

Aleutian Pribilof Islands Association, Inc.

Child Care Assistance Plan

(in ETR Tribal Plan)

ALEUTIAN PRIBILOF ISLAND ASSOCIATION, INC.

Child Care Assistance Plan (in P.L. 115-93)

October 1, 2021 through September 30, 2024

APIA will administer CCDF under P.L. 115-93 (also known as P.L. 102-477 as amended, or 477). Our allocation size is categorized as “small”. With our full allotment of Fiscal years 2022-2024 Mandatory and Discretionary Child Care and Development funds integrated with other child care funding sources, APIA ETR Tribal Plan incorporates the following description of child care assistance. The plan period will begin on October 1 each year.

LEAD AGENCY RESPONSIBILITIES

The lead agency will directly administer and implement all programs funded through the CCDF under our current Tribal Plan. The plan and program are administered within the Employment, Training and Related Services Division (ETR) housed under the Department of Family and Community Development (DFCD).

CONSULTATION

Tribes, child care providers, participants, and other community members of the region have been contacted through visits to the communities, phone and written inquiries, and via Outreach Child Care Ambassadors, hired for this purpose, for input concerning child care in the communities, their needs, and other pertinent issues relating to child care assistance.

COORDINATION OF SERVICES

APIA has maintained contact and coordinated development of issues affecting child care services with other regional nonprofit Tribal Grantees, the State of Alaska, and DHHS. The contact

and coordination were through participation in telephonic conferences, as well as in personal meetings with the above entities at various state and regional conferences held each year.

APIA ETR Division also coordinates with the APIA Head Start Program and the APIA Health Department to provide training in child development and First Aid & CPR and annual health and safety preservice training to all Child Care Providers. The expected results of this coordination are better, quicker and more streamlined referrals to health and other services, and, as a result, overall improved quality of health and life for our Tribal members; particularly our children. The Head Start Coordinator and the ETR Coordinator work together to create interoperability processes between ETR Division's child care services and APIA's Head Start Program that will better meet the needs of families and children. This will ensure higher standards and quality child care services through availability of an extended day and/or extended year in the Head Start program as well as capturing potential need in families who might otherwise not know about our child care services.

The ETR Division is a one-stop operation which very effectively serves our participants with a number of services in a simultaneous manner. The ETR Division staff are all trained and responsible for not only childcare services, but also education, employment services and workforce development. We coordinate with schools, colleges, employers and various vendors to ensure entry into our respective services, ongoing case management, and integration into the community. Our application is one that allows entry into any of these services as well as others (energy assistance, tribal vocational rehabilitation, etc.). As a result, all coordination is immediate, providing entry into individualized services the participant most needs at the moment and allowing ongoing coordination and entry into other programs as appropriate.

The major barrier to families and providers accessing State CCDF funding is the distance from a State office. In order to address this, APIA's ETR staff will provide the in-person contact needed to ensure timely and accurate applications and billings.

ETR serves as a one-stop shop within our Department of Family and Community Development (DFCD). 5.5 FTE staff are currently based in Anchorage and 1 FTE in one of the ten communities within the Aleutian/Pribilof Islands Region. Head Start and Indian Child Welfare Act (ICWA) Programs are also in DFCD, but not under ETR. However, the ETR works closely with both programs to ensure timely and effective services for all families and children.

APIA is unable to coordinate services with ATAP due to the fact that TANF is not available in the communities we serve, and because the state is so limited that it is difficult to coordinate with them on this service. Furthermore, no changes in the way we provide services to families would occur if we did coordinate with ATAP. If there are instances in which it would be beneficial to families to coordinate, we will absolutely do so. All of the ETR Division staff/team members that work with Child Care services also provide comprehensive workforce development services throughout the service area.

The expected results of this coordination is a seamless one-stop-shop that reduces barriers and eases the burden of multi-agency involvement for our participants. This will streamline the various services for families and children who can concurrently access multiple needs through one care coordinator (staff member). This in turn will result in increased success rate, self-sufficiency of families and healthier children.

