program Office can determine the number of individuals participating in the Child Care Grant Program.

Through the state accounting system, the Child Care Program Office can determine the amount of funds being paid out to providers participating in the Child Care Grant Program on a monthly basis.

Number of credentials and degrees conferred annually.  
Describe (optional):

Alaska SEED Registry (participation is voluntary).

Data on T/TA completion or attrition rates.

Describe (optional):

[Alaska SEED Registry \(participation is voluntary\).](#)

Data on degree completion or attrition rates.

Describe (optional):

[Alaska SEED Registry \(participation is voluntary\).](#)

Other.

Describe:

None.

b) Does the State/Territory have a workforce data system, such as a workforce registry, which tracks workforce demographics, compensation, and qualifications and ongoing professional development for practitioners working with children birth to age 13?

**Definition** - For purposes of this section, a workforce data system refers to a system, such as a workforce registry, that tracks the size and characteristics of the child care workforce, including longitudinal data to monitor changes over time. The data system also can produce records to validate and verify qualifications or ongoing professional development for licensing, accreditation, QRIS, wage incentives, and credentials.

Yes.

b-1) If yes, which roles are included in the workforce data system? For each role checked, indicate in your description whether participation is voluntary or mandatory.

Staff working directly with children in centers, including aides, assistants, teachers, master teachers.

Describe:

[Voluntary.](#)

Providers working directly with children in family child care homes, including aides and assistants.

Describe:

[Voluntary.](#)

Administrators in centers (including educational coordinators, directors).

Describe:

Voluntary.

Technical assistance providers (including mentors, coaches, consultants, home visitors, etc.).

Describe:

Voluntary.

Education and training staff (such as trainers, CCR&R staff, faculty).

Describe:

Mandatory for trainers. Voluntary for other education and training staff.

Other.

Describe:

None.

b-2) Does the workforce data system apply to:

all practitioners working in programs that are licensed or regulated by the State/Territory to serve children birth to 13?

all practitioners working in programs that receive public funds to serve children birth to age 13?

No.

c) **Performance measurement.** What, if any, performance measures does the State/Territory use related to its workforce and professional development systems?

The state does not have a performance measure related to a workforce and professional development system at this time.

d) **Evaluation.** What, if any, are the State/Territory's plans for evaluation related to its workforce and professional development systems? Evaluation can include efforts related to monitoring implementation of an initiative, validation of standards or assessment tools, or looking at outcomes in programs or the system and may be ongoing or conducted periodically.

The state does not currently have a plan for evaluating the workforce and professional development system at this time.

### 3.4.7 Goals for the next Biennium -

In this section, Lead Agencies are asked to identify at least one goal for the upcoming biennium. Lead Agencies are encouraged to include measurable and achievable goals. Lead Agencies may include existing goals (e.g., already identified in a State strategic plan or established by the Governor for a Lead Agency). ACF will target technical assistance efforts to help Lead Agencies achieve their goal(s). Lead Agencies are not required to establish a goal for each sub-section in 3.4. What are the State/Territory's goals for the building the professional development system and improving conditions for the workforce in the coming biennium? What progress does the State/Territory expect to make across the five key elements for the workforce and professional development system described above?

Goal #1. Develop a plan for the integration of the Alaska SEED Professional Development Framework and participation in the registry into licensing standards.

- Research how other states are incorporating their professional development framework and participation in registries into licensing standards.
- Hold "Focus Group" meetings with CCPO staff, providers and families, and early care and education stakeholders to gather input into how best to integrate participation in the registry and use of the framework into licensing standards.
- Document recommendations and establish a timeline for revising licensing standards to incorporate the integration of the Alaska SEED Professional Development Framework and participation in the registry into licensing standards.

Goal #2. Adopt draft training and trainer approval standards.

Goal #3. Require 40 hours of pre-service training using existing curriculum.

## Attachment 2.2.9



State of Alaska  
 Department of Health & Social Services  
 Division of Public Assistance  
<http://www.hss.state.ak.us/dpa/>

# Application for Services

**If you need help filling out this form or have questions, please tell us – we can help!**

## How do I apply?

Complete page A of this application form with your name, address, and signature, and give it to us.

## What do I do next?

Fill out the whole application form.

- Attend an interview with a Public Assistance caseworker or Fee Agent.
- Provide proof of your income, expenses, and other circumstances.

You may apply for one or more program benefits with the same application.

## How long will it take?

It may take up to 30 days to process your application.

You can get food stamps within 7 days if:

- Your household's monthly gross income (income before deductions) is less than \$150 and your cash and money in the bank is not more than \$100; or,
- Your household's monthly rent/mortgage/utility payments are more than your monthly gross income, cash, and money in the bank.

If eligible, benefits for Temporary Assistance and Food Stamps start the date we receive your completed page A. Adult Public Assistance, Medicaid benefits, and benefits from other programs may start on a different date.

## Do I have to go to an interview?

Yes. A personal interview is required before the caseworker can determine if you are eligible for assistance. You may schedule an interview at the Public Assistance office or with your local Fee Agent. If you cannot attend an interview in person, contact the Public Assistance office so other arrangements can be made. Your application will be denied if you do not attend an interview within 30 days.

Information Page - Read and keep this page for your records.

Gen 50B 06-3860 (Rev. 6/07)

## Programs

### Medicaid

Offers medical coverage to families, children, elderly, disabled adults, and pregnant women. Also helps with Medicare Parts A and B premiums.

### Chronic & Acute Medical Assistance

Helps people with specific illnesses who don't qualify for Medicaid and have little or no income.

### Food Stamps

Helps people buy food.

### Temporary Assistance Program

Gives monthly cash payments to eligible families with children.

### Adult Public Assistance

Gives monthly cash payments and medical assistance to eligible elderly, blind, and disabled persons.

### General Relief Assistance

Helps eligible individuals and families with emergency rent and utility needs. Also helps with burial costs.

# What do I need to bring to my interview?

To avoid delays, bring these items with you to your interview. Go to your interview even if you do not have all of the items. We may be able to assist if you need help getting them. For some programs, certain expenses may be allowed in determining your eligibility and benefit amounts.

## For Any Program or Service:

- Identification, such as a Driver's License, State ID card, or Certificate of Indian Blood.
- Proof of where you live, such as a rental agreement or current bill showing your residence address.
- Proof of lawful immigration status, such as an Alien Registration Card, for anyone in your household who is an immigrant and applying for benefits. Note: This information is not needed if you are applying for Medicaid for Emergency Treatment of Aliens.
- Proof of money in the bank, such as recent bank statements for checking, savings and credit union accounts for all the people in your household.
- Proof of income received by everyone in your household. This can be provided by the most recent pay stubs or a work statement from an employer. If self-employed, bring in income and expense records. Bring proof of unearned income, like unemployment benefits, SSI, Social Security, Veteran's benefits, child support, worker's compensation, school grants or loans, rental income, etc.

## For Food Stamps, Medicaid or Alaska Temporary Assistance:

- Proof of your housing costs, such as receipts or documents that show your housing costs, including rent, space rent, mortgage payments, utility bills, property tax, home insurance.
- Proof of medical expenses belonging to anyone in your household who is elderly or disabled.
- Proof of child care costs due to someone working, looking for work, attending training or school, or participating in a required work activity.
- Proof of child support paid by a person in your household. You will need to show the child support order, the amount of the monthly obligation, and the amount you currently pay.

## For Medicaid:

- Proof of U.S. citizenship, such as a birth certificate, of all persons applying for benefits.
- Proof of medical or health insurance, including a copy of the Medicare Card, if you have any.
- Proof of pregnancy and due date, if someone in your household is pregnant.

## For Adult Public Assistance:

- Proof of application for Supplemental Security Income (SSI).

## For General Relief Assistance:

- Proof of your need, such as an eviction notice or utility shut off notice.

## Your appointment is on:

Date/Day \_\_\_\_\_ Time \_\_\_\_\_ Phone \_\_\_\_\_

Location/Interviewer \_\_\_\_\_ Fax \_\_\_\_\_

State of Alaska  
Department of Health & Social Services  
Division of Public Assistance

# Your Rights and Responsibilities

## What if I disagree with a decision made?

You have the right to discuss any action taken on your application or case with a caseworker or supervisor. If you disagree with an action taken by the Division of Public Assistance that affects the benefits or services you receive, you can ask for a fair hearing. You may do this by phone, in person, or in writing by contacting anyone in the Public Assistance office. If your disagreement has to do with medical billing or services, contact the Recipient Information Helpline at 1-800-780-9972. Usually, you must ask for a fair hearing within 30 days from the date of the notice. Food Stamp fair hearing requests must be made within 90 days from the effective date of the action. At the hearing you may represent yourself or be represented by a legal representative, friend, or relative. You may qualify for free legal advice and representation by contacting the Alaska Legal Services Corporation.

You may continue to receive Alaska Temporary Assistance, Adult Public Assistance, or Medicaid program benefits until a hearing decision is made. Food Stamps can continue until a hearing decision is made or until the certification period ends if you request the hearing before the effective date of the action or within 10 days from the date the notice was mailed. If the hearing decision is not in your favor you may be required to repay the benefits you received while you waited for the decision.

## Do I need to tell you if something changes?

It is very important that you report certain changes by contacting the Public Assistance office by phone, in person, or in writing.

## When do I need to report changes?

You must report changes in your household within 10 days of when you know of the change. If you get Alaska Temporary Assistance and a child leaves your home, you must report this within 5 days.

## What changes do I need to report?

If you receive Adult Public Assistance or Medicaid (for elderly, disabled, and long term care) you must report all changes, including changes in your medical insurance. If you receive Food Stamps and you do not receive benefits from any other program, you only need to report when your household's total gross income goes over the income limit for your household.

If you receive Alaska Temporary Assistance or Family Medicaid, you must report the following changes:

- Starting or stopping a job, change in wage rate, change from part-time to full-time, or full-time to part-time
- When money you receive from sources other than working changes by more than \$50
- Someone moves into or out of your home
- You move or get a new mailing address (you need to verify your new shelter costs or we cannot use them in calculating your benefits)
- Your household gets a vehicle
- Your household has more than \$2000 total in cash and money in bank
- Changes in your child support payment or obligation
- Changes in your medical insurance if you or anyone in your household gets Medicaid

[Read and keep this page.](#)

## Will I need to work?

To receive Alaska Temporary Assistance or Food Stamp benefits, you may have to participate in work activities. Alaska Temporary Assistance participants must prepare a Family Self-Sufficiency Plan for becoming financially independent. You must participate in approved work activities unless you qualify for an exemption. If you are an unmarried minor parent, to receive Alaska Temporary Assistance you must live with a parent or in another approved living arrangement and attend school or training. If you do not fulfill these work requirements or minor parent requirements your benefits may be reduced or ended.

## What happens with my Child Support?

Alaska must collect child support and medical support from any parent who has the duty to pay support for a child receiving Alaska Temporary Assistance or Medicaid. This includes any money owed to you at the time you apply, as well as current and future child support payments. Any child support payments given or paid to you while receiving Alaska Temporary Assistance benefits must be reported and turned over to the State immediately. To change a child support order, you must obtain a new court order or get permission from the Child Support Services Division (CSSD). If you believe you have a good reason not to cooperate with CSSD for these programs, you must tell your caseworker immediately. You may be asked to provide information to support your reason.

## When you apply for Alaska Temporary Assistance you must:

- Sign over to CSSD your right to receive and keep child support payments due to you or to a child on Alaska Temporary Assistance
- Cooperate with CSSD in establishing paternity

## When you apply for Medicaid or Chronic and Acute Medical Assistance you must:

- Assign to the State of Alaska all rights to any medical support or other third party payments to the extent the department has paid medical assistance for care and services for you or your minor children;
- Cooperate with and assist the department in identifying and providing information concerning third parties who may be liable to pay for care and services received for you or your minor children;
- Agree to apply for all other available third-party resources that may be used to provide or pay for the cost of care or services received by you or your minor children or that may be used to reimburse the state for the cost of care or services received;
- Cooperate with Child Support Services Division (CSSD) in establishing paternity;
- If applying for long-term care services, including home and community based waiver services, assign to the State of Alaska as a remainder beneficiary, or as the second remainder beneficiary after your spouse or minor or disabled child, for any interest that you may have in an annuity up to the amount of Medicaid benefits received.

## Can the State of Alaska take my estate?

The estate of an individual age 55 years of age or older who received Medicaid benefits may be subject to a claim for recovery. This is limited to the reimbursement of services received while the recipient was in a medical institution, including a nursing home or other medical institution, or was receiving home and community-based services. Under limited conditions, the State of Alaska may place a lien on a recipient's home. However, most estate recovery is conducted after the death of the recipient or the recipient's surviving spouse, if any, and only at a time when the recipient has no surviving child under age 21 and no surviving child who is blind or disabled.

## Will someone from DPA come to my home?

A Division of Public Assistance worker may visit you at home to verify your eligibility for assistance. We may also visit you to complete case management activities such as Family Self-Sufficiency Plans. If you are not completing the activities, we may visit you to determine whether you have good cause for not doing so.

Read and keep this page.

## How are my rights protected?

The Division of Public Assistance will collect information, including the Social Security Number of each household member who is applying for Food Stamps, Alaska Temporary Assistance, or Medicaid, to determine eligibility for public assistance benefits. The Division will verify this information through computer matching programs, including the Income and Earnings Verification System (IEVS). This information will be used to monitor compliance with program regulations and for program management. The Division may disclose this information to other Federal and State agencies for official examination, to law enforcement officials for the purpose of apprehending persons fleeing to avoid the law, and to private claims collection agencies for claims collection action. The Division may verify immigrant status of household members by contacting the US Citizenship and Immigration Services (USCIS). Information obtained from these agencies may affect your eligibility and level of benefits.

Providing the requested information, including the Social Security Number (SSN) of each household member for whom you are seeking benefits, is voluntary. However, failure to provide this information will result in the denial of benefits to each individual failing to provide an SSN. Any SSN provided will be used and disclosed in the same manner, regardless of the eligibility of the individual. The Division of Public Assistance can assist you in applying for a Social Security Number if you are seeking benefits and do not have one.

When you sign the application for assistance and use Medicaid or Chronic & Acute Medical Assistance coupons, you consent to release medical records and information about yourself and any other person you are applying for to the Department of Health and Social Services. Upon request, any person who has medical records and information or the custody of such records shall release those records to the Department or a representative of the department.

Health or medical information the Department of Health and Social Services (DHSS) may have about you is protected under the Health Insurance Portability and Accountability Act (HIPAA) of 1996. This federal law provides you with certain rights about how your health information is used and disclosed. The law allows you to find out how DHSS used your health information, and how DHSS has disclosed your health information outside of DHSS. The law also limits the release of information about you to the minimum amount necessary for the purpose of the disclosure and allows you to examine and obtain a copy of your own health records and to request corrections to those records.

You can get an electronic copy of the Notice of Privacy Practices at <http://www.hss.state.ak.us/das/is/hipaa/pdfs/privatehealthcareinfo.pdf>. Request a printed copy by writing to State of Alaska, DHSS Privacy Official, P. O. Box 110650, Juneau, Alaska 99811-0650 or by email at [privacyofficial@health.state.ak.us](mailto:privacyofficial@health.state.ak.us).

In accordance with Federal law and U.S. Department of Agriculture (USDA) and U.S. Department of Health & Human Services (HHS) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. Under the Food Stamp Act and USDA policy, discrimination is prohibited also on the basis of religion or political beliefs.

To file a complaint of discrimination, contact USDA or HHS. Write to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). Or write to HHS Office for Civil Rights, 2201 Sixth Avenue – Mail Stop RX-11, Seattle, WA 98121 or call (800) 368-1019 (voice) or (800) 537-7697 (TDD). USDA and HHS are equal opportunity providers and employers.

If you have questions about the Americans with Disabilities Act of 1990, contact the Division of Public Assistance Civil Rights Coordinator at (907) 465-3347.

Read and keep this page.

State of Alaska  
Department of Health & Social Services  
Division of Public Assistance

## What happens if I do not follow the rules?

You may be prosecuted if you knowingly give false, incorrect, or incomplete information to get or try to get public assistance benefits you are not eligible for, or to help someone else get benefits for which they are not eligible. You must repay any benefit you wrongly receive.

| Food Stamp Program  |  |
|---|--|
| I understand that if I...   | I may...   |
| Commit an intentional program violation of the Food Stamp Program defined in 7CFR273.16 or any of the following: <ul style="list-style-type: none"> <li>hide information or make false statements</li> <li>use electronic benefit transfer (EBT) cards that belong to someone else</li> <li>use food stamp benefits to buy alcohol or tobacco</li> <li>trade or sell benefits or EBT cards</li> </ul> | <ul style="list-style-type: none"> <li>lose food stamp benefits for 12 months for the first offense and be required to repay all benefits overpaid to me</li> <li>lose food stamp benefits for 24 months for the second offense and be required to repay all benefits overpaid to me</li> <li>lose food stamp benefits permanently for third offense and be required to repay all benefits overpaid to me</li> <li>be fined up to \$250,000.00, imprisoned up to 20 years or both</li> </ul> |
| <ul style="list-style-type: none"> <li>trade food stamp benefits for controlled substances, such as drugs</li> </ul>  | <ul style="list-style-type: none"> <li>lose food stamp benefits for 24 months for the first offense</li> <li>lose food stamp benefits permanently for the second offense</li> </ul>  |
| <ul style="list-style-type: none"> <li>give false information about who I am and where I live so I can get extra benefits</li> </ul>  | <ul style="list-style-type: none"> <li>lose food stamp benefits for 10 years for each offense</li> </ul>   |
| <ul style="list-style-type: none"> <li>have been convicted of trading or selling food stamps worth more than \$500, or trading food stamps for firearms, ammunition, or explosives</li> </ul>   | <ul style="list-style-type: none"> <li>be barred from the Food Stamp Program permanently</li> </ul>  |

| Alaska Temporary Assistance Program  |  |
|--|--|
| I understand that if I...  | I may...   |
| <ul style="list-style-type: none"> <li>commit an intentional program violation or I am convicted of fraud</li> <li>give false information about who I am and where I live so I can get extra benefits</li> </ul> | <ul style="list-style-type: none"> <li>lose benefits for 6 months for the first offense</li> <li>lose benefits for 12 months for the second offense</li> <li>lose benefits permanently for the third offense</li> <li>other penalties may also apply and I may be subject to criminal prosecution</li> </ul> |

| Medicaid Program   |  |
|--|--|
| I understand that if I...  | I may...   |
| <ul style="list-style-type: none"> <li>commit an intentional program violation or program abuse that results in misuse or overuse of Medicaid benefits or found guilty of misconduct related to Medicaid benefits</li> <li>commit Medical Assistance fraud under AS 47.05.210</li> </ul> | <ul style="list-style-type: none"> <li>be required to pay back the amount of Medicaid services that I or anyone in my household received</li> <li>be excluded from Medicaid for up to 10 years</li> <li>have to pay fines up to \$25,000 and be subject to criminal prosecution</li> </ul> |

Read and keep this page.

Division of Public Assistance

|                                 |
|---------------------------------|
| Fee Agent - date rcvd/signature |
| DPA - date received             |

# Application for Services

## A What kind of help do you need?

Check the programs or services you need.

|   |   |   |
|---|---|---|
|  | <input type="checkbox"/> Medicaid                           |   |
|   | <input type="checkbox"/> Chronic & Acute Medical Assistance |   |
|  | <input type="checkbox"/> Food Stamps                        |   |
|  | <input type="checkbox"/> Temporary Assistance               |   |
|   | <input type="checkbox"/> Adult Public Assistance            | <input type="checkbox"/> Other Services |
|   | <input type="checkbox"/> blind or disabled                  | <input type="checkbox"/> finding work   |
|   | <input type="checkbox"/> elderly assistance                 | <input type="checkbox"/> child care     |
|   | <input type="checkbox"/> General Relief Assistance          | <input type="checkbox"/> child support  |
|   | <input type="checkbox"/> rent or utilities                  | <input type="checkbox"/> prenatal care  |
|   | <input type="checkbox"/> burial expenses                    | <input type="checkbox"/> other          |

## Programs

### Medicaid

Offers medical coverage to families, children, elderly, disabled adults, and pregnant women. Also helps with Medicare Parts A and B premiums.

### Chronic & Acute Medical Assistance

Helps people with specific illnesses who don't qualify for Medicaid and have little or no income.

### Food Stamps

Helps people buy food.

### Temporary Assistance Program

Gives monthly cash payments to eligible families with children.

### Adult Public Assistance

Gives monthly cash payments and medical assistance to eligible elderly, blind, and disabled persons.

### General Relief Assistance

Helps eligible individuals and families with emergency rent and utility needs. Also helps with burial costs.

## B Who are you? (Please print)

|   |               |                                      |        |  |
|---|---------------|--------------------------------------|--------|--|
| Name (First, Middle, Last)  |               | Social Security Number (optional)    |        |  |
| Home Address or Directions to Your Home   |               | City                                 | State  | Zip Code   |
| Mailing Address   |               | City                                 | State  | Zip Code   |
| Home Phone  | Message Phone | Other Names (maiden, nicknames, etc) |        |  |
| Answer these questions to see if you can get food stamps within seven days:                                   |               |                                      |        |  |
| • Do you have more than \$100 in cash or money in the bank?   |               |                                      |        | <input type="checkbox"/> yes <input type="checkbox"/> no |
| • Is your household's monthly gross income (income before deductions) less than \$150?                        |               |                                      |        | <input type="checkbox"/> yes <input type="checkbox"/> no |
| • Are your costs for rent/mortgage/utilities more than your monthly gross income, cash and money in the bank? |               |                                      |        | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Sign Here   |               | Date                                 | E-mail |  |
| X   |               |                                      |        |  |

Notes

# People in your household



## 1 Tell us about yourself and the people living in your home.

Race and ethnicity information is optional. It is requested to assure benefits are given without regard to race, color or national origin. Your answers will not affect your eligibility or benefit amount. If you need more space, use page 8.

| Household Members<br>(Enter name)                         | Relation<br>(NR = Not Related) | Birth Date | Social Security Number | Sex (M/F)                                      | US Citizen? (Yes/No) | Education (Last Grade Completed GED, College) | Race                     | Ethnic Group |
|---|--------------------------------|------------|------------------------|--|----------------------|---|--------------------------|--------------|
|   |                                |            |                        |  |                      |   | Optional-Use codes below |              |
| Complete these sections only for those who need benefits. |                                |            |                        |  |                      |   |                          |              |
| Example: Joe Smith  | NR                             | 2/10/74    | 555-55-5555            | M  | Yes                  | 12th  | WH                       | N            |
|   | Self                           |            |                        |  |                      |   |                          |              |
|   |                                |            |                        |  |                      |   |                          |              |
|   |                                |            |                        |  |                      |   |                          |              |
|   |                                |            |                        |  |                      |   |                          |              |
|   |                                |            |                        |  |                      |   |                          |              |
|   |                                |            |                        |  |                      |   |                          |              |
|   |                                |            |                        |  |                      |   |                          |              |
| <b>Race:</b> (You may select more than one race)          |                                |            |                        |  |                      | <b>Ethnicity:</b>                             |                          |              |
| AN = Alaskan Native                                       |                                | WH = White |                        | BL = Black or African American                 |                      | Y = Hispanic or Latino                        |                          |              |
| AI = American Indian                                      |                                | AS = Asian |                        | PI = Native Hawaiian or other Pacific Islander |                      | N = Not Hispanic or Latino                    |                          |              |

**2** Has anyone in your household received public assistance (Temporary Assistance, cash, food stamps, Medicaid, Food Distribution Program on Indian Reservations FDPIR) in Alaska or any other state?  yes  no

If yes, who, when and where? \_\_\_\_\_

**3** Are you requesting assistance for anyone in your household who is pregnant?  yes  no

If yes, who? \_\_\_\_\_ When is baby due? \_\_\_\_\_

**4** Have you or anyone in your household been convicted of a drug-related felony for an offense that occurred on or after August 22, 1996?  yes  no

If yes, who, when and where? \_\_\_\_\_

**5** Is any adult in your household fleeing from prosecution, custody, confinement for a felony or class A misdemeanor from any state?  yes  no

If yes, who? \_\_\_\_\_

**6** Is anyone in your household attending a college or university?  yes  no

If yes, who? \_\_\_\_\_

# Income in your household



**7** Do you, or anyone who lives with you, receive money from employment?  yes  no  
 Include money from all jobs received this month or that will be received next month.  
 If yes, check all boxes that apply.

|   |  |                                       |  |                               |
|---|--|---------------------------------------|--|-------------------------------|
| <input type="checkbox"/> Full-time Work | <input type="checkbox"/> Seasonal Work | <input type="checkbox"/> Vacation Pay | <input type="checkbox"/> Contract Income                         | <input type="checkbox"/> Tips |
| <input type="checkbox"/> Part-time Work | <input type="checkbox"/> Sick Pay      | <input type="checkbox"/> Bonuses      | <input type="checkbox"/> Other (day labor, on-call, commissions) |                               |

