

## WORK STATEMENT

### SECTION I General

1. Data Collection and Disclosure: The Grantee shall be responsible for the collection of data required by the Department related to the Grantee's management of the Department's subsidized child care program. All data collected remains the sole property of the Department. The Grantee shall provide the Department with copies of the data and specific reports that are generated from the data, as requested by the Department. All requests from Federal or State agencies for information shall be referred to the Department. Any requests for information shall immediately be forwarded to the appropriate Subsidy Coordinator. The Grantee may provide the following information without Department consent:

- Parent counseling and consumer education activities performed by the Grantee or its agents;
- The number of children in care (by funding stream if requested);
- The list of participating relative/neighbor providers to either Penn State Cooperative or Department of Education Food Sponsors;
- Informational brochures. All brochures must acknowledge that the program was made possible by the Department of Public Welfare, the current Governor, the current Secretary of Public Welfare;

The Department reserves the right to modify this list of exceptions upon written notice to the Grantee.

The Grantee has read and agrees to comply with the requirements listed in the Data Collection and Disclosure section above. Yes \_\_\_\_\_ (Initial)

2. The Grantee will request in writing advance approval to relocate the Child Care Information Services (CCIS) agency at least 45 days prior to a tentative relocation. Additionally, the Grantee will request in writing advance approval to expand space or any other change that will permanently increase occupancy expenses to the CCIS budget during the grant period.

The Grantee has read and agrees to comply with the requirements listed in the sentence above. Yes \_\_\_\_\_ (Initial)

3. Payment for Child Care:

- a. All child care providers who submit accurate invoices for payment by the fifth calendar day of the month following the month in which child care was provided, will be paid by the 20<sup>th</sup> of that month.
- b. All eligible parent/caretakers receiving care in their own home and whose child care providers submit accurate invoices for payment by the fifth calendar day of the month following the month in which child care was provided, will be paid by the 20<sup>th</sup> of that month.
- c. The Grantee will issue payment for child care based on criteria established by the Department.

The Grantee has read and agrees to comply with the requirements listed in the Payment for Child Care section above. Yes \_\_\_\_\_ (Initial)

4. The Grantee will reimburse regulated child care providers based on the Provider's reported rates up to the maximum amount published by the Department and referenced in this grant. The Grantee will reimburse unregulated, legally operating providers based on the rates published by the Department and referenced in this grant.

The Grantee has read and agrees to comply with the requirements listed in the section above. Yes \_\_\_\_\_ (Initial)

5. The Grantee must offer to any child care provider that seeks to participate in the subsidized child care program and is eligible to participate, a provider agreement within 15 days of a parent selecting them as the provider of choice for child care.

The Grantee has read and agrees to comply with the requirements listed in the sentence above. Yes \_\_\_\_\_ (Initial)

6. The Grantee may not change or modify any provider agreements or eligibility forms without the written permission of the Department.

The Grantee has read and agrees to comply with the requirement listed in the sentence above. Yes \_\_\_\_\_ (Initial)

7. The Grantee will use the Child Care Management Information System (CCMIS) as prescribed by the Department to manage the subsidized child care program.

The Grantee has read and agrees to comply with the requirement listed in the sentence above. Yes \_\_\_\_\_ (Initial)

8. The Grantee will use CCMIS as prescribed by the Department for parent counseling and parent resource and referral services.

The Grantee has read and agrees to comply with the requirement listed in the sentence above. Yes \_\_\_\_\_ (Initial)

9. The Grantee agrees that it will only participate with legally operating providers who are registered in CCMIS.

The Grantee has read and agrees to comply with the requirement listed in the sentence above. Yes \_\_\_\_\_ (Initial)

10. The Grantee will comply with the requirements regarding updating the provider profile, provider agreement and corresponding attachments, and the Market Rate Survey.

The Grantee has read and agrees to comply with the requirements listed in the sentence above. Yes \_\_\_\_\_ (Initial)

11. Upon request from the Department, the Grantee will distribute to providers information on services offered by Federal or State agencies and other information on quality initiatives offered by the Department or the Department's business partners.