PUBLIC HEARING PROCESS

Tribes have been contacted throughout the year and on an ongoing basis for comments regarding CCDF. Annually, APIA will make the Tribal Plan and the detailed CCDF plan available for review through the Tribal governments so comments may be obtained. The CCDF Plan was sent to all communities and all Tribal offices on June 30, 2021 via email, and a Notice of Public Comment Period was sent to all 11 Tribal offices and all ETR field staff on June 30, 2021 via email with the toll-free APIA phone number for a public hearing which will occur on July 23, 2021. Tribes and staff were asked to post the notices around town and make the grant available to anyone who requested. Comments will be considered and applied if appropriate, and a plan revision will be submitted.

PUBLIC-PRIVATE PARTNERSHIPS

APIA works closely with our Head Start program, local businesses, and non-profit organizations that express the need and desire for a child care center. We are currently working with Head Start to develop extended day and extended year programs for which families can apply their CCDF vouchers. If private businesses or public entities are interested in a partnership relationship to provide child care, APIA will work with the business/agency.

CHILD CARE SERVICES

(A) Description of Services

ETR will issue Child Care Payment Certificates directly to the parent/guardian upon completion and review of a child care application to determine eligibility and benefit level.

The certificate will be of value commensurate with the subsidy value of child care services provided under the state child care grant. The parent will have the option of providing that

voucher to any individually licensed childcare provider, family childcare provider, or child care facility that has met health and safety standards as approved by our ETR Division staff.

The application process will not exceed a 45-day period and, during this application period, the child will not be excluded from the interim child care services with a provider as long as the provider expresses, in writing, their intent to satisfy the standards and the parent provides APIA with all required information and documentation needed to make a determination. A parent's file will be closed after 45 days from the date of the application if APIA has not received all information and documentation required from the parent(s) and the provider. APIA will not be responsible for child care costs once a parent's file has been closed. A parent may reapply at any time. However, the 45-day grace period will not be granted a second time to the same provider.

Eligible families will be allowed the parental choice in selecting their child care providers, per 45 CFR 98.30. Parents' selection of child care providers will have no bearing on their program eligibility. Providers must meet APIA's health, safety, and program requirements to receive payments under the CCDF. The child care subsidy rates are sufficient to ensure equal access to comparable child care services provided to children whose parents are not eligible to receive child care assistance under the CCDF as established by the State's market rate survey completed in 2017. Currently there are no Child Care Centers in the APIA region and all child care is provided in family or group home settings with the exception of our Head Start programs. We are working closely with our Head Start programs to identify ways of collaborating to meet the needs of children and families in the region. We have not received any feedback from any source to indicate that these rates, currently paid, are not adequate, thus we believe them to be so.

Child Care Payment Certificates may be utilized in a variety of child care categories, including Center-based child care; Group home child care; Family child care; and In-Home child care. In each of these categories, care by sectarian providers may not be limited or excluded.

Child care services will be provided to children before and after school care and all-day care including 24-hour care if the parent/guardian qualifies, or if the child qualifies under the child protection or special needs clause.

(B) Process to Receive Such Services

The Aleutian Pribilof Islands Association, Inc. will provide child care services to eligible families in our service area by providing Child Care Payment Certificates (aka “vouchers”).

Services will be offered to eligible children as described in 45 CFR 98.20.

Services will be offered on a sliding scale, which considers income and family size, as described in 45 CFR 98.42. Due to the high cost of living, all families in our regional communities are considered financially eligible for services, regardless of income. The APIA CCDF child care services will pay at least 25% and up to 100% of the cost of child care services under our pre-approved rates, regardless of family income.

Absolute priority for child care services will be given to children of families with very low income, taking family size into account, and children with special needs, including Indian Child Welfare cases, those families who are homeless, and those communities in which the school is closed or in danger of closing.