For all the items checked above, please fill in the boxes below:

| Household Member Who Works | Employer    | Full-time, Part-time, or Seasonal | Number of Hours Worked per Week | Hourly Wage or Monthly Salary | Amount Paid This Month | Amount To Be Paid Next Month | How Often Paid? |
|----------------------------|-------------|-----------------------------------|---------------------------------|-------------------------------|------------------------|------------------------------|-----------------|
| Example: Joe Smith         | XYZ Company | Part                              | 10                              | \$10                          | \$400                  | \$400                        | Weekly          |
|                            |             |                                   |                                 |                               |                        |                              |                 |
|                            |             |                                   |                                 |                               |                        |                              |                 |
|                            |             |                                   |                                 |                               |                        |                              |                 |

**8** Has anyone in your household had a job end in the last 60 days?  yes  no  
 If yes, who? \_\_\_\_\_

**9** Do you, or anyone who lives with you, receive money from self-employment?  yes  no  
 Include money from all jobs received this month or that will be received next month.  
 If yes, check all boxes that apply.

|   |   |  |                                       |
|---|---|--|---------------------------------------|
| <input type="checkbox"/> B&B/Rent Rooms         | <input type="checkbox"/> Crafts/Carving         | <input type="checkbox"/> Odd Jobs      | <input type="checkbox"/> Taxi Driving |
| <input type="checkbox"/> Carpenter              | <input type="checkbox"/> Commercial Fishing     | <input type="checkbox"/> Repair Person | <input type="checkbox"/> Trapping     |
| <input type="checkbox"/> Child Care/Babysitting | <input type="checkbox"/> Manage Rental Property | <input type="checkbox"/> Sales Person  | <input type="checkbox"/> Other        |

For all the items checked above, please fill in the boxes below:

| Household Member Who is Self-Employed | Type of Business | Seasonal, Year-round | Business Income This Month | Business Income Next Month | Business Expenses This Month | Business Expenses Next Month |
|---------------------------------------|------------------|----------------------|----------------------------|----------------------------|------------------------------|------------------------------|
| Example: Joe Smith                    | Fishing          | Seasonal             | \$900                      | \$900                      | \$100                        | \$100                        |
|                                       |                  |                      |                            |                            |                              |                              |
|                                       |                  |                      |                            |                            |                              |                              |
|                                       |                  |                      |                            |                            |                              |                              |

# Questions about your household



**10** Do you, or anyone who lives with you, receive money from any other source (not from working)?  yes  no

If yes, check all the boxes that apply.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Alimony                                     | <input type="checkbox"/> Insurance/Lawsuit Settlement | <input type="checkbox"/> Permanent Fund Dividend      |
| <input type="checkbox"/> Annuities                                   | <input type="checkbox"/> Interest/Dividends           | <input type="checkbox"/> Social Security Benefits     |
| <input type="checkbox"/> Bingo/Gambling Winnings                     | <input type="checkbox"/> Military Benefits            | <input type="checkbox"/> Subsidized Adoption Payments |
| <input type="checkbox"/> Child Support                               | <input type="checkbox"/> Money from Friends/Relatives | <input type="checkbox"/> Supplemental Security Income |
| <input type="checkbox"/> Education Assistance                        | <input type="checkbox"/> Native Corporation Dividends | <input type="checkbox"/> Unemployment Benefits        |
| <input type="checkbox"/> Foster Care Payments                        | <input type="checkbox"/> Oil/Mineral Royalties        | <input type="checkbox"/> Veteran's Benefits           |
| <input type="checkbox"/> General Assistance from Native Corporations | <input type="checkbox"/> Pension/Retirement Benefits  | <input type="checkbox"/> Workers' Compensation        |
|  |   | <input type="checkbox"/> Other _____                  |

For all the items checked above, please fill in the boxes below:

| Who Receives the Payment? | Type of Payment | Amount This Month | Amount Expected Next Month | How Often?    |
|---------------------------|-----------------|-------------------|----------------------------|---------------|
| Example: Joe Smith        | Unemployment    | \$400             | \$400                      | Every 2 weeks |
|                           |                 |                   |                            |               |
|                           |                 |                   |                            |               |
|                           |                 |                   |                            |               |
|                           |                 |                   |                            |               |

**11** Do you expect any changes in any of the income or employment you listed above, or do you expect any new income or employment not listed above?  yes  no

If yes, please explain: \_\_\_\_\_

**12** Do you work for or get help with food, shelter, utilities, or other expenses that are not paid in cash?  yes  no

If yes, please explain: \_\_\_\_\_

**13** Do you, or anyone who lives with you, own any property such as a house, land, apartment, mobile home, duplex, condo, camper or cabin?  yes  no

If yes, complete the information below. Include any property that is paid for, you are still paying for, or that is owned with someone else.

| Who Owns the Property? | Type of Property Owned | Estimated Value | Amount Owed |
|------------------------|------------------------|-----------------|-------------|
| Example: Joe Smith     | Condo                  | \$75,000        | \$70,000    |
|                        |                        |                 |             |
|                        |                        |                 |             |
|                        |                        |                 |             |

# Questions about your household



**14** Do you, or anyone who lives with you, own any vehicles such as a car, truck, motorcycle, boat, snowmobile, recreational vehicle (RV) or all-terrain vehicle (ATV)?  yes  no

If yes, please complete the information below. Include any vehicles that are paid for, you are paying for, or are owned with someone else. Also include vehicles that are not running or that you are not using.

| Who Owns the Vehicle? | Vehicle Type, Model and Year | What is Vehicle Used for? | Estimated Value | Amount Still Owed |
|-----------------------|------------------------------|---------------------------|-----------------|-------------------|
| Example: Joe Smith    | 1987 Ford Escort             | Work                      | \$800           | \$200             |
|                       |                              |                           |                 |                   |
|                       |                              |                           |                 |                   |
|                       |                              |                           |                 |                   |

**15** Do you, or anyone who lives with you, have any of the items below?  yes  no

If yes, check all the boxes that apply. Include items owned with someone else and accounts with no money in them right now.

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Annuities               | <input type="checkbox"/> College Savings Plan      | <input type="checkbox"/> Mineral Rights            | <input type="checkbox"/> Savings Account |
| <input type="checkbox"/> Burial Policy Agreement | <input type="checkbox"/> Credit Union Accounts     | <input type="checkbox"/> Native Corporation Shares | <input type="checkbox"/> Stocks/Bonds    |
| <input type="checkbox"/> Cash on Hand            | <input type="checkbox"/> Commercial Fishing Permit | <input type="checkbox"/> Pension Plan              | <input type="checkbox"/> Trust Funds     |
| <input type="checkbox"/> Certificate of Deposit  | <input type="checkbox"/> IRA Account               | <input type="checkbox"/> Retirement Funds          | <input type="checkbox"/> Other           |
| <input type="checkbox"/> Checking Account        | <input type="checkbox"/> Life Insurance Policy     | <input type="checkbox"/> Safe Deposit Box          |  |

For all items checked above, please fill in the boxes below:

| Who Owns the Item?  | Type of Item     | Where Held?   | Account Number | Total Value/Balance |
|---------------------|------------------|---------------|----------------|---------------------|
| Example: Jane Smith | Checking Account | Frontier Bank | 452231         | \$400               |
|                     |                  |               |                |                     |
|                     |                  |               |                |                     |
|                     |                  |               |                |                     |

**16** Have you, or anyone in your household, sold, given away, or transferred any property, vehicles or other resources in the past five years?  yes  no

If yes, please complete the information below:

| Who Owned It?      | Vehicle, Property, or Resource | Sold, Gave Away, or Transferred? | When?    | Estimated Value |
|--------------------|--------------------------------|----------------------------------|----------|-----------------|
| Example: Joe Smith | Truck                          | Gave Away                        | May 2005 | \$4,000         |
|                    |                                |                                  |          |                 |
|                    |                                |                                  |          |                 |
|                    |                                |                                  |          |                 |

# House and Shelter Expenses



**17** What are your shelter expenses? Check the boxes that apply and fill in the amount. Do not enter amounts paid by housing assistance such as HUD, AHFC or Section 8.

- Rent \$ \_\_\_\_\_ per month
- Mortgage \$ \_\_\_\_\_ per month
- Mobile Home Lot or Space Rent \$ \_\_\_\_\_ per month

**18** What shelter expenses are billed separately from your rent or mortgage?

- Home/Rent Insurance \$ \_\_\_\_\_ per \_\_\_\_\_
- Property Taxes \$ \_\_\_\_\_ per \_\_\_\_\_
- Condo/Association Fees \$ \_\_\_\_\_ per \_\_\_\_\_
- Other (such as deposits) \$ \_\_\_\_\_ per \_\_\_\_\_

**19** Check the boxes next to the utility bills your household is responsible for paying:

- Heat (such as gas, electric, propane, wood, etc.)
- Water
- Telephone
- Electricity
- Sewer
- Garbage
- Other \_\_\_\_\_

**20** Does another person or agency help you pay all or part of your shelter costs (including energy or heating assistance)?  yes  no

If yes, who pays? \_\_\_\_\_ What expense? \_\_\_\_\_ Amount paid? \_\_\_\_\_

# Other Household Expenses



**21** Does anyone in your household have child care or elderly or disabled adult care expenses?  yes  no

If yes, who is responsible for paying? \_\_\_\_\_

Who is it for? \_\_\_\_\_ Monthly Amount \$ \_\_\_\_\_

**22** Does anyone in your household pay child support?  yes  no

If yes, who pays? \_\_\_\_\_ Monthly Amount \$ \_\_\_\_\_

**23** Does anyone in your household who is disabled or age 60 or older, have medical expenses?  yes  no

If yes, who has the expense? \_\_\_\_\_ Monthly Amount \$ \_\_\_\_\_



# Medical Information

Answer the questions on this page if you are applying for medical assistance.

**24** Does anyone in your household need help paying for any unpaid medical bills from the past three months? If yes, we may be able to help. You must provide proof of income and resources for each month.  yes  no

Who? \_\_\_\_\_ What months? \_\_\_\_\_

**25** Does anyone in your household have medical costs due to an accident?  yes  no  
If yes, who? \_\_\_\_\_ Accident date? \_\_\_\_\_

**26** List household members who have health insurance such as Medicare, Indian Health Services, VA, TRICARE, Worker’s Compensation, private, employer-provided insurance, etc.

| Household Member   | Insurance Name and Address       | Date Coverage Begins | Policy/Group/Claim Numbers | Benefits Covered |           |          |        |        |       |
|--------------------|----------------------------------|----------------------|----------------------------|------------------|-----------|----------|--------|--------|-------|
|                    |                                  |                      |                            | Hospital         | Physician | Rx Drugs | Dental | Vision | Other |
| Example: Joe Smith | Acme, 123 F St. Palmer, AK 99555 | 3/4/2007             | 78910                      | X                |           | X        |        | X      |       |
|                    |                                  |                      |                            |                  |           |          |        |        |       |
|                    |                                  |                      |                            |                  |           |          |        |        |       |
|                    |                                  |                      |                            |                  |           |          |        |        |       |
|                    |                                  |                      |                            |                  |           |          |        |        |       |

**27** Do any household members expect changes in health insurance coverage?  yes  no  
If yes, who and why? \_\_\_\_\_

**28** Did anyone in your household have health insurance cancelled or stopped within the past 12 months?  yes  no  
If yes, who and why? \_\_\_\_\_

**29** List the name and place of birth of children under age 16 in your household.

| Child’s Name | Child’s Place of Birth |
|--------------|------------------------|
|              |                        |
|              |                        |
|              |                        |
|              |                        |

# Signature Page



**30** You may authorize someone 18 years or older to help you apply for public assistance benefits. This person can also speak for you at the interview, help you complete forms, and report changes for you. You will have to repay any benefits you may get by mistake because of information this person gives us.

Do you want someone to help you with your public assistance case?  yes  no

\_\_\_\_\_  
Name of Person (Authorized Representative) Phone/Message Number

**31** Do you want another person to receive or spend your benefits on behalf of your household?  yes  no

If yes, which benefits? \_\_\_\_\_  cash  food

\_\_\_\_\_  
Name of Person (Alternate Payee) Phone/Message Number

\_\_\_\_\_  
Address City and State Zip Code

**32** Some people in Alaska live in areas where getting to food stores is difficult. They often rely on subsistence hunting and fishing for their food needs. If you are in this situation, you may use food stamp benefits to buy subsistence hunting and fishing items. These items include nets, lines, hooks, fishing rods, harpoons, and knives, but not firearms, ammunition, clothing, shelter, or fuel.

Do you want to use food stamps to buy subsistence hunting and fishing items?  yes  no

If yes, sign here.

X \_\_\_\_\_  
Signature of Adult Household Member Date

## 33 Statement of Truth

Under penalty of perjury, I certify that all information contained in this application, including U.S. citizenship or lawful immigrant status of all persons applying for benefits, is true and correct to the best of my knowledge.

I have read or had read to me the "Rights and Responsibilities" section of the application and I understand my rights and responsibilities, including fraud penalties, as described in this application.

X \_\_\_\_\_  
Signature of Adult Applicant Date

X \_\_\_\_\_  
Signature of Other Adult Applicant Date

X \_\_\_\_\_  
Signature of Witness, if signed with an "X" Date

**Notes**

State of Alaska  
Department of Health & Social Services  
Division of Public Assistance

## Authorization for Release of Information

### What is an 'Authorization for Release of Information'?

Your signature on this form gives the Department of Health and Social Services, its agents, and the Department of Law permission to ask for information about your health, finances, family and personal history. This information is only used in the administration of public assistance programs and will not be released to any other person or agency outside of the Department of Health and Social Services or its representatives. The Release of Information will be in effect while you are an applicant or recipient of Public Assistance, and for any later investigations of your eligibility and receipt of benefits.

### Who will we ask for information?

The people or organizations that may be contacted include, but are not limited to: the Alaska Housing Finance Corporation, the Department of Fish and Game, the Department of Labor, the Department of Law, the Department of Military and Veterans Affairs, the Department of Public Safety, the Department of Revenue, U. S. Citizenship and Immigration Services, employers, financial institutions, landlords, local governments, Native corporations, private individuals, public assistance program contractors and grantees, school authorities, the Social Security Administration, stock brokerage firms, and tax assessors.

### I Authorize This Release of Information:

\_\_\_\_\_  
Signature of Adult

\_\_\_\_\_  
Signature of Other Adult

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

A Copy of this Release is as Valid as the Original

State of Alaska  
Department of Health & Social Services  
Division of Public Assistance

## Contact People and Organizations

### Why do you need to complete this form?

To determine your eligibility for assistance, we may need to contact people or organizations that can answer questions about your situation. By completing this form, you are allowing us to contact the people and organizations you provide.

### What questions do we ask?

We often ask questions about where you live, who lives with you, and your household's income and resources. We may also ask for information about a child's parent not living in the home.

### What information do we provide them?

When we contact these people or organizations, we tell them our name and title. We also tell them that we work for the Division of Public Assistance. We do not give them any information about you or your public assistance case.

#### 1 Information about two people who know you well:

| Name and Relation to You | Mailing Address | Daytime Phone |
|--------------------------|-----------------|---------------|
|                          |                 |               |
|                          |                 |               |

#### 2 Information about your landlord:

| Name | Mailing Address | Daytime Phone |
|------|-----------------|---------------|
|      |                 |               |
|      |                 |               |

#### 3 Information about your employer:

| Name | Mailing Address | Daytime Phone |
|------|-----------------|---------------|
|      |                 |               |
|      |                 |               |

#### 4 Information about your bank account(s):

| Name of Financial Institution | Mailing Address | Daytime Phone |
|-------------------------------|-----------------|---------------|
|                               |                 |               |
|                               |                 |               |



State of Alaska  
 Department of Health and Social Services  
 Division of Public Assistance  
 Child Care Program Office  
<http://www.hss.state.ak.us/dpa/programs/ccare/>

## Child Care Assistance Application

**If you need help filling out this application or have questions, please call your local Child Care Assistance office (found at the bottom of page 2 of cover sheet).**

### How do I apply?

Fill out the whole application form. Sign it and turn it in with:

- a copy of your government issued photo identification card
- proof of your family's gross income
- proof of age for the children who will be receiving assistance
- a signed copy of *Your Rights and Responsibilities*, pages 7 and 8 of this application

#### **Child Care Assistance:**

Help paying for child care costs for families who qualify.

#### **Child Care Resource and Referral:**

Help in finding child care providers in your community.

For more information you may go to:  
[www.hss.state.ak.us/dpa/programs/ccare/](http://www.hss.state.ak.us/dpa/programs/ccare/)

### How long will it take?

It may take up to 30 days to process your application. If eligible, benefits will begin the date you submitted your signed application as long as all the required documentation is received within 30 days. Benefits cannot be backdated. Avoid possible delays or lapses in service by submitting all the required documentation with your application.

### Is an interview required?

Yes. An interview is required before it can be determined if you are eligible for assistance. Your interview may be in person or by telephone. Your application will be denied if you do not complete an interview.

### Once I am determined eligible, what do I need to do to maintain my eligibility?

You must notify your Child Care Assistance office of any changes in your income and household within 10 days of when the change occurred. You must also submit a new application with all the required documentation and complete an interview before your eligibility expires, at least once every six months.

### Will I have to pay anything?

Yes. You will have a monthly family contribution amount depending on your income and family size. This is called a co-pay. Your provider may also charge rates that are more than the assistance program pays. Each month you will have to pay your provider the co-pay amount and the difference, if any, between what the provider charges and what the state pays.

### Which child care provider(s) can I use?

Child care providers must also apply to participate in the Child Care Assistance program. A provider cannot receive State funding until they are approved or licensed. You may use any participating provider that has space and can meet your child care needs. You may also select a person to come into your home to care for your children. Having someone come into your home requires you to meet additional employer requirements. The Child Care Resource and Referral agency that serves your community can help you get a list of participating providers in your area. The Child Care Resource and Referral agency can also help determine if your child qualifies for additional resources due to having a special need.

## Who is considered part of my family?

The following descriptions of family are for Child Care Assistance purposes only.

- To be considered part of your family, **all members must live in the same home.**
- Of the people living in your home, your family includes: **yourself, your spouse and each of your children who are under 18 years of age.**
- If you have adult children (18 and older) living in your home, do not include them on this application.
- You may also have children living in your home who are not biologically yours. **If you are their guardian**, they are counted as part of your family.
- If you are not married, but **the other parent of any of your children lives in your home**, he or she and his or her children are considered part of your family.
- If you are not married but are living in the same home with another adult who has children of their own, and you have no children in common, he or she and his or her children are not considered part of your family. In this case each parent may apply to receive Child Care Assistance for their own children.
- If you are 18 or older and living with your parent(s) and/or other adult siblings or relatives, your parent(s), siblings and relatives are not considered part of your family and are not included on this application.

| <b>Application Checklist</b>  |  |
|---|--|
| ✓ Check to be sure you have submitted the following documents   |  |
| <input type="checkbox"/> The completed and signed application. If there are two adults in your family you must both sign the application. Be sure to detail your work and/or school schedule and the hours you need child care. | <input type="checkbox"/> Proof of child custody. (This can be by court order or by Affidavit.)   |
| <input type="checkbox"/> Proof of school schedule, if applicable.   | <input type="checkbox"/> Proof of all earned income received by you and any other adult in your family.  |
| <input type="checkbox"/> A copy of your government issued photo identification.   | <input type="checkbox"/> Proof of unearned income for all members of your family. Unearned income includes but is not limited to: dividends and interest, payments from Native corporations, Social Security, Supplemental Security Income (SSI) and child support.  |
| <input type="checkbox"/> Copies of proof of age for each child who will be receiving child care assistance. (This can be birth certificates, hospital birth records, shot records...)   | <input type="checkbox"/> For self-employed individuals only: a copy of your business license, your most recently completed Federal tax return, and income and expense records or other documentation of adjusted gross income and allowable costs of doing business. |
| <input type="checkbox"/> Proof of alien status for each child who will be receiving child care assistance, if not a U.S. citizen.   | <input type="checkbox"/> Proof of ongoing medical or dental payments, if applicable.   |
| <input type="checkbox"/> Proof of child support you are legally obligated to pay, if applicable.  |  |

Please ask your local child care assistance office about what form of proof is acceptable if you are unsure.

Submit the application along with all required documentation to:



# Child Care Assistance Application

PLEASE PRINT CLEARLY USING BLACK OR BLUE INK

|                     |
|---------------------|
| For Office Use Only |
| Date Received       |

**Who is the Responsible Party?** This is the person who is requesting Child Care Assistance and assumes responsibility for following the program rules and requirements, including penalties and repayment of any overpaid benefits.

|                                |                           |                                   |          |
|--------------------------------|---------------------------|-----------------------------------|----------|
| Full Name of Responsible Party | Maiden Name, if any       | Social Security Number (Optional) |          |
| Home Address                   | City                      | State                             | Zip Code |
| Mailing Address                | City                      | State                             | Zip Code |
| Home Telephone                 | Work Telephone            | Cell Telephone                    | E-mail   |
| Marital Status                 | Other Names You Have Used |                                   |          |

**Who is Considered Part of My Family?** See definition of family on Page 2 of this application.  
 You will need to provide a copy of the alien identification card (front and back) for each child who is not a U.S. citizen.

| Family Members (First, Middle, Last) | Relationship to you | Date of Birth | Special Needs  | Gender<br>U.S. Citizen  | Ethnicity<br>(Use codes below)                           | Race<br>(Use codes below)   |
|--------------------------------------|---------------------|---------------|--|---|--|---|
|                                      | SELF                |               | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> M <input type="checkbox"/> F<br>U.S. Citizen<br><input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> AN <input type="checkbox"/> AI<br><input type="checkbox"/> AS <input type="checkbox"/> BL<br><input type="checkbox"/> PI <input type="checkbox"/> WH |
|                                      |                     |               | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> M <input type="checkbox"/> F<br>U.S. Citizen<br><input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> AN <input type="checkbox"/> AI<br><input type="checkbox"/> AS <input type="checkbox"/> BL<br><input type="checkbox"/> PI <input type="checkbox"/> WH |
|                                      |                     |               | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> M <input type="checkbox"/> F<br>U.S. Citizen<br><input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> AN <input type="checkbox"/> AI<br><input type="checkbox"/> AS <input type="checkbox"/> BL<br><input type="checkbox"/> PI <input type="checkbox"/> WH |
|                                      |                     |               | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> M <input type="checkbox"/> F<br>U.S. Citizen<br><input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> AN <input type="checkbox"/> AI<br><input type="checkbox"/> AS <input type="checkbox"/> BL<br><input type="checkbox"/> PI <input type="checkbox"/> WH |
|                                      |                     |               | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> M <input type="checkbox"/> F<br>U.S. Citizen<br><input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> AN <input type="checkbox"/> AI<br><input type="checkbox"/> AS <input type="checkbox"/> BL<br><input type="checkbox"/> PI <input type="checkbox"/> WH |
|                                      |                     |               | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> M <input type="checkbox"/> F<br>U.S. Citizen<br><input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> AN <input type="checkbox"/> AI<br><input type="checkbox"/> AS <input type="checkbox"/> BL<br><input type="checkbox"/> PI <input type="checkbox"/> WH |
|                                      |                     |               | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> M <input type="checkbox"/> F<br>U.S. Citizen<br><input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> AN <input type="checkbox"/> AI<br><input type="checkbox"/> AS <input type="checkbox"/> BL<br><input type="checkbox"/> PI <input type="checkbox"/> WH |

**Ethnicity:** Y = Hispanic or Latino  
N = Not Hispanic or Latino

**Race (you may select more than one):**  
 AN = Alaskan Native    WH = White    BL = Black or African American  
 AI = American Indian    AS = Asian    PI = Native Hawaiian or other Pacific Islander

| People in Your Family (continued).                                     |                     |  |  |   |  |   |
|--|---------------------|--|--|---|--|---|
| Family Members (First, Middle, Last)                                   | Relationship to you | Date of Birth  | Special Needs  | Gender<br>U.S. Citizen  | Ethnicity<br>(Use codes below)                           | Race<br>(Use codes below)   |
|  |                     |  | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> M <input type="checkbox"/> F<br>U.S. Citizen<br><input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> AN <input type="checkbox"/> AI<br><input type="checkbox"/> AS <input type="checkbox"/> BL<br><input type="checkbox"/> PI <input type="checkbox"/> WH |
|  |                     |  | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> M <input type="checkbox"/> F<br>U.S. Citizen<br><input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> AN <input type="checkbox"/> AI<br><input type="checkbox"/> AS <input type="checkbox"/> BL<br><input type="checkbox"/> PI <input type="checkbox"/> WH |
|  |                     |  | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> M <input type="checkbox"/> F<br>U.S. Citizen<br><input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> AN <input type="checkbox"/> AI<br><input type="checkbox"/> AS <input type="checkbox"/> BL<br><input type="checkbox"/> PI <input type="checkbox"/> WH |
| <b>Ethnicity:</b> Y = Hispanic or Latino<br>N = Not Hispanic or Latino |                     | <b>Race</b> (you may select more than one):<br>AN = Alaskan Native WH = White BL = Black or African American<br>AI = American Indian AS = Asian PI = Native Hawaiian or other Pacific Islander |  |   |  |   |

**Housing Assistance.**

Do you receive a housing voucher or cash assistance for housing?  Yes  No (If you are living on a military installation mark No.)