The Grantee has read and agrees to comply with the requirement listed in the sentence above. Yes \_\_\_\_\_ (Initial)

12. The Grantee will accept and implement all future updates and releases of CCMIS. This includes FSS and service budget preparation to reflect the expansion of subsidized child care services for TANF, Food Stamps, and General Assistance eligible populations.

The Grantee has read and agrees to comply with the requirements listed in the sentence above. Yes \_\_\_\_\_ (Initial)

13. Under special circumstances, the Grantee agrees to enter into sub-grants with providers within the Grantee's geographic service area for subsidized child care services upon notification and direction from the Department. Prior to selecting providers, the Department will consult with the Grantee and the Regional Key. The Grantee assures that there will be no conflict of interest, or the appearance of conflict of interest, in the management of sub-grants and the treatment of providers.

The Grantee has read and agrees to comply with the requirement listed in the sentence above. Yes \_\_\_\_\_ (Initial)

14. In the absence of the executive director or other essential staff, the Grantee must appoint a designee(s) with authorization to implement any requests directed by the Department as well as to provide all requested

information to the Department within prescribed timeframes established by the Department.

The Grantee has read and agrees to comply with the requirements listed in the sentence above. Yes \_\_\_\_\_ (Initial)

15. A telephone call to the Grantee shall be toll-free for any family who lives within the county or geographical area served by the CCIS. The Grantee shall be known as the "Child Care Information Services of \_\_\_\_\_ County". The Grantee shall list the above mentioned name prominently on all correspondence to parents, providers and the public.

The Grantee has read and agrees to comply with the requirements listed in the sentence above. Yes \_\_\_\_\_ (Initial)

16. The Grantee will comply with Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d by taking action as required to assure that all persons with Limited English Proficiency have meaningful access to the programs administered by the Grantee.

The Grantee has read and agrees to comply with the requirement listed in the sentence above. Yes \_\_\_\_\_ (Initial)

17. The Grantee will comply with cost principles outlined in the U.S. Office of Management and Budget (OMB) Circular A-87 if a local/county government agency, or OMB Circular A-122 if a non-profit organization.

The Grantee has read and agrees to comply with the requirement listed in the sentence above. Yes \_\_\_\_\_ (Initial)

18. The Grantee and sub-grantees will comply with all requirements of the PA 55 Code relating to Subsidized Child Care, the Child Care Information Services (CCIS) Procedures Manual, and other policies, performance standards, and procedures communicated from the Department to the Grantee.

The Grantee has read and agrees to comply with the requirements listed in the sentence above. Yes \_\_\_\_\_ (Initial)

19. Upon notification from the Department, the Grantee agrees to recoup available funds, through payment adjustments, from any payee who has an outstanding financial obligation to the Department. The Grantee will not assume responsibility for these overpayments if unable to collect.

The Grantee has read and agrees to comply with the requirement listed in the sentence above. Yes \_\_\_\_\_ (Initial)

## SECTION II CCIS Operations

1. Organization Chart: The Grantee will submit an updated organization chart when requested by the Department.

Attach a copy of the organization chart. The chart must include all current positions and any position reflected in the grant's proposed FSS budget. Each position must list the percentage of time spent under this grant and the name of the staff person who currently occupies the position.

2. Conflict of Interest: The Grantee will avoid conflicts of interest, or the appearance of conflicts of interest, for enrollments of children, administrative processes, direct service system management, and the treatment of providers.

Explain how the Grantee will meet the conflict of interest standard.

3. Fiscal Management:
  - I. The Grantee will monitor the expenditure of funds daily to assure there is neither an over-expenditure nor significant under-expenditure of funds at the end of the grant period.
  - II. The Grantee will monitor the fiscal management of FSS funds monthly to assure there is neither an over-expenditure nor significant under-expenditure of funds at the end of the grant period.
  - III. The Grantee will monitor overpayments monthly and report to the Department if the total sum of all overpayments exceeds 1% of the service budget.
  - IV. The Grantee will continue to enroll children off the waiting list when funds are available in accordance with the Department's overbooking percentages.