1. Posters will be placed in Post Offices, Tribal Offices, and stores in each community informing potential applicants where to apply for the Child Care Program. Each community will have ETR staff or other APIA representatives, who will assist potential applicants in completing applications and answering questions related to the Child Care Program. Child Care Outreach Ambassadors may be utilized in each regional community to assist us in this process.
2. A family may apply for child care services through the ETR. Applicants will be given an application for child care services at that time or upon request. The information provided by the parents and the provider will be verified by local ETR staff or an APIA approved third party, and the Anchorage office ETR staff. APIA reserves the right to amend this policy in the future, should it become necessary. Income information must be verified by, but not limited to, payroll status, annual tax information, or other reliable sources. This income verification will be used solely for the purpose of determining co-pay amounts as every child in the region will be considered income eligible due to the high cost of living and low employment rates.
3. At the time of application, the applicant will be provided with educational information regarding the offered child care services, program/parent responsibilities and a general list of child care providers that have voluntarily submitted to a review by an ETR staff member. Parents will be advised they are free to choose providers not on this list provided by APIA. Eligible families will be allowed the parental choice of selecting their child care providers, per 45 CFR 98.30. Parents' selection of child care providers will have no bearing on their program eligibility as long as the provider meets the APIA health, safety, and program requirements.

4. When the application is completed, including income verification, the ETR staff will determine eligibility and the amount of assistance to be granted. Payment rates will ensure equal access to CCDF families. The ETR division will issue Child Care Payment Certificates (aka “vouchers”) directly to the parent/guardian upon completion of eligibility and benefits determination. These certificates will be of a value commensurate with the subsidy value of child care services provided as determined by APIA’s pre-approved payment rate (please see attached). Providers may not charge the difference between their own rate and APIA’s pre-approved rates.
5. The Child Care Payment Certificate will be issued to the parent(s). A Child Care Provider Certificate will be issued to the provider. The parent's certificate will be good for 12 months. A provider’s certificate will be good for 2 years. All information will be verified prior to issuance of a new certificate. Parents and providers will be notified in writing 30 days prior to the expiration of their certificate. They will be given a list of necessary information needed for recertification.

(C) Policy and Procedures

Policy and Procedures are maintained in order to provide high quality and consistent services, including but not limited to household composition and income calculation.

Child care services, described above, are available in all communities in the Region served by APIA. Parents must apply to all other funding sources, if available, and provide a denial letter, if appropriate, to be considered for APIA child care services. Parents must reapply to the other funding source at the time of recertification with APIA.

ELIGIBILITY CRITERIA AND PRIORITY RULES FOR CHILDREN

- (A) By statute, all eligible children must be under the age of 13 and whose parent(s) are working, attending an approved job training or educational program, or who received or needs to receive protective services.
- (B) In determining eligibility, APIA elects to classify all families who reside in the regional communities served by APIA as income eligible due to the high cost of living and low employment rates in the region.
- (C) APIA elects to waive, on a case-by-case basis, the family co-pay for children with special needs and cases in which children receive, or need to receive, protective services, or who are otherwise determined to be vulnerable as defined in section 45 CFR 98.20. In such situations, a provider reimbursement fee will be negotiated on a case-by-case basis by the ETR Coordinator.
- (D) APIA allows child care for children age 18 and under who are physically and/or mentally incapable of self-care and/or under court supervision, as defined in section 45 CFR 98.20. Physical and mental incapacity must be verified by a licensed physician or psychologist.

CRITERIA FOR AWARDING GRANTS AND CONTRACTS

Section 658F(a)(2) of the Act allows grantees to impose additional limitations or conditions on contracts and grants, beyond those in the statute and regulation. APIA reserves the right to exercise this in the future if deemed necessary to ensure the safety of families and children or to carry out the purpose and intent of CCDF.

ELIGIBILITY AND PRIORITY TERMINOLOGY

(A) Special Needs Child

1. Developmentally disabled. Physically or mentally incapacitated.

2. Receiving, or in need of receiving, protective services.

(B) Physical or Mental Capacity

Developmentally disabled minor child under the age of 19 who is physically or mentally incapable or caring for him/her as verified in writing by a licensed physician or psychologist.

(C) Attending a Job Training or Educational Program

Enrolled in and regularly attending an accredited college, vocational training course, or other State or Federal education programs at least 25 hours per week or full time (according to the institution's definition of full-time) and maintaining satisfactory progress towards their chosen degree or certificate as verified by the school or training facility. Travel time and time spent on homework or other assignments may be included in the 25 hour requirement.

Other programs that lead to or enhance employment will be assessed for eligibility on a case-by-case basis, such as: Job Search, WIOA, BIA funded Higher Education, Direct Employment, State and Federal programs, pursuing a GED, and participation in an outpatient substance abuse treatment program.