**Earned Income in Your Family.** Include money from all jobs received or that is expected to be received for all the adults in your family. (See definition of family on Page 2 of this application). Attach proof of employment or proof of wages or earnings.

| Family Member Name | Employer Name & City | Employer Phone Number | Number of Hours Worked per Week | Hourly Wage | Monthly Gross Income | How Often Paid?  |
|--------------------|----------------------|-----------------------|---------------------------------|-------------|----------------------|--|
|                    |                      |                       |                                 |             |                      | <input type="checkbox"/> Weekly <input type="checkbox"/> Twice a month<br><input type="checkbox"/> Every 2 weeks <input type="checkbox"/> Monthly<br><input type="checkbox"/> Other: _____ |
|                    |                      |                       |                                 |             |                      | <input type="checkbox"/> Weekly <input type="checkbox"/> Twice a month<br><input type="checkbox"/> Every 2 weeks <input type="checkbox"/> Monthly<br><input type="checkbox"/> Other: _____ |
|                    |                      |                       |                                 |             |                      | <input type="checkbox"/> Weekly <input type="checkbox"/> Twice a month<br><input type="checkbox"/> Every 2 weeks <input type="checkbox"/> Monthly<br><input type="checkbox"/> Other: _____ |

**Self-Employment.** Include money received from all self-employment for all adults. Please attach proof of earnings or your previous year's tax return, Schedule C.

| Family Member Name | Type of Business | Seasonal (S) or Year-round (Y) Activity?              | Business Income Last Two Months | Business Expenses Last Two Months |
|--------------------|------------------|---|---------------------------------|-----------------------------------|
|                    |                  | <input type="checkbox"/> S <input type="checkbox"/> Y |                                 |                                   |
|                    |                  | <input type="checkbox"/> S <input type="checkbox"/> Y |                                 |                                   |

**Deductible Child Support Expenses.** Only legally obligated child support payments may qualify. Attach proof.

Does anyone in your family pay child support to someone outside of the home?  Yes  No

If yes, name of person paying child support: \_\_\_\_\_ Monthly amount: \$ \_\_\_\_\_

**Unearned Income.** Do you or anyone in your family receive money from any other source (Unearned Income)?  Yes  No  
Attach proof.

| Name of Person Receiving Unearned Income | Source of Unearned Income  | Amount Received  | How Often Received  |
|--|--|--|---|
|  | <input type="checkbox"/> Child Support<br><input type="checkbox"/> Native Corp. Distrib.<br><input type="checkbox"/> Education Financial Aid<br><input type="checkbox"/> Adoption Payments<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> ATAP<br><input type="checkbox"/> SSA/SSI<br><input type="checkbox"/> UIB<br><input type="checkbox"/> VA | <input type="checkbox"/> Weekly<br><input type="checkbox"/> Monthly<br><input type="checkbox"/> Twice a Month<br><input type="checkbox"/> Every 2 Weeks<br><input type="checkbox"/> Other _____ |
|  | <input type="checkbox"/> Child Support<br><input type="checkbox"/> Native Corp. Distrib.<br><input type="checkbox"/> Education Financial Aid<br><input type="checkbox"/> Adoption Payments<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> ATAP<br><input type="checkbox"/> SSA/SSI<br><input type="checkbox"/> UIB<br><input type="checkbox"/> VA | <input type="checkbox"/> Weekly<br><input type="checkbox"/> Monthly<br><input type="checkbox"/> Twice a Month<br><input type="checkbox"/> Every 2 Weeks<br><input type="checkbox"/> Other _____ |
|  | <input type="checkbox"/> Child Support<br><input type="checkbox"/> Native Corp. Distrib.<br><input type="checkbox"/> Education Financial Aid<br><input type="checkbox"/> Adoption Payments<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> ATAP<br><input type="checkbox"/> SSA/SSI<br><input type="checkbox"/> UIB<br><input type="checkbox"/> VA | <input type="checkbox"/> Weekly<br><input type="checkbox"/> Monthly<br><input type="checkbox"/> Twice a Month<br><input type="checkbox"/> Every 2 Weeks<br><input type="checkbox"/> Other _____ |
|  | <input type="checkbox"/> Child Support<br><input type="checkbox"/> Native Corp. Distrib.<br><input type="checkbox"/> Education Financial Aid<br><input type="checkbox"/> Adoption Payments<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> ATAP<br><input type="checkbox"/> SSA/SSI<br><input type="checkbox"/> UIB<br><input type="checkbox"/> VA | <input type="checkbox"/> Weekly<br><input type="checkbox"/> Monthly<br><input type="checkbox"/> Twice a Month<br><input type="checkbox"/> Every 2 Weeks<br><input type="checkbox"/> Other _____ |

**Eligible Activities.** This includes work, seeking work, self-employment and participation in an approved education or training program. Attach proof of course enrollment if activity is training or education.

| Name of Person in Activity                 | Type of Activity  | Name of Employer/ Training/ Educational Institution | Start Date | End Date |
|--|---|---|------------|----------|
|  | <input type="checkbox"/> Work<br><input type="checkbox"/> Seeking Work<br><input type="checkbox"/> Training/Education<br><input type="checkbox"/> Self Employment |   |            |          |
| Days and hours in each activity:           |   |   |            |          |
| If schedule varies, please explain:        |   |   |            |          |
| Total anticipated hours of all activities: |   |   |            |          |
|  | <input type="checkbox"/> Work<br><input type="checkbox"/> Seeking Work<br><input type="checkbox"/> Training/Education<br><input type="checkbox"/> Self Employment |   |            |          |
| Days and hours in each activity:           |   |   |            |          |
| If schedule varies, please explain:        |   |   |            |          |
| Total anticipated hours of all activities: |   |   |            |          |

| <b>Child Care Needs.</b> Based on the activities listed on the previous page, tell us when each child will need care. |                                   |  |               |
|---|-----------------------------------|--|---------------|
| Child's Name  | Social Security Number (Optional) | Days and Hours that Child Care is Needed | Provider Name |
|   |                                   |  |               |
|   |                                   |  |               |
|   |                                   |  |               |
|   |                                   |  |               |
|   |                                   |  |               |
|   |                                   |  |               |
|   |                                   |  |               |

**Provider Information.** The provider you select must be either Licensed or Approved to participate in the Child Care Assistance Program. You may also select an individual to provide child care services in your home. This requires an additional application and requirements.

**Primary Provider**

|   |  |
|---|--|
| Provider's Name (First, Middle Initial, Last) | Facility Name, if different than provider's name |
| Provider's Telephone Number:                  |  |

**Secondary Provider**

|   |  |
|---|--|
| Provider's Name (First, Middle Initial, Last) | Facility Name, if different than provider's name |
| Provider's Telephone Number:                  |  |

**OR**

Child care will be provided in my own home (In-Home Care) by (provider's name): \_\_\_\_\_

**Statement of Truth**  
 Under penalty of perjury of unsworn falsification, I certify that the statements made on this application and during my interview for assistance regarding the persons in my home, my family's income, participation in eligible activities, and all other items that pertain to my possible eligibility for Child Care Assistance are true and correct to the best of my knowledge.

|   |               |
|---|---------------|
| _____<br>Signature of Responsible Party | _____<br>Date |
| _____<br>Signature of Co- Applicant     | _____<br>Date |

State Of Alaska  
Department Of Health and Social Services  
Division of Public Assistance  
Child Care Program Office

### Authorization For Release Of Information

I authorize the release of information requested by the Department of Health and Social Services, its grantees, or its agents within the Department of Law. The requested information will only be used in the administration of Child Care Assistance or other public assistance programs, and will not be released to any other person or agency outside the Department of Health and Social Services, its grantees, or its agents within the Department of Law. This release of information will be in effect while I am an applicant or recipient of Child Care Assistance or other public assistance programs, and for any later investigations pertaining to my eligibility and program benefits.

Persons or organizations that may be contacted include, but are not limited to, employers, landlords, school authorities, Alaska Departments of Law, Labor, Revenue, Public Safety, Fish & Game, Military and Veterans Affairs; Bureau of Citizenship and Services; Alaska Housing Finance Corporation; Social Security Administration; tax assessors; financial institutions; stock brokerage firms; local governments; public assistance program contractors and grantees; Native corporations and private individuals.

\_\_\_\_\_  
Responsible Party Signature

\_\_\_\_\_  
Co- Applicant Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**A Copy of this Release is as Valid as the Original.**



# Your Rights and Responsibilities

The information on this page is based on State Regulations 7 AAC 41 – Child Care Assistance Program

## Your Responsibilities

As a participant in the Child Care Assistance Program you must report any changes in your circumstances that may affect your eligibility for Child Care Assistance within ten (10) days of when you know of the change. You must report the following to your local Child Care Assistance office:

- Changes in employment, such as starting or stopping a job, change in your pay, change from part-time to full-time or full-time to part-time
- When your family size changes (see definition of family on page 2 of this application.)
- If you move or get a new mailing address
- Changes in any family member's legal obligation to pay child support
- Changes in income in excess of \$200 a month, or any other change that would affect your family's program benefits or eligibility

You must also:

- Give your provider at least 14 days written notice of your family's intent to terminate child care except:
  - In the case of sudden program ineligibility
  - In the case of an allegation of abuse, harm, or serious risk of harm to a child in the provider's care or
  - Upon mutual agreement between the provider and yourself
- Pay your child care provider the difference in what your provider charges and what is paid on your behalf
- Pay your child care provider your monthly co-pay amount
- Renew your child care authorization in a manner timely enough to provide for continuity of care
- If requested by the Department review the provider's monthly billing statement to verify that care was billed for the hours that care was provided

## Your Rights

You have the right to discuss any action taken on your application or case with your caseworker or with your caseworker's supervisor.

## Administrative Reviews

If you disagree with a determination made by the local Child Care Assistance office, you may request an Administrative Review of the determination by the Department of Health and Social Services, Child Care Program Office. You may do this by submitting the *Request for Administrative Review* form, along with all required documentation within 15 days of the date you receive the notice of determination from the local Child Care Assistance office. Send your request to:

Child Care Program Office  
619 East Ship Creek Avenue, Suite 230  
Anchorage, AK 99501-1677  
or Fax to: 907-269-1064 or Toll Free: 1-888-224-4536

## Fair Hearing Request

If you disagree with a decision made on a request for an Administrative Review, you may file a Notice of Appeal and Request for a Formal Hearing on the decision of the Child Care Program Office. An oral or written request for a Formal Hearing may be made to the Division by you or by a responsible person acting on your behalf. The request must be submitted within 30 days of the date you receive the decision from the Child Care Program Office. At the hearing you may represent yourself or be represented by a legal representative, friend or relative. You may contact the Alaska Legal Services Corporation to see if you may qualify for free legal advice and representation.

You may continue to receive Child Care Assistance benefits until a hearing decision is made. If the hearing decision is not in your favor you may be required to repay the benefits you received while you waited for the decision.

## Civil Rights

Federal laws and regulations prohibit discrimination or the denial of participation on the basis of race, color, national origin, religion, sex, age, handicap or political beliefs in programs receiving federal financial assistance.

**Americans with Disabilities Act of 1990**

The Alaska Department of Health & Social Services and its grantees comply with Title II of the Americans with Disabilities Act of 1990. If you have questions, contact the Division’s Americans with Disabilities Act Coordinator at (907) 465-3347.

**Social Security Numbers**

Social Security Numbers are not required for Child Care Assistance eligibility in accordance with 45 CFR 98.71(a)(13). Eligibility may not be denied due to the failure of the applicant to provide a Social Security Number.

**Participation Requirements**

To receive Child Care Assistance benefits, you must be participating in an eligible activity. In two-parent households both parents must be participating in an eligible activity, unless one parent is determined by a doctor to be incapacitated. Eligible activities include working, seeking work, and participating in an education or training program with the intent of improving your employability.

**Fraud Penalty Warnings**

**Overpayment of Program Benefits or Intentional Program Violation**

You may be prosecuted or otherwise sanctioned if you knowingly give false or incorrect information to try to get Child Care Assistance benefits you are not eligible for, or to help someone else get benefits to which they are not eligible. If you are found to have committed an intentional program violation or are convicted of defrauding the Child Care Assistance Program, you may be subject to service limitations, benefit reductions, disqualification from program participation, and/or be obligated to repay any benefits attributable to the intentional program violation or fraudulent act(s), in addition to any applicable criminal penalties.

**Sanctions for Non-Compliance**

Your participation in the Child Care Assistance Program may be suspended or terminated for any of the following reasons:

- Failing to report complete, accurate, and current information regarding family income and eligibility
- Failing to keep family income and eligibility information current with the local Child Care Assistance office;
- Failing to pay the family’s co-pay amount of child care costs
- Failing to comply with family responsibilities for participation in the program
- Refusing to cooperate with a review or investigation by a representative of the Department or designee regarding eligibility for benefits or provision of services by a participating provider under the program or
- Failing to comply with any compliance action or corrective action plan or to cooperate with the establishment of the plan

If the Department determines that there is reasonable evidence of an overpayment of program benefits, the Department may take corrective action including: establishment of a repayment plan, program suspension for up to 6 months, or termination from the Program.

*Overpayment of benefits* means program benefits received by a family that the family was not entitled to or that were received while in non-compliance with a program requirement.

I have read, or had read to me, and understand my rights and responsibilities as described in the “*Your Rights and Responsibilities*” above.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date

### Attachment 2.4.1

#### Family Income and Contribution Schedule Effective November 1, 2010

| AK State Median Income by Family Size |               | \$5,667         |              | \$6,032         |              | \$6,152         |              | \$6,727         |              | \$7,302         |              | \$7,877         |              | \$8,452         |              |
|---------------------------------------|---------------|-----------------|--------------|-----------------|--------------|-----------------|--------------|-----------------|--------------|-----------------|--------------|-----------------|--------------|-----------------|--------------|
| Percent SMI                           | Percent Copay | 2p Gross Income | 2p Copay Amt | 3p Gross Income | 3p Copay Amt | 4p Gross Income | 4p Copay Amt | 5p Gross Income | 5p Copay Amt | 6p Gross Income | 6p Copay Amt | 7p Gross Income | 7p Copay Amt | 8p Gross Income | 8p Copay Amt |
| 0.01                                  | 1%            | \$57            | \$20         | \$60            | \$20         | \$62            | \$20         | \$67            | \$20         | \$73            | \$20         | \$79            | \$20         | \$85            | \$20         |
| 0.02                                  | 1%            | \$113           | \$20         | \$121           | \$20         | \$123           | \$20         | \$135           | \$20         | \$146           | \$20         | \$158           | \$20         | \$169           | \$20         |
| 0.03                                  | 1%            | \$170           | \$20         | \$181           | \$20         | \$185           | \$20         | \$202           | \$20         | \$219           | \$20         | \$236           | \$20         | \$254           | \$20         |
| 0.04                                  | 1%            | \$227           | \$20         | \$241           | \$20         | \$246           | \$20         | \$269           | \$20         | \$292           | \$20         | \$315           | \$20         | \$338           | \$20         |
| 0.05                                  | 1%            | \$283           | \$20         | \$302           | \$20         | \$308           | \$20         | \$336           | \$20         | \$365           | \$20         | \$394           | \$20         | \$423           | \$20         |
| 0.06                                  | 1%            | \$340           | \$20         | \$362           | \$20         | \$369           | \$20         | \$404           | \$20         | \$438           | \$20         | \$473           | \$20         | \$507           | \$20         |
| 0.07                                  | 1%            | \$397           | \$20         | \$422           | \$20         | \$431           | \$20         | \$471           | \$20         | \$511           | \$20         | \$551           | \$20         | \$592           | \$20         |
| 0.08                                  | 1%            | \$453           | \$20         | \$483           | \$20         | \$492           | \$20         | \$538           | \$20         | \$584           | \$20         | \$630           | \$20         | \$676           | \$20         |
| 0.09                                  | 1%            | \$510           | \$20         | \$543           | \$20         | \$554           | \$20         | \$605           | \$20         | \$657           | \$20         | \$709           | \$20         | \$761           | \$20         |
| 0.10                                  | 2%            | \$567           | \$20         | \$603           | \$20         | \$615           | \$20         | \$673           | \$20         | \$730           | \$20         | \$788           | \$20         | \$845           | \$20         |
| 0.11                                  | 2%            | \$623           | \$20         | \$664           | \$20         | \$677           | \$20         | \$740           | \$20         | \$803           | \$20         | \$866           | \$20         | \$930           | \$20         |
| 0.12                                  | 2%            | \$680           | \$20         | \$724           | \$20         | \$738           | \$20         | \$807           | \$20         | \$876           | \$20         | \$945           | \$20         | \$1,014         | \$20         |
| 0.13                                  | 2%            | \$737           | \$20         | \$784           | \$20         | \$800           | \$20         | \$875           | \$20         | \$949           | \$20         | \$1,024         | \$20         | \$1,099         | \$24         |
| 0.14                                  | 2%            | \$793           | \$20         | \$844           | \$20         | \$861           | \$20         | \$942           | \$20         | \$1,022         | \$20         | \$1,103         | \$22         | \$1,183         | \$24         |
| 0.15                                  | 2%            | \$850           | \$20         | \$905           | \$20         | \$923           | \$20         | \$1,009         | \$20         | \$1,095         | \$22         | \$1,182         | \$24         | \$1,268         | \$25         |
| 0.16                                  | 2%            | \$907           | \$20         | \$965           | \$20         | \$984           | \$20         | \$1,076         | \$22         | \$1,168         | \$23         | \$1,260         | \$25         | \$1,352         | \$27         |
| 0.17                                  | 2%            | \$963           | \$20         | \$1,025         | \$20         | \$1,046         | \$21         | \$1,144         | \$23         | \$1,241         | \$25         | \$1,339         | \$27         | \$1,437         | \$29         |
| 0.18                                  | 2%            | \$1,020         | \$20         | \$1,086         | \$22         | \$1,107         | \$22         | \$1,211         | \$24         | \$1,314         | \$26         | \$1,418         | \$28         | \$1,521         | \$30         |
| 0.19                                  | 2%            | \$1,077         | \$20         | \$1,146         | \$23         | \$1,169         | \$23         | \$1,278         | \$26         | \$1,387         | \$28         | \$1,497         | \$30         | \$1,606         | \$32         |
| 0.20                                  | 2%            | \$1,133         | \$23         | \$1,206         | \$24         | \$1,230         | \$25         | \$1,345         | \$27         | \$1,460         | \$29         | \$1,575         | \$32         | \$1,690         | \$34         |
| 0.21                                  | 2%            | \$1,190         | \$24         | \$1,267         | \$25         | \$1,292         | \$26         | \$1,413         | \$28         | \$1,533         | \$31         | \$1,654         | \$33         | \$1,775         | \$36         |
| 0.22                                  | 3%            | \$1,247         | \$37         | \$1,327         | \$40         | \$1,353         | \$41         | \$1,480         | \$44         | \$1,606         | \$48         | \$1,733         | \$52         | \$1,859         | \$56         |
| 0.23                                  | 3%            | \$1,303         | \$39         | \$1,387         | \$42         | \$1,415         | \$42         | \$1,547         | \$46         | \$1,679         | \$50         | \$1,812         | \$54         | \$1,944         | \$58         |
| 0.24                                  | 3%            | \$1,360         | \$41         | \$1,448         | \$43         | \$1,476         | \$44         | \$1,614         | \$48         | \$1,752         | \$53         | \$1,890         | \$57         | \$2,028         | \$61         |
| 0.25                                  | 3%            | \$1,417         | \$43         | \$1,508         | \$45         | \$1,538         | \$46         | \$1,682         | \$50         | \$1,826         | \$55         | \$1,969         | \$59         | \$2,113         | \$63         |
| 0.26                                  | 3%            | \$1,473         | \$44         | \$1,568         | \$47         | \$1,600         | \$48         | \$1,749         | \$52         | \$1,899         | \$57         | \$2,048         | \$61         | \$2,198         | \$66         |
| 0.27                                  | 3%            | \$1,530         | \$46         | \$1,629         | \$49         | \$1,661         | \$50         | \$1,816         | \$54         | \$1,972         | \$59         | \$2,127         | \$64         | \$2,282         | \$68         |
| 0.28                                  | 3%            | \$1,587         | \$48         | \$1,689         | \$51         | \$1,723         | \$52         | \$1,884         | \$57         | \$2,045         | \$61         | \$2,206         | \$66         | \$2,367         | \$71         |
| 0.29                                  | 3%            | \$1,643         | \$49         | \$1,749         | \$52         | \$1,784         | \$54         | \$1,951         | \$59         | \$2,118         | \$64         | \$2,284         | \$69         | \$2,451         | \$74         |
| 0.30                                  | 3%            | \$1,700         | \$51         | \$1,810         | \$54         | \$1,846         | \$55         | \$2,018         | \$61         | \$2,191         | \$66         | \$2,363         | \$71         | \$2,536         | \$76         |
| 0.31                                  | 4%            | \$1,757         | \$70         | \$1,870         | \$75         | \$1,907         | \$76         | \$2,085         | \$83         | \$2,264         | \$91         | \$2,442         | \$98         | \$2,620         | \$105        |
| 0.32                                  | 4%            | \$1,813         | \$73         | \$1,930         | \$77         | \$1,969         | \$79         | \$2,153         | \$86         | \$2,337         | \$93         | \$2,521         | \$101        | \$2,705         | \$108        |
| 0.33                                  | 4%            | \$1,870         | \$75         | \$1,991         | \$80         | \$2,030         | \$81         | \$2,220         | \$89         | \$2,410         | \$96         | \$2,599         | \$104        | \$2,789         | \$112        |
| 0.34                                  | 4%            | \$1,927         | \$77         | \$2,051         | \$82         | \$2,092         | \$84         | \$2,287         | \$91         | \$2,483         | \$99         | \$2,678         | \$107        | \$2,874         | \$115        |
| 0.35                                  | 4%            | \$1,983         | \$79         | \$2,111         | \$84         | \$2,153         | \$86         | \$2,354         | \$94         | \$2,556         | \$102        | \$2,757         | \$110        | \$2,958         | \$118        |
| 0.36                                  | 4%            | \$2,040         | \$82         | \$2,172         | \$87         | \$2,215         | \$89         | \$2,422         | \$97         | \$2,629         | \$105        | \$2,836         | \$113        | \$3,043         | \$122        |
| 0.37                                  | 5%            | \$2,097         | \$105        | \$2,232         | \$112        | \$2,276         | \$114        | \$2,489         | \$124        | \$2,702         | \$135        | \$2,914         | \$146        | \$3,127         | \$156        |
| 0.38                                  | 5%            | \$2,153         | \$108        | \$2,292         | \$115        | \$2,338         | \$117        | \$2,556         | \$128        | \$2,775         | \$139        | \$2,993         | \$150        | \$3,212         | \$161        |
| 0.39                                  | 5%            | \$2,210         | \$111        | \$2,352         | \$118        | \$2,399         | \$120        | \$2,624         | \$131        | \$2,848         | \$142        | \$3,072         | \$154        | \$3,296         | \$165        |
| 0.40                                  | 5%            | \$2,267         | \$113        | \$2,413         | \$121        | \$2,461         | \$123        | \$2,691         | \$135        | \$2,921         | \$146        | \$3,151         | \$158        | \$3,381         | \$169        |
| 0.41                                  | 5%            | \$2,323         | \$116        | \$2,473         | \$124        | \$2,522         | \$126        | \$2,758         | \$138        | \$2,994         | \$150        | \$3,230         | \$162        | \$3,465         | \$173        |
| 0.42                                  | 6%            | \$2,380         | \$143        | \$2,533         | \$152        | \$2,584         | \$155        | \$2,825         | \$170        | \$3,067         | \$184        | \$3,308         | \$198        | \$3,550         | \$213        |
| 0.43                                  | 6%            | \$2,437         | \$146        | \$2,594         | \$156        | \$2,645         | \$159        | \$2,893         | \$174        | \$3,140         | \$188        | \$3,387         | \$203        | \$3,634         | \$218        |
| 0.44                                  | 6%            | \$2,493         | \$150        | \$2,654         | \$159        | \$2,707         | \$162        | \$2,960         | \$178        | \$3,213         | \$193        | \$3,466         | \$208        | \$3,719         | \$223        |
| 0.45                                  | 6%            | \$2,550         | \$153        | \$2,714         | \$163        | \$2,768         | \$166        | \$3,027         | \$182        | \$3,286         | \$197        | \$3,545         | \$213        | \$3,803         | \$228        |
| 0.46                                  | 7%            | \$2,607         | \$182        | \$2,775         | \$194        | \$2,830         | \$198        | \$3,094         | \$217        | \$3,359         | \$235        | \$3,623         | \$254        | \$3,888         | \$272        |
| 0.47                                  | 7%            | \$2,663         | \$186        | \$2,835         | \$198        | \$2,891         | \$202        | \$3,162         | \$221        | \$3,432         | \$240        | \$3,702         | \$259        | \$3,972         | \$278        |
| 0.48                                  | 7%            | \$2,720         | \$190        | \$2,895         | \$203        | \$2,953         | \$207        | \$3,229         | \$226        | \$3,505         | \$245        | \$3,781         | \$265        | \$4,057         | \$284        |
| 0.49                                  | 7%            | \$2,777         | \$194        | \$2,956         | \$207        | \$3,014         | \$211        | \$3,296         | \$231        | \$3,578         | \$250        | \$3,860         | \$270        | \$4,141         | \$290        |
| 0.50                                  | 8%            | \$2,834         | \$227        | \$3,016         | \$241        | \$3,076         | \$246        | \$3,364         | \$269        | \$3,651         | \$292        | \$3,939         | \$315        | \$4,226         | \$338        |
| 0.51                                  | 8%            | \$2,890         | \$231        | \$3,076         | \$246        | \$3,138         | \$251        | \$3,431         | \$274        | \$3,724         | \$298        | \$4,017         | \$321        | \$4,311         | \$345        |
| 0.52                                  | 8%            | \$2,947         | \$236        | \$3,137         | \$251        | \$3,199         | \$256        | \$3,498         | \$280        | \$3,797         | \$304        | \$4,096         | \$328        | \$4,395         | \$352        |
| 0.53                                  | 8%            | \$3,004         | \$240        | \$3,197         | \$256        | \$3,261         | \$261        | \$3,565         | \$285        | \$3,870         | \$310        | \$4,175         | \$334        | \$4,480         | \$358        |
| 0.54                                  | 9%            | \$3,060         | \$275        | \$3,257         | \$293        | \$3,322         | \$299        | \$3,633         | \$327        | \$3,943         | \$355        | \$4,254         | \$383        | \$4,564         | \$411        |
| 0.55                                  | 9%            | \$3,117         | \$281        | \$3,318         | \$299        | \$3,384         | \$305        | \$3,700         | \$333        | \$4,016         | \$361        | \$4,332         | \$390        | \$4,649         | \$418        |
| 0.56                                  | 9%            | \$3,174         | \$286        | \$3,378         | \$304        | \$3,445         | \$310        | \$3,767         | \$339        | \$4,089         | \$368        | \$4,411         | \$397        | \$4,733         | \$426        |
| 0.57                                  | 9%            | \$3,230         | \$291        | \$3,438         | \$309        | \$3,507         | \$316        | \$3,834         | \$345        | \$4,162         | \$375        | \$4,490         | \$404        | \$4,818         | \$434        |
| 0.58                                  | 10%           | \$3,287         | \$329        | \$3,499         | \$350        | \$3,568         | \$357        | \$3,902         | \$390        | \$4,235         | \$424        | \$4,569         | \$457        | \$4,902         | \$490        |
| 0.59                                  | 10%           | \$3,344         | \$334        | \$3,559         | \$356        | \$3,630         | \$363        | \$3,969         | \$397        | \$4,308         | \$431        | \$4,647         | \$465        | \$4,987         | \$499        |
| 0.60                                  | 10%           | \$3,400         | \$340        | \$3,619         | \$362        | \$3,691         | \$369        | \$4,036         | \$404        | \$4,381         | \$438        | \$4,726         | \$473        | \$5,071         | \$507        |
| 0.61                                  | 10%           | \$3,457         | \$346        | \$3,680         | \$368        | \$3,753         | \$375        | \$4,103         | \$410        | \$4,454         | \$445        | \$4,805         | \$481        | \$5,156         | \$516        |
| 0.62                                  | 10%           | \$3,514         | \$351        | \$3,740         | \$374        | \$3,814         | \$381        | \$4,171         | \$417        | \$4,527         | \$453        | \$4,884         | \$488        | \$5,240         | \$524        |
| 0.63                                  | 10%           | \$3,570         | \$357        | \$3,800         | \$380        | \$3,876         | \$388        | \$4,238         | \$424        | \$4,600         | \$460        | \$4,963         | \$496        | \$5,325         | \$533        |
| 0.64                                  | 10%           | \$3,627         | \$363        | \$3,860         | \$386        | \$3,937         | \$394        | \$4,305         | \$431        | \$4,673         | \$467        | \$5,041         | \$504        | \$5,409         | \$541        |
| 0.65                                  | 10%           | \$3,684         | \$368        | \$3,921         | \$392        | \$3,999         | \$400        | \$4,373         | \$437        | \$4,746         | \$475        | \$5,120         | \$512        | \$5,494         | \$549        |
| 0.66                                  | 10%           | \$3,740         | \$374        | \$3,981         | \$398        | \$4,060         | \$406        | \$4,440         | \$444        | \$4,819         | \$482        | \$5,199         | \$520        | \$5,578         | \$558        |
| 0.67                                  | 10%           | \$3,797         | \$380        | \$4,041         | \$404        | \$4,122         | \$412        | \$4,507         | \$451        | \$4,892         | \$489        | \$5,278         | \$528        | \$5,663         | \$566        |
| 0.68                                  | 10%           | \$3,854         | \$385        | \$4,102         | \$410        | \$4,183         | \$418        | \$4,574         | \$457        | \$4,965         | \$497        | \$5,356         | \$536        | \$5,747         | \$575        |
| 0.69                                  | 10%           | \$3,910         | \$391        | \$4,162         | \$416        | \$4,245         | \$424        | \$4,642         | \$464        | \$5,038         | \$504        | \$5,435         | \$544        | \$5,832         | \$583        |
| 0.70                                  | 10%           | \$3,967         | \$397        | \$4,222         | \$422        | \$4,306         | \$431        | \$4,709         | \$471        | \$5,111         | \$511        | \$5,514         | \$551        | \$5,916         | \$592        |
| 0.71                                  | 10%           | \$4,024         | \$402        | \$4,283         | \$428        | \$4,366         | \$437        | \$4,776         | \$478        | \$5,184         | \$518        | \$5,593         | \$559        | \$6,001         | \$600        |
| 0.72                                  | 10%           | \$4,080         | \$408        | \$4,343         | \$434        | \$4,429         | \$443        | \$4,843         | \$484        | \$5,257         | \$526        | \$5,671         | \$567        | \$6,085         | \$609        |
| 0.73                                  | 10%           | \$4,137         | \$414        | \$4,403         | \$440        | \$4,491         | \$449        | \$4,911         | \$491        | \$5,330         | \$533        | \$5,750         | \$575        | \$6,170         | \$617        |
| 0.74                                  | 10%           | \$4,194         | \$419        | \$4,464         | \$446        | \$4,552         | \$455        | \$4,978         | \$498        | \$5,403         | \$540        | \$5,829         | \$583        | \$6,254         | \$625        |
| 0.75                                  | 10%           | \$4,250         | \$425        | \$4,524         | \$452        | \$4,614         | \$461        | \$5,045         | \$505        | \$5,477         | \$548        | \$5,908         | \$591        | \$6,339         | \$634        |