Explain how the Grantee will meet the fiscal management standards.

4. Staff Training:
  - I. New staff will be trained within 60 calendar days of their start date for all aspects of their job assignments.
  - II. Staff will receive on-going training within 30 calendar days of updates or changes to any aspect of their job assignments.
  - III. The Grantee will cross train staff to assure that core functions are able to be performed in the event of staff vacancies and/or absences.

Explain how the Grantee will meet the staff training standards.

5. Disaster Plan: The Grantee must establish a disaster recovery plan regarding computer failure (loss of data) and destruction to the facility. Within 72 hours, the CCIS must be operational at a temporary site with an operating telecommunications system and give public notification of the new location and new CCIS telephone number(s). Backup data, including CAMIS data, must be stored off-site for seven years.

Describe or attach a copy of the disaster recovery plan including the steps and methodology necessary to meet the disaster plan standards.

6. Set-Asides: If applicable, the Grantee may establish a teen-parent set-aside no greater than 10% of the total service allocation for that budget. The Grantee will monitor the fiscal management of the set-aside to assure there is neither an over-expenditure nor significant under-expenditure of funds at the end of the grant period.

Explain how the Grantee will meet the set-aside standard including the historical demand for the set-aside.

7. Subcontracted Services: All Grantees who subcontract work described in Rider 2 of this Grant must complete the list below and attach a Lobbying Certification and Disclosure Form completed and signed by the subcontractor:

Name and Address of Subgrantee:

Federal Identification Number:

Amount of Grant:

Function(s):

8. Quality Assurance: All work will be supervised for accuracy and timelines to assure that all aspects of the workplan, regulations pertaining to 55 PA Code relating to Subsidized Child Care, the Child Care Information Services (CCIS) Procedures Manual and other correspondence from the Department are met.

Explain how the Grantee will meet the quality assurance standard.

9. Access to Services:
  - I. An agency staff person(s) will be physically present to answer subsidized child care questions from the general public between the hours of 8:30 A.M. and 5:00 P.M., Monday through Friday, except on state recognized holidays or in the case of County Government managed programs, county recognized holidays.
  - II. The Grantee will be accessible to parents and providers who cannot contact the agency staff during the weekday office hours.

- III. The toll-free telephone line may not have voice mail as the primary mechanism for handling incoming telephone calls between the hours of 8:30 A.M. and 5:00 P.M., Monday through Friday, except on state recognized holidays or in the case of County Government managed programs, county recognized holidays.
- IV. Agency staff will respond to voice mail messages within 2 working days.

Explain how the Grantee will meet the access to services standards.

10. Payment Management:

- I. The Grantee will validate invoices from participating providers to assure that payment is made only for authorized services.
- II. The Grantee will manage late or incorrect invoices and pay by the next payment cycle.
- III. The Grantee will make advance payments, when necessary, to parents for eligible TANF/FS/GA child care services. Advance payments will not apply to vendor payment issuances.

Explain how the Grantee will meet the payment management standards.

11. Public Services:

- I. The Grantee will make parent services available to the general public and all families who may be eligible for subsidized child care.
- II. The Grantee must distribute information on the selection of quality child care based on the requirements of the Department.
- III. The Grantee will coordinate services with the County Assistance Office (CAO) to assure that TANF families receive the services needed based on the requirements of the Department.
- IV. The Grantee must have a grievance procedure that handles client, provider and public complaints and unresolved issues.

Explain how the Grantee will meet the public services standards and briefly describe your grievance procedures including at what step in the process a referral is made to the Department.

12. Provider Services: The Grantee will assure that all procedural requirements for maintenance of provider information (excluding initial data entry which is the responsibility of the Department of Public Welfare) are met.

Explain how the Grantee will meet the provider services standard.