(D) Residing with

To dwell permanently or continuously with, for the preponderance of the time, occupying a place as one's legal domicile.

(E) Working

Performing tasks full-time for which a wage, salary commission or payment for services is received. Engaging in subsistence hunting and gathering twice each year, two weeks per occurrence (usually once in spring and once in fall) may be considered 'work' with prior approval from the ETR Coordinator.

(F) Protective Services

Families actively involved in official actions in which the well-being of the family's children is in question or being considered. Children determined in need of emergency care or assistance when the parent or guardian is unable to care for them as determined on a case-by-case basis by the APIA ETR Coordinator and/or ICWA or State of Alaska Office of Children's Services (OCS) staff. Children will be covered by Transitional Child Care Assistance for up to three months while their families apply for State Child Protective Child Care Assistance and/or Foster Care Payments.

(G) In loco Parents

1. Single parent: A parent of one or more dependent child who is separated, divorced, never married, unmarried, or abandoned by their spouse.
2. A person acting as a parent: When the child resides with the guardian/custodian and the guardian/custodian has control of the child. This can be formal through appointment of the court or may be an informal arrangement. APIA ETR staff will assess each situation on a case-by-case basis to determine if an individual qualifies as a "stand in" parent in place of the parent.

(H) Service area

Applicants must be Alaska Native or American Indian residents enrolled in or eligible to be enrolled in a Federally recognized Alaska Native or American Indian Tribe and living in one of the following Tribal communities: Adak, Akutan, Atka, Cold Bay, False Pass, King Cove, Nelson Lagoon, Nikolski, Sand Point, St. George, St. Paul, or Unalaska. Participants will be considered for Transitional Child Care for up to three months while applying for other Child Care Assistance if they are Alaska Native or American Indian and residing in one of the

above-mentioned communities, or an enrolled or eligible member living outside the APIA communities when no other child care is available.

(E) Indian Child

Any unmarried child age 18 and under and is either a member of an Alaska Native or Indian Tribe or if any child is eligible for membership in the Tribe.

(F) Family of One

Child Protective Services and Special Needs cases may be considered a family of one to determine eligibility criteria. The income of the parent(s) or guardian may be waived in considering eligibility of the child.

(G) Transitional Child Care Assistance

Participants will be considered for Transitional Child Care Assistance for up to three months while applying for other Child Care Assistance programs if:

- a) they are Alaska Native or American Indian from the APIA service area and
- b) they are enrolled or eligible to be enrolled in one of the service areas
- c) they meet all other APIA CCDF program requirements.

(H) Licensed Exempt Provider

Non-State licensed, non-relative provider who is caring for four or fewer children in their own home, including their own children.

(I) Relative Provider

As defined by CCDF, a provider who is a grandparent, great-grandparent, aunt, uncle, or adult sibling of an eligible child who does not live in and does not provide care in the child's home.

(J) Licensed Home Provider

Licensed State of Alaska child care provider who provides care in their own home.

(K) Licensed Center

A licensed State of Alaska child care center.

DESCRIPTION OF ACTIVITIES

APIA learns about the quality of care currently offered by information gained directly from parents, individual Tribal governments or other community representatives/agencies. The training and technical assistance needs of providers and activities to improve the quality of childcare are learned in this same manner as well as from the requests of the providers themselves. In some cases, the monitoring of providers may also result in information leading to the need for training or technical assistance.

APIA will provide quality services to providers on an as-needed basis as we learn about the need. Overall, we anticipate that quality dollars may go toward goals established at this time which could include but are not limited to Outreach activities to inform and engage new providers into our services, training and technical assistance activities for providers, possibly coordinated with our ICWA and/or Head Start Divisions, and the training of our ETR staff in learning modules such as CPR and First Aid Instruction to reduce the cost of outside trainers and travel to communities. Additionally, quality dollars may be used for cultural activities, monitoring and assisting providers in meeting health and safety standards, to improve reading or educational activities, to train providers with education on how to meet children's needs, to inform and educate providers about the social and emotional needs of children, or to inform providers about how to provide for the needs of vulnerable children or children with special needs.