Family Income and Contribution Schedule  
Effective November 1, 2010

| AK State Median Income by Family Size |               | \$9,027         |              | \$9,602          |               | \$10,177         |               | \$10,752         |               | \$11,327         |               | \$11,902         |               | \$12,477         |               |
|---------------------------------------|---------------|-----------------|--------------|------------------|---------------|------------------|---------------|------------------|---------------|------------------|---------------|------------------|---------------|------------------|---------------|
| Percent SMI                           | Percent Copay | 9p Gross Income | 9p Copay Amt | 10p Gross Income | 10p Copay Amt | 11p Gross Income | 11p Copay Amt | 12p Gross Income | 12p Copay Amt | 13p Gross Income | 13p Copay Amt | 14p Gross Income | 14p Copay Amt | 15p Gross Income | 15p Copay Amt |
| 0.01                                  | 1%            | \$90            | \$20         | \$96             | \$20          | \$102            | \$20          | \$108            | \$20          | \$113            | \$20          | \$119            | \$20          | \$125            | \$20          |
| 0.02                                  | 1%            | \$181           | \$20         | \$192            | \$20          | \$204            | \$20          | \$215            | \$20          | \$227            | \$20          | \$238            | \$20          | \$250            | \$20          |
| 0.03                                  | 1%            | \$271           | \$20         | \$288            | \$20          | \$305            | \$20          | \$323            | \$20          | \$340            | \$20          | \$357            | \$20          | \$374            | \$20          |
| 0.04                                  | 1%            | \$361           | \$20         | \$384            | \$20          | \$407            | \$20          | \$430            | \$20          | \$453            | \$20          | \$476            | \$20          | \$499            | \$20          |
| 0.05                                  | 1%            | \$451           | \$20         | \$480            | \$20          | \$509            | \$20          | \$538            | \$20          | \$566            | \$20          | \$595            | \$20          | \$624            | \$20          |
| 0.06                                  | 1%            | \$542           | \$20         | \$576            | \$20          | \$611            | \$20          | \$645            | \$20          | \$680            | \$20          | \$714            | \$20          | \$749            | \$20          |
| 0.07                                  | 1%            | \$632           | \$20         | \$672            | \$20          | \$712            | \$20          | \$753            | \$20          | \$793            | \$20          | \$833            | \$20          | \$873            | \$20          |
| 0.08                                  | 1%            | \$722           | \$20         | \$768            | \$20          | \$814            | \$20          | \$860            | \$20          | \$906            | \$20          | \$952            | \$20          | \$998            | \$20          |
| 0.09                                  | 1%            | \$812           | \$20         | \$864            | \$20          | \$916            | \$20          | \$968            | \$20          | \$1,019          | \$20          | \$1,071          | \$20          | \$1,123          | \$20          |
| 0.10                                  | 2%            | \$903           | \$20         | \$960            | \$20          | \$1,018          | \$20          | \$1,075          | \$22          | \$1,133          | \$23          | \$1,190          | \$24          | \$1,248          | \$25          |
| 0.11                                  | 2%            | \$993           | \$20         | \$1,056          | \$20          | \$1,119          | \$22          | \$1,183          | \$24          | \$1,246          | \$25          | \$1,309          | \$26          | \$1,372          | \$27          |
| 0.12                                  | 2%            | \$1,083         | \$22         | \$1,152          | \$23          | \$1,221          | \$24          | \$1,290          | \$26          | \$1,359          | \$27          | \$1,428          | \$29          | \$1,497          | \$30          |
| 0.13                                  | 2%            | \$1,174         | \$23         | \$1,248          | \$25          | \$1,323          | \$26          | \$1,398          | \$28          | \$1,473          | \$29          | \$1,547          | \$31          | \$1,622          | \$32          |
| 0.14                                  | 2%            | \$1,264         | \$25         | \$1,344          | \$27          | \$1,425          | \$29          | \$1,505          | \$30          | \$1,586          | \$32          | \$1,666          | \$33          | \$1,747          | \$35          |
| 0.15                                  | 2%            | \$1,354         | \$27         | \$1,440          | \$29          | \$1,527          | \$31          | \$1,613          | \$32          | \$1,699          | \$34          | \$1,785          | \$36          | \$1,872          | \$37          |
| 0.16                                  | 2%            | \$1,444         | \$29         | \$1,536          | \$31          | \$1,628          | \$33          | \$1,720          | \$34          | \$1,812          | \$36          | \$1,904          | \$38          | \$1,996          | \$40          |
| 0.17                                  | 2%            | \$1,535         | \$31         | \$1,632          | \$33          | \$1,730          | \$35          | \$1,828          | \$37          | \$1,926          | \$39          | \$2,023          | \$40          | \$2,121          | \$42          |
| 0.18                                  | 2%            | \$1,625         | \$33         | \$1,728          | \$35          | \$1,832          | \$37          | \$1,935          | \$39          | \$2,039          | \$41          | \$2,142          | \$43          | \$2,246          | \$45          |
| 0.19                                  | 2%            | \$1,715         | \$34         | \$1,824          | \$36          | \$1,934          | \$39          | \$2,043          | \$41          | \$2,152          | \$43          | \$2,261          | \$45          | \$2,371          | \$47          |
| 0.20                                  | 2%            | \$1,805         | \$36         | \$1,920          | \$38          | \$2,035          | \$41          | \$2,150          | \$43          | \$2,265          | \$45          | \$2,380          | \$48          | \$2,495          | \$50          |
| 0.21                                  | 2%            | \$1,896         | \$38         | \$2,016          | \$40          | \$2,137          | \$43          | \$2,258          | \$45          | \$2,379          | \$48          | \$2,499          | \$50          | \$2,620          | \$52          |
| 0.22                                  | 3%            | \$1,986         | \$60         | \$2,112          | \$63          | \$2,239          | \$67          | \$2,365          | \$71          | \$2,492          | \$75          | \$2,618          | \$79          | \$2,745          | \$82          |
| 0.23                                  | 3%            | \$2,076         | \$62         | \$2,208          | \$66          | \$2,341          | \$70          | \$2,473          | \$74          | \$2,605          | \$78          | \$2,737          | \$82          | \$2,870          | \$86          |
| 0.24                                  | 3%            | \$2,166         | \$65         | \$2,304          | \$69          | \$2,442          | \$73          | \$2,580          | \$77          | \$2,718          | \$82          | \$2,856          | \$86          | \$2,994          | \$90          |
| 0.25                                  | 3%            | \$2,257         | \$68         | \$2,401          | \$72          | \$2,544          | \$76          | \$2,688          | \$81          | \$2,832          | \$85          | \$2,976          | \$89          | \$3,119          | \$94          |
| 0.26                                  | 3%            | \$2,347         | \$70         | \$2,497          | \$75          | \$2,646          | \$79          | \$2,796          | \$84          | \$2,945          | \$88          | \$3,095          | \$93          | \$3,244          | \$97          |
| 0.27                                  | 3%            | \$2,437         | \$73         | \$2,593          | \$78          | \$2,748          | \$82          | \$2,903          | \$87          | \$3,058          | \$92          | \$3,214          | \$96          | \$3,369          | \$101         |
| 0.28                                  | 3%            | \$2,528         | \$76         | \$2,689          | \$81          | \$2,850          | \$86          | \$3,011          | \$90          | \$3,172          | \$95          | \$3,333          | \$100         | \$3,494          | \$105         |
| 0.29                                  | 3%            | \$2,618         | \$79         | \$2,785          | \$84          | \$2,951          | \$89          | \$3,118          | \$94          | \$3,285          | \$99          | \$3,452          | \$104         | \$3,618          | \$109         |
| 0.30                                  | 3%            | \$2,708         | \$81         | \$2,881          | \$86          | \$3,053          | \$92          | \$3,226          | \$97          | \$3,398          | \$102         | \$3,571          | \$107         | \$3,743          | \$112         |
| 0.31                                  | 4%            | \$2,798         | \$112        | \$2,977          | \$119         | \$3,155          | \$126         | \$3,333          | \$133         | \$3,511          | \$140         | \$3,690          | \$148         | \$3,868          | \$155         |
| 0.32                                  | 4%            | \$2,889         | \$116        | \$3,073          | \$123         | \$3,257          | \$130         | \$3,441          | \$138         | \$3,625          | \$145         | \$3,809          | \$152         | \$3,993          | \$160         |
| 0.33                                  | 4%            | \$2,979         | \$119        | \$3,169          | \$127         | \$3,358          | \$134         | \$3,548          | \$142         | \$3,738          | \$150         | \$3,928          | \$157         | \$4,117          | \$165         |
| 0.34                                  | 4%            | \$3,069         | \$123        | \$3,265          | \$131         | \$3,460          | \$138         | \$3,656          | \$146         | \$3,851          | \$154         | \$4,047          | \$162         | \$4,242          | \$170         |
| 0.35                                  | 4%            | \$3,159         | \$126        | \$3,361          | \$134         | \$3,562          | \$142         | \$3,763          | \$151         | \$3,964          | \$159         | \$4,166          | \$167         | \$4,367          | \$175         |
| 0.36                                  | 4%            | \$3,250         | \$130        | \$3,457          | \$138         | \$3,664          | \$147         | \$3,871          | \$155         | \$4,078          | \$163         | \$4,285          | \$171         | \$4,492          | \$180         |
| 0.37                                  | 5%            | \$3,340         | \$167        | \$3,553          | \$178         | \$3,765          | \$188         | \$3,978          | \$199         | \$4,191          | \$210         | \$4,404          | \$220         | \$4,616          | \$231         |
| 0.38                                  | 5%            | \$3,430         | \$172        | \$3,649          | \$182         | \$3,867          | \$193         | \$4,086          | \$204         | \$4,304          | \$215         | \$4,523          | \$226         | \$4,741          | \$237         |
| 0.39                                  | 5%            | \$3,521         | \$176        | \$3,745          | \$187         | \$3,969          | \$198         | \$4,193          | \$210         | \$4,418          | \$221         | \$4,642          | \$232         | \$4,866          | \$243         |
| 0.40                                  | 5%            | \$3,611         | \$181        | \$3,841          | \$192         | \$4,071          | \$204         | \$4,301          | \$215         | \$4,531          | \$227         | \$4,761          | \$238         | \$4,991          | \$250         |
| 0.41                                  | 5%            | \$3,701         | \$185        | \$3,937          | \$197         | \$4,173          | \$209         | \$4,408          | \$220         | \$4,644          | \$232         | \$4,880          | \$244         | \$5,116          | \$256         |
| 0.42                                  | 6%            | \$3,791         | \$227        | \$4,033          | \$242         | \$4,274          | \$256         | \$4,516          | \$271         | \$4,757          | \$285         | \$4,999          | \$300         | \$5,240          | \$314         |
| 0.43                                  | 6%            | \$3,882         | \$233        | \$4,129          | \$248         | \$4,376          | \$263         | \$4,623          | \$277         | \$4,871          | \$292         | \$5,118          | \$307         | \$5,365          | \$322         |
| 0.44                                  | 6%            | \$3,972         | \$238        | \$4,225          | \$254         | \$4,478          | \$269         | \$4,731          | \$284         | \$4,984          | \$299         | \$5,237          | \$314         | \$5,490          | \$329         |
| 0.45                                  | 6%            | \$4,062         | \$244        | \$4,321          | \$259         | \$4,580          | \$275         | \$4,838          | \$290         | \$5,097          | \$306         | \$5,356          | \$321         | \$5,615          | \$337         |
| 0.46                                  | 7%            | \$4,152         | \$291        | \$4,417          | \$309         | \$4,681          | \$328         | \$4,946          | \$346         | \$5,210          | \$365         | \$5,475          | \$383         | \$5,739          | \$402         |
| 0.47                                  | 7%            | \$4,243         | \$297        | \$4,513          | \$316         | \$4,783          | \$335         | \$5,053          | \$354         | \$5,324          | \$373         | \$5,594          | \$392         | \$5,864          | \$410         |
| 0.48                                  | 7%            | \$4,333         | \$303        | \$4,609          | \$323         | \$4,885          | \$342         | \$5,161          | \$361         | \$5,437          | \$381         | \$5,713          | \$400         | \$5,989          | \$419         |
| 0.49                                  | 7%            | \$4,423         | \$310        | \$4,705          | \$329         | \$4,987          | \$349         | \$5,268          | \$369         | \$5,550          | \$389         | \$5,832          | \$408         | \$6,114          | \$428         |
| 0.50                                  | 8%            | \$4,514         | \$361        | \$4,801          | \$384         | \$5,089          | \$407         | \$5,376          | \$430         | \$5,664          | \$453         | \$5,951          | \$476         | \$6,239          | \$499         |
| 0.51                                  | 8%            | \$4,604         | \$368        | \$4,897          | \$392         | \$5,190          | \$415         | \$5,484          | \$439         | \$5,777          | \$462         | \$6,070          | \$486         | \$6,363          | \$509         |
| 0.52                                  | 8%            | \$4,694         | \$376        | \$4,993          | \$399         | \$5,292          | \$423         | \$5,591          | \$447         | \$5,890          | \$471         | \$6,189          | \$495         | \$6,488          | \$519         |
| 0.53                                  | 8%            | \$4,784         | \$383        | \$5,089          | \$407         | \$5,394          | \$432         | \$5,699          | \$456         | \$6,003          | \$480         | \$6,308          | \$505         | \$6,613          | \$529         |
| 0.54                                  | 9%            | \$4,875         | \$439        | \$5,185          | \$467         | \$5,496          | \$495         | \$5,806          | \$523         | \$6,117          | \$551         | \$6,427          | \$578         | \$6,738          | \$606         |
| 0.55                                  | 9%            | \$4,965         | \$447        | \$5,281          | \$475         | \$5,597          | \$504         | \$5,914          | \$532         | \$6,230          | \$561         | \$6,546          | \$589         | \$6,862          | \$618         |
| 0.56                                  | 9%            | \$5,055         | \$455        | \$5,377          | \$484         | \$5,699          | \$513         | \$6,021          | \$542         | \$6,343          | \$571         | \$6,665          | \$600         | \$6,987          | \$629         |
| 0.57                                  | 9%            | \$5,145         | \$463        | \$5,473          | \$493         | \$5,801          | \$522         | \$6,129          | \$552         | \$6,456          | \$581         | \$6,784          | \$611         | \$7,112          | \$640         |
| 0.58                                  | 10%           | \$5,236         | \$524        | \$5,569          | \$557         | \$5,903          | \$590         | \$6,236          | \$624         | \$6,570          | \$657         | \$6,903          | \$690         | \$7,237          | \$724         |
| 0.59                                  | 10%           | \$5,326         | \$533        | \$5,665          | \$567         | \$6,004          | \$600         | \$6,344          | \$634         | \$6,683          | \$668         | \$7,022          | \$702         | \$7,361          | \$736         |
| 0.60                                  | 10%           | \$5,416         | \$542        | \$5,761          | \$576         | \$6,106          | \$611         | \$6,451          | \$645         | \$6,796          | \$680         | \$7,141          | \$714         | \$7,486          | \$749         |
| 0.61                                  | 10%           | \$5,506         | \$551        | \$5,857          | \$586         | \$6,208          | \$621         | \$6,559          | \$656         | \$6,909          | \$691         | \$7,260          | \$726         | \$7,611          | \$761         |
| 0.62                                  | 10%           | \$5,597         | \$560        | \$5,953          | \$595         | \$6,310          | \$631         | \$6,666          | \$667         | \$7,023          | \$702         | \$7,379          | \$738         | \$7,736          | \$774         |
| 0.63                                  | 10%           | \$5,687         | \$569        | \$6,049          | \$605         | \$6,412          | \$641         | \$6,774          | \$677         | \$7,136          | \$714         | \$7,498          | \$750         | \$7,861          | \$786         |
| 0.64                                  | 10%           | \$5,777         | \$578        | \$6,145          | \$615         | \$6,513          | \$651         | \$6,881          | \$688         | \$7,249          | \$725         | \$7,617          | \$762         | \$7,985          | \$799         |
| 0.65                                  | 10%           | \$5,868         | \$587        | \$6,241          | \$624         | \$6,615          | \$662         | \$6,989          | \$699         | \$7,363          | \$736         | \$7,736          | \$774         | \$8,110          | \$811         |
| 0.66                                  | 10%           | \$5,958         | \$596        | \$6,337          | \$634         | \$6,717          | \$672         | \$7,096          | \$710         | \$7,476          | \$748         | \$7,855          | \$786         | \$8,235          | \$824         |
| 0.67                                  | 10%           | \$6,048         | \$605        | \$6,433          | \$643         | \$6,819          | \$682         | \$7,204          | \$720         | \$7,589          | \$759         | \$7,974          | \$797         | \$8,360          | \$836         |
| 0.68                                  | 10%           | \$6,138         | \$614        | \$6,529          | \$653         | \$6,920          | \$692         | \$7,311          | \$731         | \$7,702          | \$770         | \$8,093          | \$809         | \$8,484          | \$848         |
| 0.69                                  | 10%           | \$6,229         | \$623        | \$6,625          | \$663         | \$7,022          | \$702         | \$7,419          | \$742         | \$7,816          | \$782         | \$8,212          | \$821         | \$8,609          | \$861         |
| 0.70                                  | 10%           | \$6,319         | \$632        | \$6,721          | \$672         | \$7,124          | \$712         | \$7,526          | \$753         | \$7,929          | \$793         | \$8,331          | \$833         | \$8,734          | \$873         |
| 0.71                                  | 10%           | \$6,409         | \$641        | \$6,817          | \$682         | \$7,226          | \$723         | \$7,634          | \$763         | \$8,042          | \$804         | \$8,450          | \$845         | \$8,859          | \$886         |
| 0.72                                  | 10%           | \$6,499         | \$650        | \$6,913          | \$691         | \$7,327          | \$733         | \$7,741          | \$774         | \$8,155          | \$816         | \$8,569          | \$857         | \$8,983          | \$898         |
| 0.73                                  | 10%           | \$6,590         | \$659        | \$7,009          | \$701         | \$7,429          | \$743         | \$7,849          | \$785         | \$8,269          | \$827         | \$8,688          | \$869         | \$9,108          | \$911         |
| 0.74                                  | 10%           | \$6,680         | \$668        | \$7,105          | \$711         | \$7,531          | \$753         | \$7,956          | \$796         | \$8,382          | \$838         | \$8,807          | \$881         | \$9,233          | \$923         |
| 0.75                                  | 10%           | \$6,770         | \$677        | \$7,202          | \$720         | \$7,633          | \$763         | \$8,064          | \$806         | \$8,495          | \$850         | \$8,927          | \$893         | \$9,358          | \$936         |

## Attachment 2.6.1

ANCHORAGE CHILD CARE  
619 SHIP CREEK AVENUE  
SUITE 230  
ANCHORAGE, AK 99501  
907-269-4500

## CHILD CARE ASSISTANCE AUTHORIZATION

Issue Date: 09/18/2010  
Document ID: 0000094279  
Caseworker: PASSI, TEAM

FAMILY: 400  
Susan Smith  
123 Main St  
Anchorage, AK 99501

PROVIDER: 1000  
TestCase Child Care  
P.O. Box 456  
Anchorage, AK 99501-0456

| Child                         | Auth ID    | Category   | Date From  | Date Through | Units of Care     | Unit Cost | CoPay | State Payment |
|-------------------------------|------------|------------|------------|--------------|-------------------|-----------|-------|---------------|
| *** SEP 2010*** Total copay 0 |            |            |            |              |                   |           |       |               |
| Smith, Thomas                 | 0000325521 | SCHOOL AGE | 09/01/2010 | 09/30/2010   | 1 FT Month Enroll | 363.00    | 0     | 363.00        |
| "                             | 0000325521 | SCHOOL AGE | 09/01/2010 | 09/30/2010   | 1 FT Day Attend   | 34.70     | 0     | 34.70         |
| Smith, Jane                   | 0000325522 | PRE-SCHOOL | 09/01/2010 | 09/30/2010   | 1 FT Month Enroll | 285.00    | 0     | 285.00        |
| "                             | 0000325522 | PRE-SCHOOL | 09/01/2010 | 09/30/2010   | 1 FT Day Attend   | 36.00     | 0     | 36.00         |
| Johnson, Wilma                | 0000325523 | PRE-SCHOOL | 09/01/2010 | 09/30/2010   | 1 FT Month Enroll | 605.00    | 0     | 605.00        |

## PASS I

Case manager: Corey 352-4

Payment will be made for full time days the child is in attendance, at the difference of a full time day minus the part time daily rate, not to exceed the monthly full time enrollment rate.