APIA will promote families' access to high quality child care in our communities. In cases where high quality child care is not available in a community, APIA will promote the creation

and/or startup of such. Consistent with 477, these activities would in tandem create jobs within our communities. This may include, but is not limited to: equipment and plans for the health and safety of a child care location, equipment for child development made available to child care providers such as playground equipment, home or center minor renovations where child care will take place, and construction or major renovation of child care facilities (in accordance with Procedures for Requests from Tribal Lead Agencies to Use Child Care and Development Fund (CCDF) Funds for Construction or Major Renovation of Child Care Facilities, issuance date 5/6/2020).

APIA will use the total CCDF allotment to fund child care services consistent with the purpose and requirement of the CCDF under CFR 45 98 Subpart F. APIA will not use CCDF funds for any activities expressly prohibited by statute or regulation. Funds, as required in Sections 98.83 (g) in the CCDF Final Rule, 45 C.F.R., 2016 will be spent to ensure quality child care on a case-by-case voluntary basis to achieve the most culturally appropriate, safe, and high caliber of care as requested by parents or providers or when noted as a need by the ETR Division staff. The Tribal Lead Agency will spend quality funds in percentages as required to increase parental options for, and access to, high-quality child care, at no less than nine percent pursuant to 45 C.F.R. § 98.83 (g) (2016). Formal goals to improve quality of child care are assessed annually with input from all types of providers using a training and technical assistance tracking form.

LOCALITIES

Activities to establish, expand and conduct early childhood development programs, including but not limited to Head Start, before and after school care services, home-based services, and improvement in quality of child care are available in the following communities: Akutan, Atka, False Pass, Nelson Lagoon, Nikolski, Sand Point, St. George, Unalaska, Adak, Cold Bay, and the entire Region served by APIA. The Agdaagux Tribe in King Cove and St. Paul Tribe in St. Paul

Island have their own CCDF discretionary allocations. APIA will service their mandatory funds if allotted. We may be able to serve those individuals that St. Paul and King Cove do not serve under their policies with written verification of denial from St. Paul/King Cove.

HEALTH AND SAFETY REQUIREMENTS

APIA will follow the State of Alaska's general requirements for health and safety in all categories where applicable to those required to be licensed: prevention of infectious diseases, health and safety, building and physical premises, and health and safety training. APIA does not currently license any type of Child Care Facility. When a parent chooses a licensed child care provider, APIA will require a copy of the provider's State or Municipal Child Care License and a copy of the provider's Alaska Business License. APIA will not monitor licensed providers regarding health and safety compliance. APIA will report to the licensing agency all reports of noncompliance that are received. APIA ETR staff will assist in monitoring the non-licensed provider's home to ensure standards are met. If there is no ETR office in the community, a contracted Child Care Outreach Ambassador or other APIA approved person will be responsible for monitoring the provider's home. Child Care Providers must meet the State of Alaska's Child Care Federal Health and Safety Standards to become licensed. The State of Alaska is requiring licensing for all non-relative providers regardless of the number of children in their care and for all providers caring for more than 5 children. APIA will not license centers or providers.

Family Home and In-Home Providers

(A) Prevention and Control of Infectious Disease

1. Provider has no contagious disease other than a cold and/or flu.
2. Provider has negative TB test

3. Provider will not admit a child who shows signs of serious illness of highly communicable disease. A provider may admit or retain a mildly ill child if the child can comfortably participate and not compromise the care of other children.
4. Provider will notify a child's parents if a child becomes ill. Medicine will be given only with written instructions from the parents.
5. All children must have on file an immunization and emergency information record, including provider's own child(ren). (Verified by APIA staff)
6. Providers will wash hands before handling or preparing food for a child, and after handling food, diapers, and using the bathroom.
7. Safe drinking water and proper sewage/garbage disposal.
8. Children are prevented from exposure to animal waste.

(B) Minimum Standards for Health and Safety

1. Provider must show proof of being at least 18 years old.
2. The provider and those 16 or older who might have contact with the child(ren) must meet State regulations 4 AAC 62.210 (b). Provider must submit a copy of criminal justice record for self and everyone 16 or older who might have contact with the children. All must be free of crimes involving assault, sexual assault/abuse or a minor, incest, unlawful exploitation of a minor or indecent exposure. Provider has no substantial incident of child abuse or neglect. No felony conviction in past 10 years.
3. Provider has not been refused a Community Care License or had a Community Care license revoked in the past 10 years.
4. Provider will never leave children alone.
5. Children will never be around a person/animal known to be dangerous.

6. Children will never be left alone with a known or convicted sex offender, or a person who has been convicted of a crime of violence.
7. Smoking is prohibited in the area with the children.
8. Provider will maintain an alcohol/drug free environment.
9. Children will never be punished physically.
10. Providers will allow parents' access to children at all times.
11. Provider does not care for more than four unrelated children with no more than five children at any one time regardless of the provider's relationship to the child(ren) in care.
12. Provider may only have a total of 5 children in care under 13 years of age, including their own children under 12 years of age (whether or not they are in school). Of those 5 children, no more than 4 may be unrelated to the provider and no more than two may be under the age of 30 months.)
13. Provider will store, refrigerate, and prepare food carefully.
14. Medicines, cleaners and dangerous materials will be stored out of children's reach.
15. Guns are unloaded and stored out of children's reach. Ammunition will be stored separately.

(C) Building and Physical Premises Safety

1. Child care area will be kept free of hazards, both inside and out.
2. Provider will have an evacuation plan posted in a prominent place.
3. Child care area will have two separate exits large enough for one adult (one may be a window).
4. One exit must lead directly to the outside if children are in a basement.
5. Provider has a working smoke alarm, fire extinguisher, and a first aid kit.
6. Stoves and heating appliances:

- a) are not in exit way or corridors at any time
 - b) are equipped with a protective device so small children do not have access
 - c) are maintained in a safe and serviceable manner
 - d) are fuel burning
7. No combustible waste materials are accumulated in or around the premises and flammable liquids are stored in metal containers out of the reach of children.

(D) Health and Safety Training

1. Providers will take First Aid and Infant/Child CPR when it is available in their community.
2. APIA staff will continue to organize and coordinate educational workshops during the year for providers and parents. One of the major focuses of the workshops will be issues dealing with regulatory health and safety requirements and the reason for these requirements. Providers will attend the trainings that APIA holds in their communities as a requirement for continued certification.
3. Training will be provided at no cost to the providers.
4. Child care will be provided for the providers if necessary.

(E) APIA permits providers to provide CCDF services pending completion of the process for meeting established health and safety requirements. A provider who does not meet required local and state health and safety requirements will be given 45 days in order to come into compliance. As long as the provider expresses, in writing, that he/she will meet the requirements, the child care services will not be delayed unless there are serious health or safety concerns. These will be determined on a case-by-case basis by the ETR Coordinator. A provider's file will be closed after 45 days if APIA has not received proof that the provider has come into compliance. The parent(s) or guardian(s) will be responsible for any child care

costs after the 45-day grace period. APIA will not pay for child care costs billed by a provider after the 45-day grace period that does not meet our health, safety and program requirements. A provider may reapply at any time, however, the 45-day grace period will not be allowed a second time. Those Providers that request dual certification with the State must meet all requirements and be certified with APIA prior to APIA submitting their application to the State. On a case-by-case basis and in extraordinary situations, the APIA ETR Division Coordinator may grant extensions. This will be assessed on a case-by-case basis and will only be approved by the ETR Coordinator.

(F) Providers-that are required to be State or locally licensed will have a copy of their license and/or certificate in their file at the time of approval.

(G) Providers that are not subject to licensing or regulatory requirements under State or local law and providers who certify to APIA that they provide legally exempt child care must supply the following to APIA:

1. Complete Provider Packet which includes:

- a) Name
- b) Address
- c) Social Security Number
- d) Alaska Business License (if required)
- e) Background Check (see Attachment A1-3 Alaska State and APIA Health and Safety Plan)
- f) Negative TB test record
- g) Proof of age
- h) Immunization records for Provider and all Provider's own children.
- i) Health and safety home inspection by APIA approved person.

- j) Emergency evacuation plan.
- k) Medical consent form for each child in care.
- l) Emergency contact form for each child in care.