PASS I  
CHILD CARE  
AUTHORIZATION  
EXAMPLE



## Note:

Family # = 8 digits, starts with 400....

Provider # = 8 digits, starts with 100....

## Billing Mailing Address:

CCPO - PASS I

619 E. Ship Creek Ave, Suite 230

Anchorage, AK 99501

In addition to program benefits paid under this authorization, an annual registration fee of up to \$50 may be paid to a licensed provider on behalf of each child listed above if the provider charges for a registration fee.

Parents are responsible for any costs a provider charges over the authorized rate. This is in addition to the monthly co-pay.

For any care authorized on an attendance basis, a provider will be paid only for the time the child is actually in care and the parent is in an Eligible Activity.

Funding through the Dept. of Health and Social Services, Division of Public Assistance.

Page 1 of 1

ANCHORAGE CHILD CARE  
619 SHIP CREEK AVENUE  
SUITE 230  
ANCHORAGE, AK 99501  
907-269-4500

### CHILD CARE ASSISTANCE AUTHORIZATION

Issue Date: 03/16/2011  
Document ID: 0000107345  
Caseworker: MCCORMICK, GWEN

**FAMILY:** 40012531  
TEST, WIFE  
3601 C ST # 434  
ANCHORAGE, AK 99503

**PROVIDER:** 10007809  
TEST TESTING  
123 BIRD ROAD  
ANCHORAGE, AK 99501

| Child                              | Auth ID    | Category   | Date From  | Date Through | Units of Care     | Unit Cost | CoPay  | State Payment |
|------------------------------------|------------|------------|------------|--------------|-------------------|-----------|--------|---------------|
| *** MAR 2011*** Total copay 189.00 |            |            |            |              |                   |           |        |               |
| BABY, BABY B                       | 0000375038 | INFANT     | 03/01/2011 | 03/31/2011   | 1 FT Month Enroll | 518.00    | 189.00 | 329.00        |
| BOY, BIG B                         | 0000375044 | TODDLER    | 03/01/2011 | 03/31/2011   | 1 FT Month Enroll | 492.00    | 0      | 492.00        |
| BORN, FIRST                        | 0000375050 | SCHOOL AGE | 03/01/2011 | 03/31/2011   | 1 PT Month Enroll | 258.00    | 0      | 258.00        |
| "                                  | 0000375050 | SCHOOL AGE | 03/01/2011 | 03/31/2011   | 5 FT Day Attend   | 26.00     | 0      | 130.00        |
| *** APR 2011*** Total copay 189.00 |            |            |            |              |                   |           |        |               |
| BABY, BABY B                       | 0000375039 | INFANT     | 04/01/2011 | 04/30/2011   | 1 FT Month Enroll | 518.00    | 189.00 | 329.00        |
| BOY, BIG B                         | 0000375045 | TODDLER    | 04/01/2011 | 04/30/2011   | 1 FT Month Enroll | 492.00    | 0      | 492.00        |
| BORN, FIRST                        | 0000375051 | SCHOOL AGE | 04/01/2011 | 04/30/2011   | 1 PT Month Enroll | 258.00    | 0      | 258.00        |
| "                                  | 0000375051 | SCHOOL AGE | 04/01/2011 | 04/30/2011   | 5 FT Day Attend   | 26.00     | 0      | 130.00        |
| *** MAY 2011*** Total copay 189.00 |            |            |            |              |                   |           |        |               |
| BABY, BABY B                       | 0000375040 | INFANT     | 05/01/2011 | 05/31/2011   | 1 FT Month Enroll | 518.00    | 189.00 | 329.00        |
| BOY, BIG B                         | 0000375046 | TODDLER    | 05/01/2011 | 05/31/2011   | 1 FT Month Enroll | 492.00    | 0      | 492.00        |
| BORN, FIRST                        | 0000375052 | SCHOOL AGE | 05/01/2011 | 05/31/2011   | 1 PT Month Enroll | 258.00    | 0      | 258.00        |
| "                                  | 0000375052 | SCHOOL AGE | 05/01/2011 | 05/31/2011   | 5 FT Day Attend   | 26.00     | 0      | 130.00        |
| *** JUN 2011*** Total copay 189.00 |            |            |            |              |                   |           |        |               |
| BABY, BABY B                       | 0000375041 | INFANT     | 06/01/2011 | 06/30/2011   | 1 FT Month Enroll | 518.00    | 189.00 | 329.00        |
| BOY, BIG B                         | 0000375047 | TODDLER    | 06/01/2011 | 06/30/2011   | 1 FT Month Enroll | 492.00    | 0      | 492.00        |
| BORN, FIRST                        | 0000375053 | SCHOOL AGE | 06/01/2011 | 06/30/2011   | 1 PT Month Enroll | 258.00    | 0      | 258.00        |
| "                                  | 0000375053 | SCHOOL AGE | 06/01/2011 | 06/30/2011   | 5 FT Day Attend   | 26.00     | 0      | 130.00        |
| *** JUL 2011*** Total copay 189.00 |            |            |            |              |                   |           |        |               |
| BABY, BABY B                       | 0000375042 | INFANT     | 07/01/2011 | 07/31/2011   | 1 FT Month Enroll | 518.00    | 189.00 | 329.00        |
| BOY, BIG B                         | 0000375048 | TODDLER    | 07/01/2011 | 07/31/2011   | 1 FT Month Enroll | 492.00    | 0      | 492.00        |
| BORN, FIRST                        | 0000375054 | SCHOOL AGE | 07/01/2011 | 07/31/2011   | 1 PT Month Enroll | 258.00    | 0      | 258.00        |
| "                                  | 0000375054 | SCHOOL AGE | 07/01/2011 | 07/31/2011   | 5 FT Day Attend   | 26.00     | 0      | 130.00        |
| *** AUG 2011*** Total copay 189.00 |            |            |            |              |                   |           |        |               |
| BABY, BABY B                       | 0000375043 | INFANT     | 08/01/2011 | 08/31/2011   | 1 FT Month Enroll | 518.00    | 189.00 | 329.00        |
| BOY, BIG B                         | 0000375049 | TODDLER    | 08/01/2011 | 08/31/2011   | 1 FT Month Enroll | 492.00    | 0      | 492.00        |
| BORN, FIRST                        | 0000375055 | SCHOOL AGE | 08/01/2011 | 08/31/2011   | 1 PT Month Enroll | 258.00    | 0      | 258.00        |
| "                                  | 0000375055 | SCHOOL AGE | 08/01/2011 | 08/31/2011   | 5 FT Day Attend   | 26.00     | 0      | 130.00        |

Payment will be made for full time days the child is in attendance, at the difference of a full day minus the part time daily rate, not to exceed the monthly full time enrollment rate.

In addition to program benefits paid under this authorization, an annual registration fee of up to \$50 may be paid to a licensed provider on behalf of each child listed above if the provider charges for a registration fee.

Parents are responsible for any costs a provider charges over the authorized rate. This is in addition to the monthly co-pay.

For any care authorized on an attendance basis, a provider will be paid only for the time the child is actually in care and the parent is in an Eligible Activity.

Funding through the Dept. of Health and Social Services, Division of Public Assistance.

# Attachment 2.7.1

State of Alaska  
Department of Health and Social Services  
Division of Public Assistance - Child Care Program Office

## Child Care Assistance Program Rate Schedule

Effective March 1, 2010

| Area                            | Licensed or Military Center Care & Group Homes |           |         |         |        | Licensed or Military Home Care |           |         |         |        | Approved or In-Home Care |           |         |         |        |
|---------------------------------|--|-----------|---------|---------|--------|--------------------------------|-----------|---------|---------|--------|--------------------------|-----------|---------|---------|--------|
|                                 | F/T month                                      | P/T month | F/T day | P/T day | hourly | F/T month                      | P/T month | F/T day | P/T day | hourly | F/T month                | P/T month | F/T day | P/T day | hourly |
| <b>Juneau</b>                   |  |           |         |         |        |                                |           |         |         |        |                          |           |         |         |        |
| Infant                          | \$858  | \$515     | \$51    | \$31    | \$5.75 | \$719                          | \$431     | \$43    | \$26    | \$4.50 | \$520                    | \$311     | \$31    | \$19    | \$4.00 |
| Toddler                         | \$822  | \$493     | \$49    | \$30    | \$5.25 | \$650                          | \$390     | \$39    | \$23    | \$4.25 | \$492                    | \$300     | \$30    | \$18    | \$3.50 |
| Preschool Age                   | \$675  | \$405     | \$41    | \$24    | \$4.75 | \$600                          | \$360     | \$36    | \$22    | \$3.75 | \$450                    | \$275     | \$26    | \$16    | \$3.25 |
| School Age                      | \$546  | \$328     | \$33    | \$20    | \$4.50 | \$483                          | \$290     | \$29    | \$17    | \$3.50 | \$450                    | \$275     | \$26    | \$15    | \$3.00 |
| <b>Matanuska-Susitna Valley</b> |  |           |         |         |        |                                |           |         |         |        |                          |           |         |         |        |
| Infant                          | \$713  | \$428     | \$43    | \$26    | \$5.25 | \$647                          | \$388     | \$39    | \$23    | \$4.50 | \$518                    | \$311     | \$31    | \$19    | \$3.75 |
| Toddler                         | \$670  | \$402     | \$40    | \$24    | \$5.00 | \$600                          | \$360     | \$36    | \$22    | \$4.25 | \$492                    | \$295     | \$30    | \$18    | \$3.50 |
| Preschool Age                   | \$605  | \$363     | \$36    | \$22    | \$4.50 | \$600                          | \$360     | \$36    | \$22    | \$3.75 | \$440                    | \$264     | \$26    | \$16    | \$3.25 |
| School Age                      | \$605  | \$363     | \$36    | \$22    | \$4.00 | \$483                          | \$290     | \$29    | \$17    | \$3.50 | \$430                    | \$258     | \$26    | \$15    | \$3.00 |
| <b>Northern</b>                 |  |           |         |         |        |                                |           |         |         |        |                          |           |         |         |        |
| Infant                          | \$730  | \$438     | \$44    | \$26    | \$5.25 | \$680                          | \$408     | \$41    | \$24    | \$4.50 | \$650                    | \$350     | \$40    | \$21    | \$4.25 |
| Toddler                         | \$694  | \$416     | \$42    | \$25    | \$5.00 | \$680                          | \$408     | \$41    | \$24    | \$4.25 | \$650                    | \$333     | \$33    | \$20    | \$4.00 |
| Preschool Age                   | \$621  | \$373     | \$37    | \$22    | \$4.50 | \$558                          | \$335     | \$33    | \$20    | \$3.75 | \$500                    | \$300     | \$30    | \$18    | \$3.50 |
| School Age                      | \$780  | \$468     | \$47    | \$28    | \$4.00 | \$545                          | \$327     | \$33    | \$20    | \$3.50 | \$500                    | \$300     | \$30    | \$17    | \$3.50 |
| <b>Southeast</b>                |  |           |         |         |        |                                |           |         |         |        |                          |           |         |         |        |
| Infant                          | \$791  | \$475     | \$47    | \$28    | \$5.25 | \$694                          | \$416     | \$42    | \$25    | \$4.50 | \$520                    | \$311     | \$31    | \$19    | \$4.00 |
| Toddler                         | \$700  | \$420     | \$42    | \$25    | \$5.00 | \$675                          | \$405     | \$41    | \$24    | \$4.25 | \$492                    | \$300     | \$30    | \$18    | \$3.50 |
| Preschool Age                   | \$607  | \$364     | \$36    | \$22    | \$4.50 | \$550                          | \$330     | \$33    | \$20    | \$3.75 | \$450                    | \$275     | \$26    | \$16    | \$3.25 |
| School Age                      | \$550  | \$330     | \$33    | \$20    | \$4.00 | \$483                          | \$290     | \$29    | \$17    | \$3.50 | \$450                    | \$275     | \$26    | \$15    | \$3.00 |
| <b>Southwest</b>                |  |           |         |         |        |                                |           |         |         |        |                          |           |         |         |        |
| Infant                          | \$730  | \$438     | \$44    | \$26    | \$5.25 | \$680                          | \$408     | \$41    | \$24    | \$4.50 | \$669                    | \$378     | \$34    | \$21    | \$4.75 |
| Toddler                         | \$680  | \$408     | \$41    | \$24    | \$5.00 | \$680                          | \$408     | \$41    | \$24    | \$4.25 | \$608                    | \$361     | \$33    | \$20    | \$4.00 |
| Preschool Age                   | \$608  | \$365     | \$36    | \$22    | \$4.50 | \$575                          | \$345     | \$35    | \$21    | \$3.75 | \$575                    | \$334     | \$29    | \$20    | \$4.00 |
| School Age                      | \$593  | \$356     | \$36    | \$21    | \$4.00 | \$575                          | \$345     | \$35    | \$21    | \$3.50 | \$575                    | \$334     | \$28    | \$20    | \$4.00 |

**Infant:** Birth thru 18 months     **Toddler:** 19 months thru 36 months     **Preschool Age:** 37 months thru 6 years     **School Age:** 7 years thru 12 years

**F/T month (Full-Time month)** = 17 or more full days of care during a calendar month, based on a five-day-a-week schedule; **P/T month (Part-Time month)** = 17 or more partial days of care during a calendar month or care for one-half month of full days; **F/T day (Full day)** = more than five (5) hours of care and up to and including ten (10) hours of care on a calendar day; **P/T day (Partial day)** = up to and including five (5) hours of care on a calendar day; **hourly** = care by the hour when more than ten (10) hours of care is needed on a calendar day or when only 1-2 hours of care is needed on a calendar day. **Enrollment authorizations** are used when the need for care is consistent. **Attendance authorizations** are used when the need for care is inconsistent or unpredictable.

**Juneau:** City and Borough of Juneau including Douglas and Auke Bay  
**Southeast:** Southeast Alaska except City and Borough of Juneau

**Matanuska-Susitna Valley:** Matanuska-Susitna Borough  
**Southwest:** Bethel, Dillingham, Bristol Bay, Aleutians East and West and the Lake and Peninsula Areas

**Northern:** North Slope, Northwest, Nome and Wade Hampton

State of Alaska  
 Department of Health and Social Services  
 Division of Public Assistance - Child Care Program Office  
**Child Care Assistance Program Rate Schedule**  
 Effective March 1, 2010

| Area       | Licensed or Military Center Care & Group Homes |           |        | Licensed or Military Home Care |           |        | Approved or In-Home Care |           |        |        |        |        |      |        |
|------------|--|-----------|--------|--------------------------------|-----------|--------|--------------------------|-----------|--------|--------|--------|--------|------|--------|
|            | F/T month                                      | P/T month | hourly | F/T month                      | P/T month | hourly | F/T month                | P/T month | hourly |        |        |        |      |        |
| Anchorage  | Infant   | \$850     | \$510  | \$51                           | \$31      | \$5.75 | \$850                    | \$518     | \$311  | \$31   | \$19   | \$3.75 |      |        |
|            | Toddler  | \$800     | \$480  | \$48                           | \$29      | \$5.25 | \$650                    | \$492     | \$295  | \$30   | \$18   | \$3.50 |      |        |
|            | Preschool Age                                  | \$650     | \$390  | \$39                           | \$23      | \$4.75 | \$440                    | \$264     | \$264  | \$26   | \$16   | \$3.25 |      |        |
| School Age | \$625  | \$375     | \$38   | \$23                           | \$4.50    | \$501  | \$301                    | \$30      | \$18   | \$26   | \$15   | \$3.00 |      |        |
| Fairbanks  | Infant   | \$825     | \$495  | \$50                           | \$30      | \$5.75 | \$680                    | \$408     | \$41   | \$24   | \$4.50 | \$311  |      |        |
|            | Toddler  | \$888     | \$533  | \$53                           | \$32      | \$5.25 | \$616                    | \$370     | \$37   | \$22   | \$4.25 | \$295  |      |        |
|            | Preschool Age                                  | \$675     | \$405  | \$41                           | \$24      | \$4.75 | \$539                    | \$323     | \$32   | \$19   | \$3.75 | \$264  |      |        |
| School Age | \$639  | \$383     | \$38   | \$23                           | \$4.50    | \$525  | \$315                    | \$32      | \$19   | \$3.50 | \$258  | \$26   | \$16 | \$3.25 |
| Gulf Coast | Infant   | \$775     | \$465  | \$47                           | \$28      | \$5.25 | \$802                    | \$481     | \$48   | \$29   | \$4.50 | \$500  |      |        |
|            | Toddler  | \$700     | \$420  | \$42                           | \$25      | \$5.00 | \$620                    | \$372     | \$37   | \$22   | \$4.25 | \$500  |      |        |
|            | Preschool Age                                  | \$605     | \$363  | \$36                           | \$22      | \$4.50 | \$600                    | \$360     | \$36   | \$22   | \$3.75 | \$293  |      |        |
| School Age | \$605  | \$363     | \$36   | \$22                           | \$4.00    | \$500  | \$300                    | \$30      | \$18   | \$3.50 | \$293  | \$25   | \$15 | \$3.00 |
| Interior   | Infant   | \$730     | \$438  | \$44                           | \$26      | \$5.25 | \$680                    | \$408     | \$41   | \$24   | \$4.50 | \$518  |      |        |
|            | Toddler  | \$680     | \$408  | \$41                           | \$24      | \$5.00 | \$680                    | \$408     | \$41   | \$24   | \$4.25 | \$492  |      |        |
|            | Preschool Age                                  | \$570     | \$342  | \$34                           | \$21      | \$4.50 | \$550                    | \$330     | \$33   | \$20   | \$3.75 | \$440  |      |        |
| School Age | \$565  | \$339     | \$34   | \$20                           | \$4.00    | \$504  | \$302                    | \$30      | \$18   | \$3.50 | \$430  | \$26   | \$15 | \$3.00 |

**F/T month (Full-Time month)** = 17 or more full days of care during a calendar month, based on a five-day-a-week schedule; **P/T month (Part-Time month)** = 17 or more partial days of care during a calendar month or care for one-half month or full days; **F/T day (Full day)** = more than five (5) hours of care and up to and including ten (10) hours of care on a calendar day; **P/T day (Partial day)** = up to and including five (5) hours of care on a calendar day; **hourly** = care by the hour when the need for care is consistent. **Attendance authorizations** are used when the need for care is inconsistent or unpredictable.

**Anchorage:** Municipality of Anchorage including Eagle River/ Girwood  
**Fairbanks:** Fairbanks North Star Borough including North Pole

**Gulf Coast:** Kenai, Kodiak, Valdez and Cordova Census Areas  
**Interior:** Denali, Southeast Fairbanks and Yukon-Koyukuk Census Areas

**Infant:** Birth thru 18 months  
**Toddler:** 19 months thru 36 months  
**Preschool Age:** 37 months thru 6 years  
**School Age:** 7 years thru 12 years

State of Alaska  
Sean Parnell, Governor  
Department of Health and Social Services  
William Struer, Commissioner  
Division of Public Assistance  
Ron Kreher, Director

# 2011 Alaska Child Care Market Price Survey Report

**Child Care Program Office**  
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907-269-4500  
June 15, 2011

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## 2011 Alaska Child Care Market Price Survey Report Executive Summary

### Purpose

The Family Support Act of 1988 mandates that child care assistance rates be driven by market prices. The Personal Responsibility and Work Opportunity Act of 1996 require states to survey their child care markets at least every two years.

The primary purpose of conducting a Market Price Survey is to help ensure families receiving child care assistance have comparable access to child care as families who do not receive child care assistance. The survey may also be used to collect qualitative information to better understand the state's child care market. Results of the 2011 survey will be included in Alaska's biennial Child Care and Development Fund (CCDF) Plan for FY 2012-2013 to the Federal government and used to evaluate the State Subsidy Rates for Child Care Assistance.

### Methodology

Information for this report was gathered through two processes. Provider price and contact information was collected and entered into the Child Care Program Office's (CCPO) information system through a process known as an administrative data update. The number of children in attendance on April 6, 2011 by age group was collected through a survey of licensed providers. Detailed methodology for each process is described in the body of this report. The unit of care used for price and State rate comparisons is the full-time monthly enrollment price.

### Results

- Of the 605 licensed providers surveyed, 491, or 81.2% responded.
- Response rates ranged from 75-100% for all regions except Northern. Of the three licensed providers in the Northern region, one responded.
- Statewide, 41.6% of infants, 35.8% of toddlers, 58.6% of preschool-age children and 65.1% of school-age children in centers or group homes were charged more than the State rate.
- Statewide, 37.3% of infants, 45.2% of toddlers, 56.1% of preschool-age children and 58.9% of school-age children in homes were charged more than the State rate.

## 2011 Alaska Child Care Market Price Survey Report

### Introduction

The Child Care and Development Fund (CCDF) is the federal grant that provides funding to states to increase the availability, affordability, and quality of child care services. Priority for services is given to children in families with low to moderate incomes and children with special needs. The goals of the CCDF are to:

1. Allow each State maximum flexibility in developing child care programs and policies that best suit the needs of children and parents within each State;
2. Promote parental choice to empower working parents to make their own decisions on the child care that best suits their family's needs;
3. Encourage States to provide consumer education information to help parents make informed choices about child care;
4. Assist States to provide child care to parents trying to achieve independence from public assistance; and
5. Assist States in implementing the health, safety, licensing, and registration standards established in State regulations.

The Family Support Act of 1988 stipulated that state child care assistance rates be driven by market prices. Moreover, the passage of the Personal Responsibility and Work Opportunity Act (PRWORA) in 1996 required states to survey their child care markets at least every two years. In accordance with these federal regulations, the Alaska Department of Health and Social Services, Division of Public Assistance, conducted its most recent market price survey during the months of April and May 2011.

Based upon the results of the 2009 Alaska Market Rate (Price) Survey and to promote access to infant and toddler care, the Child Care Program Office (CCPO) raised State Subsidy rates for Child Care Assistance for infant and toddler care to the 75<sup>th</sup> percentile, and to the 50<sup>th</sup> percentile for preschool and school age care for licensed child care. The new rates went into effect March 1, 2010.