If financial hardship is an issue for the provider, APIA will supply the fire extinguisher, smoke alarm, first aid kit, and the fees for the criminal records check and the business license application. Each ETR field site will have at least one fire extinguisher, smoke alarm, carbon monoxide alarm, infectious disease kit, emergency preparedness kit and first aid kit, which can be given to the CCDF provider in order to expedite the compliance process.

(H) APIA's state of emergency child care preparedness plan is under development.

CERTIFICATE PAYMENT SYSTEM

A Care Payment Certificate (aka "voucher") is an authorization issued by the grantee to a parent who may use it to pay for child care services from a variety of providers, including center based, group home, Head Start, family and in-home care.

The Child Care Payment Certificate is in the form of an Authorization Agreement. The certificate states the date of issue and expiration date, the parent/guardian who is being given the certificate, the children's names and ages, birth dates, hours per day and days per week authorized, APIA maximum rate of payment and parent's monthly share. The certificate also lists the name of the provider chosen by the parent and the expected share of the child care costs the parent is obligated to pay directly to the provider. The certificate gives a contact name for notification of any changes in the family that would affect eligibility for the CCDF. Parent's payment certificate will be reissued every twelve months providing the parents continue to meet all requirements of the CCDF

program including paying their portion of the child care costs. Proof will be required prior to recertification or payment for child care services.

The Child Care Provider Certificate is in the form of an Authorization Agreement. The certificate states the date of issue and the expiration date, name and address of provider, type of child care facility, number of children authorized to care for, date to be State licensed if applicable, State business license number and expiration date, if applicable, date of criminal back ground check, date of home inspection and date of TB test. Provider certificates will be good for two years providing the provider passes a home inspection every six months, meets the requirements for communicable disease every twelve months, and maintains a current Alaska State business license and/or State Child Care license, if applicable.

Instruction is given to the provider to complete the Attendance and Billing form (which is attached to the certificate) at the end of each month. This Attendance and Billing form also states where payment is to be mailed.

Parents will be informed of choices and given a list of registered and approved providers in each category as available. Parents will also be informed they may choose other providers not on the list.

Funding will be obligated on a case-by-case basis until funding dictates closure of the program. A waiting list will be utilized, with very low income and special needs families given priority. Funds are obligated on a Purchase Order for a twelve-month period for each parent based on the expected need at the time of certification.

Certificates will be issued to the parents within ten (10) working days from the time the ETR staff gives final approval. Payments will be mailed to the provider within ten (10) working days of

receipt of a complete Attendance and Billing Report (this includes both signatures on the form) and all required documentation has been received by the ETR staff including proof that the parent(s) have paid their portion of the billing to the provider. Attendance and Billing Reports must be received within 45 days after the last day child care was provided. A parent's file will be closed if the Attendance and Billing Reports are not received within the 45-day limit. APIA will not pay for child care services that are billed after the parent's file has been closed. All provider payments will be delivered via U.S. Postal Service. APIA will pay for a child that is absent under the following circumstances:

1. The child is home sick.
2. There is a family emergency.

Allowable absences may be verified by APIA field ETR staff and/or Anchorage staff.

Allowable absences per child are based on the number of days child care is authorized per child per month. Allowable absences may not exceed five in any month. Absences charged by the provider that are not covered by APIA are the sole responsibility of the parent(s) or legal guardian(s). A child attending child care full time (a least eight hours per day, five days per week) will be allowed. A child attending child care part time (less than five days per week and/or less than eight hours per day) will be allowed. A child attending child care on a drop-in as-needed basis will not be allowed paid absences.

This certificate payment system has been virtual in nature since its inception due to the unique needs of our remote communities. This system is robust and allows us to continue to provide payments to child care providers despite natural disaster, pandemic or other unforeseen crisis.

PAYMENT RATES FOR PROVISION OF CHILD CARE

APIA will utilize the APIA Child Care Assistance Rates and Co-pay Schedule (see attached).

COMPLAINTS

APIA will maintain a complaint file on childcare providers and make the substantiated complaints file available to parents.

ADDENDA

A1-1 APIA Child Care Assistance Rates and Co-pay (Revised May 27, 2021)

A1-2 State of Alaska Child Care Assistance Program Rate Schedule (Revised March 1, 2019)

A1-3 Alaska State and APIA Health and Safety Plan (Revised June 8, 2021)