Findings from the 2011 survey are included in this report and will be incorporated into Alaska's biennial (every two years) CCDF Plan to the Federal government for FY 2012-2013. The plan will be posted on the CCPO website. Survey findings are used to compare prices charged for licensed child care with the State Subsidy Rates for Child Care Assistance by rate region. These comparisons will be used in evaluating the State Subsidy Rate for Child Care Assistance and analyzing the Family Income and Contribution Schedule which is referenced in the Alaska Administrative Code, 7AAC 41.025.

## **Definitions/Descriptions**

### **Child Care Program Office (CCPO)**

The Child Care Program Office operates within the Department of Health & Social Services, Division of Public Assistance (DPA). Based in Anchorage with regional licensing offices in Fairbanks and Juneau, the CCPO administers the State of Alaska's Child Care Assistance, Child Care Licensing, and Child Care Grant programs in addition to the Statewide Child Care Resource and Referral Network.

### **State Subsidy Rates for Child Care Assistance**

Program rates or State Subsidy rates are referenced in the Alaska Administrative Code, 7AAC 41.025 and are established in the Child Care Assistance Program Rate Schedule (see Appendix A). These rates are the amounts the state will pay on behalf of a family to a child care provider based on provider type, child age group, amount of child care authorized and the child care assistance rate region.

### **Provider Prices**

Child Care Providers establish the price(s) they charge families for child care services. For families participating in the Child Care Assistance Program (CCAP), a portion of the price charged by the provider for child care services is subsidized by the CCAP.

### **Family Income and Contribution Schedule**

A family's contribution towards the cost of child care is based on their gross monthly income and family size. The Family Income and Contribution Schedule is referenced in Alaska Administrative Code, 7AAC 41.325 (see Appendix B).

### **Licensed Provider Types**

There are three types of licensed providers in Alaska. The CCPO licenses child care providers statewide except in the Municipality of Anchorage (MOA). The State of Alaska has delegated authority to the Municipality of Anchorage to license child care facilities within its boundaries.

**Center:** A center licensed by the CCPO is a child care facility for thirteen (13) or more children. A center licensed by the MOA is a child care facility for nine (9) or more children.

**Group Home:** A group home is a child care facility, usually in an occupied residence, for nine (9) to twelve (12) children. The MOA does not utilize this provider type.

**Home:** A home is a child care facility, usually in an occupied residence, for no more than eight (8) children.

### **Child Age Groups**

State Subsidy Rates for Child Care Assistance are differentiated by the following four child age groups:

- Infant:** Birth through 18 months
- Toddler:** 19 months through 36 months
- Preschool Age:** 37 months through 6 years
- School Age:** 7 years through 12 years

### **Child Care Assistance Rate Regions**

The following are the nine Child Care Assistance Rate Regions specified by the CCPO:

- Anchorage:** Municipality of Anchorage including Eagle River/Girdwood
- Fairbanks:** Fairbanks North Star Borough including North Pole
- Gulf Coast:** Kenai Peninsula and Kodiak Island Boroughs and Valdez-Cordova Census Area
- Interior:** Denali Borough and Southeast Fairbanks and Yukon-Koyukuk Census Areas
- Juneau:** City and Borough of Juneau, including Douglas and Auke Bay
- Matanuska-Susitna Valley:** Matanuska-Susitna Borough
- Northern:** North Slope and Northwest Arctic Boroughs and Nome and Wade Hampton Census Areas
- Southeast:** Southeast Alaska except City and Borough of Juneau
- Southwest:** Aleutians East, Bristol Bay and Lake and Peninsula Boroughs and Aleutians West, Bethel, and Dillingham Census Areas

### **Methodology**

Information for this report was gathered through two processes, an administrative data update and a survey. One month prior to the survey, the CCPO sent a letter to licensed providers notifying them of the purpose of the survey and requesting they confirm their administrative data. The letter, sent by USPS mail and e-mail, asked providers to confirm their physical, mailing and e-mail addresses and their current prices charged for care by child age group. In addition, CCPO staff called all licensed providers to verify e-mail and mailing addresses. Data updates were entered into the CCPO's Integrated Child Care Information System (ICIS).

The CCPO created the survey questions and designed the survey using a web-based survey tool. A printable version was also created. The survey asked for the number of children in attendance on April 6, 2011 by child age group (see Appendix C). The 2011 survey did not include qualitative questions related to other aspects of Alaska's child care market.

Providers received two advance notices of the survey, one by e-mail and one by mailed postcard. These notices described the information needed to complete the survey and included instructions for using the online tool. In addition, CCPO Licensing staff encouraged providers to participate during Licensing Chats and regular contacts. The CCPO informed grantees and partners through an emailed Broadcast and during a teleconference of the survey's purpose and when it would occur. Grantees were encouraged to include this information in any type of regular communication they use to disseminate information, such as posting in their lobbies and in newsletters. Grantees were also notified of the need to update provider's current prices in ICCIS by April 30, prior to the May 2011 data download.

The CCPO conducted the survey from April 11 to May 13, 2011. The survey population consisted of the 605 licensed providers with a facility status on April 1, 2011 of active/open, suspension in process (1 provider), suspended (1 provider), or temporarily inactive (11 providers). A link to the web-based survey was distributed by e-mail to providers who had a valid e-mail address on file. The remaining providers received a hardcopy of the survey and a pre-stamped return envelope by mail.

During the survey period, survey forms and pre-stamped envelopes were distributed at the Alaska Family Child Care Association Conference in Anchorage. Providers from around the state attended this conference.

Providers who did not respond in the first two weeks received a reminder notice by e-mail or postcard. Beginning May 2, 2011, the CCPO called or attempted to call each non-respondent three times to encourage participation and collect responses by phone.

Providers who indicated or were found to be non-English speakers were contacted by the CCPO with an interpreter and offered the opportunity to complete the Survey by phone.

Providers were asked to participate via the web-based survey tool and approximately 56% of responses were collected through this method. Providers who could not or preferred not to access the web survey submitted responses by mail, e-mail or phone.

After the close of the survey period, duplicate, incomplete or inconsistent responses were identified. As needed, the CCPO contacted providers for clarification and entered corrections prior to compiling the data for this report.

### **Survey Responses**

Of the 605 licensed providers surveyed, 491, or 81.2% responded. Response rates ranged from 75-100% for all regions except Northern. Of the three licensed providers in the Northern region, one responded.

Table 1 shows the total number of providers surveyed, the number who responded to the survey and the response rate by region. This table includes 26 respondents who reported they did not serve any children under 13 years old on April 6, 2011.

**Table 1: Response Rate by Child Care Assistance Rate Region**

| <b>Rate Region</b>       | <b>Total Number of Respondents</b> | <b>Number of Providers Surveyed</b> | <b>Response Rate (%)</b> |
|--------------------------|------------------------------------|-------------------------------------|--------------------------|
| Anchorage                | 227                                | 279                                 | 81.4                     |
| Fairbanks                | 67                                 | 88                                  | 76.1                     |
| Gulf Coast               | 62                                 | 76                                  | 81.6                     |
| Interior                 | 3                                  | 4                                   | 75.0                     |
| Juneau                   | 37                                 | 41                                  | 90.2                     |
| Matanuska-Susitna Valley | 51                                 | 62                                  | 82.3                     |
| Northern                 | 1                                  | 3                                   | 33.3                     |
| Southeast                | 39                                 | 48                                  | 81.3                     |
| Southwest                | 4                                  | 4                                   | 100.0                    |
| <b>Total</b>             | <b>491</b>                         | <b>605</b>                          | <b>81.2</b>              |

Table 2 shows the number of survey respondents and the number of children under age 13 they served on April 6, 2011. It excludes respondents who reported they did not serve any children under 13 years old on April 6, 2011. This table includes five licensed center or group home respondents in Anchorage that do not charge for their services and the eight toddlers and 253 preschool children they served. These providers, funded by grants or other sources, are also excluded from the rate tables in the following section.

**Table 2: Number of Respondents with Children Served by Child Care Assistance Rate Region and Provider Type**

| Rate Region              | Number of Center/ Group Home Respondents | Number of Children Served | Number of Home Respondents | Number of Children Served | Total Respondents Serving Children | Total Number of Children Served |
|--------------------------|--|---------------------------|----------------------------|---------------------------|------------------------------------|---------------------------------|
| Anchorage                | 94                                       | 5,118                     | 122                        | 738                       | 216                                | 5,856                           |
| Fairbanks                | 47                                       | 1,348                     | 15                         | 86                        | 62                                 | 1,434                           |
| Gulf Coast               | 31                                       | 684                       | 29                         | 180                       | 60                                 | 864                             |
| Interior                 | 2  | 36                        | 1                          | 8                         | 3                                  | 44                              |
| Juneau                   | 20                                       | 601                       | 17                         | 94                        | 37                                 | 695                             |
| Matanuska-Susitna Valley | 33                                       | 1,136                     | 15                         | 73                        | 48                                 | 1,209                           |
| Northern                 | 1  | 55                        | 0                          | 0                         | 1                                  | 55                              |
| Southeast                | 24                                       | 474                       | 10                         | 61                        | 34                                 | 535                             |
| Southwest                | 4  | 67                        | 0                          | 0                         | 4                                  | 67                              |
| Total                    | 256                                      | 9,519                     | 209                        | 1,240                     | 465                                | 10,759                          |

### **Rate Findings**

This section compares provider price data by rate region to State Subsidy Rates for Child Care Assistance (rates revised 03/01/2010). The unit of care used for these comparisons is the full-time monthly price.

Statewide, 41.6% of infants, 35.8% of toddlers, 58.6% of preschool-age children and 65.1% of school-age children in centers or group homes were charged more than the State rate.

Statewide, 37.3% of infants, 45.2% of toddlers, 56.1% of preschool-age children and 58.9% of school-age children in homes were charged more than the State rate.

Detailed rate tables appear at the end of this section. Each rate table shows price and State rate comparisons for a specific child age group, provider type, and rate region.

These tables are based on responses in which the provider reported both:

- the actual number of children and their age group(s) enrolled on April 6, 2011; and
- a non-zero full-time monthly enrollment price for the child age group

If either piece of information was missing or if the provider did not charge for service, the response was excluded from all calculations reported in the rate tables.

## Definitions of Column Headings for the Rate Tables

### **Region**

Child Care Assistance Rate Regions as previously defined.

### **Number of Providers**

The number of survey respondents who reported caring for children in the relevant category and reported a full-time monthly enrollment price for that category. Providers are counted once in each category for which they reported children and a price.

### **Number of Children**

The number of children reported by survey respondents as being in care on April 6, 2011. Only children for whom a price was also reported are included in this number.

### **State Rate**

The full-time monthly enrollment rate for each child age group and provider type from the State Subsidy Rates for Child Care Assistance as previously defined.

### **Pct of Children Charged Above the State Rate**

The percentage of children reported as in care on April 6, 2011, whose families were being charged more than the State rate. Only children for whom a price was also reported are included in this calculation.

### **Min**

The lowest price reported by a respondent for a particular child age group and provider type.

### **25<sup>th</sup> Percentile**

25% of the children are being charged equal to or below this price.

### **50<sup>th</sup> Percentile**

50% of the children are being charged equal to or below this price.

### **75<sup>th</sup> Percentile**

75% of the children are being charged equal to or below this price.

**Max** – the highest price reported by a respondent for a particular child age group and provider type.

## RATE TABLES

In the following rate tables, shaded cells show how the State rate compares to prices reported by providers.

- If the 25<sup>th</sup> percentile column is shaded, the state rate is at or below the 25<sup>th</sup> percentile of reported prices.
- If the 50<sup>th</sup> percentile column is shaded, the state rate is at the 50<sup>th</sup> percentile of reported prices.
- If the 75<sup>th</sup> percentile column is shaded, the state rate is at or above the 75<sup>th</sup> percentile of reported prices.
- If two percentile columns are shaded, the state rate falls between the values for those percentiles.

A dash (-) indicates that no value is available or applicable to that cell.

### Infants – Centers & Group Homes

| Region                   | Number of Providers | Number of Children | State Rate (\$) | Pct Children Charged Above the State Rate | Survey Prices |                 |                 |                 |       |
|--------------------------|---------------------|--------------------|-----------------|---|---------------|-----------------|-----------------|-----------------|-------|
|                          |                     |                    |                 |   | Min           | 25th Percentile | 50th Percentile | 75th Percentile | Max   |
| Anchorage                | 25                  | 337                | 850             | 48.7                                      | 675           | 850             | 850             | 900             | 1,088 |
| Fairbanks                | 24                  | 114                | 825             | 44.7                                      | 600           | 825             | 825             | 914             | 1,050 |
| Gulf Coast               | 18                  | 56                 | 775             | 39.3                                      | 755           | 775             | 775             | 800             | 850   |
| Interior                 | 1                   | 2                  | 730             | 0.0                                       | 647           | 647             | 647             | 647             | 647   |
| Juneau                   | 11                  | 56                 | 858             | 60.7                                      | 695           | 796             | 900             | 969             | 975   |
| Matanuska-Susitna Valley | 21                  | 88                 | 713             | 10.2                                      | 600           | 712             | 713             | 713             | 795   |
| Northern                 | 1                   | 6                  | 730             | 0.0                                       | 600           | 600             | 600             | 600             | 600   |
| Southeast                | 17                  | 65                 | 791             | 33.8                                      | 647           | 791             | 791             | 1,050           | 1,057 |
| Southwest                | 1                   | 2                  | 730             | 0.0                                       | 730           | 730             | 730             | 730             | 730   |
| Statewide                | 119                 | 726                | -               | 41.6                                      | 600           | 791             | 850             | 900             | 1,088 |

### Infants – Homes

| Region                   | Number of Providers | Number of Children | State Rate (\$) | Pct Children Charged Above the State Rate | Survey Prices |                 |                 |                 |     |
|--------------------------|---------------------|--------------------|-----------------|---|---------------|-----------------|-----------------|-----------------|-----|
|                          |                     |                    |                 |   | Min           | 25th Percentile | 50th Percentile | 75th Percentile | Max |
| Anchorage                | 90                  | 137                | 700             | 40.9                                      | 600           | 700             | 700             | 750             | 800 |
| Fairbanks                | 8                   | 12                 | 680             | 58.3                                      | 680           | 680             | 703             | 740             | 760 |
| Gulf Coast               | 15                  | 23                 | 802             | 0.0                                       | 798           | 802             | 802             | 802             | 802 |
| Interior                 | 0                   | 0                  | 680             | -   | -             | -               | -               | -               | -   |
| Juneau                   | 12                  | 15                 | 719             | 66.7                                      | 675           | 719             | 750             | 750             | 800 |
| Matanuska-Susitna Valley | 9                   | 16                 | 647             | 31.3                                      | 620           | 647             | 647             | 650             | 700 |
| Northern                 | 0                   | 0                  | 680             | -   | -             | -               | -               | -               | -   |
| Southeast                | 4                   | 6                  | 694             | 0.0                                       | 582           | 582             | 694             | 694             | 694 |
| Southwest                | 0                   | 0                  | 680             | -   | -             | -               | -               | -               | -   |
| Statewide                | 138                 | 209                | -               | 37.3                                      | 582           | 700             | 700             | 750             | 802 |

**Toddlers – Centers & Group Homes**

| Region                   | Number of Providers | Number of Children | State Rate (\$) | Pct Children Charged Above the State Rate | Survey Prices |                 |                 |                 |       |
|--------------------------|---------------------|--------------------|-----------------|---|---------------|-----------------|-----------------|-----------------|-------|
|                          |                     |                    |                 |   | Min           | 25th Percentile | 50th Percentile | 75th Percentile | Max   |
| Anchorage                | 35                  | 725                | 800             | 43.0                                      | 551           | 784             | 800             | 825             | 1,095 |
| Fairbanks                | 30                  | 225                | 888             | 22.2                                      | 600           | 750             | 816             | 888             | 942   |
| Gulf Coast               | 25                  | 139                | 700             | 44.6                                      | 700           | 700             | 700             | 741             | 850   |
| Interior                 | 1                   | 8                  | 680             | 0.0                                       | 615           | 615             | 615             | 615             | 615   |
| Juneau                   | 13                  | 108                | 822             | 44.4                                      | 650           | 806             | 822             | 870             | 1,046 |
| Matanuska-Susitna Valley | 27                  | 181                | 670             | 20.4                                      | 600           | 670             | 670             | 670             | 795   |
| Northern                 | 1                   | 10                 | 694             | 0.0                                       | 600           | 600             | 600             | 600             | 600   |
| Southeast                | 18                  | 66                 | 700             | 25.8                                      | 600           | 700             | 700             | 760             | 976   |
| Southwest                | 2                   | 8                  | 680             | 0.0                                       | 450           | 450             | 680             | 680             | 680   |
| Statewide                | 152                 | 1,470              | -               | 35.8                                      | 450           | 700             | 800             | 825             | 1,095 |

One Anchorage provider serving eight children was excluded because it does not charge for services.

**Toddlers – Homes**

| Region                   | Number of Providers | Number of Children | State Rate (\$) | Pct Children Charged Above the State Rate | Survey Prices |                 |                 |                 |       |
|--------------------------|---------------------|--------------------|-----------------|---|---------------|-----------------|-----------------|-----------------|-------|
|                          |                     |                    |                 |   | Min           | 25th Percentile | 50th Percentile | 75th Percentile | Max   |
| Anchorage                | 102                 | 206                | 650             | 51.5                                      | 550           | 650             | 655             | 700             | 1,000 |
| Fairbanks                | 15                  | 24                 | 616             | 50.0                                      | 600           | 616             | 633             | 710             | 851   |
| Gulf Coast               | 23                  | 47                 | 620             | 12.8                                      | 620           | 620             | 620             | 620             | 798   |
| Interior                 | 0                   | 0                  | 680             | -   | -             | -               | -               | -               | -     |
| Juneau                   | 14                  | 26                 | 650             | 61.5                                      | 625           | 650             | 700             | 700             | 740   |
| Matanuska-Susitna Valley | 9                   | 10                 | 600             | 50.0                                      | 600           | 600             | 605             | 647             | 650   |
| Northern                 | 0                   | 0                  | 680             | -   | -             | -               | -               | -               | -     |
| Southeast                | 10                  | 21                 | 675             | 28.6                                      | 300           | 675             | 675             | 750             | 900   |
| Southwest                | 0                   | 0                  | 680             | -   | -             | -               | -               | -               | -     |
| Statewide                | 173                 | 334                | -               | 45.2                                      | 300           | 620             | 650             | 700             | 1,000 |

**Preschool Age – Centers & Group Homes**

| Region                   | Number of Providers | Number of Children | State Rate (\$) | Pct Children Charged Above the State Rate | Survey Prices |                 |                 |                 |       |
|--------------------------|---------------------|--------------------|-----------------|---|---------------|-----------------|-----------------|-----------------|-------|
|                          |                     |                    |                 |   | Min           | 25th Percentile | 50th Percentile | 75th Percentile | Max   |
| Anchorage                | 82                  | 2,240              | 650             | 70.1                                      | 469           | 650             | 699             | 825             | 1,080 |
| Fairbanks                | 43                  | 697                | 675             | 62.7                                      | 500           | 675             | 710             | 850             | 876   |
| Gulf Coast               | 29                  | 350                | 605             | 63.4                                      | 605           | 605             | 620             | 650             | 725   |
| Interior                 | 2                   | 24                 | 570             | 50.0                                      | 550           | 550             | 600             | 650             | 650   |
| Juneau                   | 18                  | 283                | 675             | 56.9                                      | 170           | 636             | 700             | 825             | 982   |
| Matanuska-Susitna Valley | 31                  | 556                | 605             | 28.8                                      | 550           | 605             | 605             | 615             | 725   |
| Northern                 | 1                   | 39                 | 621             | 0.0                                       | 600           | 600             | 600             | 600             | 600   |
| Southeast                | 21                  | 250                | 607             | 24.4                                      | 495           | 600             | 607             | 607             | 800   |
| Southwest                | 4                   | 50                 | 608             | 10.0                                      | 420           | 608             | 608             | 608             | 680   |
| Statewide                | 231                 | 4,489              | -               | 58.6                                      | 170           | 615             | 675             | 757             | 1,080 |

Five Anchorage providers serving 253 children were excluded because they do not charge for services.

**Preschool Age – Homes**

| Region                   | Number of Providers | Number of Children | State Rate (\$) | Pct Children Charged Above the State Rate | Survey Prices |                 |                 |                 |     |
|--------------------------|---------------------|--------------------|-----------------|---|---------------|-----------------|-----------------|-----------------|-----|
|                          |                     |                    |                 |   | Min           | 25th Percentile | 50th Percentile | 75th Percentile | Max |
| Anchorage                | 98                  | 288                | 545             | 72.6                                      | 500           | 545             | 600             | 650             | 900 |
| Fairbanks                | 13                  | 41                 | 539             | 39.0                                      | 539           | 539             | 539             | 618             | 736 |
| Gulf Coast               | 26                  | 76                 | 600             | 25.0                                      | 600           | 600             | 600             | 604             | 825 |
| Interior                 | 1                   | 3                  | 550             | 0.0                                       | 550           | 550             | 550             | 550             | 550 |
| Juneau                   | 16                  | 46                 | 600             | 60.9                                      | 575           | 600             | 625             | 650             | 700 |
| Matanuska-Susitna Valley | 14                  | 35                 | 600             | 20.0                                      | 590           | 600             | 600             | 600             | 650 |
| Northern                 | 0                   | 0                  | 558             | -   | -             | -               | -               | -               | -   |
| Southeast                | 7                   | 28                 | 550             | 39.3                                      | 475           | 540             | 550             | 740             | 760 |
| Southwest                | 0                   | 0                  | 575             | -   | -             | -               | -               | -               | -   |
| Statewide                | 175                 | 517                | -               | 56.1                                      | 475           | 550             | 600             | 648             | 900 |

**School-Age – Centers & Group Homes**

| Region                   | Number of Providers | Number of Children | State Rate (\$) | Pct Children Charged Above the State Rate | Survey Prices |                 |                 |                 |     |
|--------------------------|---------------------|--------------------|-----------------|---|---------------|-----------------|-----------------|-----------------|-----|
|                          |                     |                    |                 |   | Min           | 25th Percentile | 50th Percentile | 75th Percentile | Max |
| Anchorage                | 61                  | 1,555              | 625             | 74.8                                      | 350           | 625             | 740             | 836             | 877 |
| Fairbanks                | 33                  | 312                | 639             | 64.1                                      | 450           | 639             | 650             | 750             | 770 |
| Gulf Coast               | 17                  | 139                | 605             | 49.6                                      | 605           | 605             | 605             | 650             | 700 |
| Interior                 | 2                   | 2                  | 565             | 0.0                                       | 537           | 537             | 537             | 565             | 565 |
| Juneau                   | 9                   | 154                | 546             | 100.0                                     | 550           | 636             | 636             | 636             | 645 |
| Matanuska-Susitna Valley | 22                  | 311                | 605             | 21.2                                      | 400           | 605             | 605             | 605             | 650 |
| Northern                 | 0                   | 0                  | 780             | -   | -             | -               | -               | -               | -   |
| Southeast                | 17                  | 93                 | 550             | 25.8                                      | 495           | 495             | 550             | 575             | 776 |
| Southwest                | 1                   | 7                  | 593             | 0.0                                       | 593           | 593             | 593             | 593             | 593 |
| Statewide                | 162                 | 2,573              | -               | 65.1                                      | 350           | 605             | 675             | 825             | 877 |

For Interior, due to the effect of the small numbers of providers and children served on the calculation of the percentiles, the minimum is reported for the 50<sup>th</sup> percentile, and the maximum for the 75<sup>th</sup> percentile.

**School-Age – Homes**

| Region                   | Number of Providers | Number of Children | State Rate (\$) | Pct Children Charged Above the State Rate | Survey Prices |                 |                 |                 |     |
|--------------------------|---------------------|--------------------|-----------------|---|---------------|-----------------|-----------------|-----------------|-----|
|                          |                     |                    |                 |   | Min           | 25th Percentile | 50th Percentile | 75th Percentile | Max |
| Anchorage                | 42                  | 107                | 501             | 46.7                                      | 400           | 501             | 501             | 560             | 700 |
| Fairbanks                | 6                   | 9                  | 525             | 22.2                                      | 525           | 525             | 525             | 560             | 736 |
| Gulf Coast               | 15                  | 34                 | 500             | 5.9                                       | 500           | 500             | 500             | 500             | 825 |
| Interior                 | 1                   | 5                  | 504             | 0.0                                       | 504           | 504             | 504             | 504             | 504 |
| Juneau                   | 4                   | 7                  | 483             | 85.7                                      | 483           | 500             | 500             | 600             | 600 |
| Matanuska-Susitna Valley | 6                   | 12                 | 483             | 50.0                                      | 483           | 483             | 492             | 508             | 535 |
| Northern                 | 0                   | 0                  | 545             | -   | -             | -               | -               | -               | -   |
| Southeast                | 3                   | 6                  | 483             | 66.7                                      | 450           | 450             | 550             | 630             | 870 |
| Southwest                | 0                   | 0                  | 575             | -   | -             | -               | -               | -               | -   |
| Statewide                | 77                  | 180                | -               | 38.9                                      | 400           | 500             | 501             | 550             | 870 |

# APPENDIX

### Appendix A Child Care Assistance Program Rate Schedule

State of Alaska  
Department of Health and Social Services  
Division of Public Assistance - Child Care Program Office  
**Child Care Assistance Program Rate Schedule**  
Effective March 1, 2010

| Area              | Licensed or Military Center Care & Group Homes |           |        | Licensed or Military Home Care |           |        | Approved or In-Home Care |           |        |      |        |       |       |      |      |        |
|-------------------|--|-----------|--------|--------------------------------|-----------|--------|--------------------------|-----------|--------|------|--------|-------|-------|------|------|--------|
|                   | F/T month                                      | P/T month | hourly | F/T month                      | P/T month | hourly | F/T month                | P/T month | hourly |      |        |       |       |      |      |        |
| <b>Anchorage</b>  | Infant   | \$850     | \$510  | \$51                           | \$31      | \$5.75 | \$700                    | \$420     | \$42   | \$25 | \$4.50 | \$518 | \$311 | \$31 | \$19 | \$3.75 |
|                   | Toddler  | \$800     | \$480  | \$48                           | \$29      | \$5.25 | \$650                    | \$390     | \$39   | \$23 | \$4.25 | \$492 | \$295 | \$30 | \$18 | \$3.50 |
|                   | School Age                                     | \$650     | \$390  | \$39                           | \$23      | \$4.75 | \$545                    | \$327     | \$33   | \$20 | \$3.75 | \$440 | \$264 | \$26 | \$16 | \$3.25 |
| <b>Fairbanks</b>  | Infant   | \$625     | \$375  | \$38                           | \$23      | \$4.50 | \$501                    | \$301     | \$30   | \$18 | \$3.50 | \$430 | \$258 | \$26 | \$15 | \$3.00 |
|                   | Toddler  | \$825     | \$495  | \$50                           | \$30      | \$5.75 | \$680                    | \$408     | \$41   | \$24 | \$4.50 | \$518 | \$311 | \$31 | \$19 | \$3.75 |
|                   | School Age                                     | \$688     | \$533  | \$53                           | \$32      | \$5.25 | \$616                    | \$370     | \$37   | \$22 | \$4.25 | \$492 | \$295 | \$30 | \$18 | \$3.50 |
| <b>Gulf Coast</b> | Infant   | \$675     | \$405  | \$41                           | \$24      | \$4.75 | \$539                    | \$323     | \$32   | \$19 | \$3.75 | \$440 | \$264 | \$26 | \$16 | \$3.25 |
|                   | Toddler  | \$639     | \$383  | \$38                           | \$23      | \$4.50 | \$525                    | \$315     | \$32   | \$19 | \$3.50 | \$430 | \$258 | \$26 | \$15 | \$3.00 |
|                   | School Age                                     | \$775     | \$465  | \$47                           | \$28      | \$5.25 | \$620                    | \$372     | \$37   | \$22 | \$4.25 | \$500 | \$303 | \$29 | \$17 | \$3.50 |
| <b>Interior</b>   | Infant   | \$700     | \$420  | \$42                           | \$25      | \$5.00 | \$600                    | \$360     | \$36   | \$22 | \$4.25 | \$500 | \$293 | \$25 | \$15 | \$3.00 |
|                   | Toddler  | \$605     | \$363  | \$36                           | \$22      | \$4.00 | \$500                    | \$300     | \$30   | \$18 | \$3.50 | \$500 | \$293 | \$25 | \$15 | \$3.00 |
|                   | School Age                                     | \$730     | \$438  | \$44                           | \$26      | \$5.25 | \$680                    | \$408     | \$41   | \$24 | \$4.50 | \$518 | \$311 | \$31 | \$19 | \$3.75 |
| <b>Interior</b>   | Infant   | \$680     | \$408  | \$41                           | \$24      | \$5.00 | \$600                    | \$360     | \$33   | \$20 | \$3.75 | \$440 | \$264 | \$26 | \$16 | \$3.25 |
|                   | Toddler  | \$570     | \$342  | \$34                           | \$21      | \$4.50 | \$504                    | \$302     | \$30   | \$18 | \$3.50 | \$430 | \$258 | \$26 | \$15 | \$3.00 |
|                   | School Age                                     | \$565     | \$339  | \$34                           | \$20      | \$4.00 | \$504                    | \$302     | \$30   | \$18 | \$3.50 | \$430 | \$258 | \$26 | \$15 | \$3.00 |

Infant: Birth thru 18 months      Toddler: 19 months thru 36 months      Preschool Age: 37 months thru 6 years      School Age: 7 years thru 12 years

F/T month (Full-Time month) = 17 or more full days of care during a calendar month, based on a five-day-a-week schedule; P/T month (Part-Time month) = 17 or more partial days of care during a calendar month or care for one-half month of full days; F/T day (Full day) = more than five (5) hours of care and up to and including ten (10) hours of care on a calendar day; P/T day (Partial day) = up to and including five (5) hours of care on a calendar day; hourly = care by the hour when more than ten (10) hours of care is needed on a calendar day or when only 1-2 hours of care is needed on a calendar day. **Enrollment authorizations** are used when the need for care is consistent. **Attendance authorizations** are used when the need for care is inconsistent or unpredictable.

**Anchorage:** Municipality of Anchorage including Eagle River/Girdwood  
**Fairbanks:** Fairbanks North Star Borough including North Pole  
**Gulf Coast:** Kenai, Kodiak, Valdez and Cordova Census Areas  
**Interior:** Denali, Southeast Fairbanks and Yukon-Koyukuk Census Areas

State of Alaska  
 Department of Health and Social Services  
 Division of Public Assistance - Child Care Program Office  
**Child Care Assistance Program Rate Schedule**  
 Effective March 1, 2010

| Area                            | Licensed or Military Center Care & Group Homes |           |        | Licensed or Military Home Care |           |        | Approved or In-Home Care |           |        |      |        |      |      |        |
|---------------------------------|--|-----------|--------|--------------------------------|-----------|--------|--------------------------|-----------|--------|------|--------|------|------|--------|
|                                 | F/T month                                      | P/T month | hourly | F/T month                      | P/T month | hourly | F/T month                | P/T month | hourly |      |        |      |      |        |
| <b>Juneau</b>                   | Infant   | \$858     | \$515  | \$51                           | \$31      | \$5.75 | \$719                    | \$431     | \$43   | \$26 | \$4.00 | \$31 | \$19 | \$4.00 |
|                                 | Toddler  | \$822     | \$493  | \$49                           | \$30      | \$5.25 | \$650                    | \$390     | \$39   | \$23 | \$4.25 | \$30 | \$18 | \$3.50 |
|                                 | Preschool Age                                  | \$675     | \$405  | \$41                           | \$24      | \$4.75 | \$600                    | \$360     | \$36   | \$22 | \$3.75 | \$26 | \$16 | \$3.25 |
|                                 | School Age                                     | \$546     | \$328  | \$33                           | \$20      | \$4.50 | \$483                    | \$290     | \$29   | \$17 | \$3.50 | \$26 | \$15 | \$3.00 |
| <b>Matanuska-Susitna Valley</b> | Infant   | \$713     | \$428  | \$43                           | \$26      | \$5.25 | \$647                    | \$388     | \$39   | \$23 | \$4.50 | \$31 | \$19 | \$3.75 |
|                                 | Toddler  | \$670     | \$402  | \$40                           | \$24      | \$5.00 | \$600                    | \$360     | \$36   | \$22 | \$4.25 | \$30 | \$18 | \$3.50 |
|                                 | Preschool Age                                  | \$605     | \$363  | \$36                           | \$22      | \$4.50 | \$600                    | \$360     | \$36   | \$22 | \$3.75 | \$26 | \$16 | \$3.25 |
|                                 | School Age                                     | \$605     | \$363  | \$36                           | \$22      | \$4.00 | \$483                    | \$290     | \$29   | \$17 | \$3.50 | \$26 | \$15 | \$3.00 |
| <b>Northern</b>                 | Infant   | \$730     | \$438  | \$44                           | \$26      | \$5.25 | \$680                    | \$408     | \$41   | \$24 | \$4.50 | \$40 | \$21 | \$4.25 |
|                                 | Toddler  | \$694     | \$416  | \$42                           | \$25      | \$5.00 | \$680                    | \$408     | \$41   | \$24 | \$4.25 | \$33 | \$20 | \$4.00 |
|                                 | Preschool Age                                  | \$621     | \$373  | \$37                           | \$22      | \$4.50 | \$558                    | \$335     | \$33   | \$20 | \$3.75 | \$30 | \$18 | \$3.50 |
|                                 | School Age                                     | \$780     | \$468  | \$47                           | \$28      | \$4.00 | \$545                    | \$327     | \$33   | \$20 | \$3.50 | \$30 | \$17 | \$3.50 |
| <b>Southeast</b>                | Infant   | \$791     | \$475  | \$47                           | \$28      | \$5.25 | \$694                    | \$416     | \$42   | \$25 | \$4.50 | \$31 | \$19 | \$4.00 |
|                                 | Toddler  | \$700     | \$420  | \$42                           | \$25      | \$5.00 | \$675                    | \$405     | \$41   | \$24 | \$4.25 | \$30 | \$18 | \$3.50 |
|                                 | Preschool Age                                  | \$607     | \$364  | \$36                           | \$22      | \$4.50 | \$550                    | \$330     | \$33   | \$20 | \$3.75 | \$26 | \$16 | \$3.25 |
|                                 | School Age                                     | \$550     | \$330  | \$33                           | \$20      | \$4.00 | \$483                    | \$290     | \$29   | \$17 | \$3.50 | \$26 | \$15 | \$3.00 |
| <b>Southwest</b>                | Infant   | \$730     | \$438  | \$44                           | \$26      | \$5.25 | \$680                    | \$408     | \$41   | \$24 | \$4.50 | \$40 | \$21 | \$4.25 |
|                                 | Toddler  | \$680     | \$408  | \$41                           | \$24      | \$5.00 | \$680                    | \$408     | \$41   | \$24 | \$4.25 | \$33 | \$20 | \$4.00 |
|                                 | Preschool Age                                  | \$608     | \$365  | \$36                           | \$22      | \$4.50 | \$575                    | \$345     | \$35   | \$21 | \$3.75 | \$29 | \$20 | \$4.00 |
|                                 | School Age                                     | \$593     | \$356  | \$36                           | \$21      | \$4.00 | \$575                    | \$345     | \$35   | \$21 | \$3.50 | \$28 | \$20 | \$4.00 |

Infant: Birth thru 18 months      Toddler: 19 months thru 36 months      Preschool Age: 37 months thru 6 years      School Age: 7 years thru 12 years

**Full-Time month** = 17 or more full days of care during a calendar month, based on a five-day-a-week schedule; **Part-Time month** = 17 or more partial days of care during a calendar month or care for one-half month of full days; **F/T day (Full day)** = more than five (5) hours of care and up to and including ten (10) hours of care on a calendar day; **P/T day (Partial day)** = up to and including five (5) hours of care on a calendar day; **hourly** = care by the hour when more than ten (10) hours of care is needed on a calendar day or when only 1-2 hours of care is needed on a calendar day; **Enrollment authorizations** are used when the need for care is consistent; **Attendance authorizations** are used when the need for care is inconsistent or unpredictable.

**Juneau:** City and Borough of Juneau including Douglas and Auke Bay  
**Southeast:** Southeast Alaska except City and Borough of Juneau  
**Matanuska-Susitna Valley:** Matanuska-Susitna Borough  
**Southwest:** Bethel, Dillingham, Bristol Bay, Aleutians East and West and the Lake and Peninsula Areas  
**Northern:** North Slope, Northwest, Nome and Wade Hampton

**Appendix B  
Family Income and Contribution Schedule  
Effective November 1, 2010**

| AK State Median Income by Family Size |               | \$5,667         |              | \$6,032         |              | \$6,152         |              | \$6,727         |              | \$7,302         |              | \$7,877         |              | \$8,452         |              |
|---------------------------------------|---------------|-----------------|--------------|-----------------|--------------|-----------------|--------------|-----------------|--------------|-----------------|--------------|-----------------|--------------|-----------------|--------------|
| Percent SMI                           | Percent Copay | 2p Gross Income | 2p Copay Amt | 3p Gross Income | 3p Copay Amt | 4p Gross Income | 4p Copay Amt | 5p Gross Income | 5p Copay Amt | 6p Gross Income | 6p Copay Amt | 7p Gross Income | 7p Copay Amt | 8p Gross Income | 8p Copay Amt |
| 0.01                                  | 1%            | \$57            | \$20         | \$60            | \$20         | \$62            | \$20         | \$67            | \$20         | \$73            | \$20         | \$79            | \$20         | \$85            | \$20         |
| 0.02                                  | 1%            | \$113           | \$20         | \$121           | \$20         | \$123           | \$20         | \$135           | \$20         | \$146           | \$20         | \$158           | \$20         | \$169           | \$20         |
| 0.03                                  | 1%            | \$170           | \$20         | \$181           | \$20         | \$185           | \$20         | \$202           | \$20         | \$219           | \$20         | \$236           | \$20         | \$254           | \$20         |
| 0.04                                  | 1%            | \$227           | \$20         | \$241           | \$20         | \$246           | \$20         | \$269           | \$20         | \$292           | \$20         | \$315           | \$20         | \$338           | \$20         |
| 0.05                                  | 1%            | \$283           | \$20         | \$302           | \$20         | \$308           | \$20         | \$336           | \$20         | \$365           | \$20         | \$394           | \$20         | \$423           | \$20         |
| 0.06                                  | 1%            | \$340           | \$20         | \$362           | \$20         | \$369           | \$20         | \$404           | \$20         | \$438           | \$20         | \$473           | \$20         | \$507           | \$20         |
| 0.07                                  | 1%            | \$397           | \$20         | \$422           | \$20         | \$431           | \$20         | \$471           | \$20         | \$511           | \$20         | \$551           | \$20         | \$592           | \$20         |
| 0.08                                  | 1%            | \$453           | \$20         | \$483           | \$20         | \$492           | \$20         | \$538           | \$20         | \$584           | \$20         | \$630           | \$20         | \$676           | \$20         |
| 0.09                                  | 1%            | \$510           | \$20         | \$543           | \$20         | \$554           | \$20         | \$605           | \$20         | \$657           | \$20         | \$709           | \$20         | \$761           | \$20         |
| 0.10                                  | 2%            | \$567           | \$20         | \$603           | \$20         | \$615           | \$20         | \$673           | \$20         | \$730           | \$20         | \$788           | \$20         | \$845           | \$20         |
| 0.11                                  | 2%            | \$623           | \$20         | \$664           | \$20         | \$677           | \$20         | \$740           | \$20         | \$803           | \$20         | \$866           | \$20         | \$930           | \$20         |
| 0.12                                  | 2%            | \$680           | \$20         | \$724           | \$20         | \$738           | \$20         | \$807           | \$20         | \$876           | \$20         | \$945           | \$20         | \$1,014         | \$20         |
| 0.13                                  | 2%            | \$737           | \$20         | \$784           | \$20         | \$800           | \$20         | \$875           | \$20         | \$949           | \$20         | \$1,024         | \$20         | \$1,099         | \$22         |
| 0.14                                  | 2%            | \$793           | \$20         | \$844           | \$20         | \$861           | \$20         | \$942           | \$20         | \$1,022         | \$20         | \$1,103         | \$22         | \$1,183         | \$24         |
| 0.15                                  | 2%            | \$850           | \$20         | \$905           | \$20         | \$923           | \$20         | \$1,009         | \$20         | \$1,095         | \$22         | \$1,182         | \$24         | \$1,268         | \$25         |
| 0.16                                  | 2%            | \$907           | \$20         | \$965           | \$20         | \$984           | \$20         | \$1,076         | \$22         | \$1,168         | \$23         | \$1,260         | \$25         | \$1,352         | \$27         |
| 0.17                                  | 2%            | \$963           | \$20         | \$1,025         | \$20         | \$1,046         | \$21         | \$1,144         | \$23         | \$1,241         | \$25         | \$1,339         | \$27         | \$1,437         | \$29         |
| 0.18                                  | 2%            | \$1,020         | \$20         | \$1,086         | \$22         | \$1,107         | \$22         | \$1,211         | \$24         | \$1,314         | \$26         | \$1,418         | \$28         | \$1,521         | \$30         |
| 0.19                                  | 2%            | \$1,077         | \$20         | \$1,146         | \$23         | \$1,169         | \$23         | \$1,278         | \$26         | \$1,387         | \$28         | \$1,497         | \$30         | \$1,606         | \$32         |
| 0.20                                  | 2%            | \$1,133         | \$23         | \$1,206         | \$24         | \$1,230         | \$25         | \$1,345         | \$27         | \$1,460         | \$29         | \$1,575         | \$32         | \$1,690         | \$34         |
| 0.21                                  | 2%            | \$1,190         | \$24         | \$1,267         | \$25         | \$1,292         | \$26         | \$1,413         | \$28         | \$1,533         | \$31         | \$1,654         | \$33         | \$1,775         | \$36         |
| 0.22                                  | 3%            | \$1,247         | \$37         | \$1,327         | \$40         | \$1,353         | \$41         | \$1,480         | \$44         | \$1,606         | \$48         | \$1,733         | \$52         | \$1,859         | \$56         |
| 0.23                                  | 3%            | \$1,303         | \$39         | \$1,387         | \$42         | \$1,415         | \$42         | \$1,547         | \$46         | \$1,679         | \$50         | \$1,812         | \$54         | \$1,944         | \$58         |
| 0.24                                  | 3%            | \$1,360         | \$41         | \$1,448         | \$43         | \$1,476         | \$44         | \$1,614         | \$48         | \$1,752         | \$53         | \$1,890         | \$57         | \$2,028         | \$61         |
| 0.25                                  | 3%            | \$1,417         | \$43         | \$1,508         | \$45         | \$1,538         | \$46         | \$1,682         | \$50         | \$1,826         | \$55         | \$1,969         | \$59         | \$2,113         | \$63         |
| 0.26                                  | 3%            | \$1,473         | \$44         | \$1,568         | \$47         | \$1,600         | \$48         | \$1,749         | \$52         | \$1,899         | \$57         | \$2,048         | \$61         | \$2,198         | \$66         |
| 0.27                                  | 3%            | \$1,530         | \$46         | \$1,629         | \$49         | \$1,661         | \$50         | \$1,816         | \$54         | \$1,972         | \$59         | \$2,127         | \$64         | \$2,282         | \$68         |
| 0.28                                  | 3%            | \$1,587         | \$48         | \$1,689         | \$51         | \$1,723         | \$52         | \$1,884         | \$57         | \$2,045         | \$61         | \$2,206         | \$66         | \$2,367         | \$71         |
| 0.29                                  | 3%            | \$1,643         | \$49         | \$1,749         | \$52         | \$1,784         | \$54         | \$1,951         | \$59         | \$2,118         | \$64         | \$2,284         | \$69         | \$2,451         | \$74         |
| 0.30                                  | 3%            | \$1,700         | \$51         | \$1,810         | \$54         | \$1,846         | \$55         | \$2,018         | \$61         | \$2,191         | \$66         | \$2,363         | \$71         | \$2,536         | \$76         |
| 0.31                                  | 4%            | \$1,757         | \$70         | \$1,870         | \$75         | \$1,907         | \$76         | \$2,085         | \$83         | \$2,264         | \$91         | \$2,442         | \$98         | \$2,620         | \$105        |
| 0.32                                  | 4%            | \$1,813         | \$73         | \$1,930         | \$77         | \$1,969         | \$79         | \$2,153         | \$86         | \$2,337         | \$93         | \$2,521         | \$101        | \$2,705         | \$108        |
| 0.33                                  | 4%            | \$1,870         | \$75         | \$1,991         | \$80         | \$2,030         | \$81         | \$2,220         | \$89         | \$2,410         | \$96         | \$2,599         | \$104        | \$2,789         | \$112        |
| 0.34                                  | 4%            | \$1,927         | \$77         | \$2,051         | \$82         | \$2,092         | \$84         | \$2,287         | \$91         | \$2,483         | \$99         | \$2,678         | \$107        | \$2,874         | \$115        |
| 0.35                                  | 4%            | \$1,983         | \$79         | \$2,111         | \$84         | \$2,153         | \$86         | \$2,354         | \$94         | \$2,556         | \$102        | \$2,757         | \$110        | \$2,958         | \$118        |
| 0.36                                  | 4%            | \$2,040         | \$82         | \$2,172         | \$87         | \$2,215         | \$89         | \$2,422         | \$97         | \$2,629         | \$105        | \$2,836         | \$113        | \$3,043         | \$122        |
| 0.37                                  | 5%            | \$2,097         | \$105        | \$2,232         | \$112        | \$2,276         | \$114        | \$2,489         | \$124        | \$2,702         | \$135        | \$2,914         | \$146        | \$3,127         | \$156        |
| 0.38                                  | 5%            | \$2,153         | \$108        | \$2,292         | \$115        | \$2,338         | \$117        | \$2,556         | \$128        | \$2,775         | \$139        | \$2,993         | \$150        | \$3,212         | \$161        |
| 0.39                                  | 5%            | \$2,210         | \$111        | \$2,352         | \$118        | \$2,399         | \$120        | \$2,624         | \$131        | \$2,848         | \$142        | \$3,072         | \$154        | \$3,296         | \$165        |
| 0.40                                  | 5%            | \$2,267         | \$113        | \$2,413         | \$121        | \$2,461         | \$123        | \$2,691         | \$135        | \$2,921         | \$146        | \$3,151         | \$158        | \$3,381         | \$169        |
| 0.41                                  | 5%            | \$2,323         | \$116        | \$2,473         | \$124        | \$2,522         | \$126        | \$2,758         | \$138        | \$2,994         | \$150        | \$3,230         | \$162        | \$3,465         | \$173        |
| 0.42                                  | 6%            | \$2,380         | \$143        | \$2,533         | \$152        | \$2,584         | \$155        | \$2,825         | \$170        | \$3,067         | \$184        | \$3,308         | \$198        | \$3,550         | \$213        |
| 0.43                                  | 6%            | \$2,437         | \$146        | \$2,594         | \$156        | \$2,645         | \$159        | \$2,893         | \$174        | \$3,140         | \$188        | \$3,387         | \$203        | \$3,634         | \$218        |
| 0.44                                  | 6%            | \$2,493         | \$150        | \$2,654         | \$159        | \$2,707         | \$162        | \$2,960         | \$178        | \$3,213         | \$193        | \$3,466         | \$208        | \$3,719         | \$223        |
| 0.45                                  | 6%            | \$2,550         | \$153        | \$2,714         | \$163        | \$2,768         | \$166        | \$3,027         | \$182        | \$3,286         | \$197        | \$3,545         | \$213        | \$3,803         | \$228        |
| 0.46                                  | 7%            | \$2,607         | \$182        | \$2,775         | \$194        | \$2,830         | \$198        | \$3,094         | \$217        | \$3,359         | \$235        | \$3,623         | \$254        | \$3,888         | \$272        |
| 0.47                                  | 7%            | \$2,663         | \$186        | \$2,835         | \$195        | \$2,891         | \$202        | \$3,162         | \$221        | \$3,432         | \$240        | \$3,702         | \$259        | \$3,972         | \$278        |
| 0.48                                  | 7%            | \$2,720         | \$190        | \$2,895         | \$203        | \$2,953         | \$207        | \$3,229         | \$226        | \$3,505         | \$245        | \$3,781         | \$265        | \$4,057         | \$284        |
| 0.49                                  | 7%            | \$2,777         | \$194        | \$2,956         | \$207        | \$3,014         | \$211        | \$3,295         | \$231        | \$3,578         | \$250        | \$3,860         | \$270        | \$4,141         | \$290        |
| 0.50                                  | 8%            | \$2,834         | \$227        | \$3,016         | \$241        | \$3,076         | \$246        | \$3,364         | \$269        | \$3,651         | \$292        | \$3,939         | \$315        | \$4,226         | \$338        |
| 0.51                                  | 8%            | \$2,890         | \$231        | \$3,076         | \$246        | \$3,138         | \$251        | \$3,431         | \$274        | \$3,724         | \$295        | \$4,017         | \$321        | \$4,311         | \$345        |
| 0.52                                  | 8%            | \$2,947         | \$236        | \$3,137         | \$251        | \$3,199         | \$256        | \$3,498         | \$280        | \$3,797         | \$304        | \$4,096         | \$328        | \$4,398         | \$352        |
| 0.53                                  | 8%            | \$3,004         | \$240        | \$3,197         | \$256        | \$3,261         | \$261        | \$3,565         | \$285        | \$3,870         | \$310        | \$4,175         | \$334        | \$4,480         | \$358        |
| 0.54                                  | 9%            | \$3,060         | \$275        | \$3,257         | \$283        | \$3,322         | \$289        | \$3,633         | \$327        | \$3,943         | \$355        | \$4,254         | \$363        | \$4,564         | \$411        |
| 0.55                                  | 9%            | \$3,117         | \$281        | \$3,318         | \$289        | \$3,384         | \$295        | \$3,700         | \$333        | \$4,016         | \$361        | \$4,332         | \$369        | \$4,649         | \$418        |
| 0.56                                  | 9%            | \$3,174         | \$286        | \$3,378         | \$304        | \$3,445         | \$310        | \$3,767         | \$339        | \$4,088         | \$368        | \$4,411         | \$397        | \$4,733         | \$426        |
| 0.57                                  | 9%            | \$3,230         | \$291        | \$3,438         | \$309        | \$3,507         | \$316        | \$3,834         | \$345        | \$4,162         | \$375        | \$4,490         | \$404        | \$4,818         | \$434        |
| 0.58                                  | 10%           | \$3,287         | \$329        | \$3,499         | \$350        | \$3,568         | \$357        | \$3,902         | \$390        | \$4,235         | \$424        | \$4,569         | \$457        | \$4,902         | \$490        |
| 0.59                                  | 10%           | \$3,344         | \$334        | \$3,559         | \$356        | \$3,630         | \$363        | \$3,969         | \$397        | \$4,308         | \$431        | \$4,647         | \$465        | \$4,987         | \$499        |
| 0.60                                  | 10%           | \$3,400         | \$340        | \$3,619         | \$362        | \$3,691         | \$369        | \$4,036         | \$404        | \$4,381         | \$438        | \$4,726         | \$473        | \$5,071         | \$507        |
| 0.61                                  | 10%           | \$3,457         | \$346        | \$3,680         | \$368        | \$3,753         | \$375        | \$4,103         | \$410        | \$4,454         | \$445        | \$4,805         | \$481        | \$5,156         | \$516        |
| 0.62                                  | 10%           | \$3,514         | \$351        | \$3,740         | \$374        | \$3,814         | \$381        | \$4,171         | \$417        | \$4,527         | \$453        | \$4,884         | \$488        | \$5,240         | \$524        |
| 0.63                                  | 10%           | \$3,570         | \$357        | \$3,800         | \$380        | \$3,876         | \$388        | \$4,238         | \$424        | \$4,600         | \$460        | \$4,963         | \$496        | \$5,325         | \$533        |
| 0.64                                  | 10%           | \$3,627         | \$363        | \$3,860         | \$386        | \$3,937         | \$394        | \$4,305         | \$431        | \$4,673         | \$467        | \$5,041         | \$504        | \$5,409         | \$541        |
| 0.65                                  | 10%           | \$3,684         | \$368        | \$3,921         | \$392        | \$3,999         | \$400        | \$4,373         | \$437        | \$4,746         | \$475        | \$5,120         | \$512        | \$5,494         | \$549        |
| 0.66                                  | 10%           | \$3,740         | \$374        | \$3,981         | \$398        | \$4,060         | \$406        | \$4,440         | \$444        | \$4,819         | \$482        | \$5,199         | \$520        | \$5,578         | \$558        |
| 0.67                                  | 10%           | \$3,797         | \$380        | \$4,041         | \$404        | \$4,122         | \$412        | \$4,507         | \$451        | \$4,892         | \$489        | \$5,278         | \$528        | \$5,663         | \$566        |
| 0.68                                  | 10%           | \$3,854         | \$385        | \$4,102         | \$410        | \$4,183         | \$418        | \$4,574         | \$457        | \$4,965         | \$497        | \$5,356         | \$536        | \$5,747         | \$575        |
| 0.69                                  | 10%           | \$3,910         | \$391        | \$4,162         | \$416        | \$4,245         | \$424        | \$4,642         | \$464        | \$5,038         | \$504        | \$5,435         | \$544        | \$5,832         | \$583        |
| 0.70                                  | 10%           | \$3,967         | \$397        | \$4,222         | \$422        | \$4,306         | \$431        | \$4,709         | \$471        | \$5,111         | \$511        | \$5,514         | \$551        | \$5,916         | \$592        |
| 0.71                                  | 10%           | \$4,024         | \$402        | \$4,283         | \$428        | \$4,368         | \$437        | \$4,776         | \$478        | \$5,184         | \$518        | \$5,593         | \$559        | \$6,001         | \$600        |
| 0.72                                  | 10%           | \$4,080         | \$408        | \$4,343         | \$434        | \$4,429         | \$443        | \$4,843         | \$484        | \$5,257         | \$525        | \$5,671         | \$567        | \$6,085         | \$609        |
| 0.73                                  | 10%           | \$4,137         | \$414        | \$4,403         | \$440        | \$4,491         | \$449        | \$4,911         | \$491        | \$5,330         | \$533        | \$5,750         | \$575        | \$6,170         | \$617        |
| 0.74                                  | 10%           | \$4,194         | \$419        | \$4,464         | \$446        | \$4,552         | \$455        | \$4,978         | \$498        | \$5,403         | \$540        | \$5,829         | \$583        | \$6,254         | \$625        |
| 0.75                                  | 10%           | \$4,250         | \$425        | \$4,524         | \$452        | \$4,614         | \$461        | \$5,045         | \$505        | \$5,477         | \$548        | \$5,908         | \$591        | \$6,339         | \$634        |

| AK State Median Income by Family Size |               | \$9,027         |              | \$9,602          |               | \$10,177         |               | \$10,752         |               | \$11,327         |               | \$11,902         |               | \$12,477         |               |
|---------------------------------------|---------------|-----------------|--------------|------------------|---------------|------------------|---------------|------------------|---------------|------------------|---------------|------------------|---------------|------------------|---------------|
| Percent SMI                           | Percent Copay | 9p Gross Income | 9p Copay Amt | 10p Gross Income | 10p Copay Amt | 11p Gross Income | 11p Copay Amt | 12p Gross Income | 12p Copay Amt | 13p Gross Income | 13p Copay Amt | 14p Gross Income | 14p Copay Amt | 15p Gross Income | 15p Copay Amt |
| 0.01                                  | 1%            | \$90            | \$20         | \$96             | \$20          | \$102            | \$20          | \$108            | \$20          | \$113            | \$20          | \$119            | \$20          | \$125            | \$20          |
| 0.02                                  | 1%            | \$181           | \$20         | \$192            | \$20          | \$204            | \$20          | \$215            | \$20          | \$227            | \$20          | \$238            | \$20          | \$250            | \$20          |
| 0.03                                  | 1%            | \$271           | \$20         | \$288            | \$20          | \$305            | \$20          | \$323            | \$20          | \$340            | \$20          | \$357            | \$20          | \$374            | \$20          |
| 0.04                                  | 1%            | \$361           | \$20         | \$384            | \$20          | \$407            | \$20          | \$430            | \$20          | \$453            | \$20          | \$476            | \$20          | \$499            | \$20          |
| 0.05                                  | 1%            | \$451           | \$20         | \$480            | \$20          | \$509            | \$20          | \$538            | \$20          | \$566            | \$20          | \$595            | \$20          | \$624            | \$20          |
| 0.06                                  | 1%            | \$542           | \$20         | \$576            | \$20          | \$611            | \$20          | \$645            | \$20          | \$680            | \$20          | \$714            | \$20          | \$749            | \$20          |
| 0.07                                  | 1%            | \$632           | \$20         | \$672            | \$20          | \$712            | \$20          | \$753            | \$20          | \$793            | \$20          | \$833            | \$20          | \$873            | \$20          |
| 0.08                                  | 1%            | \$722           | \$20         | \$768            | \$20          | \$814            | \$20          | \$860            | \$20          | \$906            | \$20          | \$952            | \$20          | \$998            | \$20          |
| 0.09                                  | 1%            | \$812           | \$20         | \$864            | \$20          | \$916            | \$20          | \$968            | \$20          | \$1,019          | \$20          | \$1,071          | \$20          | \$1,123          | \$20          |
| 0.10                                  | 2%            | \$903           | \$20         | \$960            | \$20          | \$1,018          | \$20          | \$1,075          | \$22          | \$1,133          | \$23          | \$1,190          | \$24          | \$1,248          | \$25          |
| 0.11                                  | 2%            | \$993           | \$20         | \$1,056          | \$20          | \$1,119          | \$22          | \$1,183          | \$24          | \$1,246          | \$25          | \$1,309          | \$26          | \$1,372          | \$27          |
| 0.12                                  | 2%            | \$1,083         | \$22         | \$1,152          | \$23          | \$1,221          | \$24          | \$1,290          | \$25          | \$1,359          | \$27          | \$1,428          | \$29          | \$1,497          | \$30          |
| 0.13                                  | 2%            | \$1,174         | \$23         | \$1,248          | \$25          | \$1,323          | \$26          | \$1,398          | \$28          | \$1,473          | \$29          | \$1,547          | \$31          | \$1,622          | \$32          |
| 0.14                                  | 2%            | \$1,264         | \$25         | \$1,344          | \$27          | \$1,425          | \$29          | \$1,505          | \$30          | \$1,586          | \$32          | \$1,666          | \$33          | \$1,747          | \$35          |
| 0.15                                  | 2%            | \$1,354         | \$27         | \$1,440          | \$29          | \$1,527          | \$31          | \$1,613          | \$32          | \$1,699          | \$34          | \$1,785          | \$36          | \$1,872          | \$37          |
| 0.16                                  | 2%            | \$1,444         | \$29         | \$1,536          | \$31          | \$1,628          | \$33          | \$1,720          | \$34          | \$1,812          | \$36          | \$1,904          | \$38          | \$1,995          | \$40          |
| 0.17                                  | 2%            | \$1,535         | \$31         | \$1,632          | \$33          | \$1,730          | \$35          | \$1,828          | \$37          | \$1,926          | \$39          | \$2,023          | \$40          | \$2,121          | \$42          |
| 0.18                                  | 2%            | \$1,625         | \$33         | \$1,728          | \$35          | \$1,832          | \$37          | \$1,935          | \$39          | \$2,039          | \$41          | \$2,142          | \$43          | \$2,246          | \$45          |
| 0.19                                  | 2%            | \$1,715         | \$34         | \$1,824          | \$36          | \$1,934          | \$39          | \$2,043          | \$41          | \$2,152          | \$43          | \$2,261          | \$45          | \$2,371          | \$47          |
| 0.20                                  | 2%            | \$1,805         | \$36         | \$1,920          | \$38          | \$2,035          | \$41          | \$2,150          | \$43          | \$2,265          | \$45          | \$2,380          | \$48          | \$2,495          | \$50          |
| 0.21                                  | 2%            | \$1,895         | \$38         | \$2,016          | \$40          | \$2,137          | \$43          | \$2,258          | \$45          | \$2,379          | \$48          | \$2,499          | \$50          | \$2,620          | \$52          |
| 0.22                                  | 3%            | \$1,985         | \$60         | \$2,112          | \$63          | \$2,239          | \$67          | \$2,365          | \$71          | \$2,492          | \$75          | \$2,618          | \$79          | \$2,745          | \$82          |
| 0.23                                  | 3%            | \$2,075         | \$62         | \$2,208          | \$65          | \$2,341          | \$70          | \$2,473          | \$74          | \$2,605          | \$78          | \$2,737          | \$82          | \$2,870          | \$85          |
| 0.24                                  | 3%            | \$2,165         | \$65         | \$2,304          | \$69          | \$2,442          | \$73          | \$2,580          | \$77          | \$2,718          | \$82          | \$2,856          | \$86          | \$2,994          | \$89          |
| 0.25                                  | 3%            | \$2,255         | \$68         | \$2,401          | \$72          | \$2,544          | \$76          | \$2,688          | \$81          | \$2,832          | \$85          | \$2,976          | \$89          | \$3,119          | \$94          |
| 0.26                                  | 3%            | \$2,345         | \$70         | \$2,497          | \$75          | \$2,646          | \$79          | \$2,796          | \$84          | \$2,945          | \$88          | \$3,095          | \$93          | \$3,244          | \$97          |
| 0.27                                  | 3%            | \$2,437         | \$73         | \$2,593          | \$78          | \$2,748          | \$82          | \$2,903          | \$87          | \$3,058          | \$92          | \$3,214          | \$96          | \$3,369          | \$101         |
| 0.28                                  | 3%            | \$2,528         | \$76         | \$2,688          | \$81          | \$2,850          | \$86          | \$3,011          | \$90          | \$3,172          | \$95          | \$3,333          | \$100         | \$3,494          | \$105         |
| 0.29                                  | 3%            | \$2,618         | \$79         | \$2,785          | \$84          | \$2,951          | \$89          | \$3,118          | \$94          | \$3,285          | \$99          | \$3,452          | \$104         | \$3,618          | \$109         |
| 0.30                                  | 3%            | \$2,708         | \$81         | \$2,881          | \$86          | \$3,053          | \$92          | \$3,226          | \$97          | \$3,398          | \$102         | \$3,571          | \$107         | \$3,743          | \$112         |
| 0.31                                  | 4%            | \$2,798         | \$112        | \$2,977          | \$119         | \$3,155          | \$126         | \$3,333          | \$133         | \$3,511          | \$140         | \$3,690          | \$148         | \$3,868          | \$155         |
| 0.32                                  | 4%            | \$2,889         | \$116        | \$3,073          | \$123         | \$3,257          | \$130         | \$3,441          | \$138         | \$3,626          | \$145         | \$3,809          | \$152         | \$3,993          | \$160         |
| 0.33                                  | 4%            | \$2,979         | \$119        | \$3,169          | \$127         | \$3,358          | \$134         | \$3,548          | \$142         | \$3,738          | \$150         | \$3,928          | \$157         | \$4,117          | \$165         |
| 0.34                                  | 4%            | \$3,069         | \$123        | \$3,265          | \$131         | \$3,460          | \$138         | \$3,656          | \$146         | \$3,851          | \$154         | \$4,047          | \$162         | \$4,242          | \$170         |
| 0.35                                  | 4%            | \$3,159         | \$126        | \$3,361          | \$134         | \$3,562          | \$142         | \$3,763          | \$151         | \$3,964          | \$159         | \$4,166          | \$167         | \$4,367          | \$175         |
| 0.36                                  | 4%            | \$3,250         | \$130        | \$3,457          | \$138         | \$3,664          | \$147         | \$3,871          | \$155         | \$4,078          | \$163         | \$4,285          | \$171         | \$4,492          | \$180         |
| 0.37                                  | 5%            | \$3,340         | \$167        | \$3,553          | \$178         | \$3,765          | \$188         | \$3,978          | \$199         | \$4,191          | \$210         | \$4,404          | \$220         | \$4,616          | \$231         |
| 0.38                                  | 5%            | \$3,430         | \$172        | \$3,648          | \$182         | \$3,867          | \$193         | \$4,086          | \$204         | \$4,304          | \$215         | \$4,523          | \$226         | \$4,741          | \$237         |
| 0.39                                  | 5%            | \$3,521         | \$176        | \$3,745          | \$187         | \$3,969          | \$198         | \$4,193          | \$210         | \$4,418          | \$221         | \$4,642          | \$232         | \$4,866          | \$243         |
| 0.40                                  | 5%            | \$3,611         | \$181        | \$3,841          | \$192         | \$4,071          | \$204         | \$4,301          | \$215         | \$4,531          | \$227         | \$4,761          | \$238         | \$4,991          | \$250         |
| 0.41                                  | 5%            | \$3,701         | \$185        | \$3,937          | \$197         | \$4,173          | \$209         | \$4,408          | \$220         | \$4,644          | \$232         | \$4,880          | \$244         | \$5,116          | \$256         |
| 0.42                                  | 6%            | \$3,791         | \$227        | \$4,033          | \$242         | \$4,274          | \$256         | \$4,516          | \$271         | \$4,757          | \$285         | \$4,999          | \$300         | \$5,240          | \$314         |
| 0.43                                  | 6%            | \$3,882         | \$233        | \$4,129          | \$248         | \$4,376          | \$263         | \$4,623          | \$277         | \$4,871          | \$292         | \$5,118          | \$307         | \$5,356          | \$322         |
| 0.44                                  | 6%            | \$3,972         | \$238        | \$4,225          | \$254         | \$4,478          | \$269         | \$4,731          | \$284         | \$4,984          | \$299         | \$5,237          | \$314         | \$5,490          | \$329         |
| 0.45                                  | 6%            | \$4,062         | \$244        | \$4,321          | \$259         | \$4,580          | \$275         | \$4,838          | \$290         | \$5,097          | \$306         | \$5,356          | \$321         | \$5,615          | \$337         |
| 0.46                                  | 7%            | \$4,152         | \$291        | \$4,417          | \$309         | \$4,681          | \$328         | \$4,946          | \$346         | \$5,210          | \$365         | \$5,475          | \$383         | \$5,739          | \$402         |
| 0.47                                  | 7%            | \$4,243         | \$297        | \$4,513          | \$315         | \$4,783          | \$335         | \$5,053          | \$354         | \$5,324          | \$373         | \$5,594          | \$392         | \$5,864          | \$410         |
| 0.48                                  | 7%            | \$4,333         | \$303        | \$4,609          | \$323         | \$4,885          | \$342         | \$5,161          | \$361         | \$5,437          | \$381         | \$5,713          | \$400         | \$5,989          | \$419         |
| 0.49                                  | 7%            | \$4,423         | \$310        | \$4,705          | \$329         | \$4,987          | \$349         | \$5,268          | \$369         | \$5,550          | \$389         | \$5,832          | \$408         | \$6,114          | \$428         |
| 0.50                                  | 8%            | \$4,514         | \$361        | \$4,801          | \$384         | \$5,089          | \$407         | \$5,376          | \$430         | \$5,664          | \$453         | \$5,951          | \$476         | \$6,239          | \$449         |
| 0.51                                  | 8%            | \$4,604         | \$368        | \$4,897          | \$392         | \$5,190          | \$415         | \$5,484          | \$439         | \$5,777          | \$462         | \$6,070          | \$486         | \$6,363          | \$509         |
| 0.52                                  | 8%            | \$4,694         | \$376        | \$4,993          | \$399         | \$5,292          | \$423         | \$5,591          | \$447         | \$5,890          | \$471         | \$6,189          | \$495         | \$6,488          | \$519         |
| 0.53                                  | 8%            | \$4,784         | \$383        | \$5,089          | \$407         | \$5,394          | \$432         | \$5,699          | \$456         | \$6,003          | \$480         | \$6,308          | \$505         | \$6,613          | \$529         |
| 0.54                                  | 9%            | \$4,875         | \$439        | \$5,185          | \$467         | \$5,496          | \$495         | \$5,806          | \$523         | \$6,117          | \$551         | \$6,427          | \$578         | \$6,738          | \$606         |
| 0.55                                  | 9%            | \$4,965         | \$447        | \$5,281          | \$475         | \$5,597          | \$504         | \$5,914          | \$532         | \$6,230          | \$561         | \$6,546          | \$589         | \$6,862          | \$618         |
| 0.56                                  | 9%            | \$5,055         | \$455        | \$5,377          | \$484         | \$5,699          | \$513         | \$6,021          | \$542         | \$6,343          | \$571         | \$6,665          | \$600         | \$6,987          | \$629         |
| 0.57                                  | 9%            | \$5,145         | \$463        | \$5,473          | \$493         | \$5,801          | \$522         | \$6,123          | \$552         | \$6,456          | \$581         | \$6,784          | \$611         | \$7,112          | \$640         |
| 0.58                                  | 10%           | \$5,235         | \$524        | \$5,569          | \$557         | \$5,903          | \$590         | \$6,236          | \$624         | \$6,570          | \$667         | \$6,903          | \$690         | \$7,237          | \$724         |
| 0.59                                  | 10%           | \$5,325         | \$533        | \$5,665          | \$567         | \$6,004          | \$600         | \$6,344          | \$634         | \$6,683          | \$668         | \$7,022          | \$702         | \$7,361          | \$736         |
| 0.60                                  | 10%           | \$5,415         | \$542        | \$5,761          | \$576         | \$6,106          | \$611         | \$6,451          | \$645         | \$6,796          | \$680         | \$7,141          | \$714         | \$7,486          | \$749         |
| 0.61                                  | 10%           | \$5,505         | \$551        | \$5,857          | \$586         | \$6,208          | \$621         | \$6,559          | \$656         | \$6,909          | \$691         | \$7,260          | \$726         | \$7,611          | \$761         |
| 0.62                                  | 10%           | \$5,595         | \$560        | \$5,953          | \$595         | \$6,310          | \$631         | \$6,666          | \$667         | \$7,023          | \$702         | \$7,379          | \$738         | \$7,736          | \$774         |
| 0.63                                  | 10%           | \$5,685         | \$569        | \$6,049          | \$605         | \$6,412          | \$641         | \$6,774          | \$677         | \$7,136          | \$714         | \$7,498          | \$750         | \$7,861          | \$786         |
| 0.64                                  | 10%           | \$5,775         | \$578        | \$6,145          | \$615         | \$6,513          | \$651         | \$6,881          | \$688         | \$7,249          | \$725         | \$7,617          | \$762         | \$7,985          | \$799         |
| 0.65                                  | 10%           | \$5,865         | \$587        | \$6,241          | \$624         | \$6,615          | \$662         | \$6,989          | \$699         | \$7,363          | \$735         | \$7,736          | \$774         | \$8,110          | \$811         |
| 0.66                                  | 10%           | \$5,955         | \$595        | \$6,337          | \$634         | \$6,717          | \$672         | \$7,095          | \$710         | \$7,476          | \$748         | \$7,855          | \$786         | \$8,235          | \$824         |
| 0.67                                  | 10%           | \$6,045         | \$605        | \$6,433          | \$643         | \$6,819          | \$682         | \$7,204          | \$720         | \$7,589          | \$759         | \$7,974          | \$797         | \$8,360          | \$836         |
| 0.68                                  | 10%           | \$6,135         | \$614        | \$6,529          | \$653         | \$6,920          | \$692         | \$7,311          | \$731         | \$7,702          | \$770         | \$8,093          | \$809         | \$8,484          | \$848         |
| 0.69                                  | 10%           | \$6,225         | \$623        | \$6,625          | \$663         | \$7,022          | \$702         | \$7,419          | \$742         | \$7,816          | \$782         | \$8,212          | \$821         | \$8,609          | \$861         |
| 0.70                                  | 10%           | \$6,315         | \$632        | \$6,721          | \$672         | \$7,124          | \$712         | \$7,525          | \$753         | \$7,929          | \$793         | \$8,331          | \$833         | \$8,734          | \$873         |
| 0.71                                  | 10%           | \$6,405         | \$641        | \$6,817          | \$682         | \$7,225          | \$723         | \$7,634          | \$763         | \$8,042          | \$804         | \$8,450          | \$845         | \$8,859          | \$886         |
| 0.72                                  | 10%           | \$6,495         | \$650        | \$6,913          | \$691         | \$7,327          | \$733         | \$7,741          | \$774         | \$8,156          | \$816         | \$8,569          | \$857         | \$8,983          | \$899         |
| 0.73                                  | 10%           | \$6,585         | \$659        | \$7,009          | \$701         | \$7,429          | \$743         | \$7,849          | \$785         | \$8,269          | \$827         | \$8,688          | \$869         | \$9,108          | \$911         |
| 0.74                                  | 10%           | \$6,680         | \$668        | \$7,105          | \$711         | \$7,531          | \$753         | \$7,956          | \$796         | \$8,382          | \$838         | \$8,807          | \$881         | \$9,233          | \$923         |
| 0.75                                  | 10%           | \$6,770         | \$677        | \$7,202          | \$720         | \$7,633          | \$763         | \$8,064          | \$806         | \$8,495          | \$850         | \$8,927          | \$893         | \$9,358          | \$936         |

## Appendix C Survey Questions

### Survey Questions

The 2011 Market Price Survey consisted of the following questions:

1. On Wednesday, April 6, 2011, did your facility provide child care for any children under 13 years old?
2. On Wednesday, April 6, 2011, how many children received child care at your facility who were:
  - a) Infants, birth through 18 months
  - b) Toddlers, 19 months through 36 months old
  - c) Preschoolers, 37 months through 6 years old
  - d) School-age children, 7 years through 12 years old

Question 2 was required only if the provider answered 'Yes' to question 1. The survey also collected contact information for the person completing the response.

### Price Verification Follow-up

The following question was asked of each survey respondent who, after the administrative update, had a missing or older price in the CCPO's information system for a child age group they served.

- On Wednesday, April 6, 2011, what was your full time monthly enrollment price for:
- a) Infants, birth through 18 months
  - b) Toddlers, 19 months through 36 months old
  - c) Preschoolers, 37 months through 6 years old
  - d) School-age children, 7 years through 12 years old